



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 – August 12, 2019 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATION

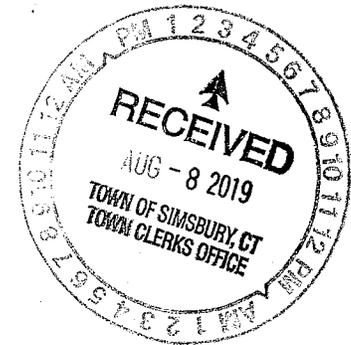
- a) Tobacco Valley Solar Construction Update (formerly DWW)

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) Proposed Name for the New Park Being Constructed at 1 Old Bridge Road
- b) Accept Donation from Stop & Shop Feed-A-Friend Program
- c) Proposed Youth Services Bureau Advisory Board Procedures
- d) CRCOG Active Transportation Grant – Traffic Calming Demonstration Project
- e) Tax Refund Requests
- f) Fiscal Year 2019/2020 Fund Balance Appropriation
- g) Proposed Settlement Agreement - Hoffman Phyllis W Trustee of Hoffman Rose Rhea 190 v. Town of Simsbury
- h) Proposed Public Gathering Permit – Latimer Lane Back to School 5K & Fun Run 2019
- i) Proposed Public Gathering Permit – Trinity Church & Tariffville Village Association Fall Festival 2019
- j) Proposed Public Gathering Permit – 2019 Simsbury Fly-In
- k) Designation of Various Staff Appointments
- l) Proposed FY 19/20 General Wage Increase Unaffiliated Positions
- m) Proposed Town Manager Goals July 1, 2019 – June 30, 2020
- n) Proposed Town Hall and Eno Memorial Hall Posting Policy
- o) Appointment of Ford Harrison as Labor Counsel



APPOINTMENTS AND RESIGNATIONS

- a) Appointment of Members to the Lower Farmington River and Salmon Brook Wild and Scenic Management Committee
- b) Resignation of Caroline Meckel from the Economic Development Commission & the Sustainability Team

- c) Proposed Appointment of Charmaine Seavy to the Economic Development Commission
- d) Resignation of David Moore from the Board of Ethics
- e) Resignation of Brendan M. Walsh from the Police Commission
- f) Resignation of Thomas E. Frank from the Zoning Commission (Alternate position)
- g) Resignation of Gerald Post from the Culture, Parks and Recreation Commission

REVIEW OF MINUTES

- a) Regular Meeting of July 8, 2019
- b) Special Meeting of July 15, 2019

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

COMMUNICATIONS

- a) Memo from L. Karim and T. Tyburski Re: 350 Anniversary Logo, dated July 24, 2019
- b) Memo from M. Capriola Re: Referral Regarding Tourism Committee Duties, Membership Composition, and Integration With the Economic Development Commission, dated July 19, 2019
- c) Farmington Valley VNA Inc. Fiscal Year 2019 Annual Report: Town of Simsbury
- d) Farmington Valley Health District 2018-2019 Annual Report
- e) Letter from D. Bordonaro Re: Thank You, dated July 31, 2019
- f) Letter from T. Roy Re: Notification of Sidewalk Replacement, dated July 31, 2019
- g) Letter from T. Roy Re: Notification of Multi-Use Trail Paving, dated July 31, 2019
- h) Memo from M. Capriola Re: Update on Rainbow Crosswalk, dated August 6, 2019

ADJOURN

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



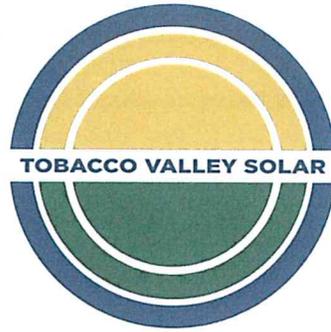
Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tobacco Valley Solar Construction Update (formerly DWW)
2. **Date of Board Meeting:** August 12, 2019
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 requested. This item is informational.
5. **Summary of Submission:**
Staff from Tobacco Valley Solar will be presenting a construction update this evening; this is the project formerly known as Deepwater Wind (DWW).
6. **Financial Impact:**
In mid-April 2018, the Town received \$613,180 in building permit fees related to the solar project.
7. **Description of Documents Included with Submission:**
 - a) Presentation Slides, prepared by Tobacco Valley Solar

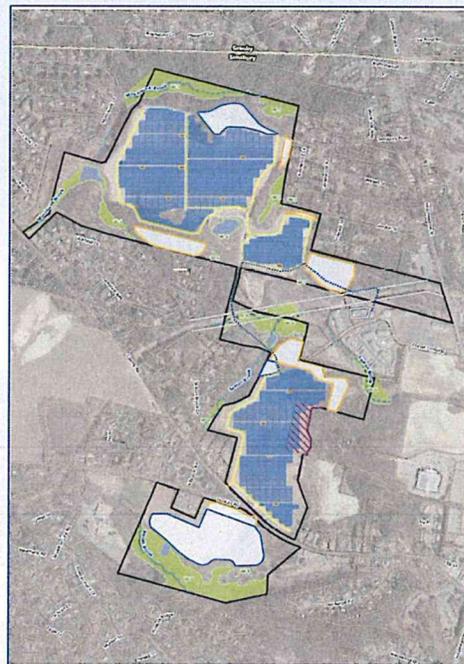


Town of Simsbury – Board of Selectmen
August 12, 2019



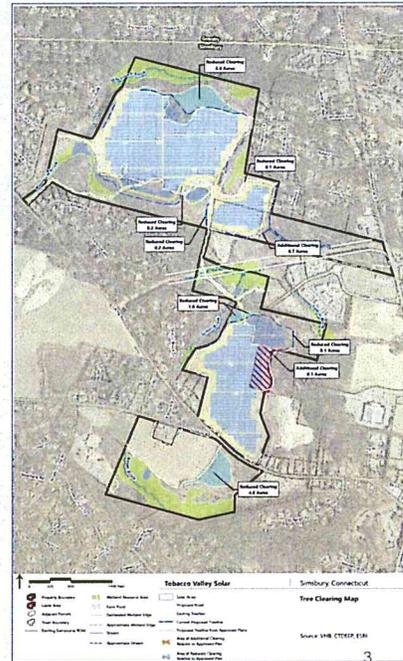
Project

- 26.4 MW solar project
- Full approvals in winter 2019
- Construction started spring 2019 by Swinerton
- 135 acres off Hoskins Road
- Interconnecting with Eversource transmission system
- Selling renewable energy to Eversource and other utilities



Project Background

- Initiated site characterization and permitting process in 2016 completed in 2019
- Project approved in Dec. 2017 by CT Siting Council
- Regulatory Approval of PPA in July 2018
- Interconnection Agreement August 2018 (Eversource)
- Stormwater Permit Approved March 2019
- D&M Plan Approved March 2019
- Town Building Permit in May 2019



Elements of a Solar Project

- Posts (aka piles) and racking
- Panels 395-400 W
- Eleven 3.3 MW inverters
- Underground cables
- Switch gear
- Gravel access roads
- Stormwater controls
- Landscaping and fencing



Construction Sequence and status

Installation

- ~~• Clearing and grubbing~~
- ~~• Grading~~
- ~~• Stormwater controls~~
- ~~• Roads~~
- ~~• Piles~~
- Panels
- Inverters
- Collector lines
- Switch gear
- Back feed
- Testing

- Commissioning
- In-service
- COD

Ongoing throughout Construction

INSPECTIONS

- Town building department
- Third party stormwater
- Third party NDDB
- Independent Engineer
- CT DEEP

Stabilization, spot seeding, and maintenance

Safety and Respect!



Expected Construction Schedule

Overall Construction – May to November, 2019

- ~~• PV Site Mobilization~~
- ~~• Start Foundation Installation (Field Piles) – June 13th~~
- ~~• Start Racking System Installation – June 24th~~
- ~~• Start Module Installation – July 8th~~
- ~~• Foundation Install Complete – July 25th~~

- Module Install Complete - August
- 100% Inverters Skids Delivered – September
- Mechanical Completion – October
- Energize PV Field – October
- Substantial Completion – November
- COD Target – November
- Final Acceptance – January, 2020

- Racking System Install Complete - August 12th



Tobacco Valley Solar
DWW Solar II, LLC

TVS Contact:
info@tobaccovalleyCT.solar
860-249-0777
<https://www.tobaccovalley.solar/>





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Name for the New Park Being Constructed at 1 Old Bridge Road

2. **Date of Board Meeting:** August 12, 2019

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

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen is in concurrence with naming the new park being constructed at 1 Old Bridge Road "Hop Brook Landing at the Flower Bridge," as suggested by the Naming Rights Committee, the following motion is in order:

Move, effective August 12, 2019, to approve "Hop Brook Landing at the Flower Bridge" as the formal name for the new park being constructed at 1 Old Bridge Road.

5. **Summary of Submission:**
Pursuant to the Town of Simsbury's Naming Rights Policy (Section 3D), at their May 29, 2019 meeting the Board of Selectmen established a work group to review suggested names for the 1 Old Bridge Road Park.

Board of Selectmen Culture, Parks and Recreation Commission Liaison Chris Peterson, Flower Bridge Executive Committee Member Sharene Wassell, and Culture, Parks and Recreation Commissioner Rachel Wellman met on July 22nd to review 57 submissions. Staff assistance was provided by Tom Tyburski and Tom Fitzgerald.

The Committee chose to combine two suggestions due to their emphasis on the water access of the park and the proximity of the park to the Flower Bridge. Factors such as tourism and choosing a name that has not been honored in town yet were considered. Ultimately the Committee chose to combine suggestions to form the name "Hop Brook Landing at the Flower Bridge."

A number of residents suggested a name that would honor the former property owner, Betty Hudson. When the Town purchased the property from Ms. Hudson, it agreed to erect a granite-like memorial/plaque in her honor at the new park.

6. Financial Impact:

The 1 Old Bridge Road Park project budget does not currently account for an entrance sign for the park. Should excess funds be available at the completion of the project, the purchase of an entrance sign for the park would be a reasonable use of those funds.

7. Description of Documents Included with Submission:

- a) Summary of Submitted Names
- b) 1 Old Bridge Road Park Naming Rights Committee July 22, 2019 Meeting Minutes
- c) Conceptual Rendering of Site Plan, dated July 2018
- d) Town of Simsbury Naming Rights Policy, dated January 14, 2019

| First Name | Last Name | Suggested Name |
|----------------|------------|--|
| Karen | Cantelmo | 1670 Park |
| Frank | Zaremba | Barber Park |
| Shannon | Knall | Betty Hudson Memorial Park |
| Bobby | Shipman | Betty Hudson Memorial Park |
| Mabel | Howard | Betty Hudson Park |
| Marilynn | Palmer | Betty Hudson Park |
| Gerald | Lintner | Betty's Beach |
| Paulette | McDonnell | Betty's Haven |
| Carolyn | Brand | Betty's View |
| Gerald | Lintner | Hudson Harbor |
| Gerald | Lintner | Hudson Haven |
| Kyle | Conard | Hudson Park |
| Paulette | Clark | Hudson Park |
| Harald | Bender | Hudson Park |
| Joyce | Lund | Hudson Park |
| Jan | Lintner | Hudson Parkway |
| Willard | Sistare | Dr. Martin Luther King, Jr. Memorial Park |
| Private | Citizen | Martin Luther King, Jr. Park |
| Sandra | Bourke | Drake Hill Bridge Park |
| Margaret | Mennillo | Drake Hill Park |
| Charity | Folk | Drake Park |
| John | Fox | Flower Bridge Park |
| Sharene | Wassell | Flower Bridge Park |
| Private | Citizen | Flower Bridge Park |
| Joseph | Zibbideo | Flower Bridge Park |
| Diane | Nash | Flower Bridge Park |
| Deborah | Carpenter | Flower Bridge Park |
| Margaret | Oliverira | The Park at Flower Bridge |
| Diane | Keeney | The Simsbury's Flowered Covered Bridge Park |
| David | Kaplan | Simsbury Flowers Park |
| Enrico | Dellarippa | Gateway to Tranquility |
| Judith | McCarthy | George Matt |
| Mary/Leonard | Melanson | George Matt |
| Jean/John | Ferguson | George Matt |
| Dan | Rich | Gifford Park |
| Jessica | Parise | Gloria Rossetti Park |
| Samantha | Bell | Rossetti Flower Bridge |
| Tom | Wassell | Hop Brook Landing |
| Miriam | Schreiber | John Case Memorial Recreation Area/Park |
| Bruce | Jachym | Ketchin Landing |
| Bruce | Jachym | Ketchin Park |
| Melissa/Trevor | Condren | Lovers Landing |
| Lawrence | Phelps | Major General Noah Phelps Park |
| Louis | Norton | Massaco Landing |
| Laurie | Miller | No specific name given |
| Anita | Mielert | Old Bridge Park |
| James | Lorusso | President Donald J. Trump's Forgotten Man Park |
| Eric | Greene | Pride Park |
| Gerald | Lintner | River Bank |
| Tim | Ward | River's Edge Park |
| Bruce | Elliott | SGT. Felix M. Del Greco Jr. Memorial Park |
| Laurie | Connors | SimCity Park |
| Miriam | Schreiber | Simsbury Riverfront Park |
| Melissa/Trevor | Condren | Simsbury Sail & Stroll |
| Suzanne | Harrington | The Firefly Bridge Park |
| Barbara | O'Connor | Volunteer Park |
| Huguet | Pameijer | Chris Murphy Park |
| Brian | Hall | Patrick J. Ryan Park* |

*Submitted on July 26th



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

1 Old Bridge Road Park Naming Rights Committee

Monday, July 22, 2019

8:30AM

Main Meeting Room, Town Hall, 933 Hopmeadow Street

SPECIAL MEETING MINUTES – DRAFT

Members Present: Chris Peterson, Sharene Wassell, Rachel Wellman

Staff Present: Thomas Tyburski, Thomas Fitzgerald

The meeting was called to order at 9:00 am

1) Review and Discussion of Park Names Suggested by the Community

The committee acknowledged the amount of great submissions received from the public. The meeting was started by each member expressing what they were looking for in a name for the park (ie: to drive tourism to Simsbury, etc.). The committee mentioned that some suggested names had already been honored by other places/locations in town and wanted this new park to honor people/places not honored already. An emphasis on the water access from the park was desired by committee members.

Staff present clarified that the committee didn't have to choose a name from this list and that combining suggestions was a possibility.

2) Next Steps and Recommendation to the Board of Selectmen

After healthy discussion the committee voted unanimously to recommend "Hop Brook Landing at the Flower Bridge" to the Board of Selectmen

The meeting adjourned at 9:56 am.

Respectfully Submitted,
Thomas Fitzgerald
Management Specialist
Town of Simsbury



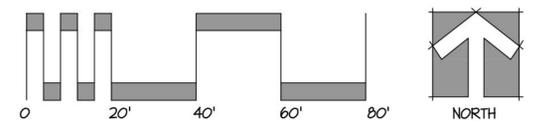
SITE PLAN RENDERING

ONE OLD BRIDGE ROAD
SIMSBURY, CONNECTICUT

JULY 17, 2018

MILONE & MACBROOM

99 Realty Drive
Chester, CT 06410
203.271.1773
www.mmlnc.com





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY NAMING RIGHTS POLICY

Adopted by the Simsbury Board of Selectmen on August 12, 2013

Revised Date: May 12, 2014

Revised Date: January 14, 2019

I. Purpose

The purpose of this policy is to establish the criteria and procedures for granting Naming Rights for Simsbury Town-owned facilities. The Naming Rights Policy recognizes that the naming of publically owned facilities is a legislative act. As such, this policy applies to all Town owned real property.

II. Effective Date

This policy shall remain in effect until revised or rescinded and replaces the revised policy dated May 12, 2014. The Town reserves the right to amend this policy as necessary.

III. Naming Rights Defined

There are two circumstances in which "Naming Rights" may be granted. In each case, Naming Rights shall be established through a specific written agreement about the nature of the naming right. Such Agreement shall be negotiated between the parties or their representatives. Any such agreement shall be governed by the provisions of this policy.

A. Naming Rights in Consideration

"Naming Rights in Consideration" is in consideration of a significant financial contribution, sponsorship or other commercial transaction wherein the Town receives a monetary gain in exchange for the naming of a Town facility.

Naming Rights in Consideration may be granted by the Town in consideration of financial contribution made to the Town normally in the form of a cash gift. Naming Rights in Consideration may also be granted in return for provision to the Town of an appropriate sponsorship, including a grant of money or the provision or supply of equipment, materials, land or services. Naming Rights in Consideration may be granted at the sole discretion of the Town by majority vote of the Board of Selectmen after a finding that the naming rights are consistent with this policy and in the best interests of the Town.

B. Naming Rights in Recognition

"Naming Rights in Recognition" is the naming of a Town facility, building or portion thereof in recognition of a significant contribution to the Town. The recognized contribution can be in the form of financial or other gift from a donor unrelated to the award of the naming right, or meritorious service, and is at the discretion of the Town in agreement with the party or their representatives. Naming Rights in Recognition may be

granted at the sole discretion of the Town by majority vote of the Board of Selectmen after a finding that the naming rights are consistent with this policy and in the best interests of the Town, and subject to the agreement of the party or the party's representative, except as provided in Section 3 below governing the naming of Board of Education facilities.

One of the following three criteria shall be fulfilled in order for the granting of Naming Rights in Recognition to be considered:

- a) Recognition of historical significance and/or outstanding service to the Town, State of Connecticut or the United States of America while serving in a community service, public office, historic significance, or administrative capacity or other form of outstanding service to the community as determined by the Board of Selectmen;
- b) Recognition of the career or professional achievements of distinguished alumni of the Simsbury Public Schools or for distinguished service in the United States Military;
- c) Recognition of a generous financial or other contribution from a donor (in the form of a donation, bequest, sponsorship etc.), such contribution being voluntary and not rendered in consideration of the granting of naming rights.

The Town may solicit suitable monetary donations from the advocates of such recognition, particularly if the request comes from other than a family member.

C. Board of Education Facilities

Proposals for the naming of Town property occupied and/or used by the Board of Education shall be referred to the Board of Education. The Board of Education shall have the authority to establish its own policy with respect to the naming of Town property occupied and/or used by the Board of Education, provided that the Board of Education policy includes a public hearing requirement prior to any final decision with respect to the naming of such property.

D. Procedure

Proposals for the naming of a Town facility shall be directed to the Town Manager on a the prescribed form. After an administrative review for the completeness of the request, the Town Manager or her/his designee shall transmit the proposal to the Board of Selectmen. The Board may then take one of three actions: (a) accept the proposal; (b) reject the proposal; or (c) refer the proposal to a naming rights committee appointed by the Board of Selectmen. The naming rights committee shall consist of at least two members of the Board of Selectmen; other stakeholders may be appointed to the Committee as deemed necessary by the Board. If the proposal is referred to a naming rights committee, that committee shall, after review, make its recommendation to the Board of Selectmen. Such recommendation may include: (a) rejection of the proposal; (b) acceptance of the proposal; or (c) request a call for additional proposals from the public. In the event that a name is proposed for a newly constructed facility, the Board of Selectmen shall request a call for additional proposals from the public. The Board of Selectmen shall hold a public hearing prior to taking final action on a properly submitted proposal. Notice of the public hearing shall be provided in a manner consistent with

Section 404 – “Public hearing on and publication of ordinances.” Notice shall also be provided on the Town website and sent via the Town’s electronic distribution list.

IV. Granting Naming Rights

In granting naming rights, either in consideration or in recognition, due regard should be taken of the need to maintain an appropriate balance between commercial considerations and the role which names of public buildings and spaces play in contributing to the Town’s sense of identity.

The granting of Naming Rights shall always be consistent with the Town’s vision and mission as defined by the Board of Selectmen. The long-term effects of the Naming Rights shall be considered in all decisions. The Town agency affected by the naming right to be granted may be consulted before any decision is made. Each granting of Naming Rights shall be memorialized by an agreement as defined by this and all other applicable Town policies.

A. Facilities for Which Naming Rights May Be Awarded

The term “facilities” as used in the Policy shall apply to the following:

- Town Owned Buildings – provided that the interior features of a Town owned building may be named separately from the main building subject to the criteria and procedures set forth in this policy
- Auditoriums/Theaters
- Gymnasiums
- Libraries
- Gardens/Walks
- Streets
- Athletic Fields/Facilities
- Concessions/Locker Rooms
- Paths or trails

For the purposes of this policy, the term “facilities” shall not apply to such minor items as benches, trees, refuse cans, flagpoles, water fountains or similar items.

B. Delegation of Approval Authority

The Simsbury Board of Selectmen is the body that grants Naming Rights except as provided in Section III.C above. This authority may not be delegated.

C. Informed Consent

Except in the case of historical figures, the Town shall not grant a Naming Right without the informed written consent of the named party or the named party’s legal representative.

D. Monetary Valuation of Naming Rights

Monetary valuations may be assigned to Naming Rights possibilities on a case-by-case basis to aid with making decisions about granting Naming Rights. The Town Manager shall determine the monetary valuation of each Naming Right after receiving a recommendation from the Town Finance Director, who may take advice from such persons or other professionals as needed and transmit it to the Board of Selectmen. Each case should take

into account market comparisons for Naming Rights. As appropriate, the Town may seek professional valuation services for the valuation of the naming rights.

E. Duration of Naming Rights

The duration of Naming Rights shall be decided or negotiated on a case-by-case basis.

F. Physical Display of Naming Rights

The physical display of the Naming Rights shall be decided or negotiated on a case-by-case basis. In the case of buildings, the physical display of the Naming Rights will take into account the identification of the Town and opportunities offered by the named building for the Town.

In cases of Naming Rights in Recognition, plaques or tablets may be installed in the building in recognition of a distinguished member of the Town community whose services were identified with the functions of those buildings.

V. Other Matters

A. Transferability

Named Rights may be transferred upon written approval of the Board of Selectmen.

B. Renewability

Naming Rights that have expired may be renewed by mutual agreement between all the parties.

C. Limit on Naming Rights

a) On the part of the Town

The Town's right to use the name and other brand elements of the Named Party shall only be permitted by express agreement with the Named Party

b) On the part of the Named Party

The Named Party after whom a building or part of a building is named shall have no rights to the purpose to which that building or part of the building is applied unless provided for in the specific contract between the parties. The Town will not agree to any condition in a contract that could unnecessarily limit the following: progress towards the Town's mission and purpose, statutory obligations, or the local authority of the Simsbury Board of Education.

In turn, the Named Party shall bear no liability in respect of that building or part of a building unless any such limits must be included in the Naming Rights agreement.

D. Early Termination of Naming Rights

In the event that this policy or any specific contract entered into in accordance with this policy is breached, the parties may terminate a Naming Rights agreement in advance of the scheduled date. A Naming Rights agreement may also be terminated under the following conditions:

a) Termination by the Town

The Town reserves the right, at its sole discretion, to terminate Naming Rights without refund of consideration, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the Town being brought into disrepute.

b) Termination by the Named Party

The Named Party may without refund of consideration at its sole discretion, terminate its acceptance of the Naming Rights prior to the scheduled termination date, in the event that the Town directly brings the Named Party into disrepute.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Accept Donation from Stop & Shop Feed-A-Friend Program
2. **Date of Board Meeting:** August 12, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community & Social Services *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the acceptance of the Stop & Shop Feed-A-Friend Program donation, the following motion is in order:

Move, effective August 12, 2019, to accept the Stop & Shop Feed-A-Friend Program donation in the amount of \$3,414.60.
5. **Summary of Submission:**
Stop & Shop conducts a Feed-A-Friend Program by soliciting customer donations. These donated funds support our Cheese Day Program and our Food Closet.

Pursuant to Ordinance (100-2, monetary donations), no donation of more than \$1,500 may be accepted without Board of Selectmen approval. If the donation is accepted I will direct staff to send a thank you letter to Stop & Shop.
6. **Financial Impact:**
A monetary donation in the amount of \$3,414.60 is being provided to the Community & Social Services Department to assist with food programs for residents in need. The funds would be deposited into a Social Services special revenue fund used for the Cheese Day and Food Closet programs.
7. **Description of Documents Included with Submission:**
None



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Youth Services Bureau Advisory Board Procedures
2. **Date of Board Meeting:** August 12, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community and Social Services *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the proposed Youth Services Bureau Advisory Board Procedures, the following motion is in order:

Move, effective August 12, 2019, to adopt the proposed Youth Services Bureau Advisory Board Procedures.
5. **Summary of Submission:**
The procedures for the Youth Services Bureau (YSB) outlines the purpose of the bureau, membership requirements and goals of the group. This program allows the Simsbury Police Department, Community and Social Services Department, Culture, Parks and Recreation, Simsbury Public Library, students and agencies serving youth to provide services and support to youths by identifying and implementing programs and services targeted to this demographic.

The YSB focuses on juvenile justice, mental health needs, positive youth development, and community outreach and involvement. Staff prepared a draft Statement of Purpose and Procedure to allow the YSB to be effective in accomplishing its goal. This is a similar project to the update of the Juvenile Review Board procedures that occurred last summer.

The Town Manager, Deputy Town Manager, Director of Community and Social Services, and Community Social Worker contributed to drafting these procedures. Staff consulted with the Town Attorney during the process.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Draft Simsbury Youth Services Bureau Advisory Board Statement of Purpose and Procedure



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

SIMSBURY YOUTH SERVICE BUREAU ADVISORY BOARD STATEMENT OF PURPOSE AND PROCEDURE

Approved by Board of Selectmen on XXX, 2019

1. Purpose

- A. The Simsbury Youth Service Bureau Advisory Board (YSB) is an established program within the Simsbury Community and Social Services Department to provide strategies, programs, and services to assist youths (age 18 and under) and their families to help support positive youth development and healthy family relations. The Board will accomplish its purpose by identifying current challenges facing our youth and families and will work within the community to implement identified strategies, programs, and services.
- B. The Board will work with its members to identify challenges facing our youth in the areas of: juvenile justice; mental health needs; positive youth development; and community outreach and involvement.
- C. The Board will propose strategies to increase and support youth and their families in the areas of: youth advocacy; resource development and access; and community involvement.
- D. The purpose of the Simsbury Youth Service Advisory Board shall be to provide an opportunity for all youths to be supported by their families and their community in order to support positive youth development and to help foster a path to being responsible members of the Simsbury community.
- E. The Board is comprised of representatives from the Community and Social Services Department, the Police Department, Simsbury Public Schools, Culture, Parks and Recreation Department, Simsbury Public Library, a private or non-profit agency serving youth, and youth.

2. Effective Date

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

3. Goals

A. The goals of the Advisory Board are:

- 1) To use community resources as the first source of action in promoting positive youth development.
- 2) To promote community awareness of services and activities for youth and their families.
- 3) To provide youth with access to supportive services in an effort to increase positive behavior and family involvement.
- 4) To reduce the rate of negative behaviors of juveniles and instances of negative involvement with law enforcement.
- 5) To strengthen the working relationship and referral process between the Simsbury Police Department, Simsbury Public Schools, the Juvenile Court, and the Community and Social Services Department.

4. Composition/Voting/Meetings

A. The size of the Board shall consist of at least eight (8) members. Membership on the Board shall be comprised of representatives from agencies or organizations which have direct responsibility, contact or concern with youth and their families. At least one-third of the total membership from individuals who receive less than 50 percent of their income from delivering services to youth, and at least one member from our municipality.

B. The following agencies and organizations shall have a representative(s) on the Advisory Board:

- 1) Police Department (the Chief or one individual as assigned by the Chief)
- 2) School Department (two individuals as assigned by the Superintendent)
- 3) Culture, Parks and Recreation Department (the Department Director or one individual as assigned by the Director)
- 4) Simsbury Public Library (the Department Director or one individual as assigned by the Library Director)
- 5) Director of Community and Social Services or Community Social Worker.
- 6) A member from a Private or Non-Profit Agency Serving Youth (as appointed by the Board of Selectmen)
- 7) At least one youth (non-voting) member under age 21 (as appointed by the Board of Selectmen). Up to three (3) youth may be appointed to serve.

C. Staff and student (youth) appointments to the YSB should be reviewed and approved by the Director of Community and Social Services. The Director of

Community and Social Services, in consultation with the YSB, will make recommendations to the Board of Selectmen for appointments to the YSB for members representing outside agencies as noted above in Section 4B.

- D. Any member of the YSB may be removed by the Board of Selectmen, upon the recommendation of the Town Manager, for cause. Such member will be afforded an opportunity for a public meeting with the Board of Selectmen prior to a final decision being made regarding their status for removal. The purpose of the public meeting is to give the member an opportunity to be heard in person before the Board of Selectmen prior to a final decision being made.
- E. Any member who is absent from more than fifty (50) percent of YSB meetings during any twelve (12) month period may be removed from the YSB, and the vacancy shall be filled as outlined in Section 4B. An exception may be granted by and at the discretion of the Town Manager due to a member's illness or other exigent circumstances.
- F. The Town Attorney will be available to the Board as needed.
- G. Each representative shall have one vote. When the Director of Community and Social Services is attending on behalf of the Community Social Worker, or vice versa, they will have one vote; they will not have two votes simultaneously.
- H. Meetings shall be held as often as necessary to carry out the purpose and meet established goals, but not less than four (4) times per school year. Meetings will coincide with the school calendar and schedule. Attendance shall be recorded in the minutes of the meeting. A quorum shall be determined by the number of appointed members, with a quorum being one more than half the number of members. A quorum is not needed to run a meeting.
- I. Regular meeting schedules shall be established annually and filed in accordance with Connecticut General Statutes, currently no later than January 31st annually.
- J. Advisory Board meetings are open to the public, and guests may make comments during the portion of the meeting agenda that permits public audience. Cases that involve sensitive information pertaining to youth will not be discussed in public session and will be held in closed session as permitted by statute.
- K. The Community and Social Services Director or the Community Social Worker shall act as the Chairperson. The Community and Social Services Department shall be responsible for scheduling and cancelling meetings, distributing minutes and the filing of said minutes, as well as other duties that may be necessary.

- L. The Board shall follow Roberts Rules of Order and may establish additional rules and/or procedures to govern the conduct of meetings, and review those rules and procedures on an annual basis.

DRAFT



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** CRCOG Active Transportation Grant – Traffic Calming Demonstration Project

2. **Date of Board Meeting:** August 12, 2019

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Thomas J. Roy, Director of Public Works

Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports applying for the proposed grant for traffic calming measures, the following motion is in order:

Move, effective August 12, 2019 to submit the CRCOG Active Transportation Grant application, and to authorize Maria E. Capriola, Town Manager, to execute the grant application.

In the event that the grant is awarded, the following additional motion is in order:

Move, to accept the CRCOG Active Transportation Grant and to authorize Maria E. Capriola, Town Manager, to execute all documents related to the grant award.

5. **Summary of Submission:**
CRCOG, in cooperation with the Connecticut Department of Public Health, is offering a grant program for small-scale projects/quick turnaround projects that help advance active transportation and promote active living. The grant is valued at up to \$20,000 with no requirement for any financial contribution from the Town.

We are proposing a traffic calming demonstration project that will use roundabouts and lane narrowing to help reduce vehicular speeds on David Drive. The project would involve installing three temporary roundabouts at the three "T" intersections along the roadway, employing signage, line striping, and planters with mums or other seasonal plants to create the roundabouts and lane narrowing. If this project is successful, we could implement this strategy in other residential neighborhoods in need of traffic calming.

Grant funding would be utilized for engineering support services to ensure all proposed signage and markings are MUTCD-compliant and for the costs of the materials involved. Town staff would be responsible for installation of the project at our own cost. Our preliminary estimate for the cost of materials and engineering consulting services is in the range of \$7,000 to \$10,000.

6. Financial Impact:

Staff time will be required to help support this initiative, including the labor required for installation. The overall estimated value of Town staff's time is less than \$1,000.

7. Description of Documents Included with Submission:

- a) Active Transportation Project Solicitation Submission – David Drive Proposed Roundabouts

Due August 9

Active Transportation Project Solicitation

We are soliciting for Active Transportation implementation projects with the following qualities:

- Small-scale: projects should cost no more than \$20,000 unless the municipality is able to provide additional resources.
- Quick turnaround: ideally, projects should be able to be started in the Fall of 2019; in all cases, they must finish by the Fall of 2020.
- Help advance active transportation: basically, we want to get people moving and out of their cars through demonstration projects, small area plans, policies, or workshops (if you have additional ideas, let us know!).
- Supported by the municipality: we assume that public outreach will be necessary, but we prefer projects that are broadly supported by municipal officials.

Please fill out the form below to let us know about your project! [Please email to: tmalone@crcog.org](mailto:tmalone@crcog.org)

Project type (check one box):

- Demonstration Project Local Policy Area Plan Workshop

Municipal support:

None of these are disqualifiers, but they help us to know what the schedule will be like

- Does the chief elected official support this?
 Will any permits/approvals be necessary? (describe below)
 Has there been any public outreach?

Project description:

Please describe your project, including: any necessary approvals/permits; location; extent; existing support; and municipal resources that may be available.

Simsbury is proposing a traffic calming demonstration project on David Drive. David Drive is a residential street that is often used as a cut through and has ADT of 924 vehicles per day. The street is ½ mile long, straight and generally runs downhill all resulting in excessive vehicular speeds. This situation is particularly problematic as this street has a number of families with school age children. Over the years the Town has received numerous complaints from residents and our Police have increased their presence and enforcement as much as possible.

We are proposing a demonstration project where we would install three temporary roundabouts at the three "T" intersections along the roadway. We would also be employing road narrowing strategies. We were looking to do this during the fall and use a combination of signage, line striping and planters with mums or other seasonal plants to create the roundabouts and lane narrowing. We are hopeful that these roundabouts and narrow lanes will reduce speeds and possibly reduce the number of vehicles traveling on this roadway. If this project is successful, we would be looking to employ this strategy in other residential neighborhoods in need of traffic calming.

We would be using the grant funding for engineering support services to ensure all of the proposed signage and markings are MUTCD compliant and for the cost of the materials involved; line striping, planters and plants. A map of David Drive and schematic of the proposed demonstration project is attached.



DAVID DRIVE
PROPOSED
ROUNDABOUTS

TOWN OF
SIMSBURY
DEPARTMENT OF
PUBLIC WORKS

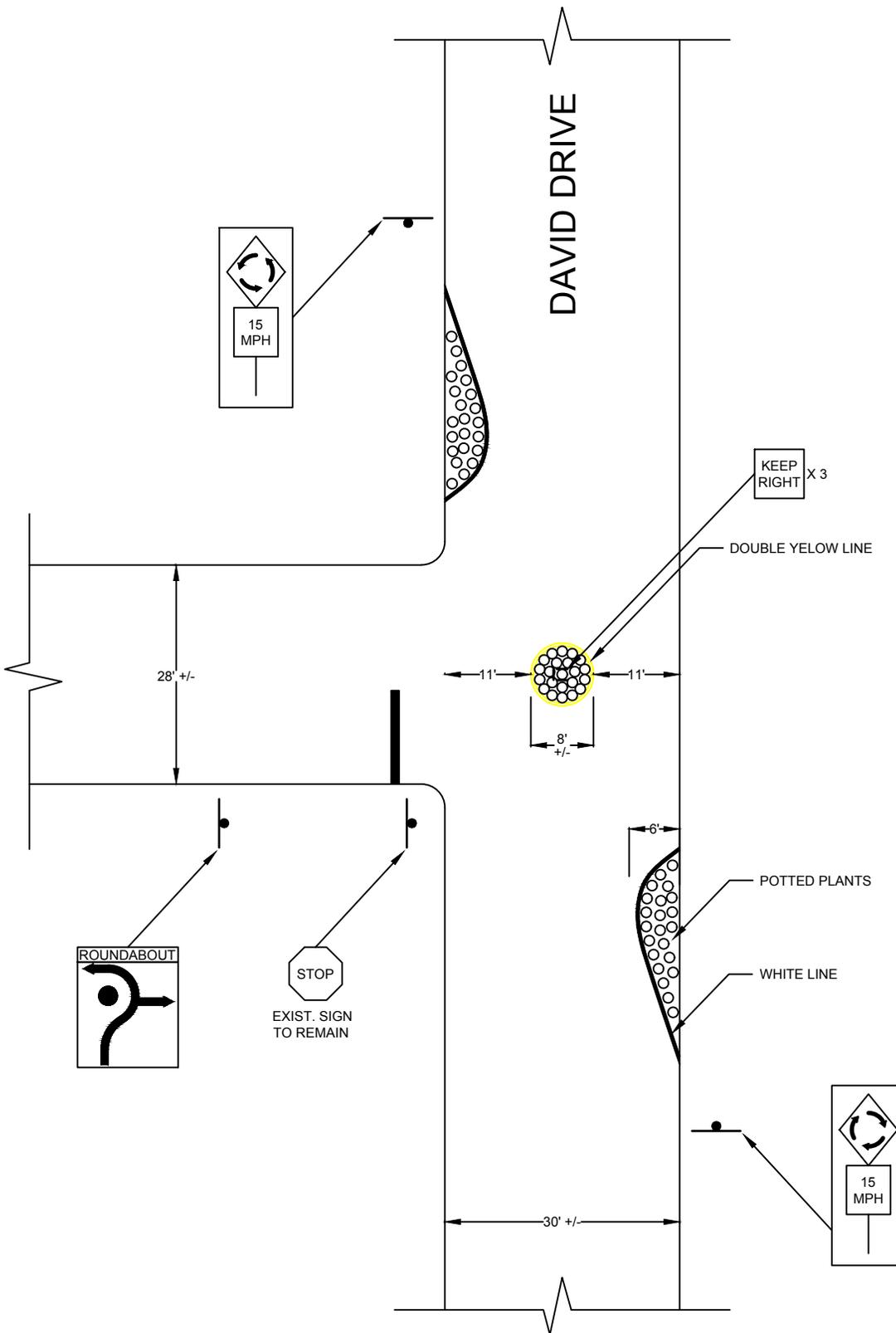
PLAN

DRAWN BY:
JJC

DATE:
AUG. 6, 2019

SCALE:
NONE

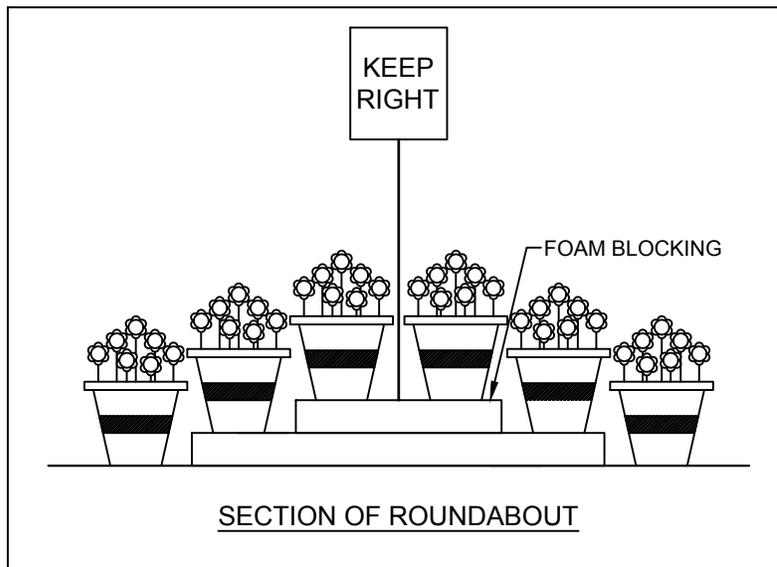
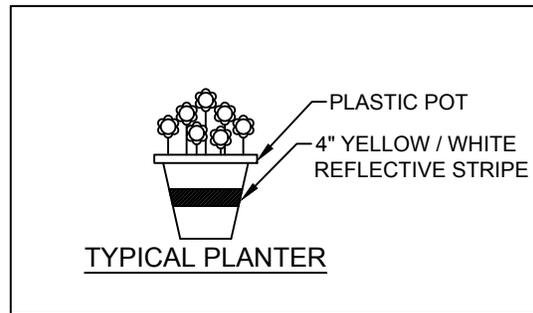
PAGE
1 OF 2





DAVID DRIVE
PROPOSED
ROUNDAOBOUTS

TOWN OF
SIMSBURY
DEPARTMENT OF
PUBLIC WORKS



DETAILS

DRAWN BY:
JJC

DATE:
AUG. 6, 2019

SCALE:
NONE

SHEET
2 OF 2



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:** August 12, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

Move, effective August 12, 2019 to approve the presented tax refunds in the amount of \$51,999.47, 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 \$51,999.47. The attachment dated August 12, 2019 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
 - a) Requested Tax Refunds, dated August 12, 2019

REQUESTED TAX REFUNDS
AUGUST 12, 2019

| | BILL NUMBER | TAX | INTEREST | TOTAL |
|----------------------------------|-------------|-------------------|---------------|-------------------|
| List 2017 | | | | |
| Moynihah, John P Jr | 17-01-05532 | \$15.32 | | \$15.32 |
| Braun Paul J | 17-03-51965 | \$50.64 | | \$50.64 |
| CAB East LLC | 17-03-52482 | \$330.88 | | \$330.88 |
| CCAP Auto Lease Ltd | 17-03-52993 | \$194.12 | | \$194.12 |
| Dubois Corey | 17-03-55076 | \$4.29 | | \$4.29 |
| Gauthier, Christopher J. | 17-03-56660 | \$207.87 | | \$207.87 |
| Honda Lease Trust | 17-03-58438 | \$105.84 | | \$105.84 |
| Honda Lease Trust | 17-03-58454 | \$378.48 | | \$378.48 |
| Honda Lease Trust | 17-03-58478 | \$214.59 | | \$214.59 |
| Nguyen, Toan T | 17-03-63654 | \$230.42 | | \$230.42 |
| Parsons William F | 17-03-64561 | \$54.88 | | \$54.88 |
| Porche Leasing Ltd | 17-03-65174 | \$919.20 | | \$919.20 |
| Porche Leasing Ltd | 17-03-65176 | \$224.49 | | \$224.49 |
| Townsley Joe | 17-03-68969 | \$67.05 | | \$67.05 |
| Toyota Lease Trust | 17-03-69051 | \$237.09 | | \$237.09 |
| Toyota Lease Trust | 17-03-69102 | \$325.23 | | \$325.23 |
| Toyota Lease Trust | 17-03-69165 | \$254.94 | | \$254.94 |
| Ally Financial | 17-03-69645 | \$550.01 | | \$550.01 |
| Ally Bank | 17-03-69646 | \$474.74 | | \$474.74 |
| Ally Bank | 17-03-69648 | \$1,549.96 | | \$1,549.96 |
| Ally Bank | 17-03-69660 | \$1,013.46 | | \$1,013.46 |
| Ally Financial | 17-03-69663 | \$124.63 | | \$124.63 |
| Ally Bank | 17-03-69668 | \$637.10 | | \$637.10 |
| Ally Bank | 17-03-69670 | \$336.63 | | \$336.63 |
| Ally Financial | 17-03-69672 | \$594.01 | | \$594.01 |
| Ally Bank | 17-03-69674 | \$269.73 | | \$269.73 |
| Ally Bank | 17-03-69675 | \$399.24 | | \$399.24 |
| | | | | |
| Total 2017 | | \$9,764.84 | \$0.00 | \$9,764.84 |
| List 2018 | | | | |
| Corelogic: 37 Red Stone Dr | 18-01-02405 | \$3,815.11 | | \$3,815.11 |
| Wells Fargo : Fitzgerald | 18-01-02563 | \$87.44 | | \$87.44 |
| Lereta LLC-Gamache | 18-01-02771 | \$18.94 | | \$18.94 |
| Wells Fargo: Amsterdam | 18-01-03566 | \$276.92 | | \$276.92 |
| Corelogic: 68 Seminary Road | 18-01-03980 | \$226.93 | | \$226.93 |
| Corelogic: 32 Sand Hill Rd | 18-01-05954 | \$111.18 | | \$111.18 |
| Lereta -Peterson | 18-01-06218 | \$358.66 | | \$358.66 |
| Rothschild Jeryl | 18-01-06988 | \$194.57 | | \$194.57 |
| Corelogic: 3C Gillette Ct | 18-01-08193 | \$96.31 | | \$96.31 |
| Core Logic Tax Services | 18-01-3412 | \$20,497.51 | | \$20,497.51 |
| Wells Fargo Real Estate Tax Serv | 18-01-5145 | \$261.53 | | \$261.53 |
| Lease Corporation of America | 18-02-40463 | \$229.58 | | \$229.58 |
| Randall & Neureither, Drs | 18-02-40634 | \$1,992.76 | | \$1,992.76 |
| Turning a Page Antiques LLC | 18-02-40800 | \$8.67 | | \$8.67 |
| Ally Financial Inc. | 18-03-50405 | \$403.49 | | \$403.49 |
| ARI Fleet Ltd | 18-03-50618 | \$1,540.18 | | \$1,540.18 |
| Austin William F | 18-03-50780 | \$31.16 | | \$31.16 |

REQUESTED TAX REFUNDS
AUGUST 12, 2019

| | | | | |
|-------------------------|-------------|------------|--|------------|
| Batchelder Sara | 18-03-51135 | \$135.59 | | \$135.59 |
| Berke Randy D | 18-03-51395 | \$70.53 | | \$70.53 |
| Bevier Rebecca | 18-03-51490 | \$466.48 | | \$466.48 |
| Burke, Mary L. | 18-03-52285 | \$57.78 | | \$57.78 |
| Carley Matthew D | 18-03-52694 | \$6.33 | | \$6.33 |
| Carmiggelt John M | 18-03-52727 | \$136.41 | | \$136.41 |
| Carpen, Patricia O. | 18-03-52744 | \$13.66 | | \$13.66 |
| Carpenter, John D | 18-03-52752 | \$12.95 | | \$12.95 |
| Carr James C | 18-03-52760 | \$37.66 | | \$37.66 |
| CCAP Auto Lease LTD | 18-03-52951 | \$819.71 | | \$819.71 |
| Cody, Dennis M. | 18-03-53425 | \$105.95 | | \$105.95 |
| Dennen, Philip C. | 18-03-54567 | \$31.84 | | \$31.84 |
| Draghi Peter J | 18-03-54950 | \$6.74 | | \$6.74 |
| Draghi Peter | 18-03-54952 | \$17.10 | | \$17.10 |
| Fein Alan | 18-03-55653 | \$94.23 | | \$94.23 |
| Fischer, Janet L. | 18-03-55907 | \$91.81 | | \$91.81 |
| Glasgow Trevor A | 18-03-56771 | \$584.34 | | \$584.34 |
| Haldeman Charles | 18-03-57472 | \$65.20 | | \$65.20 |
| Honda Lease Trust | 18-03-58219 | \$269.15 | | \$269.15 |
| Honda Lease Trust | 18-03-58359 | \$806.99 | | \$806.99 |
| Honda Lease Trust | 18-03-58380 | \$857.61 | | \$857.61 |
| Jenson Mary E | 18-03-58952 | \$9.87 | | \$9.87 |
| JP Morgan Chase Bank | 18-03-59183 | \$140.21 | | \$140.21 |
| JP Morgan Chase Bank NA | 18-03-59211 | \$270.75 | | \$270.75 |
| JP Morgan Chase Bank NA | 18-03-59213 | \$379.54 | | \$379.54 |
| JP Morgan Chase Bank | 18-03-59269 | \$500.72 | | \$500.72 |
| Kaluathan, Senthilkumar | 18-03-59392 | \$364.99 | | \$364.99 |
| Leloup, Thomas J | 18-03-60673 | \$150.78 | | \$150.78 |
| LePage, Daryl J. | 18-03-60725 | \$139.13 | | \$139.13 |
| Liljedahl, Gregory N. | 18-03-60861 | \$27.13 | | \$27.13 |
| Lilly, Matthew D | 18-03-60874 | \$1,353.98 | | \$1,353.98 |
| Loomis Robert W | 18-03-61075 | \$74.94 | | \$74.94 |
| Marcinkevicius Andrius | 18-03-61574 | \$52.70 | | \$52.70 |
| Markowski Sharon L | 18-03-61625 | \$6.00 | | \$6.00 |
| Melanson, Patrick J. | 18-03-62296 | \$211.39 | | \$211.39 |
| Miller Ryan W | 18-03-62558 | \$69.87 | | \$69.87 |
| Mitchell Richard A Jr | 18-03-62643 | \$174.11 | | \$174.11 |
| O'Brien, Stephen M | 18-03-63700 | \$27.72 | | \$27.72 |
| Ohara Michael J | 18-03-63781 | \$55.98 | | \$55.98 |
| Palmer, Gail D. | 18-03-64075 | \$103.71 | | \$103.71 |
| Peacock Isaac B | 18-03-64390 | \$132.68 | | \$132.68 |
| Perreault Craig R | 18-03-64530 | \$28.93 | | \$28.93 |
| Renwick Thomas J | 18-03-65396 | \$73.19 | | \$73.19 |
| Renwick Thomas J | 18-03-65397 | \$134.61 | | \$134.61 |
| Renwick Thomas J | 18-03-65398 | \$88.86 | | \$88.86 |
| Riley, Sean M. | 18-03-65555 | \$12.54 | | \$12.54 |
| Rosenthal Peter | 18-03-65915 | \$120.47 | | \$120.47 |
| Smith, Grant S. | 18-03-67383 | \$38.40 | | \$38.40 |
| Somerville John A | 18-03-67524 | \$210.68 | | \$210.68 |

REQUESTED TAX REFUNDS
AUGUST 12, 2019

| | | | | |
|------------------------|-------------|--------------------|---------------|--------------------|
| Swacker William J 3rd | 18-03-68089 | \$19.45 | | \$19.45 |
| Toyota Lease Trust | 18-03-68711 | \$1,038.11 | | \$1,038.11 |
| Varini Jason | 18-03-69270 | \$127.19 | | \$127.19 |
| VCFS Auto Leasing Co | 18-03-69364 | \$248.18 | | \$248.18 |
| VCFS Auto Leasing Co | 18-03-69370 | \$456.05 | | \$456.05 |
| VCFS Auto Leasing Co | 18-03-69382 | \$330.47 | | \$330.47 |
| VCFS Auto Leasing Co | 18-03-69393 | \$182.30 | | \$182.30 |
| Vroom, Henry H | 18-03-69585 | \$40.00 | | \$40.00 |
| | | | | |
| Total 2018 | | \$42,234.63 | \$0.00 | \$42,234.63 |
| | | | | |
| | | | | |
| TOTAL 2017 | | \$9,764.84 | \$0.00 | \$9,764.84 |
| TOTAL 2018 | | \$42,234.63 | \$0.00 | \$42,234.63 |
| | | | | |
| | | | | |
| TOTAL ALL YEARS | | \$51,999.47 | \$0.00 | \$51,999.47 |



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Fiscal Year 2019/2020 Fund Balance Appropriation
2. **Date of Board Meeting:** August 12, 2019

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Amy N. Meriwether, Finance Director/Treasurer
Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the Board of Finance recommended use of fund balance in FY 2019/2020, the following motion is in order:

Move, effective August 12, 2019 to utilize \$420,000 of fund balance reserves in FY 2019/2020 to create mill rate relief for the FY 2019/2020 adopted budget.

5. **Summary of Submission:**

At their post budget referendum meeting on May 14, 2019, the Board of Finance voted to utilize \$420,000 of fund balance reserves in FY 2019/2020 to create mill rate relief for the FY 2019/2020 adopted budget. A town mill rate of 37.32 mills for FY 2019/2020 was set.

The budget that was approved at referendum did not anticipate the use of fund balance to create mill rate relief, but rather, a change in the tax collection assumption rate from 98.5% to 99%. Therefore, the use of fund balance is considered a supplemental appropriation and needs the Board of Selectmen's formal approval.

Staff submitted this item to the Board of Selectmen at your May 29, 2019 meeting; the item was subsequently tabled pending the June 2019 bond rating review and issuance. The Town maintained its Triple AAA rating and the bond issuance occurred on June 18, 2019 with a true interest cost of 1.64% achieved. At their July 31, 2019 meeting, the Board of Finance inquired as to the status of the fund balance appropriation request.

Our bond consultants have recommended that routine use of reserves to fund operating expenses be discouraged. The Board of Finance does plan to have a conversation regarding the budgeted collection rate and fund balance appropriation at a future meeting. Our bond consultant will also be attending a future Board of Finance meeting.

6. **Financial Impact:**

Due to anticipated revenues during FY 19/20 exceeding budgeted revenues, it is unlikely that this transfer will ultimately be needed. If the funds are not needed, the transfer will not occur.

7. **Description of Documents Included with Submission:**
 - a) FY 2019/2020 Levy Calculation Worksheet

**Town of Simsbury
Levy Calculation Worksheet
FY2019/20**

| | <u>FY2018/19 Budget</u> | <u>FY2019/20 Projected</u> | <u>Change</u> | <u>Percent Change</u> |
|--|-----------------------------|--------------------------------|---------------------|---------------------------|
| Town Operating Budget | \$ 21,020,727 | \$ 23,970,138 | \$ 2,949,411 | 14.03% |
| School Operating Budget | 69,149,552 | 70,880,978 | 1,731,426 | 2.50% |
| Non-Public School Budget | 543,490 | 546,432 | 2,942 | 0.54% |
| Debt Service & Capital | 5,804,600 | 5,937,284 | 132,684 | 2.29% |
| Gross Expenditures | <u>96,518,369</u> | <u>101,334,832</u> | 4,816,463 | 4.99% |
| Anticipated Revenue | 8,968,171 | 9,376,271 | 408,100 | 4.55% |
| Use of Fund Balance (Transfers) | - | 850,000 | 850,000 | #DIV/0! |
| Use of Fund Balance (Mill Rate Relief) | - | 420,000 | 420,000 | #DIV/0! |
| Total Revenue and Approp of Fund Balance | <u>8,968,171</u> | <u>10,646,271</u> | 1,678,100 | 18.71% |
| Net Expenditures | <u>\$ 87,550,198</u> | <u>\$ 90,688,561</u> | <u>\$ 3,138,363</u> | <u>3.58%</u> |

Mill Rate Calculation

| | | | | |
|------------------------------------|------------------|------------------|-------------|--------------|
| Property Taxes | | | | |
| Prior Year Tax Collections | 401,547 | 401,547 | | |
| Town Tax Relief Programs | (300,000) | (282,000) | | |
| Supplemental Auto/New Construction | 863,274 | 921,698 | | |
| Property Taxes | 79,920,950 | 82,693,179 | | |
| Car Taxes | <u>6,664,427</u> | <u>6,954,137</u> | | |
| Total Property Taxes | 87,550,198 | 90,688,561 | | |
| Net Grand List (non-vehicle) | 2,227,893,352 | 2,249,592,709 | | |
| Tax Collection Rate | 98.50% | 98.50% | | |
| Mill Rate | 36.42 | 37.32 | 0.90 | 2.47% |
| Median Home Impact | 7,794 | 7,986 | 192 | |

**Town of Simsbury
Levy Calculation Worksheet
FY2019/20**

| Fund Balance Analysis | | | Projected Contribution to Fund Balance @ 99.5% Collection Rate | Total Fund Balance Including Projected Contribution | | |
|--|---------------|--------|--|--|---------------|--------|
| | | | | % of Budget | | |
| FY18 Fund Balance Breakdown per Audit | | | | | | |
| Unassigned | 14,380,222 | 15.27% | | Unassigned | 14,380,222 | 15.27% |
| Assigned | 1,967,056 | | | Assigned | 1,967,056 | |
| Committed | 385,000 | | | Committed | 385,000 | |
| Non-Spendable | 61,835 | | | Non-Spendable | 61,835 | |
| Total | 16,794,113 | | | Total | 16,794,113 | |
| FY19 Estimated Fund Balance Breakdown | | | | | | |
| Unassigned | 15,880,222 | | | Unassigned | 15,880,222 | |
| Estimated Expenditures | (97,401,083) | | | Estimated Expenditures | (97,401,083) | |
| Estimated Revenues | 96,266,353 | | 811,399 | Estimated Revenues | 97,077,752 | |
| Total Unassigned | 14,745,492 | 15.14% | | Total Unassigned | 15,556,890 | 15.97% |
| Assigned | 467,056 | | | Assigned | 467,056 | |
| Committed | 385,000 | | | Committed | 385,000 | |
| Total | 15,597,548 | | | Total | 16,408,946 | |
| FY20 Projected Fund Balance per BOS Approved Budget | | | | | | |
| Unassigned | 14,745,492 | | | Unassigned | 15,556,890 | |
| Estimated Expenditures | (101,334,832) | | | Estimated Expenditures | (101,334,832) | |
| Estimated Revenues | 101,334,832 | | 839,525 | Estimated Revenues | 102,174,357 | |
| Sub-Total Unassigned | 14,745,492 | | | Sub-Total Unassigned | 16,396,415 | |
| Use of Fund Balance | (1,270,000) | | | Use of Fund Balance | (1,270,000) | |
| Total Unassigned | 13,475,492 | 13.30% | | Total Unassigned | 15,126,415 | 14.93% |
| Assigned | 467,056 | | | Assigned | 467,056 | |
| Committed | 85,000 | | | Committed | 85,000 | |
| Total | 14,027,548 | | | Total | 15,678,471 | |



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Settlement Agreement - Hoffman Phyllis W
Trustee of Hoffman Rose Rhea 190 v. Town of
Simsbury
2. **Date of Board Meeting:** August 12, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the settlement agreement for Docket
HHB-CV 18-6044665-S, Hoffman Phyllis W Trustee of Hoffman Rose Rhea 190 v.
Town of Simsbury, the following motion is in order:

*Move, effective August 12, 2019 to approve the attached settlement agreement for the
tax appeal on the property located at 44 Albany Turnpike as presented, and authorize
Town Attorney Robert Decrescenzo to execute the agreement.*

5. **Summary of Submission:**
The property at 44 Albany Turnpike is a retail property in a good location next to
Hoffman Auto and McDonalds. The building was built in 2008 and is approximately
33,414 square feet. It is situated on approximately 3.36 acres, and is currently occupied
by Best Buy. After the last revaluation, the property owner filed an appeal of the
assessment, which was \$8,177,074.

The main point of contention in this appeal is over the appropriate income to use for the
valuation, given the fact that the actual rent is higher than the market rent for
comparable leases entered into around the time that revaluation occurred. Both actual
rent and market rent must be considered in the assessment.

The property owner's appraisal was \$5,000,000, and the Town's appraiser found a
value of \$7,350,000 as of October 1, 2017. The average (rounded) is \$6,200,000. The
proposed settlement applies the Town's October 1, 2017 appraisal to the 2017
assessment year, and reduces the assessment over the five-year revaluation cycle to
achieve an average assessment of \$6,300,000 over the five years.

This matter was discussed in executive session at your July 8, 2019 meeting. The
attached agreement was subsequently negotiated by the Town Attorney, and has been
signed by the property owner's counsel. The Town Attorney will be available by phone
in the event members have questions regarding the proposed settlement agreement.

6. Financial Impact:

The original assessment assigned at revaluation would have resulted in a tax payment of \$208,466. The revised assessment of \$7,350,000 results in a tax payment of \$187,381 for the 2017 assessment year. For the five-year revaluation cycle, the revised average tax payment is estimated at \$165,829 per year, versus an average estimated payment of \$211,328 based on the original valuation.

7. Description of Documents Included with Submission:

- a) Letter from Town Assessor to Town Attorney, dated July 3, 2019
- b) Partially Executed Stipulated Agreement – Hoffman Phyllis W Trustee of Hoffman Rose Rhea 190 v. Town of Simsbury



Assessor Town of Simsbury

933 HOPMEADOW STREET
SIMSBURY, CONNECTICUT 06070

July 3, 2019

Robert M. DeCrescenzo, Esq.
Updike, Kelly & Spellacy, P.C.
Hartford, CT 06123-1277

Re: 44 Albany Turnpike, HOFFMAN PHYLLIS W TRUSTEE OF HOFFMAN ROSE RHEA 190 v. TOWN OF SIMSBURY, Docket HHB-CV18-6044665-S

Dear Attorney DeCrescenzo,

This is a retail property in a good location next to Hoffman Auto and McDonalds. It consists of a 33,414 +/- square foot building, built in 2008, occupied by Best Buy and (formerly) Munson's Chocolates. It is situated on 3.36 +/- acres. As a space for a "niche" retailer such as Best Buy, at this size it is considered to be a big box store.

The main point of contention in this appeal is over the appropriate income to use considering that the actual rent is above the market rent for stores like this for leases entered into near the time of the revaluation, and that both actual and market rent must be considered.

The value from the revaluation was \$8,177,074 and the current assessment is 5,723,950. Their appraisal was \$5,000,000. Our appraiser found a value of \$7,350,000 as of October 1, 2017. The average, rounded, is \$6,200,000.

The table below is intended to show the effect of the proposed settlement for the entire five-year revaluation cycle. Mill rates are actual or estimated at the current rate plus 1.2% per year.

| Assessment Year | Market Value | Assessed Value | Assessment Change from Preceding Year/Original if First Year | Assessment Compared With Original Assessment | Actual Tax or Estimated Tax | Tax Change From Original Amount | Per Cent change |
|-----------------|--------------|----------------|--|--|-----------------------------|---------------------------------|-----------------|
| ORIGINAL | 8,177,074 | 5,723,950 | | | \$208,466 | | |
| <u>2017</u> | 7,350,000 | 5,145,000 | -578,950 | -578,950 | \$187,381 | -\$21,085 | -10.11% |
| <u>2018</u> | 6,600,000 | 4,620,000 | -525,000 | -1,103,950 | \$172,418 | -\$41,199 | -19.29% |
| <u>2019</u> | 6,200,000 | 4,340,000 | -280,000 | -1,383,950 | \$163,912 | -\$52,269 | -24.18% |
| <u>2020</u> | 5,850,000 | 4,095,000 | -245,000 | -1,628,950 | \$156,515 | -\$62,260 | -28.46% |
| <u>2021</u> | 5,500,000 | 3,850,000 | -245,000 | -1,873,950 | \$148,917 | -\$72,484 | -32.74% |
| Average | 6,300,000 | 4,410,000 | | -1,313,950 | \$165,829 | -\$49,859 | -22.96% |

Sincerely,

David M. Gardner, Assessor

Telephone (860) 658-3251
Facsimile (860) 658-3285

www.simsbury-ct.gov

An Equal Opportunity Employer
8:30 - 7:00 Monday
8:30 - 4:30 Tuesday through Thursday
8:30 - 1:00 Friday

DOCKET NO. HHB-CV-18-6044665-S

PHYLLIS W. HOFFMAN, TRUSTEE
OF HOFFMAN ROSE RHEA 1900 TRUST

:

SUPERIOR COURT

V.

:

JUDICIAL DISTRICT OF NEW BRITAIN

TOWN OF SIMSBURY

:

AUGUST 1, 2019

MOTION FOR JUDGMENT

Plaintiff and Defendants hereby move for Judgment in the above-captioned municipal tax appeal in accordance with the attached Stipulation.

PLAINTIFF,
PHYLLIS W. HOFFMAN, TRUSTEE
OF HOFFMAN ROSE RHEA 1900 TRUSTEE

DEFENDANT,
TOWN OF SIMSBURY

BY



Charles D. Ray, Esq.
McCarter & English, LLP
CityPlace I
185 Asylum Street
Hartford, CT 06103
Tel. (860)275-6700 Fax (860)724-3397
Juris 419091

BY

ROBERT M. DECRESCENZO, ESQ.
Updike, Kelly & Spellacy, P.C.
P.O. Box 231277, 100 Pearl Street
Hartford, CT 06123-1277
Tel. (860) 548-2600 Fax (860)548-2680
Juris 065040

CERTIFICATION

This is to certify that a copy of the foregoing was mailed or electronically delivered on August __, 2019 to all counsel and self-represented parties of record and that written consent for electronic delivery was received from all counsel and self-represented parties of record who were electronically served.

Charles D. Ray, Esq.
McCarter & English, LLP
CityPlace I
185 Asylum Street
Hartford, CT 06103

ROBERT M. DECRESCENZO, ESQ.

DOCKET NO. HHB-CV-18-6044665-S

PHYLLIS W. HOFFMAN, TRUSTEE
OF HOFFMAN ROSE RHEA 1900 TRUST

:

SUPERIOR COURT

V.

:

JUDICIAL DISTRICT OF NEW BRITAIN

TOWN OF SIMSBURY

:

AUGUST 1, 2019

JOINT STIPULATION FOR JUDGMENT

Plaintiff, Phyllis W. Hoffman, Trustee of Hoffman Rose Rhea 1900 Trust, and Defendant, the Town of Simsbury hereby stipulate and agree that judgment may enter in the above-entitled case in accordance with the following:

1. The Defendant, the Town of Simsbury agrees to reduce the true and actual value of the Plaintiff's real estate known as 44 Albany Turnpike, Simsbury, Connecticut, Parcel ID A20 503 002-D Unique ID Number 3092440 from \$8,177,074 to the following:

| <u>Grand List Year</u> | <u>Value</u> | <u>Assessment</u> |
|------------------------|--------------|-------------------|
| 2017 | \$7,350,000 | \$5,145,000 |
| 2018 | \$6,600,000 | \$4,620,000 |
| 2019 | \$6,200,000 | \$4,340,000 |
| 2020 | \$5,850,000 | \$4,095,000 |
| 2021 | \$5,500,000 | \$3,850,000 |

Subject to the provisions of paragraph 4 of this Stipulation, the Town agrees not to increase the valuation until the next town-wide revaluation, currently scheduled for the 2022 Grand List

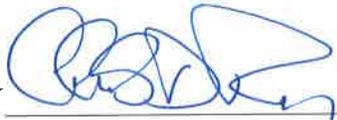
2. No costs shall be awarded to either party. Any overpayment of taxes shall be credited to the taxpayer's next payment due for real estate taxes, until such overpayment of taxes is exhausted via credit.

3. This stipulation is entered into for purposes of settling and compromising disputed claims and does not constitute or operate as an acknowledgement or admission of liability by either party.

4. Nothing in this agreement shall prohibit the assessor from exercising the authority granted by §§12-53a, 12-55, 12-60 or 12-63c(d) of the Connecticut General Statutes, provided further that the assessor shall make no change in the valuation of the property pursuant to §12-55 of the Connecticut General Statutes unless there has been a physical change to the improvements by addition, demolition or damage, or the finishing of previously unfinished space or the plaintiff from appealing any increase in assessment pursuant to General Statutes §12-111, 12-117a or 12-119 as they may apply.

PLAINTIFF,
PHYLLIS W. HOFFMAN, TRUSTEE
OF HOFFMAN ROSE RHEA 1900 TRUSTEE

DEFENDANT,
TOWN OF SIMSBURY

BY 
Charles D. Ray, Esq.
McCarter & English, LLP
CityPlace I, 185 Asylum Street
Hartford, CT 06103
Tel. (860)275-6700 Fax (860)724-3397
Juris 419091

BY _____
ROBERT M. DECRESCENZO, ESQ.
Updike, Kelly & Spellacy, P.C.
P.O. Box 231277, 100 Pearl Street
Hartford, CT 06123-1277
Tel. (860) 548-2600 Fax (860)548-2680
Juris 065040

CERTIFICATION

This is to certify that a copy of the foregoing was mailed or electronically delivered on August __, 2018 to all counsel and self-represented parties of record and that written consent for electronic delivery was received from all counsel and self-represented parties of record who were electronically served.

Charles D. Ray, Esq.
McCarter & English, LLP
CityPlace I
185 Asylum Street
Hartford, CT 06103

ROBERT M. DECRESCENZO, ESQ.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit - Latimer Lane
Back to School 5K & Fun Run 2019
2. **Date of Board Meeting:** August 12, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Janell Mullen, Code Compliance Officer
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

Move, effective August 12, 2019 to approve the public gathering application for the Latimer Lane PTO's 5K & Fun Run on September 22, 2019, as presented and to authorize the issuance of the public gathering permit.
5. **Summary of Submission:**
The Public Gathering Committee reviewed the application submitted by Jennifer Caulfield, Co-President of the Latimer Lane PTO. This event is a back-to-school fundraiser that entails a fun run on school grounds and a 5K on local roads. Bananas and bottled water will be donated by Stop & Shop and Brookside will provide bagels. The event will take place on September 22, 2019 from 7:00 am – 3:00 pm. About 200 attendees are expected.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Application and Maps Presented to the Public Gathering Committee
 - b) Zoning Approval Conditions



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

PUBLIC GATHERING PERMIT APPLICATION

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

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

Organization's Name: Latimer Lane Run Back to School 5K & Fun Run

Applicant's Name: Latimer Lane PTO

Mailing Address: 33 Mountain View Rd., Weatogue, CT 06089

Phone: 860-658-4774 Email: LatimerLaneRace@gmail.com

Event Location: Latimer Lane School and surrounding neighborhoods

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

Exact Time(s)/Date Begin: 09.22.19 @ 7am End: 09.22.19 @ 3pm

Number of people expected to be present for the event (incl. staff, volunteers, attendees): ~200

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

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

TOWN OF SIMSBURY USE ONLY:

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

Signature: _____ Date: _____

EVENT INFO

Description of Event: A school fundraiser comprised of a Fun Run
on school grounds and then a 5K from the school thru the
surrounding neighborhoods: Start on Valley View, L on
Redstone, L on Old Canal Way, L on dirt path/trail, R on
Latimer Ln, L on Mountain View, R on Parsons, L on
Simsbury Manor, L on Mountain View, L into school.

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES NO NUMBER: 3-5
• You are responsible for proper collection and removal of all waste generated by your event.

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

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

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

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

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

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

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

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

860-658-3245

Alcohol

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

Signage

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

Attachments:

Site Map

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

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

www.fvhd.org
860-352-2333

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

Has a Temporary Food Permit been secured? YES NO

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

BUILDING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent: YES NO CAPACITY: _____
OPEN SIDES ENCLOSED
SQUARE FOOTAGE: _____

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

Does your event require electrical access? YES NO

- Will you be utilizing portable generators? YES NO

FIRE MARSHAL
871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

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

860-658-3222

Will barricades/signage be required:

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

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

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

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

Please note:

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

POLICE DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

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

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

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

Will on-site emergency medical services be provided? YES NO NUMBER: 1

- Where will they be located? At the school.

SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION

64 WEST STREET, SIMSBURY, CT 06070

860-658-7213

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

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

Attendance will be:

STAGGERED OVER COURSE OF EVENT AT A SPECIFIC TIME TIME: 10:00am

CULTURE, PARKS & RECREATION

100 OLD FARMS ROAD, SIMSBURY, CT 06070

860-658-3836

Are you serving food? YES NO

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

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

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

Will athletic field lighting be necessary? YES NO

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

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

• ATTENDANCE: _____ / 50 = _____ PORTABLE TOILETS REQUIRED

**Public Gathering Permit
Required Declaration**

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

Applicant's Name (Printed): Jennifer Caulfield

Applicant's Signature: [Handwritten Signature]

Date Signed: 06/14/19

REQUIRED SIGN OFFS (in order required)

| | <u>Received Date:</u> | <u>Received By:</u> | <u>Approved By:</u> | <u>Action Date:</u> |
|---|-----------------------|---------------------|---------------------|---------------------|
| Culture Parks And Rec. Director | | | | |
| Zoning Commission (As may be required by ZEO) | | n/a | | |
| Building Official | | n/a | | |
| Police Chief | 7/25/19 | 7/1 Boulton | Boulton | |
| Dir of Public Works | | 7/1 TRG | 7/22 TRG | |
| Dir of Health FVHD | 7/1/19 | 7/1 | 7/10 | |
| Fire Marshal | 7/2/19 | 7/1 <i>Sh</i> | 7/2 <i>Sh</i> | |
| Zoning Enforcement Officer | 6/26/19 | 6/26/19 | 7/25/19 | 7/25/19 |
| Board of Selectmen | | | | |



ASSOCIATION
INSURANCE
MANAGEMENT INC

MEMBER CERTIFICATE OF INSURANCE

6/25/19

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

Insured #: CT073621

NAMED INSURED MEMBER:

Latimer Lane School PTO
Attn: Jenna Caufield or Current Officer
33 Mountain View Rd
Simsbury, CT 06089

Named Insured & Mailing Address

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

PRODUCER NAME

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

| Company / Coverage | Policy # | Effective Dates | Deductible | Limits of Insurance | |
|---|------------|---------------------|------------|---|-------------|
| Tudor Insurance Company / Commercial General Liability | CPG1100131 | 11/16/18 - 11/16/19 | \$ 0 | Each Occurrence | \$1,000,000 |
| | | | | General Aggregate | \$2,000,000 |
| | | | | Products - COMP/OPS - Subject to General Aggregate | Included |
| | | | | Personal & Advertising Injury | \$1,000,000 |
| Tudor Insurance Company / Extended Medical Payments | CPG1100131 | 11/16/18 - 11/16/19 | \$ 0 | Any One Person | \$50,000 |
| Tudor Insurance Company / Professional Liability (Directors & Officers Liability) | CPG1100132 | 11/16/18 - 11/16/19 | \$ 1,500 | Aggregate | \$1,000,000 |

Retro-active Effective Date: 11/16/14

Town of Simsbury is added as additional insured on the general liability policy.
Event: Latimer Lane Run Back to School 5K
Date: September 22, 2019 7 am - 3 pm

Certificate Holder:

Town of Simsbury
933 Hopmeadow St
Simsbury, Ct 06070

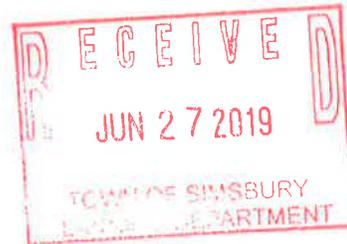
This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any, complete the above numbered policy. Copies of the Master Policies are available upon request or may be printed at www.aim-companies.com

AUTHORIZED REPRESENTATIVE

**Latimer Lane School
Parent Teacher Organization**



June 26, 2019



Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Kaines

RE: Run Back to School 5K & Fun Run
Public Gathering Permit Application

Dear Sir or Madam:

Please find attached Latimer Lane School Parent Teacher Organization's:

- Public Gathering Permit Application;
- Map of the 5K course; and,
- Certificate of Insurance providing coverage to the PTO and Town during the event.

If you need any additional information, please do not hesitate to contact me via e-mail at: LatimerLaneRace@gmail.com. I can also be reached on my mobile phone at: 860-305-3322

In advance, thank you for your assistance with this matter.

Sincerely,

Jenna M. Caulfield
Co-chair, Latimer Lane Run Back to School 5K & Fun Run
Co-president, Latimer Lane Elementary School PTO

Enclosures

Mullen Janell

From: Kevin Kowalski <KKowalski@simsburyfd.org>
Sent: Tuesday, July 02, 2019 7:38 AM
To: Mullen Janell
Subject: RE: Public Gathering Permit- Latimer Lane PTO

All set with this one
thanks

Kevin J Kowalski

Chief Administrative Officer

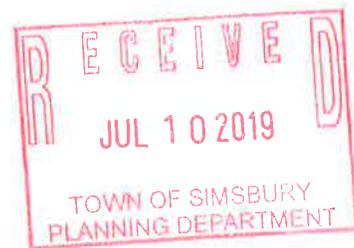
Fire Marshal

Emergency Mangement Director

Simsbury Fire District

860-658-1971

kkowalski@simsburyfd.org



From: Mullen Janell <jmullen@simsbury-ct.gov>
Sent: Monday, July 1, 2019 1:54 PM
To: Sheehan, Thomas <TSheehan@pd.simsbury-ct.gov>; Miga Henry <hmiga@simsbury-ct.gov>; Kevin Kowalski <KKowalski@simsburyfd.org>; troy@simsbury-ct.gov; jbrown@fvhd.org
Subject: Public Gathering Permit- Latimer Lane PTO

Hi all,

Another Public Gathering Permit to review—This one is Latimer Lane 5K. Please let me know if you feel comfortable with signing off electronically and/or if you have any further questions.

Thanks so much,
Janell

Janell Mullen
Town of Simsbury
Code Compliance Officer
P: 860-658-3228

Mullen Janell

From: Roy Thomas
Sent: Friday, July 19, 2019 1:05 PM
To: Mullen Janell
Subject: RE: Public Gathering Permit- Latimer Lane PTO

I am good with this one!

Thanks,

Thomas J. Roy, P.E.
Director of Public Works
Town of Simsbury
66 Town Forest Road
West Simsbury, CT 06092
(o) 860.658.3222
(f) 860.408.5416

From: Mullen Janell
Sent: Friday, July 19, 2019 9:38 AM
To: Roy Thomas
Subject: FW: Public Gathering Permit- Latimer Lane PTO

Hi T. Roy,

Are you ok with the attached Public Gathering Permit? I have yet to hear from you on this one.

Thanks!
Janell

From: Mullen Janell
Sent: Monday, July 01, 2019 1:54 PM
To: Sheehan, Thomas; Miga Henry; 'KKowalski@simsburyfd.org'; Roy Thomas; jbrown@fvhd.org
Subject: Public Gathering Permit- Latimer Lane PTO

Hi all,

Another Public Gathering Permit to review—This one is Latimer Lane 5K. Please let me know if you feel comfortable with signing off electronically and/or if you have any further questions.

Thanks so much,
Janell

Janell Mullen
Town of Simsbury
Code Compliance Officer
P: 860-658-3228

WEATOGUE

Deer Park Rd

Latimer Lane School

Minister Brook

Russell Brook

Simsbury Pediatrics

Warrington Valley Racquet Club

Weatogue Park

Hopmeadow St

Metacoon Gun Club

Nod Rd

Nod Rd

Nod Rd





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Office of Community Planning and Development

Date: August 8, 2019
To: Jennifer Caulfield
Event: Latimer Lane Back to School 5K & Fun Run
Date/Time: September 22, 2019, 7 am – 3 pm

Zoning Approval Conditions for Special Event

1. All temporary signage shall be permitted and taken down at the conclusion of the event.
2. Safety of the runners, especially on public roads, shall be a priority of the event organizers.
3. All trash is the responsibility of the event organizer and must be removed from the site at the close of the event.


Janell Mullen
Code Compliance Officer

Date: 8/8/19



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit - Trinity Church & Tariffville Village Association Fall Festival 2019
2. **Date of Board Meeting:** Monday, August 12, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Janell Mullen, Code Compliance Officer
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

Move, effective August 12, 2019 to approve the public gathering application for the Trinity Church & Tariffville Village Association Fall Festival 2019 as presented and to authorize issuance of the public gathering permit.
5. **Summary of Submission:**
The Public Gathering Committee reviewed the application submitted by Amanda Lavallee electronically. The event will include children's games, a bounce house, and local vendors. Parking will be designated at Trinity Church. The event will take place on September 15th from 11:00 am until 6:00 pm with an estimated number of attendees around 150.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Application and Maps Presented to the Public Gathering Committee
 - b) Zoning Approval Conditions



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

PUBLIC GATHERING PERMIT APPLICATION

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

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

Organization's Name: Trinity Church Tariffville

Applicant's Name: Amanda Lavallee

Mailing Address: 11 Church St

Phone: 8606510201 Email: Mlavallee@TrinityTariffville.org

Event Location: Tariffville Green

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

Exact Time(s)/Date Begin: September 15 11 am End: September 15 6 pm

Number of people expected to be present for the event (incl. staff, volunteers, attendees): 150

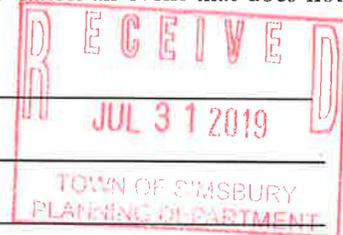
- *The Town of Simsbury reserves the right to limit the number of attendees. The maximum number of permitted attendees will be determined after consultation with the Town of Simsbury.*

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

TOWN OF SIMSBURY USE ONLY:

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

Signature: _____ Date: _____



EVENT INFO

Description of Event: Trinity Church and the Tariffville Village Association would like to host a Fall Festival as we have the last 6 years.

It is a free event for members of the church and the community to gather and get to know each other.

Last year we brought in a bounce house, a local band, played many children's games, and worked with the TVA to host many vendors.

This year we will have a similar layout with local vendors and businesses given space around the circle on the green and a tent in the middle. We will offer free parking at Trinity Church and request the parking on Main Street be Handicap and Drop off/Pick up only.

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES NO NUMBER: 5
• *You are responsible for proper collection and removal of all waste generated by your event.*

Portable toilets: YES NO NUMBER: 2
• *If yes, please show locations on attached site plan.*

Tent: YES NO SIZE: 20 x 40
OPEN SIDES ENCLOSED
• *Tents must be in compliance with State of Connecticut tent regulations. The Town of Simsbury's Building Official or Fire Marshal can advise on tent requirements.*

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

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

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

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

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

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

860-658-3245

Alcohol

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

Signage

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

Working on signatures. will hand in form before placing signs.

Attachments:

Site Map

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

Permission granted to Park at Marco's, Cracker Barrel, + Trinity Church.

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

www.fvhd.org
860-352-2333

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

Has a Temporary Food Permit been secured? YES NO

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

Sent 8/2/19

BUILDING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

YES NO CAPACITY: _____
 OPEN SIDES ENCLOSED
 SQUARE FOOTAGE: 800.00 20x40

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

Does your event require electrical access? YES NO

- Will you be utilizing portable generators? YES NO

FIRE MARSHAL
871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

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

860-658-3222

Will barricades/signage be required:

• For the day of the event? YES NO

• In advance? DATES: _____

Are DPW trucks required for use as barricades? YES NO

QUANTITY: _____

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

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

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

Please note:

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

POLICE DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

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

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

We have had this festival for the last 6 years on the Tariffville Green

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

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

- Where will they be located? _____

SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION

64 WEST STREET, SIMSBURY, CT 06070

860-658-7213

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

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

Attendance will be:

STAGGERED OVER COURSE OF EVENT AT A SPECIFIC TIME TIME: _____

CULTURE, PARKS & RECREATION

100 OLD FARMS ROAD, SIMSBURY, CT 06070

860-658-3836

Are you serving food? YES NO

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

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

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

Will athletic field lighting be necessary? YES NO

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

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

• ATTENDANCE: _____ / 50 = _____ PORTABLE TOILETS REQUIRED

**Public Gathering Permit
Required Declaration**

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

Applicant's Name (Printed): Amanda Lavallee

Applicant's Signature: A Lavallee

Date Signed: 8/2/2019

REQUIRED SIGN OFFS
(in order required)

| | Received Date: | Received By: | Approved By: | Action Date: |
|---|----------------|-------------------|------------------|--------------|
| Culture Parks And Rec. Director | 8/2/19 | TOM TYBURSKI | see email 8/5 | |
| Zoning Commission (As may be required by ZEO) | | | | |
| Building Official | | | | |
| Police Chief | 8/6/19 | <i>Boultes</i> | <i>Boultes</i> | |
| Dir of Public Works | 8/2/19 | | | |
| Dir of Health FVHD | 8/2/19 | | | |
| Fire Marshal | 8/2/19 | KEVIN KOWALSKI | 8/5 | |
| Zoning Enforcement Officer | 7/31/19 | JANELL MULLEN | | |
| Board of Selectmen | | | | |



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/31/2019

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

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

| | | | |
|---|---|-----------------------|---------------|
| PRODUCER Beecher Carlson Insurance Services 6 Concourse Parkway, Suite 2300 Atlanta, GA 30328 www.beechercarlson.com | CONTACT NAME: Lynda Volpe PHONE (A/C, No, Ext): 646-740-6217 E-MAIL ADDRESS: lvolpe@beechercarlson.com | FAX (A/C, No): | |
| | INSURER(S) AFFORDING COVERAGE | | NAIC # |
| INSURED The Episcopal Dioceses of Connecticut 290 Pratt Street Meriden CT 06450 | INSURER A : Great American Insurance Company | | 16691 |
| | INSURER B : Hartford Insurance Company | | 19682 |
| | INSURER C : | | |
| | INSURER D : | | |
| | INSURER E : | | |
| | INSURER F : | | |

COVERAGES

CERTIFICATE NUMBER: 50288566

REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE | ADDITIONAL INSURED | SUBROGATION | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|--------------------|-------------|----------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: | | | GLP 2982212 00 | 12/31/2018 | 12/31/2019 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ |
| A | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | CAP 2982213 00 | 12/31/2018 | 12/31/2019 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | UMB 2982214 00 | 12/31/2018 | 12/31/2019 | EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | 08WBAA9HK3 | 12/31/2018 | 12/31/2019 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |

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

Event: Tariffville Fall Festival to be held September 15, 2019
 Location: The Tariffville Green
 The certificate holder is included as Additional Insured where required by contract.

CERTIFICATE HOLDER**CANCELLATION**

| | |
|---|--|
| The Town of Simsbury P.O. Box 495 933 Hopmeadow Street Simsbury CT 06070 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | AUTHORIZED REPRESENTATIVE <i>Beecher Carlson Insurance Services, LLC</i> Beecher Carlson Insurance Services, LLC |

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ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page ____ of ____

| | | | |
|--|-----------|--|--|
| AGENCY Beecher Carlson Insurance Services | | NAMED INSURED The Episcopal Dioceses of Connecticut 290 Pratt Street Meriden CT 06450 | |
| POLICY NUMBER | | EFFECTIVE DATE: | |
| CARRIER | NAIC CODE | | |

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability (03/16)

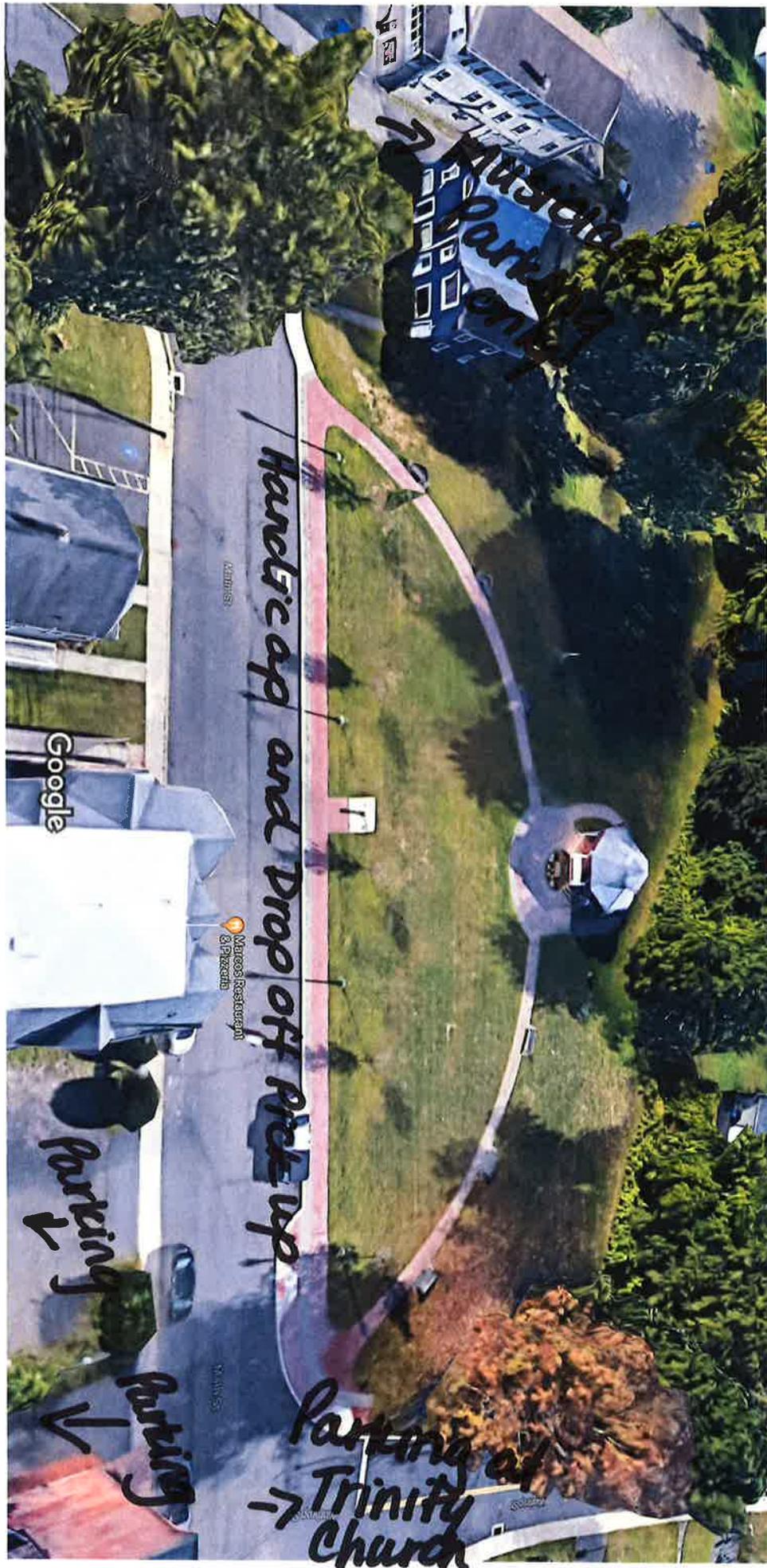
HOLDER: The Town of Simsbury

ADDRESS: P.O. Box 495 933 Hopmeadow Street Simsbury CT 06070

Property 15% of Primary \$20M Allied World Assurance Co.
Property 25% of Primary \$20M Steadfast Insurance Company
Property 25% of Primary \$20M Endurance American Specialty Insurance Co.
Property 10% of Primary \$20M Ironshore Specialty Insurance Company
Property 15% of Primary \$20M Lloyd's of London (Velocity Underwriters)
Property 10% of Primary \$20M Hallmark Insurance Company
Property 100% of \$55M xs \$20M Homeland Insurance Company of New York
Flood High-Hazard Flood Lloyd's of London
Machinery Standalone B&M Travelers Property Casualty Co. of America
Terrorism Standalone Terrorism Lloyd's of London (Ironshore Lead)



Parking Map



Imagery ©2019 Google, Map data ©2019 Google 20 ft



Site Map



= Vendor

Google

Imagery ©2019 Google, Map data ©2019 Google 20 ft



Band Map



Imagery ©2019 Google, Map data ©2019 10 ft

Bands will share Sound Equipment

Mullen Janell

From: Kevin Kowalski <KKowalski@simsburyfd.org>
Sent: Monday, August 05, 2019 11:12 AM
To: Mullen Janell; Tyburski Tom; Sheehan, Thomas; Boulter, Nicholas; Roy Thomas; 'jbrown@fvhd.org'
Cc: Mike Brown; James Baldis
Subject: Re: Public Gathering Permit- Trinity Church Fall Festival

Ok with fmo.

Sent via the Samsung Galaxy S8, an AT&T 5G Evolution capable smartphone

----- Original message -----

From: Mullen Janell <jmullen@simsbury-ct.gov>
Date: 8/5/19 8:34 AM (GMT-05:00)
To: Tyburski Tom <ttyburski@simsbury-ct.gov>, "Sheehan, Thomas" <TSheehan@pd.simsbury-ct.gov>, "Boulter, Nicholas" <NBoulter@pd.simsbury-ct.gov>, troy@simsbury-ct.gov, "jbrown@fvhd.org" <jbrown@fvhd.org>, Kevin Kowalski <KKowalski@simsburyfd.org>
Subject: RE: Public Gathering Permit- Trinity Church Fall Festival

I failed to include the attachment last week. Here you go, layout is included as last three pages of the application.

Thanks!
Janell

From: Mullen Janell
Sent: Friday, August 02, 2019 12:05 PM
To: Tyburski Tom; Sheehan, Thomas; Boulter, Nicholas; Roy Thomas; jbrown@fvhd.org; 'Kevin Kowalski'
Subject: Public Gathering Permit- Trinity Church Fall Festival

Good afternoon,

Another Public Gathering Permit has crossed my desk. This one is for Trinity Church's Fall Festival, which will take place at Tariffville Green on September 15, 2019. They anticipate 150 attendees. Please let me know should you have questions or comments. I think this event is small enough that we should be able to approve electronically.

Thanks!
Janell

Janell Mullen
Town of Simsbury
Code Compliance Officer
P: 860-658-3228

Mullen Janell

From: Tyburski Tom
Sent: Monday, August 05, 2019 12:27 PM
To: Mullen Janell
Subject: RE: Public Gathering Permit- Trinity Church Fall Festival

Hi Janell, I have reviewed the PG application and they have my approval.

Have a good day,

Tom
Tom Tyburski, CPRP
Director, Simsbury Culture, Parks and Recreation Dept.
860-408-4682

From: Mullen Janell
Sent: Monday, August 05, 2019 8:33 AM
To: Tyburski Tom; Sheehan, Thomas; Boulter, Nicholas; Roy Thomas; 'jbrown@fvhd.org'; 'Kevin Kowalski'
Subject: RE: Public Gathering Permit- Trinity Church Fall Festival

I failed to include the attachment last week. Here you go, layout is included as last three pages of the application.

Thanks!
Janell

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To: Tyburski Tom; Sheehan, Thomas; Boulter, Nicholas; Roy Thomas; jbrown@fvhd.org; 'Kevin Kowalski'
Subject: Public Gathering Permit- Trinity Church Fall Festival

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Thanks!
Janell

Janell Mullen
Town of Simsbury
Code Compliance Officer
P: 860-658-3228



Town of Simsbury

933 HOPMEADOW STREET

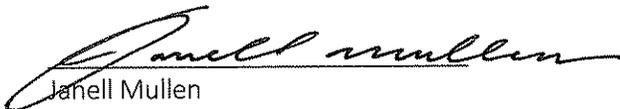
SIMSBURY, CONNECTICUT 06070

Office of Community Planning and Development

Date: August 8, 2019
To: Amanda Lavallee
Event: Trinity Church & Tariffville Village Association Fall Festival
Date/Time: September 15, 2019- 11 am – 6 pm

Zoning Approval Conditions for Special Event

1. Parking may only be in approved areas—Marco's & Cracker Barrel shared lot as well as Trinity. On street parking on Main Street is intended for handicapped needs.
2. All temporary signage shall be permitted and taken down at the conclusion of the event.
3. 4 PM. A noise complaint will result in right of the use of the amplifier to be suspended.
4. All trash is the responsibility of the event organizer and must be removed from the site at the close of the event.
5. The food vendors have yet to be approved by the Farmington Valley Health District at this time. A Temporary Food Vendor Permit is required to be on file in the Planning Office by Friday, September 13th in order for food vendors to be authorized at the event.



Janell Mullen
Code Compliance Officer

Date: 8/8/19



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – 2019 Simsbury Fly-In
2. **Date of Board Meeting:** August 12, 2019

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Janell Mullen, Code Compliance Officer

Maria E. Capriola

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

Move, effective August 12, 2019 to approve the public gathering application for the 2019 Simsbury Fly-in Car Show & Food Truck Festival as presented and to authorize the issuance of the public gathering permit.

5. **Summary of Submission:**
The Public Gathering Committee reviewed the application submitted by Bill Thomas during their July 25, 2019 meeting. The Simsbury Police Department developed a traffic plan with the applicant given the large number of anticipated attendees.

The event will take place on September 22nd from 8:00 am until 5:00 pm with an estimated number of attendees around 10,000-12,000.

6. **Financial Impact:**
None

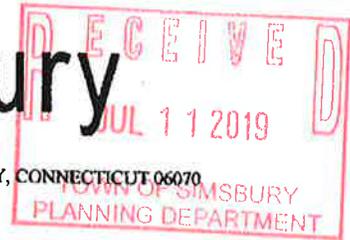
7. **Description of Documents Included with Submission:**
a) Application and Maps Presented to the Public Gathering Committee
b) Zoning Approval Conditions



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070



PUBLIC GATHERING PERMIT APPLICATION

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

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

Organization's Name: SIMSBURY FLYING CLUB

Applicant's Name: BILL THOMAS

Mailing Address: 9 PINE ACRES DR, CANTON, CT 06019

Phone: 860.693.4550 Email: wclthomas421@gmail.com

Event Location: SIMSBURY AIRPORT

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

Exact Time(s)/Date Begin: SEPT 22 End: SEPT 22 8-5 pm

SET UP DAY - SEPT 21. RAIN DATE - SEPT 29
Number of people expected to be present for the event (incl. staff, volunteers, attendees): EST. 10-12K

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

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

TOWN OF SIMSBURY USE ONLY:

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

Signature: _____ Date: _____

EVENT INFO

Description of Event: ESSENTIALLY SAME AS PRIOR YEARS
DISPLAYS OF 750 +/- PLANES AND CARS. 25 FOOD
TRUCKS (WILL HAVE THE REQUIRED PERMITS)
core events - planning

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES NO NUMBER: _____

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

Portable toilets: YES NO NUMBER: _____

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

Tent: YES NO SIZE: SEVERAL 10X10 FT.
OPEN SIDES ENCLOSED

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

Lighting and/or sound equipment: YES NO P.A. SYSTEM

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

Does your event require electrical access? YES NO

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

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

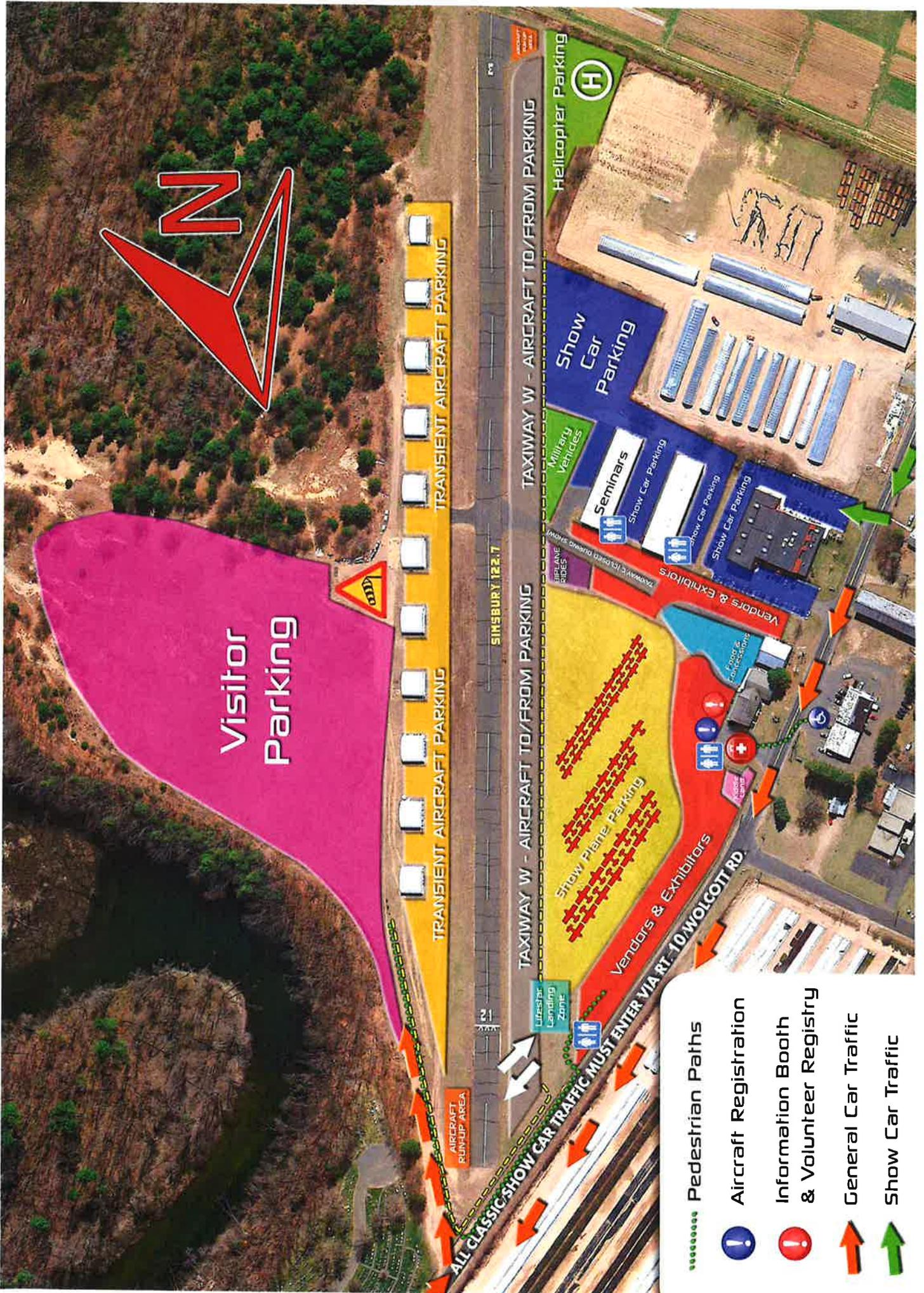
- If food is to be served, whether prepared on- or off-site, you must obtain a Temporary Food Permit from the Farmington Valley Health District (www.fvhd.org).

Will alcohol be served at your event? YES NO

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

Will road closure(s) be necessary? YES NO

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



N

Visitor Parking

TRANSIENT AIRCRAFT PARKING

TRANSIENT AIRCRAFT PARKING

TAXIWAY W - AIRCRAFT TO/FROM PARKING

TAXIWAY W - AIRCRAFT TO/FROM PARKING

Show Plane Parking

Show Car Parking

Seminars

Military Vehicles

Helicopter Parking (H)

Vendors & Exhibitors

-  Pedestrian Paths
-  Aircraft Registration
-  Information Booth & Volunteer Registry
-  General Car Traffic
-  Show Car Traffic

SINSBURY 122.7

ALL CLASSIC SHOW CAR TRAFFIC MUST ENTER VIA RT. 10 WOLCOIT RD

AIRCRAFT RUN-UP AREA

Lifesaver Landing Zone

WALKWAY (Please Observe Signs)



OLD REPUBLIC INSURANCE COMPANY

CERTIFICATE OF INSURANCE

This is to certify to
(Certificate Holder): **Town of Simsbury
933 Hopmeadow Street
Simsbury CT 06070**

The following policy(ies)
Have been issued to: **Simsbury Flying Club
C/O Brad Bowman
6 Brookview Circle
Canton, CT 06019**

AIRPORT POLICY INFORMATION:

AIRPORT POLICY NO: AP 01002409 POLICY PERIOD: FROM: December 14, 2018 TO: December 14, 2019

THIS COVERAGE IS EFFECTIVE 12:01 A.M. September 22, 2019 to 12:01 A.M. September 29, 2019

INSURANCE COMPANY: OLD REPUBLIC INSURANCE COMPANY

LIABILITY COVERAGES:

| | |
|---|----------|
| <input checked="" type="checkbox"/> Comprehensive General Liability | \$ XXXX |
| <input checked="" type="checkbox"/> Completed Operations / Products Liability | \$ XXXX |
| <input type="checkbox"/> Hangarkeepers Liability | \$ |
| <input checked="" type="checkbox"/> Premises Medical Payments | \$ 5,000 |
| <input checked="" type="checkbox"/> Personal Injury / Advertising Liability | \$ XXXX |

LIMITS OF LIABILITY

| | | |
|-------------|--------------|------------------|
| Each Person | \$ 3,000,000 | Each Occurrence* |
| Each Person | \$ 1,000,000 | Each Occurrence* |
| Each Person | \$ | Each Loss* |
| Each Person | \$ 20,000 | Each Accident* |
| Each Person | \$ 1,000,000 | Each Loss* |

DEDUCTIBLES:

| | | |
|--------------------------|----|--|
| Hangarkeeper's Liability | \$ | Each Loss |
| Premises Liability | \$ | Each claim with respect to Property Damage |

*Refer to the Policy; an annual aggregate limit may apply to some coverage(s).

THIS CERTIFICATE HOLDER IS:

- Included as a Loss Payee for Aircraft Physical Damage Coverage.
- Breach of Warranty Coverage on Aircraft Physical Damage as their interest may appear not to exceed 90% of the Insured Value.
- Included as an Additional Insured on Airport Liability Coverage but only with respect to Fly-In event from September 22, 2019 to September 29, 2019.
- Provided a Waiver of Subrogation on Aircraft Physical Damage Coverage, but only

OTHER COVERAGES / CONDITIONS / REMARKS:

Provision has been made to give the Certificate Holder thirty (30) days notice of cancellation - ten (10) days for nonpayment of premium of any policy above; however, the Company assumes no responsibility for the failure to provide such notice. This Certificate does not change in any way the actual coverages provided by the policy(ies) specified above.

Old Republic Aerospace, Inc. Representative:

Agency Name: Sutton James, Inc.
Agency Phone: 860-249-8066

Date: July 10, 2019



OLD REPUBLIC AEROSPACE, INC.

199 Water Street, 30th Floor, New York, NY 10038 | PH: (212) 607-2624 | FX: (212) 607-2614

OLD REPUBLIC INSURANCE COMPANY

ADDITIONAL INSURED

It is agreed that the following is hereby included as an additional "insured" under liability coverages, but only as respects operations of the "Named Insured". This agreement shall not operate to prejudice the Company's rights of recourse against the following as manufacturers, repairers, suppliers or servicing agents where such right of recourse would have existed had this endorsement not been effected under this policy:

TOWN OF SIMSBURY
933 HOPMEADOW STREET
SIMSBURY, CT 06070

The coverage limits afforded hereunder shall be included within and not in addition to the limits applicable to the "named insured".

Nothing herein contained shall vary, alter, waive or extend any of the terms, provisions, representations, conditions or agreements of the policy other than as above stated.

This endorsement becomes effective SEPTEMBER 22, 2019 to be attached to and hereby made a part of Policy No. AP 01002409 issued through OLD REPUBLIC INSURANCE COMPANY, issued to: SIMSBURY FLYING CLUB, INC.
C/O BRAD BOWMAN
6 BROOKVIEW CIRCLE
CANTON CT 06019

Date of issue 07-10-2019

PA202 (02/05)

REQUIRED SIGN OFFS (in order required)

| | <u>Received Date:</u> | <u>Received By:</u> | <u>Approved By:</u> | <u>Action Date:</u> |
|---|-----------------------|---------------------|---------------------|---------------------|
| Culture Parks And Rec. Director | 7/12 | Tom Tyburski | 7/16/19 | |
| Zoning Commission (As may be required by ZEO) | n/a | | | |
| Building Official | n/a | | | |
| Police Chief | 7/12 | | | |
| Dir of Public Works | 7/12 | Tom Roy | | |
| Dir of Health FVHD | 7/16 | JASON BROWN | | |
| Fire Marshal | 7/14 | Kevin KOWALSKI | | 7/25/19 |
| Zoning Enforcement Officer | | | | |
| Board of Selectmen | | | | |

Mullen Janell

From: Tyburski Tom
Sent: Tuesday, July 16, 2019 8:55 AM
To: Mullen Janell
Subject: RE: Public Gathering Permit- Simsbury Flying Club

Good morning Janell, I looked over the Flying Club's application, I look forward to seeing the site plan. I would need to know if there is impact to Town property regarding their parking plan and if there would be any impact to the multi use (bike) trail that runs nearby. Bill had reached out to me in the spring about using our soccer complex to park cars, I told him this would not be possible and suggested he reach out to the owners of the International Skating Center to see if they could use space in their large parking lot. I never heard back about this.

Have a great day,

Tom

Tom Tyburski, CPRP
Director, Simsbury Culture, Parks and Recreation Dept.
860-408-4682

From: Mullen Janell
Sent: Friday, July 12, 2019 12:14 PM
To: 'Kevin Kowalski'; Miga Henry; Roy Thomas; Tyburski Tom; 'Jason Brown'; Sheehan, Thomas
Subject: Public Gathering Permit- Simsbury Flying Club

Good afternoon all,

I just received the attached Public Gathering Permit for the Simsbury Flying Club Event. I have requested a site plan from the applicant to supplement the application.
Please let me know if you think we should meet in person on **Thursday, July 25th at 11 am** to discuss or if you think we can approve electronically.

Thanks so much,
Janell
Janell Mullen
Town of Simsbury
Code Compliance Officer
P: 860-658-3228

Mullen Janell

From: Core Event Planning <inquire@coreeventplanning.com>
Sent: Tuesday, August 06, 2019 10:24 AM
To: Mullen Janell; jbrown@fvhd.org; brad@nsls.tv
Subject: Simsbury Fly In

Good Morning,

I am working with all the food vendors to make sure that they have all the required health permit. I have worked with Jason in the past to assure before open everyone has their permits. I will send a list over if food trucks to Farmington Valley and work with them up to the date of the event.

Any questions please let me know

Thank you,
Dawn Merli

Mullen Janell

From: Sheehan, Thomas <TSheehan@pd.simsbury-ct.gov>
Sent: Tuesday, August 06, 2019 2:44 PM
To: Mullen Janell
Subject: RE: Public Gathering Permit-Simsbury Flying Club

Janell,

No, I do not have this completed yet. The plan is to have something firmed up by end of week. I'll let you know.

T

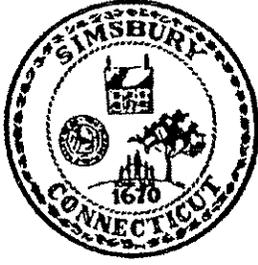
From: Mullen Janell [<mailto:jmullen@simsbury-ct.gov>]
Sent: Monday, August 5, 2019 4:53 PM
To: Sheehan, Thomas
Cc: Roy, Thomas
Subject: Public Gathering Permit-Simsbury Flying Club

Good afternoon,

I wanted to check in regarding the Simsbury Flying Club event. Has a traffic plan been worked out at this time? I am hoping to bring this event before the Board of Selectmen next Monday. Let me know if you have pending concerns regarding the event.

Thanks,
Janell

Janell Mullen
Town of Simsbury
Code Compliance Officer
P: 860-658-3228



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Office of Community Planning and Development

Date: August 8, 2019
To: Bill Thomas
Event: Simsbury Fly-in
Date/Time: September 22, 2019, 8 am- 5 pm; Raindate: September 29, 2019

Zoning Approval Conditions for Special Event

1. The applicant must finalize the traffic plan with the Simsbury Police Department prior to Friday, September 20, 2019.
2. All temporary signage shall be permitted and taken down at the conclusion of the event.
3. The applicant and event organizers must adhere to the submitted site plan which includes a very specific flow of traffic.
4. All trash is the responsibility of the event organizer and must be removed from the site at the close of the event.
5. The food vendors have yet to be approved by the Farmington Valley Health District at this time. A Temporary Food Vendor Permit is required to be on file in the Planning Office by Friday, September 20th for each food vendor that will be present at the event.


Janell Mullen
Code Compliance Officer

Date: 8/8/19



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Designation of Various Staff Appointments
2. **Date of Board Meeting:** August 12, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the proposed retroactive designations, the following motion is in order:

Move, retroactive to December 17, 2018 to designate Robin Newton as the Conservation, Inland Wetlands Officer. This designation shall remain in effect until rescinded or Ms. Newton's separation from service, whichever comes first. Further move to designate her as an Assistant Code Enforcement Officer.

Move, retroactive to April 16, 2019 to designate Janell Mullen as the Code Enforcement Officer. This designation shall remain in effect until rescinded or Ms. Mullen's separation from service, whichever comes first. Further move to designate her as an Assistant Conservation, Inland Wetlands Officer.

Move, retroactive to September 10, 2018 to designate Mike Glidden as an Assistant Code Enforcement Officer and an Assistant Conservation, Inland Wetlands Officer. This designation shall remain in effect until rescinded or Mr. Glidden's separation from service, whichever comes first.

5. **Summary of Submission:**
Pursuant to the Charter, the Board of Selectmen should appoint a Conservation, Inland Wetlands Officer and Code Enforcement Officer; with the staffing transition in the Planning Department this has not yet occurred. Statute requires land use agencies to designate an IWA Officer and Zoning Agent, which has occurred. Job descriptions approved by the Board of Selectmen in fall 2018 designate the Assistant Town Planner as the IWA Officer and the Code Compliance Officer as the Zoning Agent. Staff in the Planning Department provides back-up to one another on wetlands and zoning matters. Staff in the Planning Department is authorized by the Town Manager to enforce numerous ordinances, which has occurred.

Robin Newton currently serves as the Assistant Town Planner and IWA Officer. Ms. Newton has 10 years of full time and 6 years of part time experience in the land use profession. She holds numerous certifications such as certified zoning enforcement

official, certified wetlands agent, and certified aquifer protection municipal agent. Currently, she is the president of CAZEO, the CT professional association for zoning enforcement officers. She recently completed course work needed to obtain her Bachelor's degree in Justice and Law Administration, and I congratulate her on the accomplishment.

Janell Mullen currently serves as the Code Compliance Officer and Zoning Agent. Ms. Mullen has 10 years of experience in the land use profession. She has a Master's degree in Planning from the University of Southern California (USC) and a Bachelor's degree in Economics and International Relations from UCONN. She is a certified municipal inland wetlands agent, is anticipating certification from the Connecticut Chapter of the American Planning Association, and has successfully completed the coursework to become a certified zoning enforcement official. Ms. Mullen serves as the Treasurer of the Connecticut Association of Zoning Enforcement Officials (CAZEO). She has performed volunteer work for the Sharon Land Trust.

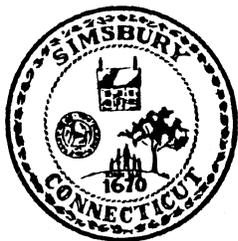
Director Mike Glidden also serves as back-up for wetlands and zoning matters.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

None



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen Members
From: Maria Capriola, Town Manager
Date: August 12, 2019
Subject: Recommended Appointment of Interim Assessor

As many of you know, David Gardner has decided to retire from service as our Assessor after nearly 23 years of service. I will certainly miss him. He was incredibly dedicated and had an amazing work ethic.

We currently have an internal recruitment underway for the Assessor position. The Assistant Assessor and Assessor positions are in the same bargaining unit, and the collective bargaining agreement has sections that govern appointments and promotions. While the Assessor position is not a department head (they report to the Finance Director, and the division falls within the Finance Department), by Charter, the Board will ultimately need to appoint/designate a person for the permanent Assessor position.

At this time, I recommend that our Assistant Assessor, Francine Beland, be named Interim Assessor while we finish the recruitment process. Ms. Beland has been our Assistant Assessor since May 2018. She has 20 years of experience in appraising residential and commercial property. Prior to coming to Simsbury she served as the Assessor for Barkhamsted for 12 years. She is a Certified Connecticut Municipal Assessor II and Certified Connecticut Municipal Town Clerk. Ms. Beland has membership in the Connecticut Association of Assessing Officers, Inc., the Litchfield Area Assessor's Association and the CT Chapter of International Association of Assessing Officers.

Should the Board concur with my recommendation, the following motion is in order:

Move, to appoint Francine Beland to the position of Interim Assessor effective August 12, 2019, until the date upon the permanent Assessor beginning work in Simsbury. Further move to increase Ms. Beland's salary in accordance with her collective bargaining agreement during her interim appointment as Assessor and for her other employment related benefits as an affiliated employee to remain in place. At the conclusion of her service as Interim Assessor, and if she is not appointed to the permanent Assessor position, Ms. Beland shall be permitted to return to her position as Assistant Assessor with the salary and employment related benefits assigned to that position.

There will be no negative financial impact. Ms. Beland's interim appointment salary is dictated by the collective bargaining agreement, and it is less than what Mr. Gardner was earning.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed FY 19/20 General Wage Increase for Unaffiliated Positions
2. **Date of Board Meeting:** August 12, 2019

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

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the proposed FY 19/20 general wage increase for staff in unaffiliated positions, the following motion is in order:

Move effective, August 12, 2019 to approve a pool of \$28,822, equivalent to a 2.35% general wage increase for non-union staff retroactive to July 1, 2019, to be awarded at the Town Manager's discretion following successful completion of annual performance reviews. For the probationary status non-union employee, the increase can be granted following successful completion of the probationary period and would not apply retroactively.

5. **Summary of Submission:**
Section 903 of the Town Charter states that "the salaries, wages, or other compensation of all officers and all employees of the Town...shall be determined by the Board of Selectmen." The Town negotiates wage increases for its union employees during the collective bargaining process. Recommended changes in compensation and/or benefits for unaffiliated positions in the past have been brought to the Personnel Subcommittee, then to the full Board of Selectmen for consideration.

At their July 11, 2019 meeting the Personnel Subcommittee reviewed and endorsed a pool of \$28,822 in funds, equivalent to a 2.35% general wage increase for unaffiliated positions. The Personnel Subcommittee recommends that the general wage increase award be retroactive to July 1, 2019 for non-union employees who are not in a probationary period upon successful completion of their annual performance reviews. For the one non-union staff member in a probationary period, it was recommended that the GWI not be awarded until the employee successfully completes the probationary period, and then prospectively.

The Personnel Sub-Committee also requested that salary benchmarking be conducted for non-union positions to help determine salary ranges. That project is underway and will be discussed at a future meeting of the Sub-Committee; early results amongst

comparable and nearby towns indicate that our current salary ranges for most non-union positions are under market averages. In the meantime, some staff members' salaries will be outside of the current range, for which the Sub-Committee was comfortable with.

I am not recommending any other changes in compensation or benefits for non-union staff at this time.

The attached spreadsheet shows the current rates of our unaffiliated positions, as well as their salary ranges. The "2.35%" column to the right of the "current" column shows how salaries would change should 2.35% be awarded. It should be noted that the Outreach Worker position is part-time and paid at an hourly rate.

Internal Comparison

The negotiated general wage increase for our most recent finalized collective bargaining agreement (IBPO) is 2.35% for FY 19/20. We are currently negotiating with our three CSEA unions, and are beginning with our AFSCME union and dispatcher's union as those contracts expired on June 30, 2019.

External Comparison

CCM data from July 2019 indicates that the average FY 19/20 state-wide general wage increase for negotiated contract settlements is 2.16% but the data has a mode of 2.50%. The current sample size for that data is 151 settlements.

6. Financial Impact:

The estimated impact of the 2.35% general wage increase would be \$26,773, or \$28,822 when payroll taxes¹ are factored in. Based on CCM salary data for negotiated settlements that was available during budget preparation, we budgeted 2.35% in contingency for a general wage increase for our unaffiliated employees. We also budgeted the estimated impact of the wage increase on payroll taxes in the appropriate benefits line item for FY 19/20.

7. Description of Documents Included with Submission:

a) Unaffiliated Salary Chart

¹ 6.2% for Social Security, 1.45% for Medicare

| Position | Current - FY 18/19 | | | 2.35% GWI Scenario - FY 19/20 |
|---|--------------------|---------|---------|-------------------------------|
| | Minimum | Maximum | Current | After Increase |
| Director of Culture, Parks and Recreation | 71,575 | 117,588 | 115,031 | 117,734 |
| Town Engineer | 81,800 | 122,700 | 116,246 | 118,978 |
| Director of Public Works | 81,800 | 130,921 | 130,921 | 133,998 |
| Director of Planning and Community Development | 76,688 | 122,700 | 115,031 | 117,734 |
| Director of Finance | 81,800 | 137,935 | 137,935 | 141,177 |
| Library Director | 71,575 | 110,641 | 110,641 | 113,241 |
| Chief of Police | 81,800 | 137,935 | 137,935 | 141,177 |
| Deputy Town Manager | 97,138 | 132,925 | 109,305 | 111,874 |
| Management Specialist* | 60,000 | 80,000 | 65,000 | 66,528 |
| Employee Benefits & Human Resources Coordinator | 56,238 | 76,688 | 76,329 | 78,122 |
| Outreach Worker** | No Min. | 19.08 | 19.08 | 19.53 |

Note: Because the newly hired Management Specialist is on probation, the GWI would only apply after successfully completing the probationary period

Note: The Outreach Worker is Part Time and hourly

Note: The Personnel Sub-Committee requested further benchmarking for the salary ranges of each position, staff is working to finalize that research



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Town Manager Goals July 1, 2019 – June 30, 2020
2. **Date of Board Meeting:** August 12, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen is supportive of the prioritization of the Town Manager's goals as presented, the following motion is in order:

Move, effective August 12, 2019, to adopt the prioritization of the Town Manager's Goals for July 1, 2019 – June 30, 2020 as presented.
5. **Summary of Submission:**
At their July 11th meeting the Personnel Sub-Committee reviewed the approved Town Manager goals and worked to prioritize them on a scale of high, medium and low. These goals provide an important framework for me and the organization to focus our efforts for the upcoming year. The goals are broken down into categories such as Human Resources & Labor Relations, Economic Development, Financial Management, and Special Projects. When developing this list, I also considered the Board of Selectmen's adopted goals and economic development priorities. I recognize that while the list is ambitious, it provides a framework for work that will be performed in the coming years.

The list of goals presented to you reflects the prioritization set by the Personnel Sub-Committee; some tasks are currently being worked on while others will start throughout the year.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Draft Town Manager Goals, July 1, 2019 – June 30, 2020
 - b) Board of Selectmen 2018 – 2019 Goals



Town of Simsbury

Town Manager Goals, July 1, 2019 – June 30, 2020
Adopted June 26 2019 by Board of Selectmen

Human Resources/Labor Relations

| <i>Priority</i> | <i>Goal</i> |
|-----------------|---|
| High | Complete negotiations for successor collective bargaining agreements with: IBPO pension agreement (police); AFSCME (parks and public works), dispatchers, and all 3 unions represented by CSEA. Implement wage, benefits, and other ratified changes. |
| High | Issue a RFQ for defined contribution and deferred compensation administrative services. If a new vendor is selected, proceed with implementation. |
| Medium | Conduct second annual leadership retreat. Research and conduct other professional development opportunities for small group/departmental work (funds permitting). Identify customer service training for staff. |
| Medium | Review and revise personnel and administrative policies. Finalize FOIA policy for the town, FOIA form, and centralized process for handling requests.. |
| Medium | Issue a RFQ for pension counsel. |
| Low | Issue a RFQ for pension and OPEB actuarial services. |

Economic Development

| <i>Priority</i> | <i>Goal</i> |
|-----------------|---|
| High | Support the work of the Economic Development Commission. |
| High | Conduct visitations and outreach with the business community. Continue quarterly business roundtable events. Implement annual business visitations with large employers and taxpayers. |
| Medium | Assist special villages with initiatives related to special events, infrastructure improvements, and economic development. |
| Medium | Research tax increment financing (TIF) districts. Present findings to Economic Development Commission. Pending feasibility of a TIF(s) for Simsbury, proceed to make recommendations to the Board of Selectmen. |
| Medium | Research business incentives, policies, and programs. Present findings to Economic Development Commission. Provide recommendations for updates to our existing Business Development Incentive Policy and process. |
| Low | Conduct planning studies of downtown properties identified by the Charrette as underutilized (funds permitting). |



Town of Simsbury

Financial Management

| <i>Priority</i> | <i>Goal</i> |
|-----------------|---|
| High | Prepare and submit FY 20/21 operating and capital budgets in accordance with Charter timeline requirements. Continue to refine and develop our budgeting process for the CNR Fund (capital projects under \$250,000). |
| High | Implement a new financial management and human resources software system. Implement electronic timekeeping and leave accruals for our workforce. |
| Medium | Assist in revising our Debt Management Policy. |
| Medium | Complete a cost recovery and community use analysis of the Parks and Recreation Department. Support work group to review recommendations from the analysis. Implement recommendations as feasible. |
| Low | Continue to update the budget document to reflect GFOA recommended best practices for budget document presentation. |

Special Projects

| <i>Priority</i> | <i>Goal</i> |
|-----------------|--|
| High | Conduct Phase II for the public safety radio system feasibility study. Begin preparing the project for referendum. |
| High | Evaluate opportunities for sharing resources with the Board of Education, starting with Information Technology. Formally document existing shared service arrangements with the BOE. |
| Medium | Negotiate and update the operations agreement between the Town of Simsbury and the Simsbury Meadows Performing Arts Center, Inc. |
| Medium | Complete the parks and open space master plan. |
| Medium | Complete the new Park at 1 Old Bridge Road in a manner that is both financially responsible and consistent with the approved concept plans. |
| Medium | Issue a RFQ for the Town Facilities Master Plan. Begin study. |
| Medium | Submit a proposal to the Board of Selectmen to create a senior services volunteer driving program to expand resources for our senior transportation network. |
| Low | Update our open space stewardship and acquisition policies. Begin to develop open space land management policies and updates to our agricultural leases. |
| Low | Establish a capital project for a potential splash pad project. Support and coordinate fundraising and planning efforts. |

2018-2019 BOARD OF SELECTMEN GOALS - ADOPTED 11/26/18

| Topic Area | Goals | Prioritization | Short-Term or Long-Term | Strategic or Administrative |
|---|--|----------------|-------------------------|-----------------------------|
| Financial Management | ● Invest in modern financial management systems to improve processes, accountability, and reporting | High | Short-Term | Administrative |
| Financial Management | ● Improve transparency in financial reporting; implement regular reporting from Director of Finance | Medium | Short-Term | Administrative |
| Financial Management | ● Increase coordination with BOE - explore areas for further collaboration, possible shared services | Medium | Long-Term | Strategic |
| Infrastructure | ● Invest in north end (i.e. Wagner parcel) | Medium | Long-Term | Strategic |
| Financial Management | ● Evaluate tax rate, overall spending | Medium | Short-Term | Strategic |
| Financial Management | ● Capital projects management - improve tracking and monitoring; discuss role of Public Building Committee and Town Manager | Medium | Short-Term | Administrative |
| Financial Management | ● Establish performance measurements, benchmarking metrics to assist with long range planning | Medium | Long-Term | Administrative |
| Maintaining Quality of Life/Community Character | ● Explore opportunities for people on fixed incomes to stay in town; focus on "age friendly" community | Medium | Long-Term | Strategic |
| Maintaining Quality of Life/Community Character | ● Maintain balance between development and rural community character, sense of place | Medium | Long-Term | Strategic |
| Maintaining Quality of Life/Community Character | ● Preservation of open space, development of assets that highlight community character (e.g. tobacco barns, covered bridges, etc.) | Medium | Long-Term | Strategic |
| Infrastructure | ● Identify a solution for the Curtiss Park - Tariffville bike path connector | Medium | Short-Term | Strategic |
| Infrastructure | ● Improve cell service coverage on Route 10; explore potential locations for new towers | Medium | Short-Term | Strategic |
| Transportation | ● Volunteer driver program for seniors, disabled residents | Medium | Long-Term | Administrative |
| Financial Management | ● Communicate Town Manager's role in processes and relationship with boards and commissions | Low | Short-Term | Strategic |
| Recreation | ● Expand aquatics resources - splash pad, fountain, large wading pool, pool access for adults | Low | Long-Term | Administrative |
| Recreation | ● Conduct analysis of special revenue fund | Low | Short-Term | Administrative |
| Infrastructure | ● Explore potential for co-working space, incubator space | Low | Long-Term | Strategic |
| Infrastructure | ● Invest in utilities, underground infrastructure | Low | Long-Term | Strategic |
| Financial Management | ● Increase transparency of anticipated use of grant funding and adequately budget local matches | Low | Short-Term | Administrative |
| Maintaining Quality of Life/Community Character | ● Identify role for fostering culture, supporting cultural events | Low | Long-Term | Strategic |
| Recreation | ● Explore possibility for disc golf course | Low | Long-Term | Administrative |
| Recreation | ● Expand athletics field resources (coordinate with BOE); multi-use fields | Low | Long-Term | Administrative |
| Infrastructure | ● Address traffic flow on Route 10/Weatogue | Low | Long-Term | Administrative |
| Transportation | ● Increased bus service; explore opportunities for fixed route service | Low | Long-Term | Administrative |
| Maintaining Quality of Life/Community Character | ● Facilitate and support work of non-profits and community groups | Not Ranked | Long-Term | Strategic |
| Infrastructure | ● Pursue streetscape funding for north end | Not Ranked | Long-Term | Administrative |



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Town Hall and Eno Memorial Hall Posting Policy
2. **Date of Board Meeting:** August 12, 2019

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

Maria E. Capriola

4. **Action Requested of the Economic Development Commission:**
If the Board of Selectmen supports adopting the Town Hall and Eno Memorial Hall Posting Policy, the following motion is in order:

Move, effective August 12, 2019 to adopt the Town Hall and Eno Memorial Hall Posting Policy as presented.

5. **Summary of Submission:**

The proposed Town Hall and Eno Memorial Hall Posting Policy is an effort to codify the existing procedures for the posting of flyers, brochures and other materials in the Town Hall entryway and at Eno Memorial Hall. The Town Manager's Office frequently receives requests from outside organization to post flyers in the Town Hall entryway or leave printed materials at the greeter's desk. Past practice has been to permit the placement of materials from organizations that are non-profit in nature and promoting an event that is open to the public. Staff at Eno receives similar requests on a routine basis.

A summary of the policy is as follows:

- Posted materials shall be from non-profit civic and service groups, governmental organizations, or organizations that promote a service, event, function or fundraiser that is open to the public and supports a non-commercial or non-profit entity serving residents of Simsbury.
- Requests are handled through the Town Manager's Office (Town Hall) or Social Services (Eno), and priority is given on a first come first served basis.
- Political and religious displays are not permitted, and the display areas are not available for items that are for commercial use.
- The Town reserves the right to limit the frequency, length, and placement of flyers.

Staff has consulted with the Town Attorney on this policy; he has advised that the draft policy, as written, is content neutral. Staff has also reviewed the policy with the Director

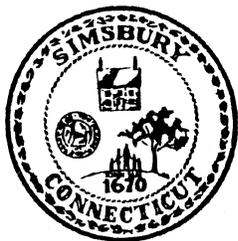
of Public Works to confirm that there are no concerns from a facilities management perspective.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

a) Draft Town Hall and Eno Memorial Hall Posting Policy



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY TOWN HALL & ENO MEMORIAL HALL POSTING POLICY *Adopted by the Board of Selectmen on [month] [day], [year]*

I. Purpose

The purpose of this Policy is to provide clarification and guidance to the public and staff regarding the posting of flyers, brochures and other materials in Town Hall and Eno Memorial Hall.

II. Applicability

All persons and groups wishing to post documents in the Town Hall or Eno Memorial Hall are expected to comply with the provisions of this Policy.

III. Effective Date

This Policy shall be effective immediately and shall remain in effect until revised or rescinded. The Town reserves the right to modify posting requirements and amend this Policy as necessary.

IV. Town Hall Posting Locations

A. Main Entryway and Greeter's Desk

The windows in the main entryway and the volunteer greeter's desk in the main hallway of Town Hall are available for the placement of informational flyers from non-profit civic and service groups, governmental organizations, or organizations that promote a service, event, function or fundraiser that is open to the public and supports a non-commercial or non-profit entity serving residents of Simsbury.

- i. Requests for hanging flyers in the main entryway must be made at the Town Manager's Office.
- ii. Priority is given on first come, first served basis. No organization may remove a flyer to create space for its own. Only Town staff members are permitted to remove or authorize the removal of items from the windows and the greeter's desk.
- iii. Political and religious displays are not permitted.
- iv. The display areas are not available for items that are for commercial use.
- v. Materials hung in the main entryway should not exceed a size of approximately 18" by 24".
- vi. The Town reserves the right to limit the frequency, length, and placement of flyers.

B. Wall Space

No postings are permitted on the hallway and meeting room walls of Town Hall with the following exceptions:

- i. Temporary postings on wall space during the course of a meeting or an authorized event are acceptable. If, however, temporary postings are left up after a meeting or event has concluded, they will be removed by the Facilities Department or other staff.
- ii. Emergency procedures or legally required postings may be displayed in compliance with the law, such as the Fire Code or State Labor laws.

V. Eno Memorial Hall Posting Locations

A. Main Floor Bulletin Board

The bulletin board outside of the elevator on the main floor is available for the placement of informational flyers from non-profit civic and service groups, governmental organizations, or organizations that promote a service, event, function or fundraiser that is open to the public and supports a non-commercial or non-profit entity serving residents of Simsbury.

- i. Requests for hanging flyers in the main entryway must be made at the Senior Center Office.
- ii. Priority is given on first come, first served basis. No organization may remove a flyer to create space for its own. Only Town staff members are permitted to remove or authorize the removal of items from the bulletin board.
- iii. Political and religious displays are not permitted.
- iv. Brochures from a private, for profit agency that are relevant to Social Services or Senior Center programs and services (such as assisted and skilled nursing facilities, home health care, etc.) may be displayed in brochure racks with staff approval.
- v. The display areas are not available for items that are for commercial use.
- vi. Materials hung on the bulletin board should not exceed a size of approximately 11" by 17".
- vii. The Town reserves the right to limit the frequency, length, and placement of flyers.

VI. General Provisions

- A. In those areas where public postings are permitted, posted materials shall be from non-profit civic and service groups, governmental organizations, or organizations that promote a service, event, function or fundraiser that is open to the public and supports a non-commercial or non-profit entity serving residents of Simsbury.
- B. Flyers, brochures, and displays which are the product of, or promote, or advertise companies, businesses or individual functions that cannot demonstrate the non-profit nature of the request are not permitted.
- C. The Town assumes no responsibility for the possible damage or theft of any item displayed or exhibited.
- D. The Town reserves the right to remove offensive/inflammatory materials.
- E. The Town also reserves the right to remove posted materials that do not comply with this Policy.

- F. Flyers, brochures and displayed materials posted by a non-Town department do not reflect endorsement or advocacy for any particular point of view by the Town of Simsbury.
- G. Questions regarding the posting of brochures and flyers in Town Hall may be addressed to the Town Manager's office at 860-658-3230.
- H. Questions regarding the posting of brochures and flyers in Eno Memorial Hall may be addressed to the Senior Center at 860-658-3273.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Appointment of Ford Harrison as Labor Counsel

2. **Date of Board Meeting:** August 12, 2019

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

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

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

Move, to appoint the firm of Ford Harrison, anticipated on or around August 14, 2019, as labor and employment counsel for the Town of Simsbury through December 2nd, 2019, with the understanding that staff has the option to conduct an RFQ for labor and employment counsel in the future. Further move to authorize Town Manager Maria E. Capriola to execute the engagement letter once completed.

5. **Summary of Submission:**

Mike Harrington, the town's labor counsel, is currently at LeClairRyan. LeClairRyan is dissolving and he will be moving to Ford Harrison later this month. When the town appoints legal counsel, we appoint a firm, not an individual.

The practice of the town has been to appoint labor counsel to a term that coincides with a Board of Selectmen term. On April 9, 2018 the Board of Selectmen appointed LeClairRyan after Attorney Harrington left his previous firm. It is staff's recommendation that we rescind the appointment of LeClairRyan and that we move to appoint Ford Harrison to retain Attorney Mike Harrington as labor counsel.

This has happened four times recently, with special land use counsel (January 2018), pension counsel (April 2017, June 2018) and labor counsel (April 2018) switching firms. In all these instances, the town followed counsel to their new firm.

The Town Attorney will review and assist in preparing an engagement letter that would be executed by the Town Manager.

6. **Financial Impact:**

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

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

None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Appointment of Members to the Lower Farmington River and Salmon Brook Wild and Scenic Management Committee

2. **Date of Board Meeting:** August 12, 2019

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

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the recommendations from the Personnel Sub-Committee to appoint the three proposed members, the following motion is in order:

Move, effective June 24, 2019 to recommend for appointment Mike Ryan (R), Sally Rieger (D), and Stephen McDonald (U) to the Lower Farmington River and Salmon Brook Wild and Scenic Management Committee to a three year term.

5. **Summary of Submission:**
The Personnel Sub-Committee met on August 5th to interview candidates for the Lower Farmington River and Salmon Brook Wild and Scenic Management Committee. This Committee is responsible for helping to protect the free-flowing nature of the two watercourses, including: addressing river-related issues affecting stream flow; supporting river enhancement projects; and assisting with updates to the management plan.

The Committee will include representatives from each of the towns along the two watercourses as well as representatives from the National Park Service, the CT Department of Energy and Environmental Protection, Stanley Black and Decker, the Salmon Brook Watershed Association, the Pequabuck River Watershed Association, and the Farmington River Watershed Association. Representatives and alternates will normally serve three-year terms. The Committee will meet monthly.

6. **Financial Impact:**
None

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

- Mike Ryan Application
- Sally Rieger Application
- Stephen McDonald Application
- Roles and Responsibilities of Members



Simsbury, CT
933 Hopmeadow Street

Phone: (860) 658-3200

Volunteer Form

Good Government Starts with You

Date Submitted: July 2, 2019

Name: Mike Ryan

Home Address:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Party Affiliation: R

Current Occupation/Employer: Insurance Executive, Hanover Insurance

Narrative: I am interested in volunteering for the Lower Farmington River and Salmon Brook Wild and Scenic Management Committee.

I have lived in Simsbury for over 40 years and canoe and fish the Farmington extensively.

I am an insurance executive with the Hanover Insurance Company. I am also a licensed attorney and practiced law before entering the insurance industry.

I am passionate about nature, the Farmington Valley and the Farmington River

Board(s) / Committee(s):



Simsbury, CT
933 Hopmeadow Street

Phone: (860) 658-3200

Volunteer Form

Good Government Starts with You

Date Submitted: July 1, 2019

Name: Sally S Rieger

Home Address:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Party Affiliation: D

Current Occupation/Employer: Retired

Narrative: Education: MS in Biology, Central Connecticut State University

Experience: Taught basic biology, botany and ecology for 13 years at Central Connecticut State University. Chaired the Lower Farmington River and Salmon Brook Wild and Scenic Study Committee from its start in 2007 until designation in March, 2019.

Time Available: Based on experience, I expect to spend 10 to 20 hours per week, sometimes more, sometimes less as the situation requires.

Desired Committee: I would like to serve as Simsbury's representative to the Lower Farmington River and Salmon Brook Wild and Scenic (management) Committee, which is not listed below

Board(s) / Committee(s):



Simsbury, CT
933 Hopmeadow Street

Phone: (860) 658-3200

Volunteer Form

Good Government Starts with You

Date Submitted: July 26, 2019

Name: Stephen R McDonnell

Home Address:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Party Affiliation: U

Current Occupation/Employer: Civil Engineer/Wengell, McDonnell & Costello, Inc.

Narrative: I am a registered Professional Engineer with over 44 years of civil engineering experience, primarily in water resources, dam engineering, water supply and wastewater disposal. I have a masters degree from uconn in environmental and civil engineering. i can spend adequate time to serve in this capacity.

Board(s) / Committee(s):

Roles and Responsibilities of Town Appointed Members of the Lower Farmington River and Salmon Brook Wild and Scenic Management Committee

Roles

- Participate in addressing river-related issues affecting stream flow and the five outstanding resource values (ORVs) and evaluating proposals that could affect ORVs
- Cooperate in updating the Management Plan periodically
- Work on projects that provide opportunities to the public and also committee member organizations to learn and participate in resolving issues affecting the river
- Help promote and support river enhancement projects
- Participate in decisions around dispersing funding to entities requesting financial help with projects meeting the goals in #5, p.15 in the Management Plan
- Actively fulfill the function of liaison between one's town, the town land trust and other town-based conservation organizations.
- Help in preparing the annual report of the Committee and in publicizing any pressing needs or issues requiring attention or assistance from the local, state and /or federal government

Responsibilities

- Attend monthly committee meetings and/or coordinate with the alternate member(s) so that each town has at least one representative present at every meeting
- Serve actively on one subcommittee, for example, Stewardship, Small Grants, Education and Outreach, Management Plan update
- Report to one's town on committee activities annually or as the town requests.
- Stay up to date on the activities of one's town land use boards and commissions, for example, planning, zoning, inland wetlands and watercourses and conservation and report to the Wild and Scenic committee as needed on matters where the Committee could provide support or that could affect stream flow and the ORVs
- Alert the National Park Service to relevant projects that require federal funding, permitting or licensing so that the NPS can provide input

This description of roles and responsibilities reflects the Lower Farmington River and Salmon Brook Management Plan and the experience of the upper river's Farmington River Coordinating Committee. For more information, see Chapter 3 of the Management Plan at the link below.

<http://lowerfarmingtonriver.org/docs/MP-Chapter3.pdf>



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Caroline Meckel from the Economic Development Commission & the Sustainability Team
2. **Date of Board Meeting:** August 12, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
The following motion is in order:

Move to accept the resignation of Caroline Meckel (D) as a member of the Economic Development Commission and the Sustainability Team retroactive to August 11, 2019.

5. **Summary of Submission:**

Caroline Meckel has informed the town that she regrettably has to resign from the Economic Development Commission due to a new job that she will be starting. Ms. Meckel was willing to serve until a replacement could be identified. Ms. Meckel's term was set to expire on October 10, 2020; the person ultimately appointed to fill her vacancy will have the same expiration date.

Per Town Charter, the person appointed by the Board of Selectmen to fill Ms. Meckel's seat must be from the same political party, in this case a Democrat; legal counsel has confirmed this. Based on the attached membership policy resolution, ideally a replacement for Ms. Meckel should have expertise in tourism.

Ms. Meckel was the EDC member appointed to the Sustainability Team. Due to her resignation from the EDC she will also be resigning from the Sustainability Team. The EDC next meets on August 28th. We will add to their agenda discussion on a replacement to the Sustainability Team; once an EDC member is identified we will add that appointment to a future Board of Selectmen agenda.

6. **Financial Impact:**

None

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

- a) Resignation Submission from Caroline Meckel, received July 21, 2019

From: Caroline Meckel [REDACTED]
Sent: Sunday, July 21, 2019 9:57 PM
To: Capriola Maria E.; Wellman Eric; Bob Crowther; Cheri Calnan
Subject: EDC + Sustainability Commission

Hi folks,

I hope you had a nice weekend!

Good news: I finally landed a teaching job! I will be teaching Biology at Achievement First Hartford High School.

Bad news: It is an extremely time and labor intensive job and emotionally demanding. Especially this first year of teaching, I will not have much free time and I am concerned that I will not be able to give Simsbury my 100% effort in my role on the EDC and as liaison to the Sustainability Commission.

I would like to continue working with the commissions, yet I do not think it is fair because my attendance and work-effort will be inconsistent. I think it would be better for the Town to have someone else take my role who can devote more attention and energy to the work.

I can continue until you find a replacement and will be able to make the next EDC meeting as well as the next Sustainability meeting.

I am terribly sorry about this. I have really enjoyed my work and getting to know all of you! It feels like I'm letting you down by stepping away, but I know I will be doing that for certain if I try to balance this incredibly demanding new job and my responsibilities to the Town.

Thank you for giving me the opportunity to serve and I hope I have had some positive impact in the short time I've been working.

All the best and with sincere regret,

Carrie



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Appointment of Charmain Seavy to the Economic Development Commission

2. **Date of Board Meeting:** August 12, 2019

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

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the appointment of Charmaine Seavy to the Economic Development Commission (EDC), the following motion is in order:

Move, effective August 12, 2019 to appoint Charmaine Seavy (D) to the Economic Development Commission as a member with Tourism and Marketing expertise, with a term expiring October 10, 2020.

5. **Summary of Submission:**

At its October 10, 2018 meeting the Board of Selectmen approved the appointment of 7 members to the EDC, Caroline Meckel was one of those original appointments to the group. Ms. Meckel has recently resigned from the EDC due to her new work schedule.

Per Town Charter, the person appointed by the Board of Selectmen to fill Ms. Meckel's seat must be from the same political party, in this case a Democrat. Pursuant to the policy resolution regarding EDC membership, candidates with land use, architecture, communications, marketing, public relations, or tourism experience or who are members of the business community are preferred.

The Economic Development work group and Bob Crowther, EDC Chair, interviewed applicants in January 2019 for a different vacancy. During those interviews a number of strong candidates were identified with current EDC member Mr. Tom Earl being selected to fill that vacancy. Ms. Seavy was identified in January as a strong candidate with a marketing and communications background. She also serves on the Tourism Committee. Ms. Seavy is still interested in serving on the EDC.

Ms. Meckel's term was set to expire on 10/10/2020; if Ms. Seavy is appointed to fill her vacancy she will have the same expiration date.

Ms. Seavy has over 30 years of experience in marketing and media communications. Ms. Seavy is an active member in the Simsbury community, including working with the Chamber of Commerce. She is also a part of the Advertising Club of Connecticut.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- a) Application of Charmaine Seavy
- b) Charmaine Seavy Resume
- c) Adopted EDC Membership Policy Resolution, dated August 13, 2018



Simsbury, CT
933 Hopmeadow Street

Phone: (860) 658-3200

Volunteer Form

Good Government Starts with You

Date Submitted: January 10, 2019

Name: Charmaine L Seavy

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Party Affiliation: D

Current Occupation/Employer: CV Media, Inc.

Narrative: I graduated with honors from Drake University with a BA in Advertising in the School of Journalism in 1979. I have worked in the field of Advertising, Marketing & Media since 1979. I've owned my own business, CV MEDIA, INC. for 27 years in Simsbury and for almost 40 years where I've worked on national, regional, local consumer, institutional, political and business-to-business accounts. Strategic planning combined with development of marketing plans, tough negotiating skills and the ability to work with all types of media (TV, Cable, Radio, Outdoor, Newspapers, Magazines, Direct Mail, Digital banners/video/radio) to provide "added value" while delivering a complete package of services. A lifetime of experience makes a world of difference when it comes to making media campaigns deliver the clients targeted goals. I served on the Economic Task Force Marketing Team (2 years) where our biggest achievement was developing a new website for the Town of Simsbury. I've lived in Simsbury for 33 years, presently serving on Simsbury Tourism Committee and Simsbury Democratic Town Committee, Past President & Board Member of The Advertising Club of CT as well as being a member of the Simsbury Chamber of Commerce & Avon Chamber of Commerce. As a small business owner, I set my own schedule and make sure I attend meetings that I have a commitment to attend. I will arrange my schedule so that I can attend Economic Development Commission meetings.

Board(s) / Committee(s): ECONOMIC DEVELOPMENT COMMISSION

Charmaine L. Seavy, CV MEDIA, INC.

Over 30 years of experience on national, regional and local consumer, institutional and business-to-business accounts. Strategic planning combined with development of marketing plans, tough negotiating skills and the ability to squeeze promotions and “added value” dollars from the media while delivering a complete package of services. Always delivering a bigger bang for your media bucks!

There’s more than meets the eye when buying media. Getting the right placement and the right timing—and all without being overcharged—takes hard work, media savvy and tough negotiation skills. Charmaine Seavy is your secret weapon. She’s the one fighting in your corner for the best placements and the best prices. And she’s the only one who can get you all the extras you didn’t know you could get, like the no-charge spots, contests and interviews. A lifetime of expertise makes a world of difference when it comes to making your media campaign deliver your targeted goals.

Building critical media relationships while ensuring promised delivery for successful media campaign, and at the same time achieving higher media impact while reducing cost and delivering significant added value cross promotional opportunities, is what we do daily! Some of the clients we have had the privilege to work with include: CT rides, WTNH TV, Consumer Expos of New England, Dime Bank, Connecticut Association of Realtors, Sacred Heart Academy, Greater Hartford Arts Council, Hartford A Rising Star, Community Renewal Team, Masonicare, Women’s Health U.S.A., Greater Hartford Automobile Association, Connecticut Society of CPAs, CHET, Connecticut Lottery, Compassions and Choices, Connecticut Tourism, Saint Mary’s Hospital, Liberty Bank, as well as other retail, political, issue, consumer and business to business accounts. Always delivering a bigger bang for your media bucks!

EXPERIENCE:

1991 – Present, President, CV MEDIA, INC., Simsbury, CT

1986 – 1991, Media Director, DECKER RICKARD, Glastonbury, CT

1981 – 1985, Media Director, KATZ & ASSOC., St. Louis, MO

1979 – 1981, Senior Media Buyer, Batz-Hodgson-Neuwoehner, St. Louis, MO

EDUCATION:

1975 – 1979, Graduated with Honors, Drake University, B.A., Journalism,

AFFILIATIONS:

ADVERTISING CLUB OF CT - 1986 - Past President and Board of Directors

ADVERTISING CLUB OF ST. LOUIS, 1979 – 1985, President Lamplighters (under 30)

Senior Executive Women’s Network 2014 – Sponsor and Board of Directors

Simsbury Chamber of Commerce

Avon Chamber of Commerce

Simsbury Tourism Committee

Simsbury Economic Development Task Force Committee



Economic Development Commission Membership Policy Resolution

Move effective, August 13, 2018 to establish the desired skill sets and qualifications for the seven (7) Economic Development Commission membership slots as follows:

- (1) Member representing the Simsbury development community, commercial or residential
- (3) Members representing the Simsbury business community
- (1) Member with land use or architectural expertise
- (1) Member with marketing, public relations, or communications expertise
- (1) Member with tourism expertise

The intent of the Board is to fill the seven (7) membership slots with individuals possessing the identified skill sets and qualifications. If however, the Board is unsuccessful in identifying a qualified individual(s) to fulfill one or more of the membership slots, the Board of Selectmen may consider and appoint an individual(s) that possesses any of the desired skill sets identified above. No more than five (5) of the seven (7) members can be from the same political party.

Further move to establish three (3) Economic Development Commission ex-officio membership slots, in addition to the Town Manager as established by ordinance:

- (1) Member of the Board of Selectmen (liaison)
- (1) Member of the Planning Commission
- (1) Member of the Zoning Commission

The Board of Selectmen reserves the right to amend this resolution as necessary to modify membership qualifications for both regular and ex-officio members.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of David Moore from the Board of Ethics
2. **Date of Board Meeting:** August 12, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*

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

The following motion is in order:

Move to accept the resignation of David Moore (D) as a member of the Board of Ethics retroactive to July 10, 2019.

5. **Summary of Submission:**

David Moore has informed me, Town Clerk Ericka Butler and Eric Wellman that he is resigning from the Board of Ethics. Mr. Moore's term was set to expire on January 1, 2023; the person ultimately appointed to fill his vacancy will have the same expiration date.

Per Town Charter, the person appointed by the Board of Selectmen to fill Mr. Moore's seat must be from the same political party, in this case a Democrat; legal counsel has confirmed this. I would like to thank Mr. Moore for his eight years of service to the town as a member of the Board of Ethics.

6. **Financial Impact:**

None

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

- a) Resignation Submission from David Moore, received July 10, 2019



The Town of
Simsbury, Connecticut



BOARD OF ETHICS

July 10, 2019

Ms. Ericka Butler
Town Clerk, Town of Simsbury
933 Hopmeadow Street
Simsbury, Connecticut 06070

Re: Resignation from the Board of Ethics.

Dear Ms. Butler:

After over eight years of service, four and a half as either acting Chair and Chair, on the Town of Simsbury Board of Ethics, the time has come for me to step down, both as Chair and as a member from the Board of Ethics, effective immediately. The press of my business and my life in general has made it necessary to tender my resignation. It has been an honor and a pleasure to serve the Town on the Board, and I am grateful for the opportunity I was given to serve.

Sincerely yours,

David M. Moore, Esq.
Chair, Town of Simsbury Board of Ethics

Cc. Mr. Eric Wellman, First Selectman
Ms. Maria Capriola, Town Manager



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Brendan M. Walsh from the Police Commission

2. **Date of Board Meeting:** August 12, 2019

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

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

Move, effective August 12, 2019, to accept the resignation of Brendan M. Walsh (U) as a regular member of the Police Commission retroactive to July 23, 2019.

5. **Summary of Submission:**
The Town Clerk has received the resignation of Brendan M. Walsh as a regular member of the Police Commission.

Section 614 of the Charter states:

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

Mr. Walsh's term was set to expire on January 1, 2021; the term of the person ultimately appointed to fill his vacancy will have the same expiration date.

Per Town Charter, the person appointed by the Board of Selectmen to fill Mr. Walsh's seat must be registered as unaffiliated or be a member of a political party other than Republicans or Democrats.

6. **Financial Impact:**
None

7. **Description of Documents Included with Submission:**
a) Brendan M. Walsh's Resignation Letter, dated July 23, 2019

Ned, Chief,

As you might be aware the corporate office for Ensign Bickford Industries has been relocated to Denver Colorado. This move is requiring that our family relocate to Colorado by the middle of August. As a result, I will need to resign from the police commission board. I have enjoyed my time with the board and the great leadership of the police department has made our jobs easy. Thank you and I wish you and the board the best.





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Thomas E. Frank from the Zoning Commission (Alternate position)
2. **Date of Board Meeting:** August 12, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**

The following motion is in order:

Move, effective August 12, 2019, to accept the resignation of Thomas E. Frank (D) as an alternate member of the Zoning Commission retroactive to July 18, 2019.

5. **Summary of Submission:**

The Town Clerk has received the resignation of Thomas E. Frank as an alternate member of the Zoning Commission.

Section 205 of the Charter, "Vacancies: elective offices," states:

"... any vacancy, except a vacancy on the Board of Selectmen, in any elective Town office, including the Board of Education, shall be filled within forty-five (45) days of such vacancy by appointment by the Board of Selectmen, for the unexpired portion of the term or until the next regular municipal election, as defined in Section 9-1 of the General Statutes, whichever shall first occur."

Therefore, this vacancy must be filled no later than September 1, 2019. The appointee will serve until December 2, 2019, which is the date that the newly elected Zoning Commission Alternate will assume the position.

Section 205 of the Charter also states:

"Any such vacancy shall be filled by the appointment of a member of the same political party as the person vacating the office in the event said person was affiliated with a political party."

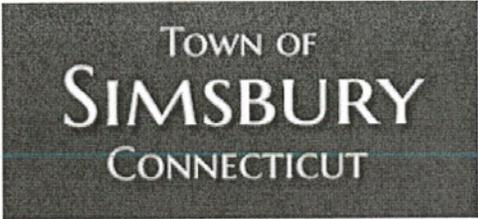
In this case, the selected individual to be appointed to fill Mr. Frank's seat would have to be a Democrat.

6. **Financial Impact:**

None

7. Description of Documents Included with Submission:

- a) Thomas E. Frank's Resignation Letter, dated July 18, 2019



Published on *Simsbury CT* (<https://www.simsbury-ct.gov>)

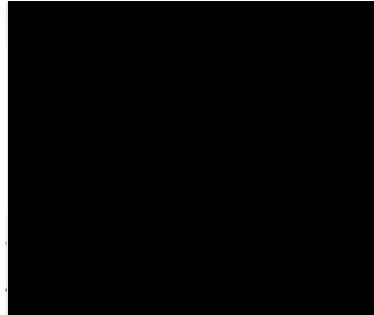
[Home](#) > [Government](#) > [Town Clerk](#) > [Resignation Submission Form](#) > [Webform results](#) > Resignation Submission Form

Submission information

Form: [Resignation Submission Form](#) ⁽¹⁾
Submitted by Anonymous (not verified)
July 18, 2019 - 5:34am

Member's Name
Thomas E Frank

Address

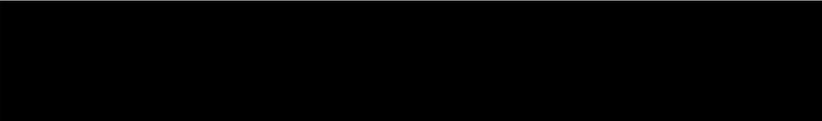


Name of Board/Commission
Zoning

Effective Date of Resignation
07/18/2019

Reason for Resignation

Any Additional Comments





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

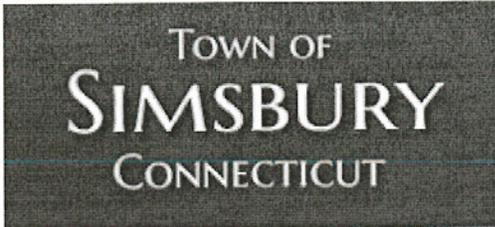
BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Gerald Post from the Culture, Parks & Recreation Commission
2. **Date of Board Meeting:** August 12, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
The following motion is in order:

Move, effective August 12, 2019, to accept the resignation of Gerald Post (R) as a regular member of the Culture, Parks & Recreation Commission retroactive to July 30, 2019.
5. **Summary of Submission:**
The Town Clerk has received the resignation of Gerald Post as a regular member of the Culture, Parks & Recreation Commission.

Mr. Post's term was set to expire on January 1, 2020; the term of the person ultimately appointed to fill his vacancy will have the same expiration date.

Per Town Charter, the person appointed by the Board of Selectmen to fill Mr. Post's seat must be from the same political party, in this case a Republican; legal counsel has confirmed this.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Gerald Post's Resignation Letter, dated July 30, 2019



Published on *Simsbury CT* (<https://www.simsbury-ct.gov>)

[Home](#) > [Government](#) > [Town Clerk](#) > [Resignation Submission Form](#) > [Webform results](#) > Resignation Submission Form

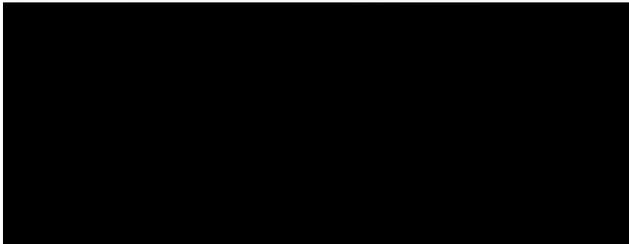
Submission information

Form: [Resignation Submission Form](#) (1)
Submitted by Anonymous (not verified)
July 29, 2019 - 4:17pm



Member's Name
Gerald Post

Address



Type of Member
Regular

Name of Board/Commission
Cultural Parks and Recreation

Effective Date of Resignation
07/30/2019

Reason for Resignation
Unable to commit time necessary

Any Additional Comments
Unable to commit time necessary to meeting and other required events.



CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:00p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Board members Michael Paine, Christopher Kelly and Chris Peterson. Absent Board members were: Sean Askham and Cheryl Cook. Others in attendance included: Town Manager Maria Capriola; Deputy Town Manager, Melissa Appleby; Director of Culture, Parks and Recreation Tom Tyburski; Library Director Lisa Karim; Finance Director/Treasurer Amy Meriwether; and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive, spoke about concerts at Simsbury Meadows, reducing fees and waivers for the Performing Arts Center, BYOB at events, mental health programs, the agenda item in executive session, Town contracts, the use of Eno Trust property, and other issues.

FIRST SELECTMAN’S REPORT

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

TOWN MANAGER’S REPORT

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

SELECTMEN ACTION

a) Tax Refund Requests

Mr. Paine made a motion, effective July 8, 2019, to approve the presented tax refunds in the amount of \$3,917.69, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds. Mr. Kelly seconded the motion. All were in favor and the motion passed.

b) Simsbury Meadows Performing Arts Center, Inc. 2018 Audit

Mr. Wellman said the Finance Director has reviewed the audit report for SMPAC for 2018 as prepared by Whittlesey.

Mr. Kelly made a motion, effective July 8, 2019, to accept the Simsbury Meadows Performing Arts Center, Inc. December 31, 2018 audit as presented. Mr. Paine seconded the motion. All were in favor and the motion passed.

c) Website & Social Media Accounts Request from 350th Anniversary Steering Committee

Mr. Wellman said the 350th Anniversary Committee is requesting the use of a sub-page on the Town’s website, a separate website, and new Facebook and Instagram pages to communicate with the community about the 350th Celebration.

Mr. Paine made a motion, effective July 8, 2019, to approve the use of the 350th page on the Town website, the use of the Simsbury350.com site, as well as the creation of Facebook and Instagram accounts to be used by the 350th Anniversary Committee to publicize their celebration events, of which Town staff liaisons Lisa Karim and Tom Tyburski will have oversight.

d) Golf Pro Contract Extensions

Mr. Wellman said this would be a one year extension to the current Golf Pro Contract with John Verrengia for the Pro Shop at Simsbury Farms. Also, a one year extension for the Golf Cart Lease Agreement is being proposed.

Mr. Kelly made a motion, effective July 8, 2019, to approve the Amendment to the Simsbury Farms Golf Course Golf Professional Personal Services Agreement as presented and authorize Town Manager Maria E. Capriola to execute the agreement; and to approve the Amendment to the Golf Cart Lease Agreement as presented and to authorize Town Manager Maria E. Capriola to execute the agreement. Mr. Paine seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

a) Tourism Committee Appointment

Mr. Paine made a motion, effective July 8, 2019, to appoint Jennifer Leimbach (R) to the Tourism Committee with a term to expire on December 2, 2019. Mr. Peterson seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of June 24, 2019

There were no changes to the Regular Meeting Minutes of June 24, 2019, and, therefore, the minutes were adopted.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

Mr. Peterson said the Friends of Simsbury Farms had a successful golf event, which raised approximately \$15,000 for the greater good of the complex.

COMMUNICATIONS

- a) **Memo re: Foodshare Agreement**
- b) **Hartford Foundation for Public Giving Greater Together Initiative**

Mr. Wellman said he is very excited that Foodshare will be expanding their services to Simsbury’s Cheese Day.

Mr. Paine said the people are very appreciative of this service.

EXECUTIVE SESSION

- a) **Pursuant to CGS §1-200(6)(E), Discussion of Correspondence Exempt from Disclosure: Attorney-Client Privilege (Tobacco Valley Solar Tax Stabilization Request)**
- b) **Pursuant to CGS §1-200(6)(B), Hoffman Phyllis W Trustee of Hoffman Rose Rhea 190 v. Town of Simsbury**

Mr. Paine made a motion to adjourn to Executive Session at 6:20 p.m. pursuant to CGS §1-200(6)(E), Discussion of Correspondence Exempt from Disclosure: Attorney-Client Privilege (Tobacco Valley Solar Tax Stabilization Request), and pursuant to CGS §1-200(6)(B), Hoffman Phyllis W Trustee of Hoffman Rose Rhea 190 v. Town of Simsbury, and to include Maria E. Capriola, Melissa Appleby, Attorney Robert DeCrescenzo, Amy Meriwether, David Gardner and Francine Beland. Mr. Peterson seconded the motion. All were in favor and the motion passed.

ADJOURN

Mr. Peterson made a motion to adjourn from Executive Session. Mr. Paine seconded the motion and it passed unanimously. Executive Session adjourned at 7:00 pm.

Mr. Peterson made a motion to adjourn the meeting. Mr. Paine seconded the motion and it passed unanimously. The meeting adjourned at 8:00 pm.

Respectfully submitted,

Kathi Radocchio
Clerk

CALL TO ORDER

The Special Meeting of the Board of Selectmen was called to order at 6:00 p.m. in the Board of Education Conference Room of the Simsbury Town Hall. Present were: Deputy First Selectman Christopher Kelly; Board members Michael Paine, Sean Askham, Chris Peterson, and Cheryl Cook. First Selectman Eric Wellman was absent. Others in attendance included: Town Manager Maria Capriola; Deputy Town Manager Melissa Appleby; Janell Mullen, Code Compliance Officer; Kristen Formanek, Director of Community and Social Services; Kristyn Kalman, Community Social Worker; and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the pledge of allegiance.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive, spoke about employee grievances, the police department's midnight shift, event parking at the Performing Arts Center, the addition to the barn at the Performing Arts Center, the barn at the triangle of Barndoor Hills Road, the parks and open space master plan, and other issues.

Robert Kalechman, 971 Hopmeadow Street, spoke about the ice cream social under agenda item B, the 2019 municipal elections, maintenance of Town-owned property, and other issues.

SELECTMEN ACTION

a) FY 19/20 Youth Services Bureau Grant and Enhanced Grant

Ms. Capriola said that these are long-standing grants that provide funds for various programs, services, and activities for Simsbury youth and their families. The grant application is due by certified mail by July 22nd. Ms. Cook asked whether we will be able to purchase Narcan now that the Enhanced Grant allocations are on hold. Ms. Formanek said that we may be able to purchase it through a different grant source. Ms. Capriola added that if grant funds are not ultimately available for this purpose, we could work to identify an alternative funding source, such as one of the special revenue funds.

Mr. Askham made a motion, effective July 15, 2019, to approve submitting applications for the Youth Service Bureau Grant and the Youth Service Bureau Enhanced Grant, and to authorize Maria E. Capriola, Town Manager, to execute the attached Youth Service Bureau and Enhanced Grant Applications. Further move to accept the Youth Service Bureau Grant and Youth Service Bureau Enhanced Grant and to authorize Maria E. Capriola, Town Manager, to execute all documents related to the grant awards. Ms. Cook seconded the motion. All were in favor and the motion passed.

b) Public Gathering Permit – 2019 Ice Cream Social Meet and Greet with Representative Hampton

Ms. Capriola said that staff received a request from Jason Knight, Constituent Engagement Coordinator, for the use of the Tariffville gazebo on July 20 for an ice cream social. The host, Representative Hampton, will provide pre-packaged ice cream.

Mr. Askham made a motion, effective July 15, 2019, to approve the public gathering application for the Offices of State Rep. John Hampton to host an ice cream social at the Tariffville Gazebo on July 20, 2019 as presented and to authorize the issuance of the public gathering permit. Mr. Paine seconded the motion. All were in favor and the motion passed.

ADJOURN

Mr. Paine made a motion to adjourn at 6:20 p.m. Mr. Askham seconded the motion. All were in favor and the motion passed.

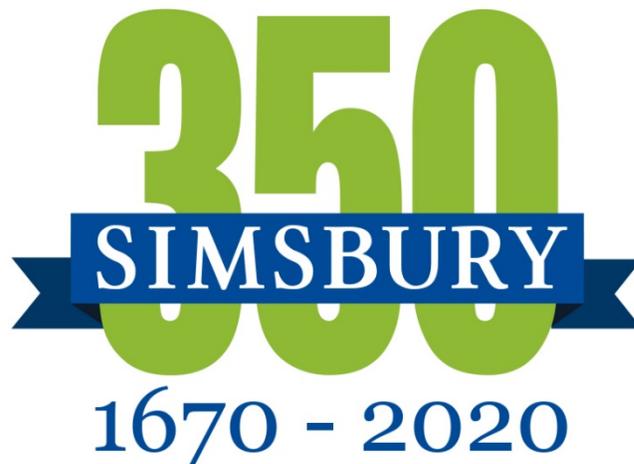
Respectfully submitted,

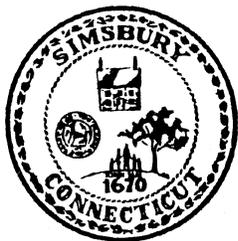
Melissa Appleby
Deputy Town Manager

MEMO

To: Board of Selectmen Members
From: Lisa Karim, Library Director
Tom Tyburski, Head of Culture, Parks & Recreation
CC: Maria Capriola, Town Manager
Date: July 24, 2019
Subject: 350 Anniversary Logo

The 350th Anniversary Marketing Subcommittee has been working with Jeff Dornenburg of Dornenburg Kallenbach Advertising to develop the below logo for the 350th Town anniversary. This logo has been adopted unanimously by the 350th Anniversary Committee.





Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Economic Development Commission and Tourism Committee
CC: Board of Selectmen
From: Maria E. Capriola, Town Manager
Date: July 19, 2019
Subject: Referral Regarding Tourism Committee Duties, Membership Composition, and Integration With the Economic Development Commission

At its meeting on June 24, 2019, the Board of Selectmen discussed a recommendation received from the Republican Town Committee to add a member to the Tourism Committee, which would have brought the total membership to 13 slots; the new member was added to the Tourism Committee at the July 8, 2019 Board of Selectmen meeting. After staff review, it was noted that the number of membership slots for Tourism has fluctuated over the years.

After discussion, the Board of Selectmen has referred this matter to the Economic Development Commission (EDC) and Tourism Committee as follows:

To respectfully request of the Tourism Committee a review of their membership composition. Additionally, that the Tourism Committee and Economic Development Commission review their roles and integrate their vision for Economic Development with respect to Tourism. The purpose of this referral is to seek both of their viewpoints on the number of total members and how they can work together in the future. A response is respectfully requested by the Board of Selectmen's first meeting in September 2019.

Staff and the First Selectman have reached out to the chairs of both committees to begin discussion on the referral. A referral response is respectfully requested by August 30, 2019, prior to the September 9th Board of Selectmen meeting (it is expected to be discussed further by the Board at that time). Please submit your responses to me in writing.

Thank you for your assistance with this matter.

FARMINGTON VALLEY VNA, INC.
Fiscal Year 2019
Annual Report: TOWN OF SIMSBURY

| SERVICE/PROGRAM | Clients Served: FY 2018-2019 |
|---|-------------------------------------|
| Blood Pressure Screenings | 1612 |
| Blood Glucose Screenings | 27 |
| Flu Vaccinations Given | 422 |
| Home Health Services | 1304 |
| Hospice Services | 763 |
| Health Supervision | 19 |
| Total Simsbury Residents: | 4147 |
| (Community Health Programs Public Funding) | (2061) |

The 2018-19 Fiscal Year Budget Proposal had a goal of reaching 1900 participants in the various health and wellness programs that were being offered through town funding. It is a valued success that our programs went beyond this with over 2060 hands-on, direct care services provided. Blood Pressure, Blood Glucose Screenings and Influenza Clinics serve to a routine population of residents and these scheduled events are always well attended. Many opportunities exist within every session between nurse and participant, that leads to further education and referral services. Our patrons in Simsbury then tend to ask for our services when they come from hospitals and nursing homes because they are familiar with our providers and our level of personal care. We are proud to partner with so many Simsbury groups, and we work diligently together with the Public Safety Committee, Community for Care and the Farmington Valley Health District to continue to create healthy initiatives that will make a more equitable and healthy community. Our goals are your goals: we will continue to serve those in need, regardless of financial constraints. We do not turn people away and we will always work together to create solutions that effect public health and well-being.

Nancy A. Scheetz, Executive Director



Farmington Valley Health District Annual Report 2018-2019

**Proudly
Providing
Public Health
Services To:**

**Avon
Barkhamsted
Canton
Colebrook
East Granby
Farmington
Granby
Hartland
New Hartford
Simsbury**

**95 River Road
Canton CT
(860) 352-2333**

Fvhd.org

**Farmington
Valley Health
District
Facebook**



**Prevent. Promote.
Protect.**



It is always an interesting and exciting time to be in public health and this past year was no different as we tracked emerging public health threats, launched new communication channels, continued to strengthen our community partnerships and launched a five-year strategic plan to better meet our statutory mandates using national accreditation as our benchmark.

In 2014, the CT General Assembly updated the statutory mandates of local health departments. Aligned with national standards, the “Ten Essential Services of Public Health” define the core functions that all local health departments must provide to protect the health of the communities they serve. The health district is working hard to build its capacity to meet these requirements. As part of this work, FVHD has convened a community health advisory group to develop a community health assessment that will help us better understand the critical public health issues facing our communities, the populations at greatest risk and the strategies and resources available to improve health. The District also continues to ensure that food establishments and salons are regularly inspected, public bathing areas are routinely tested, and septic systems are installed to protect our natural resources.

Unfortunately, our District has not been immune to the opioid epidemic and we routinely track data on opioid related deaths and overdoses to better understand the magnitude of the problem. The District worked collaboratively with our social service and police departments to promote drug takeback programs, provide educational outreach, increase access to Narcan and encourage medical providers to participate in the state Prescription Drug Monitoring Program.

The proliferation of vaping among youth is presenting a new challenge for public health as both the short- and long-term health consequences of vaping continue to emerge. The District joined with other public health agencies to advocate for and see passage of Tobacco21—a law that will reduce access to tobacco and vaping products by increasing the age of purchase.

This year we were excited to launch both a regular television series called “Health Matters” and a monthly newsletter focused on providing our community with the most up-to-date information on timely public health topics. These also provide an opportunity to highlight many of our community partners and the work we are doing jointly to improve the health of our community.

The pages that follow will highlight the work we do throughout the year to **Prevent** disease outbreaks, **Promote** programs and policies that support good health and **Protect** our communities from health threats.

Yours in Health,

Jennifer C. Kertanis, MPH
Director

Board Members

Avon: Brandon Robertson, Maura Shea
Barkhamsted: Debra Brydon
Canton: Warren Humphrey, Dennis Brown
Colebrook: Thomas McKeon
East Granby: David Kilbon (*Chairperson*)
Farmington: Kathleen Blonski (*Vice Chairperson*),
Jadwiga Gocłowski, Mary Jane Parlow
Granby: Diane Hernsdorf, Pat Chieski
Hartland: Beatrice Isabelle
New Hartford: Daniel Jerram
Simsbury: Susan Beardsley, Melissa Appleby, Jeff Shea

PREVENTING Disease Outbreaks and Conditions that Give Rise to Poor Health

870 Restaurant Inspections

137 Temporary Food
Permits Issued

3 Foodborne Outbreak
Investigations



81 Salon
Inspections

Ensuring sanitary conditions
and safe practices

96 Swimming
pools and public
bathing areas
tested and
inspected



50 Child Care Centers
Inspected



40 New Septic Permits

410 Septic Inspections

239 Septic Repair Evaluations

42 New Well Permits

Reducing the risk of infectious diseases
and exposure to environmental hazards

PROMOTING Health Programs & Policies that Support Good Health



20% of 12th graders report current use of vaping products. Vaping among youth has doubled in the past year. FVHD Board advocated in support of Tobacco 21—state legislation that will go into effect October 1, 2019 increasing the age of purchase for all tobacco products among youth in CT.



4 Matter of Balance
Classes

58 Participants

Falls are the leading cause of emergency room visits and hospitalizations among 65 and older—falls are preventable.

Year of Resilience: Building the Resilient Attributes of Youth

744 Students Reached

Recognized by the National Association of County and City Health Officials, (NACCHO) as a **Model Practice**. Grounded in research regarding the impact of adverse childhood experiences and overall health, the program teaches life skills to help students address challenges while building resilient attributes.



15 Classes Taught

760 People Trained

34 Reported Lives Saved

Question. Persuade. Refer.

Evidence-based suicide
prevention training



6 Chronic Disease
Management Programs Offered

48 Lives improved

Providing evidence-based programming for those living with chronic disease



“Health Matters”

28 Episodes

This year the Farmington Valley Health District embarked on producing our own television series. Working together with subject matter experts we film episodes on health topics. Check out a complete playlist of episodes on [YouTube](#).



90 Peer-to-peer connections

130 Attendees at *No Wrong Door*

Creating community conditions that support the mental health and wellbeing of our veterans, active duty military and their families through peer connections, trainings and partnerships.

12 Newsletters Issued



Providing to-to-date and information on key public health issues

Sign Up Here: www.fvhd.org

PROTECTING Members of Our Community from Health Threats- The Everyday and The Exceptional



Investigating potential disease outbreaks and infectious diseases to help identify sources and prevent the spread.



Participating in town and regional emergency response planning and conducting drills to ensure that we are prepared to respond in an emergency.



5 Disease Outbreaks Investigated



75 Radon test kits distributed

Protecting families from the second leading cause of lung cancer



FVHD worked with health departments in the Capital Region to become recognized by the National Association of County and City Health Officials (NACCHO) for Project Public Health Ready (PPHR) a peer reviewed evaluation of public health emergency response capabilities

Raising Awareness of Opioid Epidemic

FVHD participated in drug take back days and opioid forums while providing data and statistics on opioid related deaths and overdoses

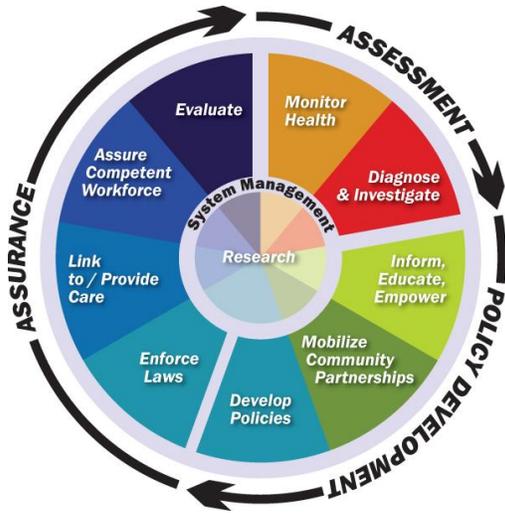


Disease Tracking

FVHD monitors surveillance data to track disease trends and emerging health threats including the measles outbreaks, influenza, tuberculosis, vector borne illness like West Nile Virus, to name a few.

10 Essential Services of Public Health

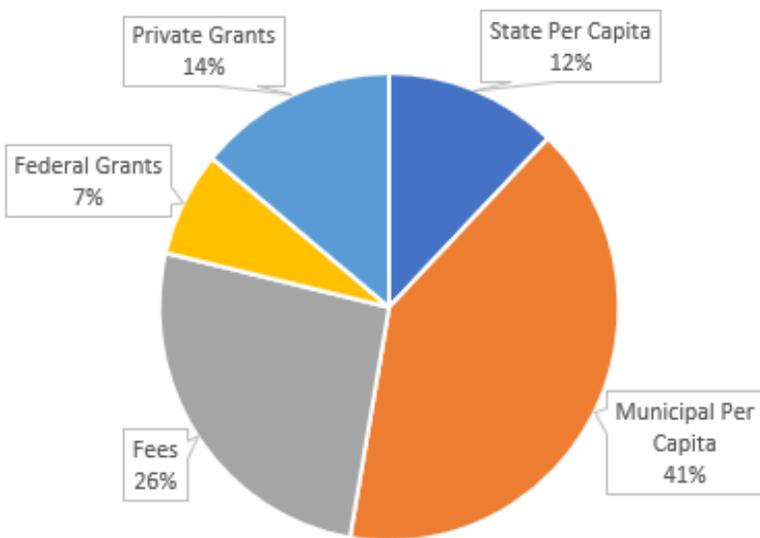
The Farmington Valley Health District is responsible for delivering the **10 Essential Services of Public Health**. The Essential Services outline the functions that should be expected of a local health department to improve and protect the health of the public.



Budget FY 18-19

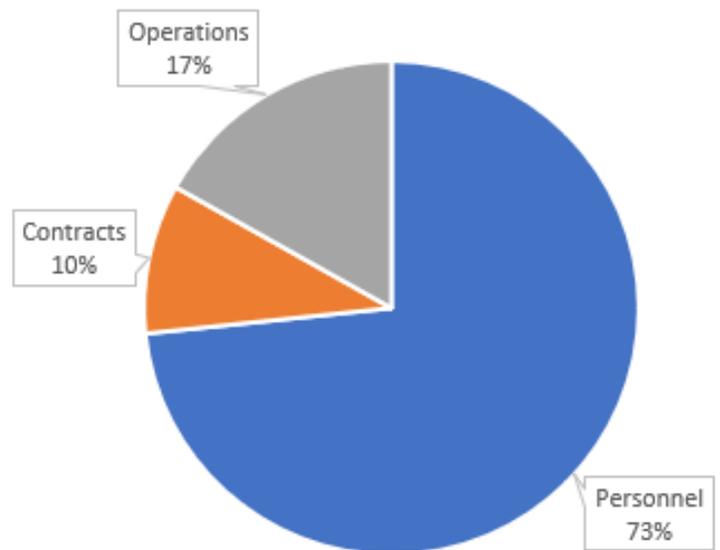
Revenue

Total \$1,482,879



Expenditures

Total \$1,483,132



FVHD

Team

Director of Health
Jennifer Kertanis, MPH

Administrative
Deb Doyon
Administrative
Assistant

**Environmental
Protection**
Dianne Harding R.S.
Chief Sanitarian

Patricia Gigliotti R.S.
Senior Sanitarian

Kristin Kula R.S.
Registered Sanitarian

Community Health
Justine Ginsberg, R.N.
Community Health Coordinator

Leesa Philippon
RGH Coordinator

Sarah Altieri
Community Health Program
Associate

Emergency Preparedness
Melissa Marquis, R.N., M.S.
Public Health Emergency
Response Specialist

Food Protection
Tanielle Davis, MPH
Food Service Coordinator

Kevin Closter
Environmental Health
Inspector

Bianca Maiorino
Environmental Health
Inspector

Jason Brown
Environmental Health
Inspector

Miranda Arnold
Environmental Health
Inspector





Farmington Valley Health District
95 River Road, Canton CT 06019
860.352.2333



Website

<http://www.fvhd.org/>



Facebook

<https://www.facebook.com/info.fvhd.95>



McLean

July 31, 2019

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

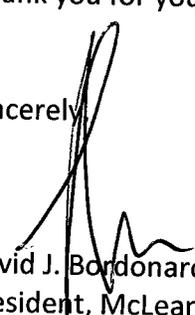
Dear Maria,

Thank you for the generous grant of \$5,000 to the McLean Meals-on-Wheels program from the Town of Simsbury. We truly appreciate your response to our request this year. With the highest use of this program it is so important to have the donations from towns and local organizations to offset the cost of reduced-price meals to needy clients and the overall costs of the program which are not included in the fees to recipients.

McLean and the Town of Simsbury share the same strong commitment to make life better for our neighbors and residents. Our goal for the Meals on Wheels program has always been to keep the price of meals affordable, because we have found that the majority of our recipients are in the low-income bracket and unable to provide meals for themselves. We also strive to ensure that no one is ever denied meals because of an inability to pay.

Thank you for your support!

Sincerely,



David J. Bordonaro
President, McLean

75 Great Pond Road • Simsbury, CT 06070

860-658-3700

McLeanInspiredLiving.org





Town of Simsbury

66 TOWN FOREST ROAD, SIMSBURY, CONNECTICUT 06070
Phone (860) 658-3222 Fax (860) 408-5416 E-mail troy@simsbury-ct.gov

~ Thomas J. Roy, P.E. – Director of Public Works ~

July 31, 2019

Dear Resident:

We are reaching out to you today to inform you that the Town will be replacing the sidewalks in your neighborhood. We anticipate the work will begin in September and continue through the fall. This is part of a larger town-wide project to replace our aging sidewalks and promote walkable and safe streets, as well as improve the appearance of our neighborhoods.

The scope of this project includes replacing the existing asphalt sidewalks in kind and installing new ADA-compliant (handicapped-accessible) concrete ramps. We will also be installing new drainage at various locations throughout the neighborhood to help with some of the wet areas that have historically been a problem. Additionally, a few sections of sidewalk will be removed, while others will be extended further to allow for a more coherent sidewalk network. Please see a detailed map of the project at: <https://www.simsbury-ct.gov/sidewalkprojects>

What to expect

Construction is anticipated to begin in late August or early September and will continue through October 2019. Work will be conducted between 7:00 A.M. and 4:00 P.M., Monday through Friday. We do not anticipate any work during weekends.

Landscaping and lawns located within the public right-of-way may be impacted during construction. All lawn areas disturbed by construction operations will be repaired with topsoil and seed. Any paved driveway segments removed in the course of installing new sidewalks will be replaced with new asphalt.

There may be intermittent delays on roads and driveway approaches as construction equipment moves throughout the area and work is being performed. The contractor will make an effort to minimize delays to residents and ensure access to homes is maintained throughout the project. Mail and trash service will continue throughout the project with minimal interruption.

How you can help

During this time, we ask for your patience and cooperation. You can facilitate our work by:

- Parking cars away from the sidewalks during working hours of 7:00 A.M. to 4:00 P.M.
- Marking and clearly identifying any lawn sprinklers that are installed within 12 feet of the pavement.
- Keeping children and pets away from the construction work and equipment. Equipment may be parked on the roadway overnight.

You will begin seeing utility companies painting the streets and sidewalks and placing little flags in your yard. Please do not remove or alter these marks, as they indicate the location of underground utilities.

We also request that, when driving or walking through and around the construction area, you follow and obey all construction traffic signage. This is for your safety, as well as the safety of the workers on site.

Should you have any questions regarding this project, you may reach the Public Works Department at (860) 658-3222.

Sincerely,

A handwritten signature in black ink that reads "Thomas J. Roy". The signature is written in a cursive style with a large, sweeping initial "T" and a long, horizontal stroke at the end.

Thomas J. Roy, P.E.
Director of Public Works

TR/cv



Town of Simsbury

66 TOWN FOREST ROAD, SIMSBURY, CONNECTICUT 06070
Phone (860) 658-3222 Fax (860) 408-5416 E-mail troy@simsbury-ct.gov

~ Thomas J. Roy, P.E. – Director of Public Works ~

July 31, 2019

Dear Resident/Business Owner,

In the upcoming weeks, the Town of Simsbury will be paving the Farmington River Trail located along West Street. The project will span from Hopmeadow Street to the Simsbury High School.

In preparation for paving, the Town's contractor will be milling the trail (removing the asphalt). Residents and business owners should be aware that there will be areas of uneven pavement on the trail and should use caution when entering and exiting properties. We will work closely with all property owners to minimize any disruptions.

This project is expected to move quickly with minimal disruptions to the public. During this time, we ask for your patience and cooperation. You can facilitate our work by:

- Keeping a safe distance from the crews working on this project and their equipment;
- and
- Parking cars away from the trail.

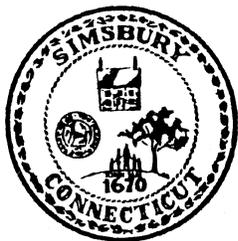
Questions regarding this work should be directed to the Public Works Department at (860)-658-3222.

Sincerely,

A handwritten signature in black ink that reads "Thomas J. Roy". The signature is written in a cursive style.

Thomas J. Roy, P.E.
Director of Public Works

TR/cv



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen Members
From: Maria Capriola, Town Manager
Date: August 6, 2019
Subject: Rainbow Crosswalk

As you know the Town has received a large amount of positive feedback regarding the temporary rainbow crosswalk that was installed at the entry way to the Performing Arts Center. The temporary crosswalk installation coincided with the Board of Selectmen issuing a proclamation in support of LGBTQ pride month and the Talcott Mountain Music Festival. We have since received numerous inquiries as to whether or not the rainbow crosswalk installation could become permanent.

We also received some negative feedback about the crosswalk. Sample concerns were that it is a non-compliant crossing, dissatisfaction with local tax dollars being used for the materials, and objections to the installation due to political and/or religious beliefs. For reference, approximately \$220 was spent on materials for the project.

Internally, staff has reviewed the request to make the rainbow crosswalk installation permanent. The staff review included members of our traffic authority group (myself, Police Chief, Public Works Director, Town Engineer, Planning Director). Our Traffic Authority group reviews broader traffic and mobility issues that affect motorists, pedestrians, and cyclists. Staff has recommended that the crosswalk be temporary as this will limit some of the issue with the non-compliance with national standards and possibly attract more attention each year when it is painted. Currently, our staff will be painting this cross walk as part of our annual maintenance back to a traditional white pattern in the next few weeks.

Should the Board continue to formally support LGBTQ pride month annually, staff's recommendation is that the rainbow crosswalk be installed on a temporary basis coinciding with the Talcott Mountain Music Festival. In the event that a proclamation is issued, we believe that the current location and duration is appropriate. For a permanent installation, staff recommends that a rainbow marking, design or artwork be installed on the multi-use trail on a section of Iron Horse Boulevard adjacent to the PAC and Rotary Playground. Should the Board desire, staff can assist with coordinating a community event in which members of the public could participate in

painting the trail. One such appropriate time could be on Coming Out Day, which will be held on October 11th of this year.

Staff will plan to proceed with this course of action should the Board of Selectmen support it. Please let me know the desire of the Board on this matter.