



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 – May 14, 2018 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATION

- a) AARP Age Friendly Community Designation

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) Tax Refund Requests
- b) Proposed Contract Extension for Household Hazardous Waste Collections
- c) Proposed Stormwater Connection Ordinance
- d) Proposed Public Gathering Permits for 2018 Events
- e) Proposed Simsbury Meadows Performing Arts Center (SMPAC) Sign Structure Donations
- f) Request for Temporary Liquor Permit Fee Waiver for Burgers on the Bridge Event
- g) Neighborhood Assistance Act Program Proposals
- h) Town Manager Performance Review Process and Goals

APPOINTMENTS AND RESIGNATIONS

- a) Library Building Committee Resignation and Proposed Appointment
- b) Proposed Appointments to the Technology Task Force



- a) Regular Meeting of April 23, 2018

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

COMMUNICATIONS

- a) Results of Local Referendum May 1, 2018
- b) Letter re: Memorial Day Parade Information, dated April 23, 2018
- c) Memo re: "Carry In, Carry Out" Policy, dated May 10, 2018

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



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** AARP Age Friendly Community Designation
2. **Date of Board Meeting:** May 14, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
No action is needed at tonight's meeting. The presentation is for informational purposes.
5. **Summary of Submission:**
The Aging and Disability Commission has expressed an interest in pursuing a designation from AARP as an "Age Friendly Community." Ed LaMontagne, Chair of the Aging and Disability Commission will provide a short presentation regarding the Age Friendly Community Designation.

The application for an Age Friendly Community Designation requires a letter of commitment from the Community Executive. The letter of commitment must address the following content: establishing mechanisms to involve older people; a baseline assessment of the age-friendliness of the community; the development of a community-wide action plan based on the findings of the assessment; and identification of indicators so progress can be monitored against the action plan¹. A sample letter of commitment provided by AARP is included as an attachment.

I have asked Social Services staff to determine the level of staff support that will be needed to support both the application and implementation processes and report back to me; that information will be shared with the Board of Selectmen at a later date. I would recommend that the Board take no action on this matter until we have a better understanding of the level of staff commitment required to support the initiative, its impact on staff capacity, and financial resources needed to support implementation of the action plan.

If after receiving all information the Board is supportive of the Aging and Disability Commission submitting an Age Friendly Community Designation application on behalf of the Town, the Board of Selectmen should authorize the Town Manager to issue a letter of commitment. I would assign the Department of Social and Community Services as lead staff assigned to support the initiative.

¹ Source: AARP website

6. Financial Impact:

Since staff time to support the application and implementation processes is not yet known, it is difficult to estimate the cost associated with staff hours needed to support the endeavor. Additionally, it may be difficult on the front-end to approximate the financial resources needed to follow through with implementation of the required community assessment and action plan.

7. Description of Documents Included with Submission:

- a) Proposal for Establishing Simsbury as an Age Friendly Community
- b) Sample Letter of Commitment

PROPOSAL FOR ESTABLISHING SIMSBURY AS AN AGE-FRIENDLY COMMUNITY

BACKGROUND

AARP Livable Communities

As the U.S. population ages and people stay healthy and active longer, communities must adapt.

Well-designed, livable communities promote health and sustain economic growth, and they make for happier, healthier residents – of all ages.

The AARP Network of Age Friendly Communities is an affiliate of the World Health Organization's Age Friendly Communities Program, an international effort launched in 2006 to help cities prepare for rapid population aging. AARP's participation in the program advances efforts to help people live easily and comfortably in their homes and communities as they age. Only two cities in Connecticut, Greenwich and Newtown, have this designation. Glastonbury is in the process of applying.

Benefits of Membership

1. Access to a global network of participating communities, as well as aging and civil society experts.
2. Access to key information about the program, such as the latest news and information about best practices, events, results, challenges and new initiatives
3. Opportunities for other cities, both domestic and international
4. Mentoring and peer review by member cities
5. Public recognition of the community's commitment to become more age-friendly

What membership means is that a community's elected leadership has made the commitment to actively work toward making their town, city or county a great place for people of all ages.

There is no fee to join the AARP Network of Age-Friendly Communities.

The 8 Domains of Livability

The World Health Organization has identified eight domains of livability that influence the health and quality of older adults.

- Outdoor Spaces and buildings
- Transportation
- Housing
- Social participation
- Respect and social inclusion
- Civic participation and employment
- Communication and information
- Community support and health services

PROCESS

Step One: Getting started

1. Obtain the political commitment of the community's elected officials
2. Organize stakeholders
3. Conduct assessments to identify needs
4. Establish an advisory committee that includes older adults

Step Two: Planning (Year 1-2)

1. Establish a way to involve older persons in all stages of the age-friendly cities and communities process, such as creating a citizen's advisory group or age friendly committee.
2. Conduct a comprehensive and inclusive baseline assessment of the age-friendliness of the community.
3. Develop a three- year community-wide action plan based on assessment findings.
4. Identify indicators to monitor progress against this plan.

Step Three: Implementation (Year 3-4)

1. Write the action plan report
2. Monitor Progress

Step Four: Evaluation (Year 4-5)

1. Monitor Progress

For more information: <http://www.aarp.org/livable-communities>



City of Austin

Mayor Lee Leffingwell · 301 Willie Nelson Boulevard, Austin, Texas 78701 · www.mayorleffingwell.com
Office (512) 974-2250 · Fax (512) 974-2337 · Lee.Leffingwell@austintexas.gov

December 12, 2012

Mr. Bob Jackson
AARP Texas State Director
98 San Jacinto Blvd. Suite 750
Austin, TX 78701

Dear Mr. Jackson:

On behalf of the City of Austin, we are excited about the opportunity to join with AARP Texas and the World Health Organization (WHO) to become an Age-Friendly Community. Along with other selected communities in the nation, Austin is committed to promoting policies to make American cities friendly to aging populations.

The Austin-Round Rock metropolitan area is the nation's 3rd fastest growing community of people aged 65 and older. We are the nation's #1 fastest growing population of people between the ages of 55 and 64.

To address our changing demographics, our community has recently convened a Task Force on Aging comprised of a diverse group, including executives from non-profit providers, funding agencies, policy makers, and academia. Our goal is to ensure our aging neighbors have the resources to be healthy, independent and integrated into community life.

As a participant in the national network of communities, it is the intent of the City of Austin to:

- Include the active engagement of older adults in the Task Force.
- Secure a council resolution to work toward become age-friendly.
- Establish a Plan of Action that responds to the needs identified by older adults in the community.
- Commit to measuring activities, reviewing action plan outcomes and reporting on them publicly.

We look forward to working with AARP Texas staff and volunteers to ensure our community has the appropriate infrastructure in place so we can all age with dignity.

Sincerely,


Lee Leffingwell
Mayor



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** May 14, 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 May 14, 2018 to approve the presented tax refunds in the amount of \$2,085.13, 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 \$2,085.13. The attachment dated May 14, 2018 has a detailed listing of all requested tax refunds.

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

- a) Requested Tax Refunds, dated May 14, 2018



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Contract Extension for Household Hazardous Waste Collections
2. **Date of Board Meeting:** May 14, 2018
3. **Individual or Entity making the submission:**
Maria E. Capriola, Town Manager; Thomas J. Roy, P.E., Director of Public Works
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports extending the contract with Clean Harbors Environmental Services for household hazardous waste collections as presented, the following motion is in order:

Move, effective May 14, 2018, to authorize Town Manager Maria E. Capriola to execute the contract extension with Clean Harbors Environmental Services for household hazardous waste collections as presented.

5. **Summary of Submission:**
Simsbury has been managing a regional program for household hazardous waste collections for the past three years in partnership with the towns of Avon, Canton, Farmington and Granby. Prior to this arrangement we had contracted with the Metropolitan District Commission (MDC) to manage this program. During both our time working with the MDC and our own management of this program, Clean Harbors has been the vendor providing the technical and disposal services for this work.

Our agreement with Clean Harbors had been based on a regional bid conducted by the MDC. Our contract expires at the end of May 2018 and the MDC has not awarded a new contract for these services. Based on our history with this vendor and the positive relationship they have with the other towns in the region that participate in this program, we are requesting to extend the contract for these services for six months to allow for the Town to hold our June and fall collections as planned. In consultation with the other participating towns, they unanimously support this approach to ensure consistency in the delivery of these important services. The Town Attorney has reviewed the presented contract extension.

Depending upon the outcome of the MDC RFP process, the town may conduct a separate RFP process for household hazardous waste collection services later this year. Ultimately, the negotiated contract for the selected vendor will be brought to the Board of Selectmen for review and consideration.

6. Financial Impact:

Simsbury's annual budget for our participation in the three household hazardous waste collections is \$28,000. Pricing under the new agreement is an increase over our past contract; as this is a unit price agreement the aggregated cost increase is dependent on the quantities and types of materials collected. Ultimately we do not see a significant cost increase to the Town.

7. Description of Documents Included with Submission:

- a) Proposed Contract Extension with Clean Harbors Environmental Services for Household Hazardous Waste Collections
- b) Cost Proposal from Clean Harbors Environmental Services, dated April 10, 2018

**FIRST AMENDMENT TO THE
HOUSEHOLD HAZARDOUS WASTE COLLECTION
AGREEMENT
BETWEEN
TOWN OF SIMSBURY, CONNECTICUT
AND
CLEAN HARBORS ENVIRONMENTAL SERVICES, INC.**

THIS FIRST AMENDMENT TO AGREEMENT, is made and entered into this ___ day of May, 2018 by and between the Town of Simsbury, 933 Hopmeadow Street, Simsbury, Connecticut, 06070, a Municipal Corporation organized and existing under the laws of the State of Connecticut, hereinafter referred to as the “Town” and, Clean Harbors Environmental Services, Inc., 761 Middle Street, Bristol, CT 06010 hereinafter referred to as the “Clean Harbors”.

WITNESSETH

WHEREAS, the Town and the Clean Harbors have entered into an Agreement dated March 30, 2013 to provide household hazardous waste collection;

WHEREAS, the Town and the Clean Harbors desire to amend the Agreement as set forth herein.

NOW, THEREFORE, in reliance on this representation, and in consideration of the mutual covenants herein contained, the parties do hereby agree as follows:

1. TERM: Paragraph one of the Agreement is deleted in its entirety and the following is substituted in lieu thereof:

On June 9, 2018, and a date on a Saturday the be mutually agreed upon in October or November of 2018 Clean Harbors shall have present at the following location, The Simsbury Highway Garage, 68 Town Forest Road, Simsbury, Connecticut 06070 (the “Site”) an employee or agent of Clean Harbors (the “Site Chemist”) trained in the identification and handling of household hazardous wastes (“Wastes”) as defined by state and federal laws and regulations, and such personnel, equipment and materials as are necessary to handle, containerize, label, load and transport said wastes for disposal in a manner which conforms to state and federal laws and regulations

2. COMPENSATION: Paragraph 2a of the Agreement is deleted in its entirety and the following is substituted in lieu thereof:

Town agrees to pay Clean Harbors for services under this agreement in accordance with the Rate Schedule dated April 18, 2018 (“Rates”) attached hereto as Exhibit A with the condition the Town not pay more than \$30,000 per collection (the “Contract Limit”).

3. All other terms and conditions of the May 30, 2013 Agreement not amended by this First Amendment of Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Town of Simsbury has caused this First Amendment to Agreement to be executed in its name by the Town Manager, and the said Clean Harbors has caused this First Amendment to Agreement to be duly executed, this ___ day of May, 2018

<p>TOWN OF SIMSBURY</p> <p>BY _____ Maria E. Capriola Town Manager Duly Authorized</p>	<p>CLEAN HARBORS ENVIRONMENTAL SERVICES, INC.</p> <p>BY _____ Duly Authorized</p>



Clean Harbors Environmental Services, Inc.
761 Middle Street
Bristol, CT 06010
www.cleanharbors.com

April 10, 2018

Attn: Mr. Thomas Roy
Simsbury Town of
933 Hopmeadow Street
Simsbury, CT 06070

Quote #2900600, Clean Harbors Env Svcs, Simsbury, CT

Dear Mr. Roy:

Thank you for considering Clean Harbors Environmental Services, Inc. (Clean Harbors) for your household hazardous waste management needs. We are pleased to provide you with the following pricing. Additionally, Clean Harbors has the appropriate permits and licenses for the acceptance and disposal of the waste streams identified within this quotation.

In addition to providing household hazardous waste management services and disposal to our company owned and operated facilities, Clean Harbors offers a broad range of environmental services including:

- Waste Transportation & Disposal
- Laboratory Chemical Packing
- Field Services
- 24-Hour Environmental Emergency Response
- Industrial Services
- InSite Services

I look forward to continuing to service your environmental needs. To place an order, please contact our Customer Service group at 800.444.4244. If you have any questions or need further assistance, you may reach me at the number below.

Sincerely,

Krista Marie Gloden
HHW Program Manager
Phone: 860.583.8917



QUOTE SUMMARY

Description	Amount
TASK 1: MOBILIZATION/SET-UP FEE	\$3,500.00
TASK 2: DISPOSAL	\$26,562.50
TASK 3: CYLINDER DISPOSAL AND TRANS	\$3,126.00
Subtotal	\$33,188.50
Estimated Waste Fee	\$0.10
QUOTE TOTAL	\$33,188.60



TASK 1: MOBILIZATION/SET-UP FEE

TASK 1: TOTAL LABOR, EQUIPMENT, AND MATERIAL \$3,500.00

Costs for Labor, Supplies/Materials, and Equipment utilized in the completion of this task are included in disposal or other rates.

TASK 2: DISPOSAL

DISPOSAL

Profile/Waste Code	Waste Description	Qty	UOM	Price	Total
B35	GLYCOLS	1	55 gallon drum	\$125.00	\$125.00
CFL1	MERCURY BULBS FOR RECLAMATION	450	pounds	\$1.30	*\$585.00
CFL2	MISC. MERCURY BULBS FOR RECLAIM	225	pounds	\$3.50	*\$787.50
CFL8	COMPACT FLUORESCENT LAMPS FOR RECLAIM	225	pounds	\$3.50	*\$787.50
CNIA	ASBESTOS WASTE	1	flex bin	\$325.00	\$325.00
FB1	LIQUID FOR FUEL	20	55 gallon drum	\$100.00	\$2,000.00
LAT	LABPACK FOR AQUEOUS TREATMENT	5	55 gallon drum	\$275.00	\$1,375.00
LAT	LABPACK FOR AQUEOUS TREATMENT	1	5 gallon pail	\$82.50	\$82.50
LBBGB	SMALL SEALED CELL BATTERIES AND PORTABLE ELECTRONICS FOR REC	3	5 gallon pail	\$150.00	\$450.00
LBD2	NI-CAD BATTERIES WET OR DRY FOR RECLAMATION	1	55 gallon drum	\$310.00	\$310.00
LBLA	LEAD ACID BATTERIES FOR RECLAMATION	1	55 gallon drum	\$350.00	\$350.00
LCCR	LABPACK FOR INCINERATION	26	55 gallon drum	\$275.00	\$7,150.00
LCCR	LABPACK FOR INCINERATION	2	5 gallon pail	\$82.50	\$165.00
LCCRC	LABPACK ORGANICS FOR INCINERATION	4	flex bin	\$880.00	\$3,520.00
LCCRQ	AEROSOLS FOR INCINERATION	4	flex bin	\$775.00	\$3,100.00
LCHG2	LABPACK MERCURY DEVICES / MERCURY DEBRIS FOR RETORT	1	5 gallon pail	\$400.00	\$400.00
LCHG4	LABPACK MERCURY SALTS AND	1	5 gallon pail	\$500.00	\$500.00



Profile/Waste Code	Waste Description	Qty	UOM	Price	Total
SOLUTIONS FOR RETORT					
LCHSL	LABPACK PCBs FOR SECURE CHEMICAL LANDFILL	1	5 gallon pail	\$115.00	\$115.00
LLF	LABPACK FOR LANDFILL	1	55 gallon drum	\$185.00	\$185.00
LPTP	PROCESSABLE PAINT & PAINT RELATED MTRL FOR FUEL/ INCINERATION	7	flex bin	\$450.00	\$3,150.00
LRCT	LABPACK REACTIVES FOR INCINERATION	4	5 gallon pail	\$150.00	\$600.00
LRCT	LABPACK REACTIVES FOR INCINERATION	1	55 gallon drum	\$500.00	\$500.00
				Total	\$26,562.50

Transportation price is included in the disposal price.

*The following minimum price(s) will apply:

Profile/Waste Code	UOM	Minimum Price
CFL1	4 foot bulbs in a box	\$80.00
CFL1	8 foot bulbs in a box	\$80.00
CFL2	55 gallon drum	\$80.00
CFL8	55 gallon drum	\$80.00

LABOR, SUPPLIES, AND EQUIPMENT

Amount	Description	Qty/UOM	Days	Price	Total
1	Chemist Overtime	13 hour	1	\$0.00	\$0.00
24	HHW Technician	11 hour*	1	\$0.00	\$0.00
25	Modified Level D (Tyvec, Gloves and Boots)	1 each	n/a	\$0.00	\$0.00
2	Tractor w/Box Van	12 hour*	1	\$0.00	\$0.00
2	16 Gal / 70 L Open Poly Drum 1H2/Y56/S	1 each	n/a	\$0.00	\$0.00
4	4ft Fluorescent Tube Box 4G/Y275	1 each	n/a	\$0.00	\$0.00
7	5 Gal / 20 Litre Poly Drum 1H2/Y1.5/60	1 each	n/a	\$0.00	\$0.00
1	5 Gal / 20 Litre Steel Drum, X rated, 1A2/X1.8/100	1 each	n/a	\$0.00	\$0.00
16	55 G / 205 L Closed Steel Drum, Recon 1A1/Y1.4/100 (17-E)	1 each	n/a	\$0.00	\$0.00
10	55 G / 205 L Steel Drum, Reconditioned 1A2/Y1.2/100 (17-H)	1 each	n/a	\$0.00	\$0.00
36	55 Gal / 205 Litre Fiber Drum,	1 each	n/a	\$0.00	\$0.00



Amount	Description	Qty/UOM	Days	Price	Total
	Recycled 1G/Y190/S				
2	55 Gal / 205 Litre Open Head Poly, Reconditioned Drum 1H2/Y2	1 each	n/a	\$0.00	\$0.00
1	8ft Fluorescent Tube Box 4G/Y275	1 each	n/a	\$0.00	\$0.00
15	Flexbin, 1 Cubic Yard Flexbin 11G/Y/2022/1122	1 each	n/a	\$0.00	\$0.00
8	Speedi Dry	1 bag	n/a	\$0.00	\$0.00
15	Vermiculite 4 cuft	1 bag	n/a	\$0.00	\$0.00
				Total	\$0.00

* Includes portal-to-portal travel time

TASK 2: TOTAL ESTIMATE

\$26,562.50

Estimated Waste Fee

\$0.10

Estimated total, including Fees

\$26,562.60

WASTE CLASSIFICATIONS SPECIFICATIONS

Waste Code	Description
B35	<p>Glycols</p> <p>Ethylene or propylene glycols Minimum yield 25% Must be non hazardous pH 3-11 Flash point greater than 140°F Less than 1 inch solids in drum No pesticides Less than 5 percent oils PCB's non detectable Must be amenable to aqueous treatment Must be compatible with oil and water Must be compatible with oil and water</p>
CFL1	<p>Mercury Bulbs For Reclamation</p> <p>Less than 5 percent broken bulbs Intact 4 foot or 8 foot bulbs Packaged in original bulb boxes or specialty containers Shrink wrapped to pallets No free mercury PRIMARY DISPOSAL METHOD: RECLAMATION</p>



WASTE CLASSIFICATIONS SPECIFICATIONS

Waste Code	Description
CFL2	Misc. Mercury Bulbs For Reclaim Misc. shaped bulbs containing mercury for reclaim U tubes, Circular, Incandescent, Quartz, Halogen Packaged in original bulb boxes or specialty containers Shrink wrapped to pallets No free mercury No D003 bulbs PRIMARY DISPOSAL METHOD: RECLAMATION
CFL8	Compact Fluorescent Lamps For Reclaim Packaged in original bulb boxes or specialty containers Shrink wrapped to pallets No free mercury PRIMARY DISPOSAL METHOD: RECLAMATION
CNIA	Asbestos Waste No free liquid Wetted and double bagged Must be able to pass (paint filter/penetration) tests No pesticides, herbicides or cyanides PRIMARY DISPOSAL METHOD: NON HAZARDOUS LANDFILL
FB1	Liquid For Fuel Example: paint thinner, solvents Less than 4 inches of dispersible sludge Less than 5 percent halogens/sulfur Source of PCB < 50 ppm Greater than 10,000 BTU's No pesticides No debris Low viscosity (e.g. thinners) Must not set-up with water or with organic solvents PRIMARY DISPOSAL METHOD: FUEL BLENDING/INCINERATION
LCHSL	Labpack PCBs For Secure Chemical Landfill Example: SCA exempt PCB ballasts etc. Must be TSCA exempt Refer to LP guidelines for additional information PRIMARY DISPOSAL METHOD: TSCA LANDFILL Refer to LP guidelines for additional information

TASK 3: CYLINDER DISPOSAL AND TRANS



DISPOSAL

Profile/Waste Code	Waste Description	Qty	UOM	Price	Total
LCY1	PROPANE CYLINDERS FOR RECYCLING	71	lecture bottle	\$20.00	\$1,420.00
LCY1	PROPANE CYLINDERS FOR RECYCLING	2	medium cylinder	\$53.00	\$106.00
LCY2	REFRIGERANT GASES OR FIRE EXTINGUISHERS FOR RECYCLING	25	small cylinder	\$42.00	\$1,050.00
				Total	\$2,576.00

TRANSPORTATION

Dispatch Location	Price UOM	Total
Bristol, CT Hub	\$550.00 pickup	\$550.00

TASK 3: TOTAL ESTIMATE

\$3,126.00

Labor, Supplies/Materials, and Equipment utilized in the completion of this task will be invoiced at contract or list prices.

GENERAL CONDITIONS

- Except where superseded by an existing services agreement the following terms and conditions apply to this quoted business.
- Prices firm for 30 days.
- Terms: Net 30 Days
- Interest will be charged at 1.5% per month or the maximum allowed by law for all past due amounts.
- Pricing for 2018 calendar year only.
- Local, state and federal fees/taxes applying to the generating location/receiving facilities are not included in disposal pricing and will be added to each invoice as applicable.
- Materials subject to additional charges if they do not conform to the listed specifications.
- Electronically submitted profiles will be approved at no charge. Paper profiles will be charged at \$75.00 each.



GENERAL CONDITIONS

- Clean Harbors supports many invoice delivery options (E-mail, Electronic Invoicing, EDI, Etc.). Pricing is based on Clean Harbors' standard invoice delivery method of E-mail. If another delivery method is required there could be an additional service fee per invoice. Any alternate delivery methods must be reviewed and approved by Clean Harbors prior to acceptance and implementation.
- Compressed gas cylinders requiring special handling due to inoperable valves will be assessed an additional charge of \$400.00 per cylinder. Cylinders larger than medium size will be quoted case by case. This charge may be sent as supplemental invoice.
- A variable Recovery Fee (that fluctuates with the DOE national average diesel price), currently at 12.5%, is included in our quoted pricing. For more information regarding our recovery fee calculation please go to: www.cleanharbors.com/recoveryfee.
- Pickups that require same day or next day service may be subject to additional charges.
- Pickups cancelled within 72 hours of scheduling will be subject to cancellation charges.
- Transportation charges to the final disposal facility will be charged in addition to local transportation to our truck to truck hub/local facility and will vary with logistics and routing.
- Time over eight (8) hours in the normal workday and all day Saturday is considered overtime and will be billed at 1.5 times the applicable straight time rate for all billable personnel unless otherwise quoted. Sunday and Holidays are considered premium time and will be billed at 2.0 times the applicable straight time rate for all billable personnel unless otherwise quoted.
- Standard disposal conversions (excluding minimums) apply to containers other than 5 gallon drums unless otherwise quoted: 6-20g 60%, 21-30g 75%, 31-55g 100%, 56-85g 145%, FBIN 350%, TOT2(<300gal TOTE) 500%, TOTE 630%.
- In the event that legal or other action is required to collect unpaid invoice balances, Customer agrees to pay all costs of collection, including reasonable attorneys' fees, and agrees to the jurisdiction of the Commonwealth of Massachusetts.

ACKNOWLEDGEMENT

Your signature below indicates your acceptance of the pricing and terms detailed in the quote above.

Thank you for the opportunity to be of service.

Signature	PO#	Date
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Print Name

Quote # 2900600



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Stormwater Connection Ordinance

2. **Date of Board Meeting:** May 14, 2018

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

Maria E. Capriola, Town Manager; Jerome F. Shea, Town Engineer; Thomas J. Roy, Director of Public Works *Maria E. Capriola*

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

The town is now required by law to adopt a Stormwater Connection Ordinance. As a result, the Board of Selectmen must schedule a public hearing to consider adoption of the proposed ordinance. As a result, the following motion is in order:

Move, to schedule a public hearing for 6:00PM at the Board of Selectmen's regular meeting on May 30, 2018 to solicit public comment regarding the proposed adoption of the Stormwater Connection Ordinance as presented.

5. **Summary of Submission:**

The purpose of the Stormwater Connection Ordinance is to establish legal authority for compliance with the new MS4 Stormwater General Permit. This permit establishes requirements to provide for the health, safety, and general welfare of the citizens through the regulation of non-storm water discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. The ordinance also establishes methods and enforcement actions for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with the requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. This ordinance is required to be adopted by July 1, 2018 in accordance with the DEEP MS4 General Permit.

The new MS4 Stormwater General Permit requires regulated institutions and municipalities to establish an enforceable legal authority to:

- Prohibit illicit discharges to its storm sewer system such as the dumping/disposal of materials in the MS4
 - Examples include but are not limited to: residential, industrial, and commercial wastes; trash; used motor vehicle fluids; pesticides; fertilizers; food preparation waste; leaf litter; grass clippings; and animal waste.
- Investigate suspected illicit discharges
- Control discharge of spills
- Remove/eliminate illicit discharges, including from those properties not owned/operated by permittee and discharge in the MS4, as soon as possible upon detection

- Where elimination is not possible within 60 days of its confirmation, establish a schedule for its elimination in no more than 180 days.
- Implement appropriate enforcement procedures and actions
 - Authorize fines or penalties to recoup permittee's costs

The draft ordinance was modeled after a template provided by NEMO's MS4 support program in partnership with the UCONN Center for Land Use Education and Research (CLEAR) and funded by the Connecticut Department of Energy & Environmental Protection (DEEP). The Town Engineer, the Director of Public Works, and the Town Manager's Office developed the presented draft ordinance. The draft ordinance has been reviewed and recommended by the Town Attorney.

Fines and penalties required in the ordinance are recommendations in consideration of other town fees for violations. Fees for comparable violations are as follows:

Zoning citations	\$150
Blight citations	\$100
Inland Wetland violations	up to \$1,000

The sample authorized enforcement agent designation letter is consistent with our letter used for designating individuals with the authority to enforce our blight ordinance. Initially, it is anticipated that several staff members within the Departments of Public Works and Engineering would be designated to enforce the Stormwater Connection Ordinance.

Section 404 of the Town Charter sets forth the requirements for a public hearing on and publication of an ordinance. The Board of Selectmen is required to have at least one public hearing on a new or amended ordinance. We are required to give at least 7 days' notice in a newspaper having general circulation in the town. The Town Clerk also posts the notice in a public place, and copies of the ordinance must be available at the Town Clerk's Office. We also post the ordinance on the Town's webpage. A second hearing must be held if substantive changes are made to the ordinance (as determined by Town Counsel).

Once the ordinance is passed, it must be filed with the Town Clerk and posted in its entirety or in summary form within 10 days after final passage. The Board of Selectmen would have to approve use of a summary. The ordinances would become effective on the twenty-first day after final publication. General Code will assign the Chapter number to this new ordinance.

6. Financial Impact:

The implementation of the illicit discharge detection program will have financial impacts to the town through increased dry weather testing requirements of outfalls and staff time to investigate illicit discharges detected. Following implementation of the ordinance, and based on experience, staff will be able to estimate the costs of implementing the required ordinance and present those costs as part of the FY 19/20 budgeting process.

Extraordinary costs associated with the investigation and testing to detected illicit discharges may be recouped by the Town under the ordinance. Abatement costs may also be collected from the Owner of the property responsible for the illicit discharge.

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

- a) Draft Stormwater Connection Ordinance
- b) Sample Authorized Enforcement Agent Designation Letter

5-10-18
DRAFT
TOWN OF SIMSBURY
STORMWATER CONNECTION ORDINANCE

SECTION 1. PURPOSE AND INTENT.

The purpose of this ordinance is to provide for the health, safety, and general welfare of the citizens of the Town of Simsbury through the regulation of non-storm water discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This ordinance establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this ordinance are:

- (1) To prohibit and eliminate illicit connections and discharges to the municipal separate storm sewer system
- (2) To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this ordinance

SECTION 2. DEFINITIONS.

For the purposes of this ordinance, the following shall mean:

Authorized Enforcement Agency: employees or designees of the town as designated by the Town Manager to enforce this ordinance.

Best Management Practices (BMPs): schedules of activities, practices (and prohibitions of practices), structures, vegetation, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants to waters of the state consistent with state, federal or other equivalent and technically supported guidance. BMPs also include treatment requirements, operating procedures, and practices to control site runoff, spillage or leaks, sludge or waste disposal, or drainage from material storage.

Clean Water Act. The federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.), and any subsequent amendments thereto.

Construction Activity. Any activity associated with construction at a site including, but not limited to, clearing and grubbing, grading, excavation, and dewatering.

Hazardous Materials. Any material, including any substance, waste, or combination

thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Illegal Discharge. Any direct or indirect non-storm water discharge to the storm drain system, except as exempted in Section 7 of this ordinance.

Illicit Connections. An illicit connection is defined as either of the following: Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system including but not limited to any conveyances which allow any non-storm water discharge including sewage, process wastewater, and wash water to enter the storm drain system and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by an authorized enforcement agency or, any drain or conveyance connected from a commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

Industrial Activity. Activities subject to NPDES Industrial Permits as defined in 40 CFR, Section 122.26 (b)(14).

National Pollutant Discharge Elimination System (NPDES) Storm Water Discharge Permit. means a permit issued by EPA (or by a State under authority delegated pursuant to 33 USC § 1342(b)) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

Non-Stormwater Discharge. Any discharge to the storm drain system that is not composed entirely of storm water.

Person. Any individual, association, organization, partnership, firm, corporation or other entity recognized by law and acting as either the owner or as the owner's agent.

Pollutant. Anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

Premises. Any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.

Storm Drainage System. Publicly-owned facilities by which storm water is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.

Stormwater. Waters consisting of rainfall runoff, including snow or ice melt, during a rain event.

Stormwater Pollution Prevention Plan. A document which describes the Best Management Practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to Stormwater, Stormwater Conveyance Systems, and/or Receiving Waters to the Maximum Extent Practicable.

Wastewater. Any water or other liquid, other than uncontaminated storm water, discharged from a facility.

SECTION 3. APPLICABILITY.

This ordinance shall apply to all water entering the storm drain system generated on any developed and undeveloped lands unless explicitly exempted by an authorized enforcement agency.

SECTION 4. RESPONSIBILITY FOR ADMINISTRATION.

The Town Manager shall administer, implement and enforce the provisions of this ordinance. Any powers granted or duties imposed upon an authorized enforcement agency may be delegated in writing by the Town Manager to persons or entities acting in the beneficial interest of or in the employ of the town.

SECTION 5. SEVERABILITY.

The provisions of this ordinance are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this Ordinance.

SECTION 6. ULTIMATE RESPONSIBILITY.

The standards set forth herein and promulgated pursuant to this ordinance are minimum standards; therefore this ordinance does not intend nor imply that compliance by any person will ensure that there will be no contamination, pollution, nor unauthorized discharge of pollutants.

SECTION 7. DISCHARGE PROHIBITIONS.

Prohibition of Illegal Discharges.

No person shall discharge or cause to be discharged into the municipal storm drain system or watercourses any materials, including but not limited to pollutants or waters containing any pollutants that cause or contribute to a violation of applicable water quality standards, other than storm water.

The commencement, conduct or continuance of any illegal discharge to the storm drain system is prohibited except as described as follows:

(a) The following discharges are exempt from discharge prohibitions established by this ordinance: uncontaminated ground water discharges including, but not limited to, pumped ground water, foundation drains, water from crawl space pumps and footing drains; irrigation water including, but not limited to, landscape irrigation and lawn watering runoff; residual street wash water associated with sweeping; discharges or flows from firefighting activities (except training); and naturally occurring discharges such as rising ground waters, uncontaminated ground water infiltration (as defined at 40 CFR 35.2005(20)), springs, diverted stream flows and flows from riparian habitats and wetlands.

(b) Any non-stormwater discharge to the MS4 authorized by a permit issued pursuant to Section 22a-430 or 22a-430b of the Connecticut General Statutes is also authorized under this ordinance.

Prohibition of Illicit Connections.

(a) The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited.

(b) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.

(c) A person is considered to be in violation of this ordinance if the person connects a line conveying sewage to the MS4, or allows such a connection to continue.

SECTION 8. SUSPENSION OF MS4 ACCESS.

(a) Suspension due to Illicit Discharges in Emergency Situations

The authorized enforcement agency may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the

health or welfare of persons, or to the MS4 or Waters of the United States. If the violator fails to comply with a suspension order issued in an emergency, the authorized enforcement agency may take such steps as deemed necessary to prevent or minimize damage to the MS4 or Waters of the United States, or to minimize danger to persons.

(b) Suspension due to the Detection of Illicit Discharge

Any person discharging to the MS4 in violation of this ordinance may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. The authorized enforcement agency will notify a violator of the proposed termination of its MS4 access. The violator may petition the authorized enforcement agency for a reconsideration and hearing.

A person commits an offense if the person reinstates MS4 access to premises terminated pursuant to this Section, without the prior approval of the authorized enforcement agency.

SECTION 9. INDUSTRIAL OR CONSTRUCTION ACTIVITY DISCHARGES.

Any person subject to an industrial or construction activity NPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the authorized enforcement agency prior to the allowing of discharges to the MS4.

SECTION 10. MONITORING OF DISCHARGES.

A. Applicability.

This section applies to all facilities that have storm water discharges associated with industrial activity, including construction activity.

B. Access to Facilities.

(a) The Department of Public Works shall be permitted to enter and inspect facilities subject to regulation under this ordinance as often as may be necessary to determine compliance with this ordinance. If a discharger has security measures in force which require proper identification and clearance before entry into its premises, the discharger shall make the necessary arrangements to allow access to representatives of the authorized enforcement agency.

(b) Facility operators shall allow the authorized enforcement agency ready access to all parts of the premises for the purposes of inspection, sampling, examination and copying of records that must be kept under the conditions of an NPDES permit to discharge storm water, and the performance of any additional duties as defined by state and federal law.

(c) The authorized enforcement agency shall have the right to set up on any permitted

facility such devices as are necessary in the opinion of the authorized enforcement agency to conduct monitoring and/or sampling of the facility's storm water discharge.

(d) The authorized enforcement agency has the right to require the discharger to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the discharger at its own expense. All devices used to measure stormwater flow and quality shall be calibrated to ensure their accuracy.

(e) Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the operator at the written or oral request of the authorized enforcement agency and shall not be replaced. The costs of clearing such access shall be borne by the operator.

(f) Unreasonable delays in allowing the authorized enforcement agency access to a permitted facility is a violation of a storm water discharge permit and of this ordinance. A person who is the operator of a facility with a NPDES permit to discharge storm water associated with industrial activity commits an offense if the person denies the authorized enforcement agency reasonable access to the permitted facility for the purpose of conducting any activity authorized or required by this ordinance.

(g) If the authorized enforcement agency has been refused access to any part of the premises from which stormwater is discharged, and he/she is able to demonstrate probable cause to believe that there may be a violation of this ordinance, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this ordinance or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the authorized enforcement agency may seek issuance of a search warrant from any court of competent jurisdiction.

SECTION 11. REQUIREMENT TO PREVENT, CONTROL, AND REDUCE STORM WATER POLLUTANTS BY THE USE OF BEST MANAGEMENT PRACTICES.

The authorized enforcement agency will adopt requirements identifying Best Management Practices for any activity, operation, or facility which may cause or contribute to pollution or contamination of storm water, the storm drain system, or waters of the U.S. The owner or operator of a commercial or industrial establishment shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal storm drain system or watercourses through the use of these structural and non-structural BMPs. Further, any person responsible for a property or premise, which is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the municipal separate storm sewer system. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of storm water associated with industrial activity, to the

extent practicable, shall be deemed compliance with the provisions of this section. These BMPs shall be part of a stormwater pollution prevention plan (SWPP) as necessary for compliance with requirements of the NPDES permit.

SECTION 12. WATERCOURSE PROTECTION.

Every person owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within the property free of trash, debris, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

SECTION 13. NOTIFICATION OF SPILLS.

Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into storm water, the storm drain system, or water of the U.S. said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said person shall notify the authorized enforcement agency in person or by phone or facsimile no later than the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the authorized enforcement agency within three business days of the phone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

SECTION 14. ENFORCEMENT.

A. Notice of Violation.

Whenever the designated enforcement officer finds that a person has violated a prohibition or failed to meet a requirement of this Ordinance, the authorized enforcement agency may order compliance by written notice of violation to the responsible person. Such notice may require without limitation:

- (1) The performance of monitoring, analyses, and reporting;
- (2) The elimination of illicit connections or discharges;

- (3) That violating discharges, practices, or operations shall cease and desist;
- (4) The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property; and
- (5) Payment of a fine or penalty to recoup costs incurred by the Department of Public Works;
- (6) Suspension of any discharge to the MS4 system consistent with Section 8 of this ordinance; and
- (7) The implementation of source control or treatment BMPs.

If abatement of a violation and/or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Where elimination is not possible within 60 days of source confirmation, a schedule for its elimination will be set for no more than 180 days.

Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work will be done by a designated governmental agency or a contractor and the expense thereof shall be charged to the violator.

SECTION 15. APPEAL OF NOTICE OF VIOLATION.

Any person receiving a Notice of Violation may appeal the determination of the authorized enforcement agency. The notice of appeal must be received within ten (10) business days from the date of the Notice of Violation. Hearing on the appeal before the Hearing Officer shall take place within thirty (30) business days from the date of receipt of the notice of appeal. The decision of the Hearing Officer shall be final.

SECTION 16. ENFORCEMENT MEASURES AFTER APPEAL.

If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, or, in the event of an appeal, within thirty (30) business days of the decision of the municipal authority upholding the decision of the authorized enforcement agency, then representatives of the authorized enforcement agency shall enter upon the subject private property and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent or person in possession of any premises to refuse to allow the government agency or designated contractor to enter upon the premises for the purposes set forth above.

SECTION 17. COST OF ABATEMENT OF THE VIOLATION.

Within ten (10) business days after abatement of the violation, the owner of the property will be notified of the cost of abatement, including administrative costs. The property owner may file a written protest objecting to the amount of the assessment within ten (10) business days. If the amount due is not paid within a timely manner as determined by the decision of the municipal authority or by the expiration of the time in which to file an appeal, the charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment.

Any person violating any of the provisions of this article shall become liable to the Town of Simsbury by reason of such violation. The liability shall be paid in not more than 12 equal payments. Interest at the rate of one and one half percent (1 1/2%) percent per month shall be assessed on the balance beginning on the first day following discovery of the violation.

SECTION 18. INJUNCTIVE RELIEF.

It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this Ordinance. If a person has violated or continues to violate the provisions of this ordinance, the authorized enforcement agency may petition for a preliminary or permanent injunction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

SECTION 19. COMPENSATORY ACTION.

In lieu of enforcement proceedings, penalties, and remedies authorized by this Ordinance, the authorized enforcement agency may impose upon a violator alternative compensatory actions, such as storm drain stenciling, attendance at compliance workshops, creek cleanup, etc.

SECTION 20. VIOLATIONS DEEMED A PUBLIC NUISANCE.

In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this Ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.

SECTION 21. PENALTIES.

Any person that has violated or continues to violate this ordinance shall be liable to prosecution to the fullest extent of the law, and shall be subject to a penalty of \$100 dollars per violation per day and subject to penalties through the civil and criminal courts.

The authorized enforcement agency may recover all attorney's fees court costs and other

expenses associated with enforcement of this ordinance, including sampling and monitoring expenses.

SECTION 22. REMEDIES NOT EXCLUSIVE.

The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the authorized enforcement agency to seek cumulative remedies.

SECTION 23. EFFECTIVE DATE.

This ordinance shall be in full force and effect 21 days after its final passage and adoption. All prior ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Effective Date: _____, 2018.

Public Hearing: _____
Adoption by Board of Selectmen: _____
Publication Date: _____
Filed with the Town Clerk: _____
Town Clerk Attest: _____



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

Sent via E-Mail

July XX, 2018

[Name]

[Position Title]

Re: Designation as Authorized Enforcement Agent - Stormwater Connection Ordinance

Dear [Name],

This letter is to designate you as an Authorized Enforcement Agent of the Town of Simsbury's Stormwater Connection Ordinance in accordance with Chapter XXX of the Code of the Town of Simsbury. Chapter XXX, Section 2 indicates that this designation is to be given by the Town Manager. As an Authorized Enforcement Agent, you are granted the authority to enforce the ordinance, including the ability to issue written notices of violation in accordance with Section 14.

Thank you for serving in this capacity.

Regards,

Maria E. Capriola
Town Manager



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:** May 14, 2018

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

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering applications as presented, the following motions are in order:

Move, effective May 14, 2018 to approve the public gathering applications as presented for the Simsbury Police Union's Cruisin with the Cops Car and Bike Show and the Connecticut Children's Medical Center Foundation's Vie for the Kids Ethel Walker Trail Run, and to authorize issuance of those public gathering permits.

Move, effective May 14, 2018 to approve the public gathering application as presented for the Gifts of Love Farm to Table Dinners and to authorize issuance of the public gathering permit contingent upon the event sponsors receiving final approvals from the Zoning Commission to serve liquor and the Farmington Valley Health District to serve food.

5. **Summary of Submission:**
Since the proposed events are annual events with no changes, the applications were distributed by e-mail to the committee for their review. Those on the e-mail distribution included Assistant Town Planner Mike Glidden, Public Works Director Tom Roy, Acting Lieutenant Tom Sheehan, Jason Brown of the Farmington Valley Health District, and Mike Delehanty of the Simsbury Volunteer Ambulance Association.

After reviewing the applications, the committee unanimously recommended that the events be forwarded to the Board of Selectmen for approval. The approval for the Farm to Table Dinners will be contingent upon securing a special exception from the Zoning Commission to serve liquor and approval from the Farmington Valley Health District to serve food.

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

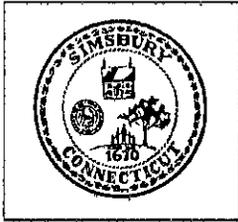
<u>Event Sponsor</u>	<u>Event</u>	<u>Date(s)</u>
a) Simsbury Police Union	Cruisin with the Cops Car & Bike Show	Saturday, September 29
b) CT Children's Medical Center Foundation	Vie for the Kids Ethel Walker Trail Run	Sunday, September 30
c) Gifts of Love	Farm to Table Dinners*	Thursday, July 12 Wednesday, August 1 Wednesday, August 22
* Pending approval of Zoning Commission and Farmington Valley Health District		

6. Financial Impact:

None

7. Description of Documents Included with Submission:

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



SIMSBURY ZONING COMMISSION PUBLIC GATHERING PERMIT APPLICATION

Applicant's Name (PRINT): **Scott Sagan, c/o Simsbury Police Union**

Applicant's Address: **933 Hopmeadow Street, Simsbury, CT**

Applicant's Telephone including office, home and cell phone: **(b) 860-658-3130,
(c) 860-614-7120**

Email address: **ssagan@pd.simsbury-ct.gov**

Event Name **Cruisin' With the Cops Car & Bike Show**

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

Property Owner's Address: 933 Hopmeadow Street, Simsbury, CT

Property Owner's Telephone: _____

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:** 09/29/18 at 0800 hours **End:** 09/29/18 at 1600 hours

Location of proposed Public Gathering: (Complete Description and marked as shown on attached map): **Iron Horse Blvd commuter parking lots**

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

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

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

Anticipated Attendance at Public Gathering: **500-750**

Cruisin With the Cops, Car & Bike Show

September 29, 2018

10:00 am -- 3:00 pm

Iron Horse Boulevard

The proposed event hosted by the Simsbury Police Union will take place on Iron Horse Boulevard in the commuter parking lots north of Wilcox Street through the area south of Jim Gallagher Way. The areas behind Plan B Restaurant and Fitzgerald's grocery store will be left accessible to spectator/public parking.

We request that the following roads/commuter lots be blocked at approximately 08:00 hours by event volunteers. All roadways will re-open on this same date at approximately 1600 hours.

- A. Wilcox Street - between Iron Horse Boulevard and Railroad Street
- B. Jim Gallagher Way - between Iron Horse Boulevard and Railroad Street
- C. Commuter lot entrance at rear of Fitzgerald's Market, Drake Hill Mall
- D. Commuter lot entrance at Rear of Plan B (Phelps Lane)

Vehicles participating in the show will enter the site via Wilcox Street @ Iron Horse Boulevard. This location will be continually monitored by show staff and vehicles will be escorted to their respective parking spot(s).



SIMSBURY ZONING COMMISSION PUBLIC GATHERING PERMIT APPLICATION

Applicant's Name (PRINT): Connecticut Children's Medical Center Foundation/Kurt Knotts
Applicant's Address: 282 Washington Street, Hartford, CT 06106

Applicant's Telephone including office, home and cell phone: 860-837-7650
860-614-5045,

Applicant's emergency Telephone number: 860-614-5045

Email address: kknotts@connecticutchildrens.org

Event Name: *vie for the kids* Ethel Walker 6K Trail Run

Property Owner's Name (PRINT): Town of Simsbury/Ethel Walker School (overlaps)

Property Owner's Address: 230 Bushy Hill Road, Simsbury, CT (start/end of race)

Property Owner's Telephone: _____ (860) 658-4467

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

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

Exact Time(s)/Date: Begin: 9/30/18 @ 6:00 am End: 9/30/18 @ 12:00 pm

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

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

Yes No

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

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

Anticipated Attendance at Public Gathering: 500 runners

Connecticut Children's Medical Center *vie for the kids* 6K Trail Run Fundraising Event

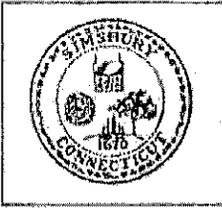
Narrative Description

This is the 10th annual running of the *vie for the kids* 6K Trail Run at The Ethel Walker School. *vie for the kids* is the Simsbury-based, all-volunteer organization coordinating fundraising events for Connecticut Children's Medical Center.

The event draws between 200 and 500 participants who park at the Ethel Walker School and cross Bushy Hill Road, using the cross walk, to the event grounds on the soccer field adjacent to the horse barn. Volunteers are used to assist Ethel Walker staff with parking.

Site Setup:

- A registration tent, tables and chairs are set up between the soccer field and the horse field.
- There is a race timing service set up with a stand-alone generator.
- Portable toilets are delivered and set up near the registration tent.
- The trail run loops through the Ethel Walker Trail system.
 - Runners are never on public roads.
- Only pre-packaged, wrapped snacks, bottled water and bananas are distributed to participants.
- A DJ uses on-site power for the PA system.
- Ethel Walker staff assist with garbage pickup and cleanup.



SIMSBURY ZONING COMMISSION
PUBLIC GATHERING PERMIT APPLICATION

Applicant's Name (PRINT): Gifts of Love Inc. (formerly Community Farm of Simsbury)
Applicant's Address: 73 Wolcott Rd, Simsbury, CT 06070
(Mailing Address: PO Box 4163, Avon, CT 06001)
Applicant's Telephone including office, home and cell phone: Office 860-676-2323 x108
cell 860-305-9582
Applicant's emergency Telephone number: 860-305-9582
Email address: accounting@gifts.of.love.ct.org

Property Owner's Name (PRINT): Town of Simsbury
Property Owner's Address: 933 Hopmeadow St, Simsbury, CT 06070

Property Owner's Telephone: 860-658-3230

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

Lessee: Joanne Perry, Operations Director
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: 3:30 / 7-12-18 End: 10:30 / 7-12-18
8-1-18 8-1-18
8-22-18 8-12-18

Location of proposed Public Gathering: (Complete Description and marked as shown on attached map): 73 Wolcott Rd, Simsbury, CT 06070

Is the event located on or does it utilize property owned by the Town of Simsbury?
Yes No Leased by Gifts of Love Inc.

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

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

Anticipated Attendance at Public Gathering: 80 individuals or less

Public Gathering Permit Application

Event Narrative:

Farm to Table Dinners

Gifts of Love would like to hold 3 Farm to Table dinners this summer at our Farm and Education Center location, 73 Wolcott Rd, Simsbury, CT 06070, formerly Community Farm of Simsbury.

The dates and restaurants partnering with us for the event are as follows:

7/12/18 At The Barn & Table 570 – American Contemporary and Asian Fusion, 4 course dinner

8/1/18 Cure Restaurant – American Cuisine, 4 course dinner

8/22/18 Garlic & Olive with Farmer's Kitchen Bakery & Café – Italian Harvest Menu, 4 course dinner

The event will be marketed by us and the partnering restaurants open to the public to purchase tickets in advance. We will not be selling tickets at the door the night of the event. The restaurants will be using produce from the farm as part of the menu. We will file the FVHD application for each event. The restaurants will be preparing the meals in our commercial kitchen in our education building. We are currently in the application process for Zoning Commission Special Exception to serve alcohol at the events. Alcohol will be served with each course and provided by the restaurants. The dinners start at 6 pm and go to 9pm. The tables and bar are set up under the pavilion. The food is served from the education building. Parking will be in our main farm parking lot with overflow in the lower field on the farm side of the property.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Simsbury Meadows Performing Arts Center (SMPAC) Sign Structure Donations
2. **Date of Board Meeting:** May 14, 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 accepting the four sign structure donations from the Simsbury Performing Arts Center (SMPAC), the following motion is in order:

Move, effective May 14, 2018 to accept the four sign structure donations from the Simsbury Performing Arts Center as presented.
5. **Summary of Submission:**
In order to better market the facility and their events, the SMPAC would like to donate a park entrance sign as well as sign structures near the entrance to the Performing Arts Center. The park entrance sign is similar to the attached and is consistent with the park entrance signs that the Culture, Parks and Recreation Department is transitioning to in its other parks. The estimated aggregate value of the four sign structures is \$20,000.
6. **Financial Impact:**
The donation will allow the Department to not have to commit funds to the purchase of a new park entrance sign or sign posts.
7. **Description of Documents Included with Submission:**
 - a) Letter of Intent from Missy Dinunno, Executive Director of the SMPAC, dated May 9, 2018.
 - b) Sample Park Entrance Sign



May 9, 2018

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

Dear Board of Selectmen,

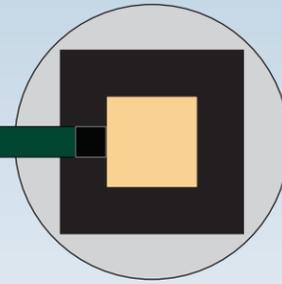
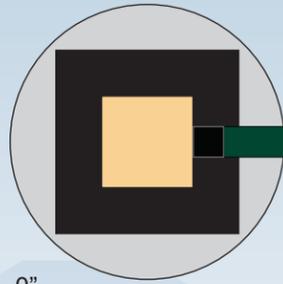
On behalf of Simsbury Performing Arts Center, Inc. and its Board of Directors, I am writing to inform you of our organization's intent to work in conjunction with Culture Parks and Recreation, as well as vendor ARTfx, to design, fabricate and install four permanent signage structures at the Simsbury Meadows Performing Arts Center. Once complete, newly installed signage will offer a more professional and aesthetically pleasing manner through which to identify the venue and more effectively promote upcoming programming and events to residents, visitors and patrons.

Simsbury Performing Arts Center, Inc., through its general operating budget and donor contributions, intends to fund all facets of the project with no financial commitment required of the Town. It is with this in mind that I would like to respectfully request that the Board of Selectmen accept our organization's offer to donate the four sign structures, with collective value estimated at \$20,000.00, to the Town of Simsbury upon final project completion.

Thank you in advance for your consideration of our request, and should you have any questions, please do not hesitate to contact me.

Sincerely,

Missy DiNunno
Executive Director

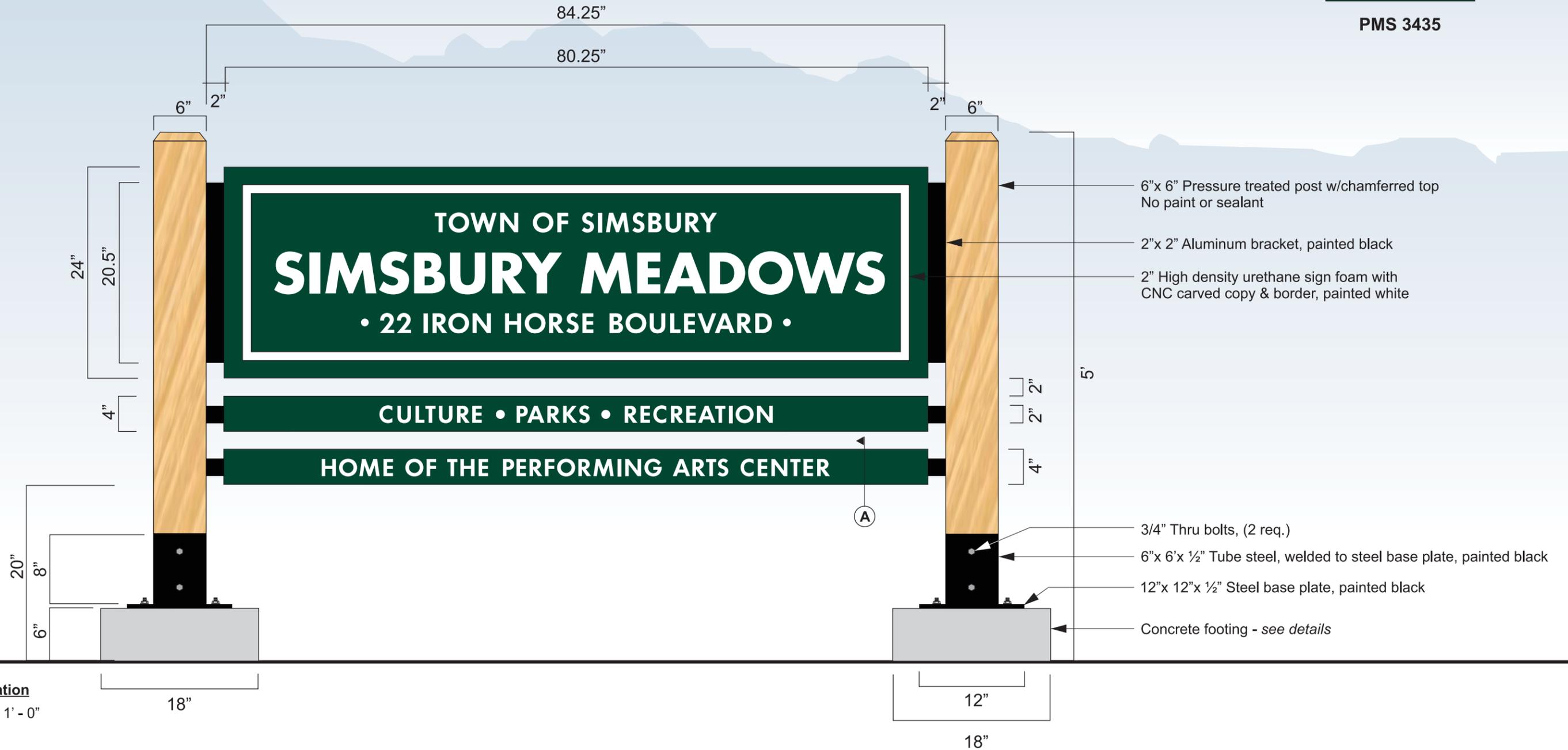


Plan View

Scale: 1" = 1' - 0"



PMS 3435



27 Britton Drive, Bloomfield, CT 06002 860-242-0031 800-466-4278 Fax 860-242-2898 artfxsigns.com
These plans are copyrighted by ARTfx. Unless purchased for a preset price, they are the exclusive property of ARTfx. They are submitted to you for the sole purpose of your consideration of whether to purchase from ARTfx, a sign manufacturer according to these plans. Distribution or exhibition of these plans beyond your company is forbidden unless ARTfx receives a reimbursement of no less than \$500 per page. Your acceptance of these plans binds you to this agreement.

Project:

Simsbury Meadows Performing Arts Center

Rev 3

Scale:

As Noted

Date:

5/9/18

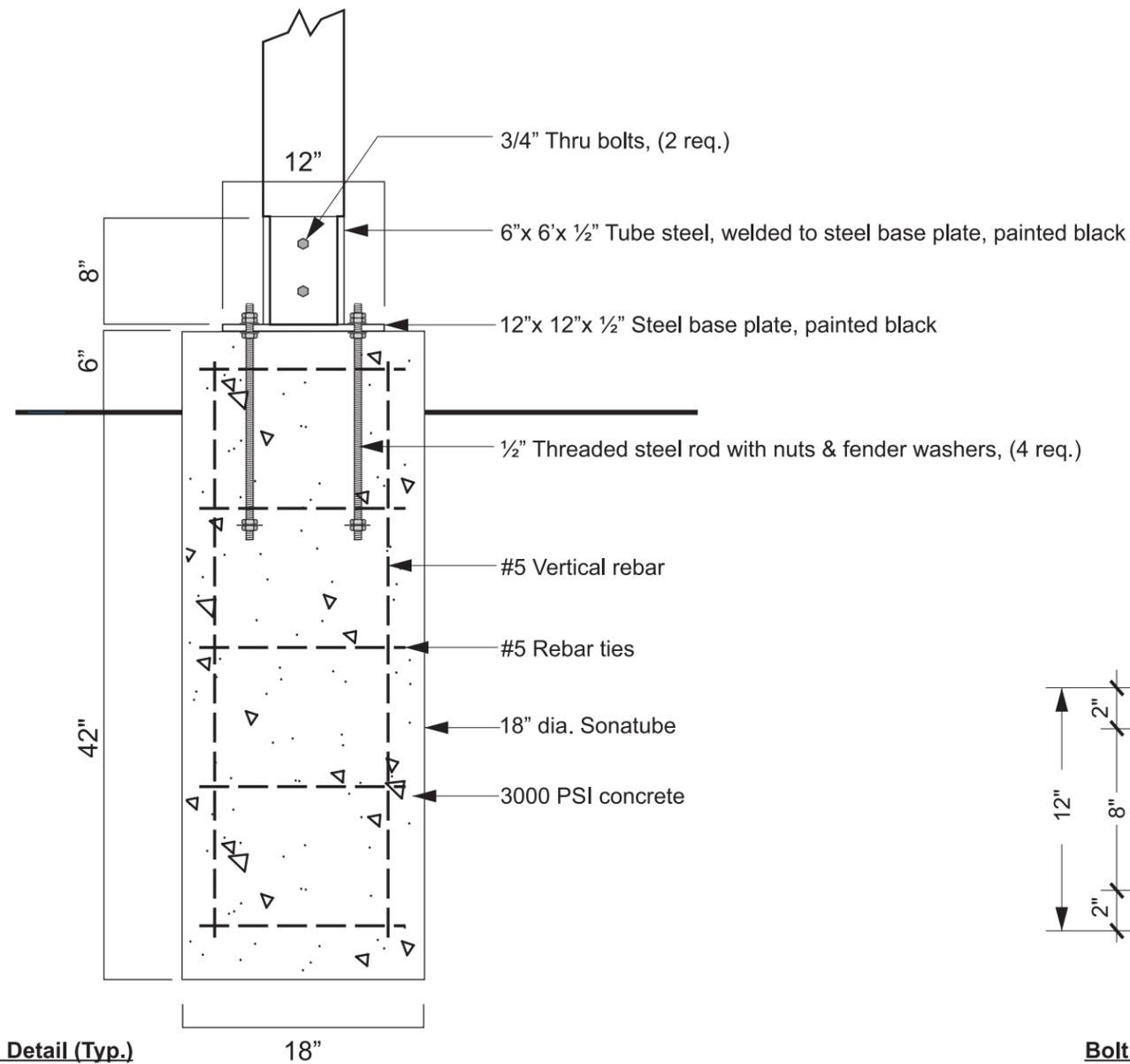
Drawn by:

PNH

Checked by:

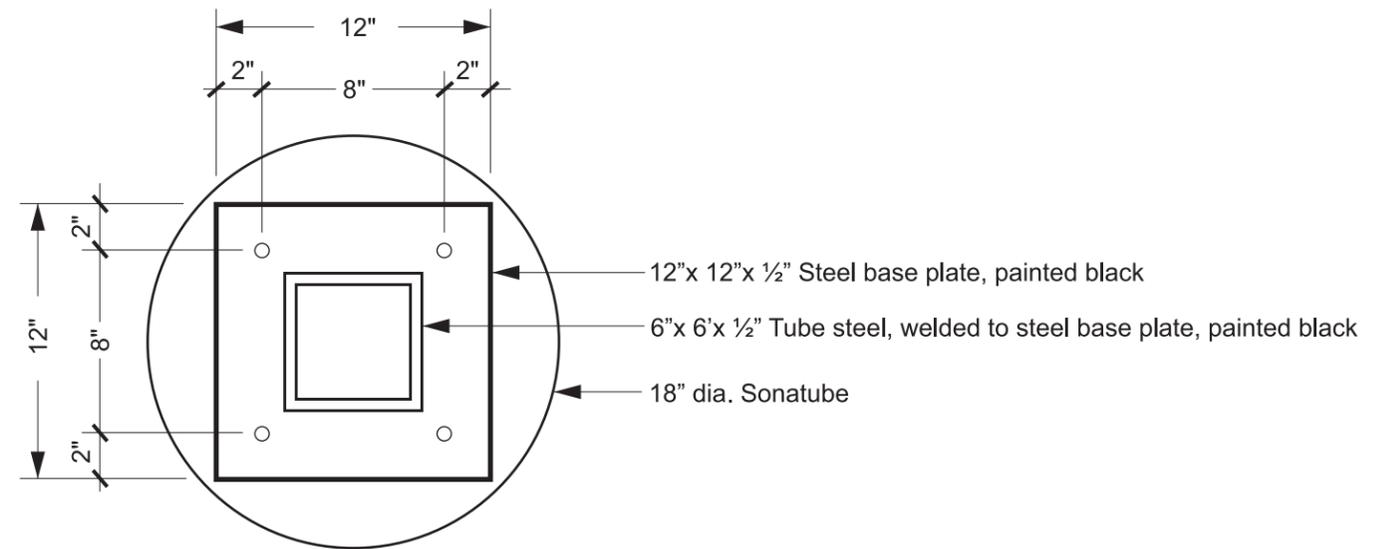
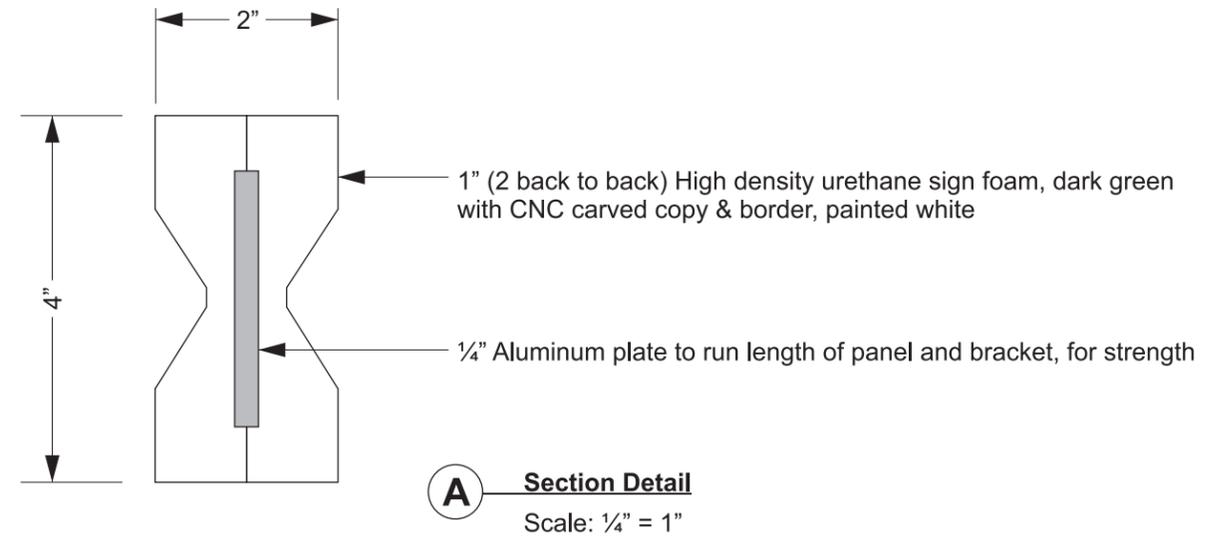
Sheet:

1



Footings Detail (Typ.)

Scale: 1" = 1' - 0"



Bolt Pattern

Scale: 1 1/2" = 1' - 0"



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- Title of Submission:** Request for Temporary Liquor Permit Fee Waiver for Burgers on the Bridge Event
- Date of Board Meeting:** May 14, 2018
- Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Old Drake Hill Flower Bridge (Ferg Jansen, Sharene Wassell, Deeg Mackay) *maria E. Capriola*

Action Requested of the Board of Selectmen:

If the Board of Selectmen supports the request from Old Drake Hill Flower Bridge to waive the temporary liquor permit fee for its Burgers on the Bridge fundraising event, the following motion is in order:

Move, effective May 14, 2018 to approve a temporary liquor permit fee waiver for the Old Drake Hill Flower Bridge in the amount of \$290 for the 2018 Burgers on the Bridge fundraising event.

Summary of Submission:

The Old Drake Hill Flower Bridge is making a request to the Town that the \$290 fee for a temporary liquor permit for their annual Burgers on the Bridge fundraiser event be waived. The annual fundraiser is scheduled for June 13, 2018 with a rain date of June 14, 2018. The Old Drake Hill Flower Bridge is a non-profit, tax exempt organization that provides funding and support for the maintenance and care of the Flower Bridge, including the flower displays. The Flower Bridge is owned by the Town.

The Town does not have a fee waiver ordinance or policy. However, it is my understanding that from time to time the Town has granted fee waiver requests to non-profit agencies and individuals conducting community service projects, or to non-profit groups maintaining or adding to the Town's infrastructure and assets.

The development of a fee waiver policy or ordinance for the Board of Selectmen's review and consideration has been flagged as a future staff project. In my opinion, the establishment of a fee waiver ordinance or policy with eligibility criteria would ensure equity, fairness, and consistency in the granting of fee waivers.

Financial Impact:

Old Drake Hill Flower Bridge is seeking that the temporary liquor permit fee of \$290 be waived for the annual Burgers on the Bridge fundraising event.

7. Description of Documents Included with Submission:

- a) Old Drake Hill Flower Bridge Fee Waiver Request, dated May 7, 2018
- b) Letter from D. Mackay and S. Wassell, Old Drake Hill Flower Bridge, dated May 2, 2018



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Special Exception for a Temporary Liquor Permit for Burgers on the Bridge
2. **Date of submission:** May 7, 2018
3. **Date of Board Meeting:** May 14, 2018
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting): Ferg Jansen 860-402-4566(cell) Jferg@tyee.management.com
Sharene Wassell 860-559-6040(cell) sharene@comcast.net
Deeq Mackay 860-993-3508(cell) demd1m12@gmail.com
5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):
The Individual or Entity making the submission requests that the Board of Selectmen: Waive \$290 liquor permit fee as Old Drake Hill Flower Bridge is a nonprofit 501.3(c).
6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):
Burgers on the Bridge, Annual ODHFB Fundraiser
June 13, 2018 (Raindate June 14, 2018)
7. **Financial Impact** (Include a description of any impact on the finances of the Town of Simsbury): None

Old Drake Hill Flower Bridge

P.O. Box 314
West Simsbury, CT 06092

May 2, 2018

Board of Selectmen

Town of Simsbury

933 Hop Meadow Street

Simsbury, CT 06070

RE: Burgers on the Bridge June 13, 2018 (rain date June 14) 4:30-7PM

Our Annual Fundraiser is just around the corner! We have completed the State of CT permit application to serve beer & wine by TIPS trained staff and have submitted a Special Exception application to the Simsbury Zoning Commission for approval. Since we are a 501C3 charitable, all volunteer, organization, we request that the Special Exception fee of \$290 be waived for this event. One hundred percent of the proceeds go directly to pay for flowers, irrigation, maintenance, etc. to support our cause of enhancing the beauty of Simsbury. The bridge not only attracts our residents but draws many visitors by car & bike to enjoy the view, take wedding pictures, selfies, and picnic....and when the Betty Hudson project is completed from kayaks and canoes docked at the new access point!

Thank you very much for your consideration.

Deeg Mackay



Sharene Wassell



Co-Presidents

CC: Maria Capriola



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Neighborhood Assistance Act Program Proposals
2. **Date of Board Meeting:** May 14, 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:**

In order to submit applications to the state's Neighborhood Assistance Act Program, a public hearing is required. If the Board of Selectmen is supportive of submitting applications to the Neighborhood Assistance Act Program, the following motion is in order:

Move, to schedule a public hearing for 6:05PM at the Board of Selectmen's regular meeting on May 30, 2018 to solicit public comment regarding potential program applications to the Neighborhood Assistance Act Program.

5. **Summary of Submission:**

In early April 2018, the Town issued a press release announcing that the 2018 Neighborhood Assistance Act (NAA) applications were available to tax-exempt organizations. This program provides a tax credit to businesses that make cash investments in qualifying community programs conducted by tax-exempt or municipal agencies. Examples of qualifying community programs include energy conservation projects, neighborhood assistance, job training, education, community services, and crime prevention.

In order to obtain benefits under this program, organizations were asked to complete and submit an application to the Town Manager's Office. The Town Manager's Office has received two NAA program proposals. The Simsbury Grange is seeking funds for an energy conservation project, including the installation of new windows, insulation, updated lighting, and other repairs to reduce energy costs and ensure the sustainability and longevity of the Grange. The Simsbury Volunteer Ambulance Association is seeking funds to support the replacement of an ambulance.

A public hearing is required prior to approval of the programs by the Board of Selectmen. In addition to the completed applications, other projects could be identified through the public hearing by members of the community as well as local non-profit organizations. The attached proposals will be re-submitted to the Board of Selectmen on May 30th for consideration and possible approval subsequent to the hearing.

Applications for municipal programs must be submitted to the Department of Revenue Services by July 2, 2018. The Department will issue a list of approved programs by September 1, 2018. Businesses interested in funding any of the approved programs must submit a Neighborhood Assistance Business Act Application to the Department of Revenue Services between September 15 and October 1, 2018.

6. Financial Impact:

Minimal staff time will be needed to administer the application process.

7. Description of Documents Included with Submission:

- a) Simsbury Volunteer Ambulance Association Submission
- b) Simsbury Grange Submission



Municipality: Simsbury

Form NAA-01
2018 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
Simsbury Volunteer Ambulance Association, Inc.

Address: P.O. Box 301, 4 Old Mill Lane, Simsbury CT

Federal Employer Identification Number: 06-6062402

Program title: Ambulance Replacement

Name of contact person: Michael Delehanty

Telephone number: (860) 658-7213

Email address: mdelehanty@simsburyems.com

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 133,644.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

Yes No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- Energy conservation; or
 Comprehensive college access loan forgiveness (see Conn. Gen Stat. §12-635(3)).

60% credit percentage

- Job training/education for unemployed persons aged 50 or over;
 Job training/education for persons with physical disabilities;
 Program serving low-income persons;
 Child care services;
 Establishment of a child day care facility;
 Open space acquisition fund; or
 Other (specify): Emergency Medical Services, Not for Profit Agency

Description of program: _____

SVAA is the provider of Emergency medical Services in the Town of Simsbury. We will not receive funding from the Town. As a 501c3 organization, SVAA solicits donations.

This new ambulance will replace an older vehicle in daily service. SVAA has held a capital fund drive by direct mail for the purpose of funding this new ambulance purchase. We realized net proceeds of \$46,356 from this campaign. As the balance of the funding is realized, we anticipate the design and production of the ambulance will be completed in approximately twelve months.

Need for program: _____

Current ambulance has approximately 150,000 miles and must be replaced. Due to development trends, and a growing and aging Town population, SVAA has seen a steady increase in EMS calls over the last five years. This has led to a need to operate a second ambulance during the peak hours, and has accelerated the ambulance replacement schedule.

Neighborhood area to be served: _____

Simsbury, with mutual aid to Canton, Granby and East Granby

Plan to implement the program: _____

Large and medium sized businesses will be solicited for donations under this program. This program will be administered by staff and volunteers at SVAA.

Timetable:

Program start date: 12/23/17

Program completion date: 12/23/19

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

Part III — Financial Information

Program Budget:

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested \$133,644.00

Other funding sources - itemized sources:

a) Capital fund drive- direct mail \$50,775.00

b) _____

c) _____

d) _____

Total Funding: \$184,419.00

Proposed Program Expenditures:

Direct operating expenses - itemized description:

a) Direct mail funding appeal \$4,419.00

b) _____

c) _____

d) _____

Administrative expenses - itemized description:

a) _____

b) _____

c) _____

d) _____

Total Proposed Expenditures: \$4,419.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____ Town of Simsbury _____
Mailing address: _____ 933 Hopmeadow Street, Simsbury CT 06070 _____
Name of municipal liaison: Melissa Appleby, Deputy Town Manager _____
Telephone number: 860-658-3230 _____
Fax number: 860-658-9467 _____
Email address: mappleby@simsbury-ct.gov _____

<p style="text-align: center;">Post-Project Review</p> <p style="text-align: center;">Is a post-project review required for this proposal?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">If Yes, date post-project review due:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>

2018 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01**, *2018 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*. Incomplete applications will **not** be accepted. Direct inquiries to Department of Revenue Services (DRS), Neighborhood Assistance Act Program, Attn: Research Unit, 450 Columbus Blvd Ste 1, Hartford CT 06103-1837, or call **860-297-5687**.

Part I General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program. This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with DRS for all NAA matters.

Post-Project Review: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project review, prepared by a certified public accounting firm, to the municipality overseeing the program. This review must be submitted to the municipality no later than three months after the program completion date.

Return of Organization Exempt From Income Tax

2017

Open to Public Inspection

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.
Go to www.irs.gov/Form990 for instructions and the latest information.

Department of the Treasury
Internal Revenue Service

A For the 2017 calendar year, or tax year beginning _____, and ending _____

B Check if applicable:
 Address change
 Name change
 Initial return
 Final return/terminated
 Amended return
 Application pending

C Name of organization **SIMSBURY VOLUNTEER AMBULANCE ASSOC, INC.**
 Doing business as _____
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite
P.O. BOX 301, 4 OLD MILL LANE
 City or town State ZIP code
SIMSBURY CT 06070
 Foreign country name Foreign province/state/county Foreign postal code

D Employer identification number
06-6062402

E Telephone number
(860) 658-7213

G Gross receipts \$ **952,703**

F Name and address of principal officer:
MICHAEL DELEHANTY P.O. BOX 301, 4 OLD MILL LANE, SIMSBURY,

H(a) Is this a group return for subordinates? Yes No
 H(b) Are all subordinates included? Yes No
 If "No," attach a list. (see instructions)

I Tax-exempt status: 501(c)(3) 501(c) () ◀ (insert no.) 4947(a)(1) or 527

J Website: **WWW.SIMSBURYEMS.COM**

K Form of organization: Corporation Trust Association Other ▶

L Year of formation: **1957** **M** State of legal domicile: **CT**

H(c) Group exemption number ▶

Part I Summary			
Activities & Governance	1 Briefly describe the organization's mission or most significant activities: PROVIDE EMERGENCY MEDICAL SERVICES		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	7
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	7
	5 Total number of individuals employed in calendar year 2017 (Part V, line 2a)	5	17
	6 Total number of volunteers (estimate if necessary)	6	
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
b Net unrelated business taxable income from Form 990-T, line 34	7b	0	
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)	81,074	147,106
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	895,588	805,389
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	1,416	208
	12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	978,078	952,703
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)	0	0
	14 Benefits paid to or for members (Part IX, column (A), line 4)	0	0
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	628,083	597,466
	16a Professional fundraising fees (Part IX, column (A), line 11e)	0	0
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 8,752		
	17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	368,805	462,665
18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	996,888	1,060,131	
19 Revenue less expenses. Subtract line 18 from line 12	-18,810	-107,428	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)	1,674,327	1,577,423
	22 Net assets or fund balances. Subtract line 21 from line 20	76,482	87,006
		1,597,845	1,490,417

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer _____ Date _____

Type or print name and title _____

Paid Preparer Use Only

Print/Type preparer's name MICHAEL SOLAKIAN	Preparer's signature MICHAEL SOLAKIAN	Date 4/18/2018	Check <input type="checkbox"/> if self-employed	PTIN P01260810
Firm's name ▶ SOLAKIAN AND COMPANY, LLC		Firm's EIN ▶ 46-1036695		
Firm's address ▶ P.O. BOX 716, NORTH BRANFORD, CT 06471		Phone no. (203) 483-8115		

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No



Municipality: Simsbury

Form NAA-01
2018 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
Simsbury Grange / filed as part of Connecticut State Grange Patrons of Husbandry

Address: 236 Farms Village Rd., West Simsbury, CT 06092 (mail to P.O. Box 364, West Simsbury, CT 06092)

Federal Employer Identification Number: 06045695

Program title: Energy Efficiency and Conservation at the Grange

Name of contact person: Susan Masino

Telephone number: (860) 651-6790

Email address: susan.masino@trincoll.edu

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 22,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

Yes No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- Energy conservation; or
 Comprehensive college access loan forgiveness (see Conn. Gen Stat. §12-635(3)).

60% credit percentage

- Job training/education for unemployed persons aged 50 or over;
 Job training/education for persons with physical disabilities;
 Program serving low-income persons;
 Child care services;
 Establishment of a child day care facility;
 Open space acquisition fund; or
 Other (specify): _____

Description of program: _____

The Simsbury Grange is an all-volunteer grassroots organization that serves the community in many ways. We are non-partisan and non-denominational. We host the only official Connecticut Agricultural Fair in the Farmington Valley (free admission). Our building can be rented for very reasonable rates and recently we were able to get our kitchen recertified for commercial use. We provide an inexpensive space for exercise classes, food preparation, music and magic performances, family and community gatherings, and more. We spearhead a biannual electronic recycling event and take any amount of TV's, computers, equipment, etc. at no cost.

Need for program: _____

We revived the Simsbury Grange over 6 years ago, inheriting an old building. We updated the kitchen and aim to keep all Grange events and our rental fee affordable and accessible, and we are dedicated to our mission and serve people of all ages. Our building is old, but well-built, We need new windows, insulation, updated lighting, and other repairs to reduce energy costs and ensure the sustainability and longevity of our Grange. The National Grange is 150 years old in 2017, our Community Grange was founded in 1931.

Neighborhood area to be served: _____

Our certified fair, our events and our building serves primarily the Farmington Valley but also a broader region. We see a similar geographic reach for our biannual electronic recycling. Vendors at our annual fair (which draws 300-400 attendees annually) come from a wider area - for example community gardeners and students from Hartford, and small businesses from farther afield in Connecticut. We recently won a state Grange award for best community partnership for the nation's first "Read and Seed" in Hartford. In short, the visitors to our Grange are most likely from the Farmington Valley, but our reach extends beyond and includes Hartford.

Plan to implement the program: _____

We have obvious needs and specific estimates for improvements that we have been unable to implement (noted above) We will use identified local businesses. We received a very small portion of requested NAA funding in 2017 but hope to achieve full funding this year. Grange members have agreed to spearhead specific aspects of this program and we will schedule one major project (i.e. insulation, windows) during each quarter. We will easily be able to initiate and supervise completion of the work within the 2 year timeline even if we face unexpected delays with inspections, contractors, etc.

Timetable:

Program start date: Sept 2018

Program completion date: August 2020

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

Part III — Financial Information

Program Budget:

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested	<u>\$23,500.00</u>
Other funding sources - itemized sources:	
a) <u>rental income</u>	<u>\$250.00</u>
b) <u>donation from Grange members</u>	<u>\$500.00</u>
c) <u>fair income</u>	<u>\$250.00</u>
d) _____	_____

Total Funding: \$24,500.00

Proposed Program Expenditures:

Direct operating expenses - itemized description:	
a) <u>energy efficient door and replacement windows, upstairs</u>	<u>\$14,900.00</u>
b) <u>insulation</u>	<u>\$1,800.00</u>
c) <u>ductless split air conditioner / heat pump (primary unit)</u>	<u>\$7,000.00</u>
d) <u>ductless split air conditioner / heat pump (second unit)</u>	<u>\$2,000.00</u>

Administrative expenses - itemized description:	
a) <u>administrative and oversight costs @10%</u>	<u>\$2,200.00</u>
b) _____	_____
c) _____	_____
d) _____	_____

Total Proposed Expenditures: \$27,900.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____ Town of Simsbury
Mailing address: _____ 933 Hopmeadow Street, Simsbury, CT 06070
Name of municipal liaison: <u>Melissa Appleby</u>
Telephone number: <u>860-658-3230</u>
Fax number: <u>860-658-9467</u>
Email address: <u>mappleby@simsbury-ct.gov</u>

<p style="text-align: center;">Post-Project Review</p> <p style="text-align: center;">Is a post-project review required for this proposal?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">If Yes, date post-project review due:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>

2018 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01**, *2018 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*. Incomplete applications will **not** be accepted. Direct inquiries to Department of Revenue Services (DRS), Neighborhood Assistance Act Program, Attn: Research Unit, 450 Columbus Blvd Ste 1, Hartford CT 06103-1837, or call **860-297-5687**.

Part I General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program. This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with DRS for all NAA matters.

Post-Project Review: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project review, prepared by a certified public accounting firm, to the municipality overseeing the program. This review must be submitted to the municipality no later than three months after the program completion date.

2/22/18, 8:38 PM

Form **990-N** **Electronic Notice (e-Postcard)** OMB No. 1545-2085

Department of the Treasury for Tax-Exempt Organization not Required to File Form 990 or 990-EZ. **2016**

Internal Revenue Service Open to Public Inspection

A For the **2016** Calendar year, or tax year beginning **2016-10-01** and ending **2017-09-30**

B Check if available
 Terminated for Business
 Gross receipts are normally \$50,000 or less

C Name of Organization: **CONNECTICUT STATE GRANGE PATRONS OF HUSBANDRY**
36 Rocklyn Drive, West
Simsbury, CT, US, 06092

D Employee Identification Number **06-0945695**

E Website: **F** Name of Principal Officer: **Barbara Chapman**
36 Rocklyn Drive, West
Simsbury, CT, US, 06092

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average time is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

Simsbury #197 2/22/18, 9:49 PM

e-Postcard Filing Confirmation

 **Confirmation**

[Home](#) | [Security Profile](#) | [Logout](#)

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** CONNECTICUT STATE GRANGE PATRONS OF HUSBANDRY
- **EIN:** 060945695
- **Tax Year:** 2016
- **Tax Year Start Date:** 10-01-2016
- **Tax Year End Date:** 09-30-2017
- **Submission ID:** 10065520180531760634
- **Filing Status Date:** 02-22-2018
- **Filing Status:** Accepted

MANAGE FORM 990-N SUBMISSIONS



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Town Manager Performance Review Process and Goals

2. **Date of Board Meeting:** May 14, 2018

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

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen is supportive of the Town Manager's goals as presented, the following motion is in order:

Move, effective May 14, 2018, to adopt the Town Manager's Goals for February 2018 – June 2019 as presented.

Additionally, the Personnel Committee and Town Manager are seeking feedback and consensus regarding the tentative performance review process for the Town Manager.

5. **Summary of Submission:**
At the May 1, 2018 Personnel Sub-Committee meeting, members and the Town Manager discussed a performance review process, performance review instrument, and draft goals for the Town Manager. Topics for the performance review process and instrument included:

- Method for administering the instrument
- Rating period
- Frequency of reviews
- Ratings
- Self-evaluation
- 360 degree evaluation

Details regarding the performance review process and instrument are included in the attached draft Personnel Sub-Committee minutes of May 1, 2018.

Draft goals were reviewed and discussed. Feedback on content was provided, with revised goals presented to the full Board of Selectmen on May 14, 2018. Committee members provided assistance in prioritizing the goals. It was discussed that while the list is ambitious, it provides a framework for work that will be performed in the coming years.

6. Financial Impact:

An annual subscription to Survey Monkey, which will be used to administer the performance evaluation instrument and 360 degree evaluation tool, is \$372. The Town will be able to utilize the subscription to administer other surveys, such as for economic development or strategic planning, as needed.

7. Description of Documents Included with Submission:

- a) Personnel Sub-Committee Draft Minutes, May 1, 2018
- b) Draft Town Manager Goals, February 2018 – June 2019



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee Special Meeting

Tuesday, May 1, 2018

Room 103, Town Hall, 933 Hopmeadow Street

MINUTES – “Subject to Approval”

Members Present: Sean Askham, Chris Kelly, Eric Wellman

Staff Present: Maria Capriola

The meeting was called to order at 5:33pm.

1) Labor and Employment Counsel RFQ

A draft labor and employment counsel RFQ was reviewed and discussed. An RFQ is anticipated to be released in early July, which is consistent with the motions of appointment for labor and employment counsel made by the Board of Selectmen in December 2017 and April 2018.

2) Town Manager Performance Review Process, Instrument

Several sample performance review documents were reviewed. A potential Town Manager performance review process and instrument were discussed. Topics discussed included:

- Method for administering the instrument
 - Survey Monkey
- Rating period
 - Fiscal year basis
 - During first review period there will be a 17 month period due to date of hire
- Frequency of reviews
 - Six month and one year, with one year being the formal evaluation
 - Due to date of hire, first mid-year review will occur in late November 2018 and first annual review will occur in July 2019
 - For the first mid-year review in November 2018, the draft performance review instrument will be utilized as a pilot.
 - Thereafter, mid-year reviews will occur in November and annual reviews will occur in June
- Ratings
 - Develop definitions for terms used to rate performance
 - Determine number of rating terms (3,4,5)
 - Rating larger skill categories v. individual traits
 - Preference for larger categories
 - Requirement for raters to provide comments (qualitative feedback) for each category
 - Use of a weighted/scored system
 - Preference was not to do this

- Self-evaluation
 - Manager to provide an update on the status of progress made towards agreed upon goals during annual review process
 - Manager to complete the same rating form used by the Board of Selectmen
- 360 degree evaluation
 - To be completed by direct reports
 - Use in the first year, then consider completing every two years
 - Use for development tool, not performance
 - Complete in September/October timeframe

3) Town Manager Goals for February 2018 – January 2019

The draft goals were reviewed and discussed. Due to the hire date of the Manager, and the decision to rate performance on a fiscal year basis, the first set of goals will be through June 2019. Feedback on content was provided, with edits being made and presented to the full Board of Selectmen for May 14, 2018. Committee members provided assistance in prioritizing the goals. It was discussed that while the list is ambitious, it provides a framework for work that will be performed in the coming years.

4) Minutes

The minutes of April 23, 2018 and September 25, 2017 were approved as presented by consensus. The minutes of August 22, 2017 were tabled.

The meeting adjourned at approximately 7:30pm.

Respectfully Submitted,
Maria E. Capriola
Town Manager
Town of Simsbury



Town of Simsbury

Town Manager Goals, February 2018 – June 2019

<i>Priority</i>	<i>Goal</i>
Medium	Develop a town-wide strategic plan, with a focus on a community visioning process (pending availability of funds)

Human Resources/Labor Relations

<i>Priority</i>	<i>Goal</i>
High	Conduct leadership team recruitments. Successfully onboard and orient new team members. <ul style="list-style-type: none">○ Police Chief○ Finance Director/Treasurer○ Director of Culture, Parks, and Recreation
High	Begin negotiations for successor collective bargaining agreement with IBPO (police) (spring 2018). Begin negotiations for successor collective bargaining agreements with AFSCME (parks and public works), dispatchers, and all 3 unions represented by CSEA (spring 2019).
Medium	Conduct first annual leadership retreat.
Low	Draft and implement a professional travel policy.
Low	Revise the inclement weather policy.

Economic Development

<i>Priority</i>	<i>Goal</i>
High	Support the work of the Board of Selectmen economic development work group.
High	Assist in the preparation and development of the Economic Development Commission Ordinance as required by Charter.
High	Coordinate and assist in preparation of economic development strategic plan or other study/technical assistance (pending availability of funds).
Medium	Complete the building permit fee analysis.
Medium	Conduct visitations and outreach with the business community.
Medium	Assist special villages with initiatives related to special events, infrastructure improvements, and economic development.



Town of Simsbury

Financial Management

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

Special Projects

<i>Priority</i>	<i>Goal</i>
High	Complete settlement negotiations with Deepwater Wind and implement monitoring procedures.
High	Issue a RFQ for the parks and open space master plan. Initiate the project.
Medium	Issue a RFQ for the public safety radio system feasibility study. Initiate the study.
Medium	Issue a RFQ for labor counsel.
Medium	Issue a RFQ for employee benefits consultant (if BOE is in support of).



Town of Simsbury

Special Projects Continued

<i>Priority</i>	<i>Goal</i>
Medium	Conduct FOIA training for staff, boards, committees, and commissions. Develop a FOIA policy for the town, FOIA form, centralized process for handling requests, and a “nuts and bolts” brochure for committees.
Low	Support the work of the Board of Selectmen water shortage ordinance work group.
Low	Develop and implement storm water management ordinance (MS4).
Low	Develop and distribute a monthly newsletter promoting town governmental activities, news, and notes.
Low	Research options for expanding our senior transportation network.
Complete	Develop and implement a policy for banners along Hopmeadow Street.

DRAFT



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Library Building Committee Resignation and Proposed Appointment

2. **Date of Board Meeting:** May 14, 2018

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

Maria E. Capriola

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

The following motion is in order:

Move to accept the resignation of Bridgett Herzog as a member of the Library Building Committee retroactive to April 4, 2018.

If the Board of Selectmen supports the appointment of Ms. Tolly Zonenberg to the Library Building Committee, the following motion is in order:

Move, effective May 14, 2018, to appoint Tolly Zonenberg as a member of the Library Building Committee.

5. **Summary of Submission:**

The Library Building Committee was formed by the Board of Selectman at their July 27, 2017 meeting for the purpose of overseeing the Library's lower level renovation project. Creation of this special committee was needed in order to comply with the grant requirement for State Library Construction Funds, which necessitates that the project be overseen by a Building Committee which includes the Library Director and Library Board representative members. The Library Building Committee shall serve for the duration of the project.

Town Manager Maria Capriola recently consulted with legal counsel regarding the Charter language re: Public Building Committee membership and terms. Counsel and the Town Manager were in concurrence that having a separate committee for this project was a reasonable approach to meeting the grant requirement and not in conflict with the Charter.

President of the Friends of the Simsbury Public Library Bridgett Herzog will be relocating and has submitted her resignation from the Library Building Committee. Friends of the Library Past President Tolly Zonenberg has submitted an email expressing her interest in replacing Ms. Herzog and representing the Friends of the Library on this Committee.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- a) Email from Bridgett Herzog
- b) Email from Tolly Zonenberg

bridgett herzog <bridgett.herzog@gmail.com>

Wed, Apr 4, 2018 at 4:00 PM

To: Lisa Karim <lkarim@libraryconnection.info>

Will this suffice:

Dear Library Building Committee:

Please accept this letter as my official resignation as representative of the Friends of the Simsbury Public Library on this committee due to my moving out of the area. This resignation is effective immediately to ensure a seamless transition for a replacement from the Friends Board.

Best of luck with the building project.

Sincerely,

Bridgett Herzog

[Quoted text hidden]



Lisa Karim <lkarim@libraryconnection.info>

Library Building Committee letter

1 message

TOLLY ZONENBERG <tolly@sbcglobal.net>
Reply-To: TOLLY ZONENBERG <tolly@sbcglobal.net>
To: Lisa Karim <lkarim@libraryconnection.info>

Wed, Apr 4, 2018 at 3:43 PM

To Whom It May Concern:

Brigett Herzog, President of the Friends of the Simsbury Public Library, is resigning from the Library Building Committee due to relocating to Florida. I am interested in representing the Friends of the Library on the Library Building Committee.

I have been a Friends Board member for nine years, holding various positions over the years, including President from 2014-2017. Having also been actively involved with the Annual Book Sale, I believe I will aptly represent the Friends needs and concerns.

Thank you for your consideration in this matter.

Tolly Zonenberg
5 Fox Den Rd.
West Simsbury
h. 860.651.6706
c. 860.803.6710



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Appointments to Technology Task Force

2. **Date of Board Meeting:** May 14, 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 the recommendations from the Board of Selectmen liaison and the Chair of the Technology Task Force, the following motion is in order:

Move, effective May 14, 2018 to appoint Evan Marks (U), Dennis Kearns (R) and Liz Peterson (R) as regular members of the Technology Task Force with terms expiring December 2, 2019.

5. **Summary of Submission:**

Chris Kelly, the Board of Selectmen liaison to the Technology Task Force, and Mike Doyle, Chair of the Technology Task Force, have interviewed and recommend the appointment of Evan Marks, Dennis Kearns and Liz Peterson to the Technology Task Force as regular members, with terms expiring December 2, 2019.

6. **Financial Impact:**

None

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

a) Applications of E. Marks, D. Kearns, and E. Peterson



Simsbury, CT
933 Hopmeadow Street

Phone: (860) 658-3200

Volunteer Form

Good Government Starts with You

Date Submitted: January 21, 2018

Name: Evan R Marks

Home Address: [REDACTED]

Mailing Address: [REDACTED]

Phone Number(s): [REDACTED]

Email Address: [REDACTED]

Party Affiliation: U

Current Occupation/Employer: Global Network Architecture - United Technologies

Narrative: Have evenings available several nights per week and Sundays as needed

Board(s) / Committee(s): ___ TECHNOLOGY TASK FORCE



Simsbury, CT
933 Hopmeadow Street

Phone: (860) 658-3200

Volunteer Form

Good Government Starts with You

Date Submitted: January 18, 2018

Name: dennis j kearns

Home Address: [REDACTED]

Mailing Address: [REDACTED]

Phone Number(s): [REDACTED]

Email Address: [REDACTED]

Party Affiliation: R

Current Occupation/Employer: Security architect

Narrative: I am a cyber security professional with over 17 years experience protecting corporate data resources

Board(s) / Committee(s): ___ CONSERVATION COMMISSION/INLAND WETLANDS & WATERCOURSES AGENCY
___ TECHNOLOGY TASK FORCE



Simsbury, CT
933 Hopmeadow Street

Phone: (860) 658-3200

Volunteer Form

Good Government Starts with You

Date Submitted: February 15, 2018

Name: Elizabeth Peterson

Home Address: [REDACTED]

Mailing Address: [REDACTED]

Phone Number(s): [REDACTED]

Email Address: [REDACTED]

Party Affiliation: R

Current Occupation/Employer: Consultant/Self

Narrative: I moved to Simsbury 5 months ago. I have a good amount of time available. I have worked in social media and technology for most of the past 10 years. I was involved in technology, particularly communication technology in my previous community in California.

Board(s) / Committee(s): ___ TECHNOLOGY TASK FORCE

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Board members Sean Askham, Christopher Kelly, Cheryl Cook, and Chris Peterson. Absent was Michael Paine. Others in attendance included: Town Manager Maria Capriola, Deputy Town Manager Melissa Appleby, Director of Public Works Tom Roy, and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Susan Masino, 41 Madison Lane, said the Grange Electronic Recycling Event will be held on May 12, 2018 at Andy’s Market from 9-12. Troop 76 will help again and they are requesting a \$10 donation.

Ms. Masino also spoke about supporting Option B on the Onion Mountain Management Plan as more information needs to be looked at before cutting there. She feels the forests can manage themselves.

Diane Nash, 5 Merrywood, also spoke on the forests. She feels more discussion is needed on the open space master plan and studies should involve the public. She also wants the Board of vote for Option B on Onion Mountain.

Margery Winters, 111 Old Farms Road, also spoke on the forests and the public being involved in the discussion. She feels the Board if putting the cart before the horse on a lot of the forestry issues and there needs to be an educational program to help people understand the process and to make sure all goals are met.

Joan Coe, 26 Whitcomb Drive, spoke about the increase in taxes and voting no on the budget. She feels there needs to be a feasibility study done before approving the Henry James School project. Ms. Coe also spoke about the former EDC, Simsbury Ambulance vs. AMR and the Director of Planning and Development.

Joann Perry, Gifts of Love, spoke about the Community Farm and there plans this year. She said there is an educational program for 1st graders who have planted seedlings. They hired a new farmer in January who is organic and has a 4 year plan.

She said Gifts of Love benefits from the Maple Tree Golf Tournament on May 4th; the Walk against Hunger on May 5th along with the Maker Faire; and on May 17th there will be a “Taste of Farmington. There will also be a 5k race.

Robert Kalechman, 971 Hopmeadow Street, spoke about the purpose of Simsbury Farms being a “poor farm” to benefit the poor of Simsbury. He also spoke about filing a FOI complaint about the April 23, 2017 meeting holding an Executive Session without notice.

Sue Brachwitz, 10 Pinecrest Drive, spoke about the logging plan. She urged the Board not to proceed with the plan and said she sent the members of the Board an e-mail on this issue. She feels it is inappropriate to log the forests.

Diana Moody said she supports everyone else who spoke on forest management. She also supports Option B.

Don Rieger, 9 Stodmor Road, spoke about the complexity of the forests. He is concerned about the limitation of resources that the Board has available. He feels the Onion Mountain Plan is very important to carry out and he feels it is really a limited plan. He walked it after the trees were marked and feels few trees are marked for cutting. It's motivated by forest health and it is for diversity on the Mountain.

PRESENTATION

a) Proclamation in Honor of Bike Month

Ms. Cook made a motion to authorize the execution of the Bike Month Proclamation as presented. Mr. Askham seconded the motion. All were in favor and the motion passed.

Mr. Wellman presented a proclamation to Diana Moody, Debbie Thibodeau and Patti Smith Jacobus in honor of Bike Month.

Patti Smith Jacobus said this is the 8th season of Simsbury Free Bike, which attracts people and businesses to Town. She gave the Board their Calendar of Events, including the 4th Annual Simsbury Bike Challenge, Bike to Work Day; Bikes and Books, etc.

FIRST SELECTMAN'S REPORT

Selectman Wellman reviewed his First Selectmen's report.

TOWN MANAGER'S REPORT

Town Manager, Ms. Capriola, reviewed her report.

SELECTMEN ACTION

a) Tax Refund Requests

Mr. Askham made a motion to approve tax refunds in the amount of \$2,963.43 as requested and approved by the Tax Collector, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds. Ms. Cook seconded the motion. All were in favor and the motion passed.

b) FY 18/19 Historic Documents Preservation Grant

Mr. Wellman said each year the Town Clerk can apply for the Historic Documents Preservation Program Grant which is offered through the Connecticut State Library, Public Records Administrator. Based on our current population we are eligible for a grant of up to \$6,500.

Mr. Askham made a motion, effective April 23, 2018 to submit a FY 18/19 historic documents grant application and to authorize Town Manager, Maria E. Capriola to execute the grant application. Further to move to designate Town Clerk, Ericka L. Butler as the designated applicant. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion, to accept FY 18/19 historic documents grant should it be awarded to the Town, and to authorize Town Manager, Maria E. Capriola and Town Clerk, Ericka L. Butler (as the designated applicant), to execute all documents related to the grant award. Ms. Cook seconded the motion. All were in favor and the motion passed.

c) Onion Mountain Forest Management

Mr. Wellman said on March 6, 2018 the Conservation Commission members voted 4-2 in favor of recommending that the Onion Mountain Management Plan be resuscitated. They also recommended public education and engagement on this issue. There are two options to discuss on this item.

After discussion, Mr. Askham made a motion to table Option A of the Onion Mountain Forest Management Plan and timber harvest as planned. Mr. Kelly seconded the motion. All were in favor and the motion passed.

d) Gifts of Love (Community Farm) Grant Application

Mr. Wellman said Gifts of Love is seeking grant funds to pay for the installation of a new well and removing four trees that are currently shading one of the fields used for farming. Ms. Capriola said if the grant is awarded, the Farm would be the recipient of the grant and the Town would not be the fiduciary.

Mr. Roy said this well would only be used for irrigations and power for the well will be supplied from the WPCA pump station adjacent to the facility. The Farm would be responsible for securing all approvals for this project.

Ms. Cook made a motion, effective April 23, 2018, to authorize Town Manager Maria E. Capriola to issue a letter of support for the grant application being submitted by Gifts of Love to the Connecticut Department of Agriculture for installation of a new well for irrigation. Mr. Kelly seconded the motion. All were in favor and the motion passed.

e) Capital Regional Council of Governments (CRCOG) Funding Solicitations for Transportation Projects

Mr. Wellman said CRCOG is currently soliciting proposals for municipal transportation projects that will be funded by the LOTCIP Phase 2 Program.

Mr. Roy said they analyzed projects that were most suitable for this program. He said it was determined that the construction of approximately 5,000 linear feet of new sidewalk along Firetown Road was the most feasible option. He said the construction wouldn't take place until 2020.

Mr. Kelly made a motion, effective April 23, 2018 to submit a proposal and funding request to CRCOG under the LOTCIP Phase 2 Solicitation to fund the construction of approximately 5,000 linear feet of new sidewalk along Firetown Road and to authorize Town Manager, Maria E. Capriola to execute the application documents. Ms. Cook seconded the motion. All were in favor and the motion passed.

Ms. Cook made a motion to accept the LOTCIP Phase 2 Solicitation funding should it be awarded to the Town and to authorize Town Manager, Maria E. Capriola to execute all documents related to the grant award. Mr. Kelly seconded the motion. All were in favor and the motion passed.

f) Proposed Revisions to ADA Notice and Municipal ADA Grievance Procedure

Mr. Wellman said with the change in the Town government, the ADA Notice and Municipal ADA Grievance Procedure have been updated to designate the Deputy Town Manager as the ADA Compliance Coordinator and to reflect the change in the chief executive officer position from First Selectman to Town Manager.

Mr. Askham made a motion, effective April 23, 2018 to adopt the ADA Notice and the Municipal ADA Grievance Procedure as presented and to authorize Town Manager, Maria E. Capriola to execute the documents. Ms. Cook seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

a) Proposed Appointment of Elizabeth Peterson (R) as a Regular Member of the Tourism Committee with an Expiration Date of December 2, 2019

Mr. Askham made a motion to appoint Elizabeth Peterson as a Regular Member of the Tourism Committee with an expiration date of December 2, 2019. Mr. Kelly seconded the motion. All were in favor and the motion passed.

b) Proposed Appointment of Michael Tanca (R) as a Regular Member of the Clean Energy Task Force with an Expiration Date of December 2, 2019

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

c) Proposed Appointment of Robert Heagney (R) as a Temporary Regular Member to the Board of Assessment Appeal with an Expiration Date of September 30, 2018

Mr. Askham made a motion to appoint Robert Heagney as a temporary regular member of the Board of Assessment Appeals with an expiration date of September 30, 2018. Mr. Kelly seconded the motion. All were in favor and the motion passed.

d) Proposed Appointment of Elaine Lang (D) as the Simsbury Historical Society Member of the Hometown Hero Selection Committee with an Expiration Date of December 2, 2019

Mr. Askham made a motion to appoint Elaine Lang as the Simsbury Historical Society Member of the Hometown Hero Selection Committee with an expiration date of December 2, 2019. Mr. Kelly seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of April 9, 2018

There were no changes to the Regular Meeting Minutes of April 9, 2018, and, therefore, the minutes were adopted.

b) Special Meeting of April 13, 2018

There were no changes to the Special Meeting Minutes of April 13, 2018, and, therefore, the minutes were adopted.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) **Personnel** – no report at this time.
- b) **Finance** – no report at this time.
- c) **Welfare** – no report at this time.
- d) **Public Safety** – Mr. Askham asked that everyone slow down for safety as the weather is warmer and everyone is back outside.
- e) **Board of Education** – no report at this time.

Ms. Cook said the Aging & Disability Commission will hold a guardianship and legal issues for the disabled program at the Library on April 24, 2018.

Ms. Cook said the Community for Care will have a Community Book Read, reading the Seventh Wish, on May 9, 2018. This book is about being in a drug addicted family.

Ms. Cook said May 16, 2017 is Prevention Week and the Community For Care will hold several programs. Please check the Social Services website for more information.

COMMUNICATIONS

- a) **Commission on Fiscal Stability and Economic Growth – source: CCM Legislative Committee, April 2018** – no discussion at this time.
- b) **Contract Amendment for Dial-A-Ride** –no discussion at this time.
- c) **Household Hazardous Waste Collection** – no discussion at this time.
- d) **Memorandum from T. Roy, re: 2018 Paving Schedule, Dated April 6, 2018** – no discussion at this time.
- e) **Memorandum from M. Glidden, re: CGS § 8-24 referral from Board of Selectmen concerning Fiscal Year 2019 Capital Improvement Plan, dated April 11, 2018** – no discussion at this time.
- f) **Freedom of Information Decision – Kalechman v. Board of Selectmen and Town of Simsbury – FOIC Docket #2017-0225** – no discussion at this time.
- g) **Press Release, re: Police Chief Appointment, dated April 13, 2018** – no discussion at this time.
- h) **Press Release, re: Neighborhood Assistance Act, dated April 7, 2018** – no discussion at this time.
- i) **Press Release, re: Hazard Mitigation Plan Public Hearings, April 18, 2018** – no discussion 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 and to include Attorney DeCrescenzo, Jesse Langer, Town Manager Maria Capriola, Deputy Town Manager Melissa Appleby, Director of Planning and

**TOWN OF SIMSBURY – BOARD OF SELECTMEN
REGULAR MEETING MINUTES – APRIL 23, 2018**

“Subject to Approval”

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Community Development James Rabbitt and Assistant Planner Mike Glidden at 7:40 p.m. 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. Ms. Cook seconded the motion and it passed unanimously. Executive Session adjourned at 8:39 pm.

ADJOURN

Mr. Askham made a motion to adjourn the meeting. Ms. Cook seconded the motion and it passed unanimously. The meeting adjourned at 8:39 pm.

Respectfully submitted,

Kathi Radocchio
Clerk

Town of Simsbury, Connecticut
Results of Local Referendum May 1, 2018

QUESTIONS	Yes	No
1. "Shall the appropriation recommended and approved by the Board of Finance for the purposes of paying the expenses of the BOARD OF SELECTMEN annual budget for the fiscal year ending June 30, 2019, be approved and implemented in the amount of \$21,020,727?"	1,364	273
2. "Shall the appropriation recommended and approved by the Board of Finance for the purposes of paying the expenses of the BOARD OF EDUCATION annual budget for the fiscal year ending June 30, 2019, be approved and implemented in the amount of \$69,149,552?"	1,273	370
3. "Shall the appropriation recommended and approved by the Board of Finance for the purposes of paying the expenses of Sewer Use Fund (Sewer Treatment Plant), Residential Rental Properties, Simsbury Farms/Special Programs, Non-Public Schools, Debt Retirement/Capital and Capital Non-Recurring annual budgets for the fiscal year ending June 30, 2019, be approved and implemented in the amount of \$13,189,209?"	1,318	312
4. "Shall the Town of Simsbury appropriate \$23,965,620 for renovations to the Henry James Memorial School; and authorize bonds and notes in the same amount to finance said appropriation?"	1,105	539

Total Number of Names on Official Registry List of Electors	17,504
Total Number of Electors Checked as Having Voted	1,644
Percent of Electors Who Participated	9.4%
Number of Property Owners Checked as Having Voted	4
Total Number of All Voters	1,648



American Legion
Tomalonis Hall Post 84
&
Veterans of Foreign Wars
Metacomet Post 1926
Simsbury, CT



April 23, 2018

Eric Wellman, First Selectman,
& the Board Of Selectmen / Selectwomen
Town of Simsbury
933 Hopmeadow Street,
Simsbury, CT 06070



Re: Memorial Day Parades on May 28, 2018
Dear Eric,

Once again, the Town of Simsbury, American Legion Post 84 and the Veterans of Foreign Wars Post 1926 are organizing two parades. We invite you and the Selectmen and Selectwomen to participate in one or both of the parades. In addition, we invite you to provide us with your proclamation of welcome to the residents and participants at the ceremonies.

The **Tariffville** parade will assemble on Main Street at 8:30 am and will march off onto Winthrop Street promptly at 9:00 am. There will be a ceremony at St. Bernard's Cemetery at the conclusion of the parade. In case of cancellation due to weather the ceremony will be at Trinity Church at 9:00 AM.

The **Simsbury** parade will assemble on Owens Brook Boulevard by Simsbury Bank at 1:00 pm and will march off onto Hopmeadow Street promptly at 1:30 pm. There will be a ceremony on the Simsbury Veterans Memorial at the conclusion of the parade. In the event of cancellation due to weather the ceremony will be held at Eno Hall at 1:30 PM.

Please join us in this celebration. We would need a head count as to how many Selectmen / Selectwomen will be attending so accommodations can be made in the seating of dignitaries. As always feel free to contact me at 860-658-0388 or at jrfox@comcast.net.

Once it is finalized, you will receive copies of the Parades Order of March.

Please pray for a **bright, sunny** day

A handwritten signature in black ink, appearing to read "John R. Fox".

John R Fox, Sr Vice Commander
Veterans of Foreign Wars Post 1926
Co-Chairman of the Simsbury Veterans' Memorial Day Observances Committee

Cc: Len Lanza, Commander, American Legion
John Romano, Commander, VFW



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Culture, Parks and Recreation Department

May 10, 2018

To: Maria Capriola, Town Manager
Board of Selectmen

At their May 8, 2017 meeting, the Board of Selectmen adopted the attached proposed policy to be effective beginning July 1, 2017. Since then it has been successfully implemented and largely achieved the results it was intended for.

At their March 26 meeting, in response to comments from the public, the BOS referred the policy back to the Commission to “evaluate the effectiveness of the policy and to assess whether or not any modifications to the policy are needed”. The comments they received centered around the lack of trash receptacles at the Iron Horse Boulevard Playground. The Parks Maintenance staff has observed some trash being left behind, but they pick it up as part of their routine playground inspection and clean-up.

To date, the policy has been effective and achieved most of what it was intended to do.

- Illegal dumping at park sites has decreased significantly. Overall, parks are cleaner and safer since pests and vermin no longer have a food source.
- The 10-15 man hours/week previously needed for trash pickup has been used more effectively.
- The policy remains consistent with the Town’s commitment to preservation and sustainability.

Recommendation of Staff:

Overall, the policy change has accomplished what it was intended to do. Parks are cleaner and man hours are being used more effectively.

It seems that it is a small number of park users who are not complying with the policy. Most do comply and help pick up after themselves and others.

The policy has been in place for less than a year. It is not a sufficient amount of time to initiate a change to a policy that is largely working well.

Telephone (860) 658-3281
Facsimile (860) 658-3206

rbazzano@simsbury-ct.gov
<http://www.simsbury-ct.gov/>

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8:30 a.m. – 7:00 p.m. Monday
8:30 a.m. – 4:30 p.m. Tuesday thru Thursday
8:30 a.m. – 1:00 p.m. Friday

Staff should continue to monitor the effect of the policy and communicate their observations to the Culture, Parks and Recreation Commission.

At their regular meeting on April 26, the Culture, Parks and Recreation Commission addressed the Board of Selectmen's request to evaluate the effectiveness of the "Carry In, Carry Out" policy to assess whether any modifications to the policy were needed.

After discussion, the Commission voted 7-1 to maintain the current policy. They indicated that they wanted to continue monitoring the policy and asked that it be included as an agenda item for the next two meetings.

Please contact me for any further information.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Culture, Parks and Recreation Department

April 27, 2017

PROPOSAL – PARKS/ATHLETIC FIELD TRASH REMOVAL

Background: This department has had the responsibility of trash removal from all parks and playing field areas in Town. This also includes playground areas, the Greenway, Performing Arts Center, and other town owned areas. Trash is hauled by department staff to a centralized location where it is picked up by a local trash hauler.

Typically, this requires 10 - 15 man hours weekly, equating to an annual cost of approximately \$15,000. This is in addition to the contractual cost of \$5,500 annually with the local trash hauler, in this case Paines, Inc.

As a cost saving measure, the State of Connecticut and other local municipalities have transitioned to a “Carry In, Carry Out” policy whereby park and field users are responsible for taking any trash that they generate out of the park on their own. Trash receptacles are no longer made available at these sites. The one exception would be the Simsbury Farms Golf Course.

In addition to the budget considerations, the following are factors that influence this change:

- Based on input from other towns, the amount of illegal dumping is significantly decreased by the removal of trash receptacles from these areas.
- With limited staff and increasing demands for services, the hourly cost of trash removal is not warranted.
- Youth sports groups and other organizations still have the option of securing receptacles for trash disposal and contracting with a private hauler. They will also be expected to police their respective areas and participants.
- This program has been used on a trial basis in Simsbury in some of our smaller parks, with no evidence of abuse or illegal dumping.
- This is consistent with the Town’s commitment to conservation and sustainability.

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