



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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## SIMSBURY BOARD OF SELECTMEN

Main Meeting Room – Simsbury Town Hall – 933 Hopmeadow Street, Simsbury  
Regular Meeting – March 9, 2020 – 6:00 p.m.

### PLEDGE OF ALLEGIANCE

### PUBLIC AUDIENCE

### PRESENTATIONS

- a) Recovery Friendly Community Initiative

### FIRST SELECTMAN'S REPORT

### TOWN MANAGER'S REPORT

### SELECTMEN ACTION

- a) Tax Refund Requests
- b) Acceptance of Donation from Hartford Federal Credit Union
- c) Public Gathering Permit – 2020 Simsbury Junior Women's Club Craft Show
- d) Public Gathering Permit – 2020 Valley Collector Car Club Show
- e) Public Gathering Permit – 2020 Farmington Valley Jewish Congregation Rosh Hashana Event
- f) Public Gathering Permit – Simsbury Performing Arts Center Theater Guild Performance
- g) Public Gathering Permit – Simsbury Performing Arts Center Freemason's Festival
- h) Public Gathering Permit – Simsbury Parks and Recreation 2020 Easter Egg Hunt
- i) MIRA Statement of Interest
- j) Rescission of SCTV Location Charge to Public Building Committee
- k) Referral of Town Manager Employment Agreement to Personnel Sub-Committee
- l) Proposed Clean Water Bond Refunding
- m) FY 20/21 Budget Discussion and Adoption



### APPOINTMENTS AND RESIGNATIONS

- a) Sustainability Team Appointment and Member Composition

### REVIEW OF MINUTES

- a) Regular Meeting of February 24, 2020

### SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

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**COMMUNICATIONS**

- a) Sustainability Team Annual Report
- b) Coronavirus Communications
- c) Eversource Vegetative Management Correspondence
- d) Memo from J. Shea RE: PFAS Report
- e) FEMA Flood Map Discovery Report

**ADJOURN**



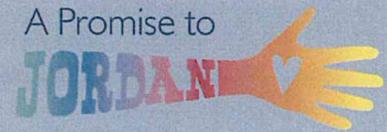
# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Recovery Friendly Community Initiative
2. **Date of Board Meeting:** March 9, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community and Social Services; Lisa Gray, Executive Director, A Promise to Jordan  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
This presentation is informational. However, if the Board of Selectmen is in support of proceeding with the Recovery Friendly Community program, the following motion is in order:  
  
*Move effective, March 9, 2020 to endorse and support the pursuit of the establishment of Simsbury as a Recovery Friendly Community.*
5. **Summary of Submission:**  
A brief overview of the Recovery Friendly Community designation will be presented by Lisa Gray, Executive Director of a Promise to Jordan, with assistance from Community and Social Services Director Kristen Formanek. A Recovery Friendly Community seeks to support recovery efforts through resources, positive messaging, and promotion of supportive environments. This project is also part of the requirement for our CT State Opioid Response Initiative Community Mini-Grant. If this project moves forward, Community and Social Services staff will collaborate with APTJ and will support the initiative. A Promise to Jordan will be the Lead Agency and Community Champion, partnering with our Department of Community and Social Services.
6. **Financial Impact:**  
Staff time will be required to help support this initiative. We have recently been awarded \$5,000 as part of the CT State Opioid Response Initiative Community Mini-Grant. Funds will be expended on grant deliverables, including the establishment of a Recovery Friendly Community. Staff support and collaboration will be given in kind. There is no Town match required for this initiative or grant period.
7. **Description of Documents Included with Submission:**
  - a) Recovery Friendly Community Presentation Slides



## MAKING SIMSBURY “RECOVERY-FRIENDLY”

Why it’s important and how we achieve it.

### “RECOVERY-FRIENDLY”

The State of Connecticut Alcohol and Drug Policy Council (ADPC) Recovery and Health Management Subcommittee is leading an initiative to designate Connecticut communities as "Recovery-Friendly".

Three Connecticut Communities have achieved “Recovery-Friendly” status:

- Bristol
- Danbury
- New Britain (January 8, 2020)

## WHY IS “RECOVERY-FRIENDLY” IMPORTANT?

- Deaths caused by addiction are rising at an alarming rate.
- Accidental overdose is now the LEADING cause of death for people in the U.S. under age 50.
- About 5.1 million young adults in the U.S. age 18 to 25 battled a substance use disorder in 2017, which equates to 14.8% of this population and about 1 in 7 people. About 3.4 million young adults age 18 to 25 had an alcohol use disorder in 2017, or about 10% of young adults.
- In 2018, there were 1,017 overdose deaths in CT. In 2019, there were 1,200 – an 18% increase. The average age was 43.
- Since 2012, Simsbury has lost at least 14 of its residents or former residents to an accidental overdose.
- An estimated 24 million Americans are in recovery from opioid and other addictions. Law of averages = 12% of Simsbury population.

## WHY IS “RECOVERY-FRIENDLY” IMPORTANT?

- 85% of individuals receiving treatment relapse within their first year.
- The most common reasons for relapse include:

STRESS  
 NEGATIVE MOOD AND ANXIETY  
 DRUG/ALCOHOL RELATED CUES  
 TEMPTATIONS  
 BOREDOM  
 LACK OF A POSITIVE ENVIRONMENT

## WHAT IF WE COULD CHANGE THAT FOR SIMSBURY RESIDENTS?

What if we could ease their

**STRESS, NEGATIVE MOOD AND ANXIETY** – by offering more resources for people in recovery to turn to in times of stress

**DRUG-RELATED CUES AND TEMPTATIONS** – by being conscious of messaging overtly or subliminally encouraging alcohol and drug use

**BOREDOM** – by hosting recovery-friendly programs, activities and events

**LACK OF A POSITIVE ENVIRONMENT** – by embracing them and showing them that their community cares about their needs and supports their efforts.

## WHAT DOES “RECOVERY-FRIENDLY” LOOK LIKE?

### Establishing a Recovery Friendly Community *(rev. 12/29/20)*

This document is intended to provide guidance to municipalities that are interested in supporting those residents who are in recovery from a substance use condition by 1) raising awareness of the nature of such conditions, 2) promoting health and recovery by reducing stigma and discrimination and 3) building or improving the environmental factors necessary for “recoveryees” to flourish. Expected benefits of a Recovery Friendly community may be reduced substance use, reduced overdoses, reduced crime, an improved community sense of compassion, humanity and citizenship, and positive statewide visibility.

1. Municipal Leadership		Yes	Not yet	Next Steps
a.	The mayor, Town Council and/or Board of Directors is in agreement with developing a recovery friendly community.			
b.	The mayor, Town Council and/or Board of Directors has appointed a recovery “champion”. The champion is a person who is committed to supporting recovery from substance use conditions and who is willing and empowered to lead the town/city-wide efforts necessary for becoming “Recovery Friendly” by convening Department heads, other leaders including faith leaders, youth and persons in recovery on a monthly basis to develop and monitor the community enhancements outlined in this document. <i>(The “RFC Planning Group”)</i>			
c.	The city/town has a “Local Prevention Council” and if so, this Council is integral to the mission of the Recovery Champion.			
d.	The town website reflects that it is a “Recovery Friendly Community”.			
2. Municipal Department “Buy-In”		Yes	Not yet	Next Steps
a.	The Parks and Recreation Department hosts recovery-friendly activities and events.			
b.	The Schools offer: substance use and problem gambling education; alternative peer groups; family support for identified substance use problems; student recovery groups; recovery promotion and anti-stigma activities, etc.			
c.	Police and Fire Department personnel encourage treatment and other recovery approaches and are knowledgeable about local resources.			
d.	The Social Services and Health departments are well versed in treatment and recovery options that reflect multiple pathways of recovery.			
e.	The Human Resources department includes addiction and recovery awareness training as part of their new staff orientation and offers EAP services.			
f.	The city/town welcomes safe and stable recovery housing.			
g.	There are community centers for youth and adults.			

3. Community Attitudes		Yes	Not yet	Next Steps
a.	Businesses are open to hiring people in recovery and advertise same.			
b.	Community organizations are open to providing volunteer opportunities to people in recovery.			
c.	The Community supports formerly incarcerated individuals.			
4. Community Resources		Yes	Not yet	Next Steps
a.	Residents know how and where to obtain Narcan.			
b.	Hospital emergency departments have recovery coaches available.			
c.	Faith-based resources are recovery-informed and easily accessible.			
d.	Residents know how to access peer support and mutual aid groups and are aware of other pathways of recovery.			
e.	Local transportation is available to individuals seeking treatment or a support group.			
f.	Residents know how and where to access treatment and other recovery resources, including recovery coaches, in the community.			
g.	Residents know how to access "Telephone Recovery Support".			
h.	Physicians that prescribe medication for substance use disorders are easily identified and available.			
i.	Family education and support groups are available.			
j.	Food, clothing and other basic supports are readily available.			

**WHAT WILL IT TAKE TO CHANGE THAT FOR SIMSBURY RESIDENTS?**

- The Town of Simsbury declares it's intention to become a Recovery Friendly Community
- The Town of Simsbury designates A Promise To Jordan as our Community Champion to lead the efforts of becoming Recovery Friendly
- The Town of Simsbury commits to assisting in these efforts; the Department of Community and Social Services will partner in these efforts along with the Farmington Valley Health District
- Our recently received mini grant through the Connecticut State Opioid Response Initiative will focus on this effort and other efforts to combat Opioid Use Disorder. Staff time will be given in-kind.



# Town of Simsbury

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SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** March 9, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

*Move, effective March 9, 2020 to approve the presented tax refunds in the amount of \$1,631.63, 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 \$1,631.63. The attachment dated March 9, 2020 has a detailed listing of all requested tax refunds.

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

- a) Requested Tax Refunds, dated March 9, 2020

REQUESTED TAX REFUNDS  
MARCH 9, 2020

	<b>BILL NUMBER</b>	<b>TAX</b>	<b>INTEREST</b>	<b>TOTAL</b>
<b>List 2018</b>				
CAB East LLC	18-03-52418	\$173.06		\$173.06
Denis Zundell Z	18-03-54558	\$220.19		\$220.19
Honda Lease Trust	18-03-58351	\$340.28		\$340.28
JP Morgan Chase Bank	18-03-59215	\$205.04		\$205.04
Nissan Infiniti LT	18-03-63481	\$465.23		\$465.23
Sieber Barbara T	18-03-67071	\$104.94		\$104.94
VW Credit Leasing Ltd	18-03-69658	\$122.89		\$122.89
<b>Total 2018</b>		<b>\$1,631.63</b>	<b>\$0.00</b>	<b>\$1,631.63</b>
<b>TOTAL 2018</b>		<b>\$1,631.63</b>	<b>\$0.00</b>	<b>\$1,631.63</b>
<b>TOTAL ALL YEARS</b>		<b>\$1,631.63</b>	<b>\$0.00</b>	<b>\$1,631.63</b>



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SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Acceptance of Donation from Hartford Federal Credit Union
2. **Date of Board Meeting:** March 9, 2020
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 accepting the donation from Hartford Federal Credit Union, the following motion is in order:  
  
*Move, effective March 9, 2020 to accept the \$2,000 monetary donation from Hartford Federal Credit Union for the purpose of supporting our food programs.*
5. **Summary of Submission:**  
The Hartford Federal Credit Union solicited employee and member donations. Their donation of \$2,000 will be used to support the Community & Social Services Cheese Day Program, Bread Day, and our Food Closet.  
  
Chapter 100 of our Code of Ordinances, "Gift Policy," requires that monetary donations over \$1,500 be accepted by the Board of Selectmen. If the donation is accepted I will direct staff to send a thank you letter to the Hartford Federal Credit Union.
6. **Financial Impact:**  
Simsbury Community & Social Services has received a donation from the Hartford Federal Credit Union in the amount of \$2,000 to be used to support our food programs that support our residents in need. The funds would be deposited into the Social Worker's Contingency Fund, which is used for these programs.
7. **Description of Documents Included with Submission:**  
None



# Town of Simsbury

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SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – 2020 Simsbury Junior Women’s Club Craft Show
2. **Date of Board Meeting:** March 9, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:  
  
*Move, effective March 9, 2020 to approve the public gathering application for the 2020 Simsbury Junior Women’s Club craft show and to authorize the issuance of the public gathering permit with the condition that the event is not permitted to use power.*
5. **Summary of Submission:**  
The Public Gathering Committee has approved the application for the Simsbury Junior Women’s Club craft show event. The event will be held on September 19 and 20, 2020 at the Commuter lots located off Iron Horse Boulevard. The event set-up will start Friday, September 18, 2020 at 8:00am and clean-up will end Monday, September 21, 2020 at 12:00pm. The Simsbury Junior Women’s Club is now coordinating the annual fall craft show that was previously done by the Simsbury Woman’s Club.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**
  - a) Application, Map and Summary of Event



# Town of Simsbury

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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 Junior Women's Club

Applicant's Name: Amber Abbuhl

Mailing Address: PO Box 683 Simsbury CT 06070

Phone: 860.432.2444 Email: Simsburyjuniorse@gmail.com

Event Location: PARKING LOT D2 Between Iron Horse Blvd, Wilcox St and Jim Gallagher Way

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

Exact Time(s)/Date Begin: Friday 9/18/20 8am End: Monday 9/21/20 12 noon

Number of people expected to be present for the event (incl. staff, volunteers, attendees): 3,500

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

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

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

**EVENT INFO**

Description of Event: 51<sup>st</sup> Annual Arts & Crafts Festival

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Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES  NO  NUMBER: 24

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

Portable toilets: YES  NO  NUMBER: 7

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

Tent: YES  NO  SIZE: 20 x 20  
OPEN SIDES  ENCLOSED

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

Lighting and/or sound equipment: YES  NO

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

Does your event require electrical access? YES  NO

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

will plug into electrical box as in prior years. No additional electricity necessary.

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

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

Will alcohol be served at your event? YES  NO

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

Will road closure(s) be necessary? YES  NO

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

See Attachment with event details

**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 

*we will apply for sign permits*

**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

*See Attached*

**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>

*Food Trucks and vendors providing samples will be responsible for obtaining applicable permits.*

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

860-658-3234

**Tent:**

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

CAPACITY: 20x20 Plus 6 tables & chairs  
 ENCLOSED

- 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:

Festival has been held at this venue for past several years.

Will on-site private security be provided? YES  NO  NUMBER: 1

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

- Where will they be located? IN PARKING LOT<sup>(D2)</sup> overnight (7pm to 7am)

FRIDAY Sept. 18 and SATURDAY Sept 19

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

860-658-7213

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

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

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

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

860-658-3836

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

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

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

Will athletic field lighting be necessary? YES  NO

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

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

*Attendance is staggered - will provide 7 units as in prior years*

**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): Amber Abbuhl

Applicant's Signature: *Amber Abbuhl*

Date Signed: January 21, 2020

## REQUIRED SIGN OFFS (in order required)

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

## **Simsbury Junior Woman's Club 51st Annual Arts & Crafts Festival**

### **PUBLIC GATHERING PERMIT INFORMATION**

The following document outlines the timeline and the physical attributes of the Arts & Crafts Festival sponsored by the Simsbury Junior Woman's Club (formerly sponsored by the Simsbury Woman's Club):

- **Thursday, Sept. 17, 2020**
  - 7:00 pm – Need to restrict parking in lot D2 – Close off between Wilcox and Jim Gallagher Way
  
- **Friday, Sept. 18, 2020**
  - 8:30 am - vendor spaces are marked in lot D2 by SJWC members.
  - Trash cans delivered and placed around site.
  - Porta potties delivered and placed on north side of Wilcox St. and south side of Jim Gallagher Way. Handicapped porta potties and sinks need to be placed on level space in the parking lots.
  - Registration tent set up on grass on south side of Wilcox St. at entrance to parking lot.
  - Coffee and bake sale tents set up on east end of D2 parking lot adjacent to Iron Horse Blvd.
  - Tables and chairs delivered
  - Vendors begin set up from 2:00 to 7:00 pm.
  - 7:00 pm until 7:00 am Saturday a Security Guard patrols lot D2.
  
- **Saturday, Sept. 19, 2020**
  - Remaining vendors set up from 7:00 to 9:30 am
  - Kane's Catering sets up food vending area on northeast section of D3 parking lot behind Valley Hardware and on grass adjacent to Iron Horse Blvd
  - Festival runs from 10:00 am to 4:00 pm.
  - 10:00 am to 4:00 pm Wilcox Street closed to vehicular traffic from Station Street to Iron Horse Blvd.
  - One police officer is on duty on the festival grounds from 1:00 to 4:00 pm.
  - 7:00 pm until 7:00 am Sunday a Security Guard patrols lot D2.
  
- **Sunday, Sept. 20, 2020**
  - Festival runs from 10:00 am to 4:00 pm.
  - 10:00 am to 4:00 pm Wilcox Street closed to vehicular traffic from Station Street to Iron Horse Blvd.

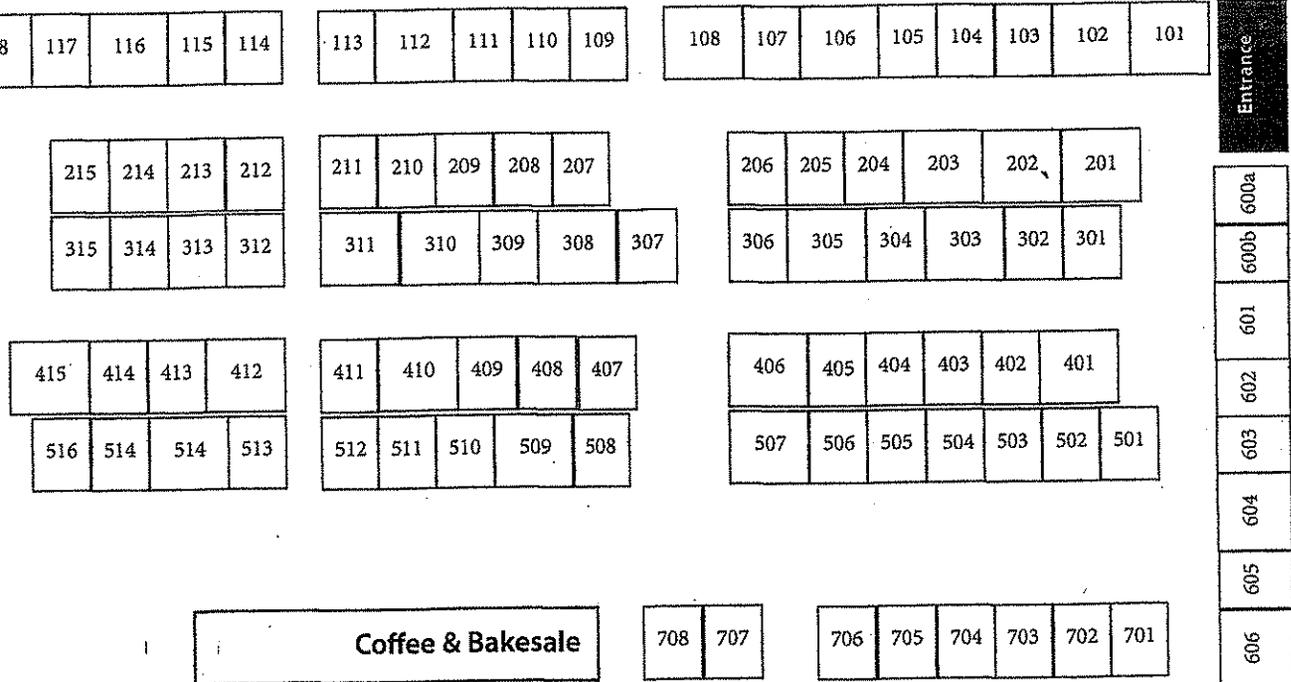
- 1:30 to 4:30 pm one police officer patrols festival grounds and at 4:00 pm helps coordinate vendor egress.
  - Vendors tear down from 4:00 to 7:00 pm.
  - Kane's clears food vending area.
  - Registration tent taken down
  - Trash cans clustered for pickup
  - Tables/chairs clustered for pickup
  - Porta potties picked up.
- **Monday, Sept. 21, 2020**
    - Trash cans picked up
    - Tables/chairs picked up
    - Coffee and bake sale tents taken down
    - Key to electric box returned

**Additional information:**

- Vendors use 10' X 10' tents which are fully enclosable and can be secured for overnight.
- Registration and coffee/bake sale tents have no sides.
- Vendors will be assigned spaces in 4 rows that run around the perimeter of the parking lot and 4 additional rows that run through the middle of the parking lot. Spaces are either 11' wide X 14' deep or 15' wide X 14' deep.

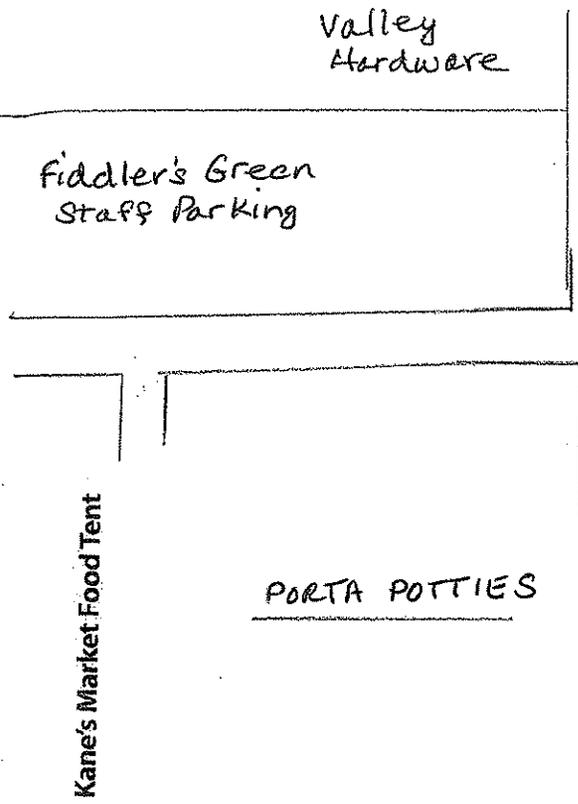


Simsbury Junior Woman's Club Sept 19<sup>th</sup> 20, 2020  
 Site Plan Arts & Crafts Festival



Iron Horse Boulevard

Wilcox Street



Valley Hardware

Fiddler's Green Staff Parking

Kane's Market Food Tent

PORTA POTTIES

Pubuc PARKING



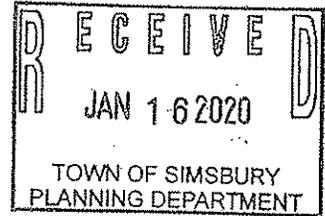
# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – 2020 Valley Collector Car Club Show
2. **Date of Board Meeting:** March 9, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:  
  
*Move, effective March 9, 2020 to approve the public gathering application for the 2020 Valley Car Club Show and to authorize the issuance of the public gathering permit with the condition that the event is not permitted to use power.*
5. **Summary of Submission:**  
The Public Gathering Committee has approved the application for the Valley Collector Car Club event. The event will be held on July 19, 2020 at the Commuter lots located off Iron Horse Boulevard. The event will start at 9:00am and end at 2:00pm.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**
  - a) Application, Map and Summary of Event



**SIMSBURY ZONING COMMISSION  
PUBLIC GATHERING PERMIT APPLICATION**

Applicant's Name (PRINT): Valley Collector Car Club

Applicant's Address: PO Box 25  
Tariffville CT 06089

Applicant's Telephone including office, home and cell phone: \_\_\_\_\_

Larry Boardman (C) 860-658-7878, (H) 860-658-4646

Applicant's emergency Telephone number: \_\_\_\_\_

Email address: Larry@larryboardman.com

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

Property Owner's Address: Parking lots on Iron Horse Blvd

Property Owner's Telephone: \_\_\_\_\_

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

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

Exact Time(s)/Date: Begin: July 19, 2020 End: July 19, 2020  
Set up July 18, 2020

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

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

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

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

Anticipated Attendance at Public Gathering: 2,000

# Valley Car

Fill out this application completely with all requested attachments and the SIGN the attached DECLARATION regarding False Statements. This application will not be deemed complete without all information, attachments and required signatures and proper fee.

The Following Individuals MUST all sign off/approve this PGP application in order to allow the processing of this application to continue. This application is only complete when signed IN ORDER by all of the following individuals. All signatures on this form are to be original signatures and are to be on the original copy of the PGP application form in order to be valid..

## REQUIRED SIGN OFFS (In required order of sign offs)

	Received Date:	Received by:	Approved By:	Action Date:
Performing Arts Center Board.				
Culture Parks And Rec. Director				1-27-2020
Zoning Commission (As may be required by ZEO)				1-27-2020
Building Official				
Police Chief				
Dir of Public Works				1/27/2020
Dir. Of Health FVHD				
Fire Marshal				1/27/2020
Zoning Enforcement Officer				
Board of Selectmen				

- Use of power of lots is not approved for event

## Public Gathering Permit Required Declaration

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

Applicant Name(s) (Printed): Valley Collector Car Club  
PO Box 25  
Tantriville, CT 06081

Applicant(s) Signature: Jerry Burdman - Director

Date Signed: 1/11/20

**FOR OFFICE USE ONLY**

This PGP Application is COMPLETE and is hereby APPROVED:

Signed by: \_\_\_\_\_

Position: \_\_\_\_\_

Dated: \_\_\_\_\_

Approved changes: Item: \_\_\_\_\_ Item: \_\_\_\_\_

Dated: \_\_\_\_\_ Dated: \_\_\_\_\_

Approved by: \_\_\_\_\_ Approved by: \_\_\_\_\_

Note ANY proposed change to the original permit MUST be initialed and dated in the above SIGN OFF Chart in order to be deemed approved.

**Valley Collector Car Club Inc.  
PO Box 25  
Tarriffville, CT 06081**

Subject: Description of Annual Charity Car Show

Since 2001, the Valley Collector Car Club (VCCC) has held a charity car show to generate funds for distribution to local charities. As a 501C3 non-profit, these funds are typically distributed in November of each year.

Besides the fund raising, the purpose of the show is to promote the collector car hobby and create a family-oriented event for spectators. In 2020, this will be our 19<sup>th</sup> year and the vehicle attendance range are from approximately 300 to 400 vehicles. In the previous years when we collected spectator data, depending on the weather, we expect about 1000 to 2000 spectators.

The 2020 event will be in the same format as last year including pre-show and post show cleanup encompassing the parking lots on Iron Horse Blvd with spectator parking at the Performing Arts area. We provide traffic control on Iron Horse to ensure no traffic impediment from the show cars entering. VCCC manages the parking, port-o-lets, trash, food and other vendors. All food vendors must procure their own health permits. We hire a local police officer to be on location for safety and we have procedures in place for any health or injury situations should they happen.

VCCC maintains the required insurance for this event and coordinate with the Simsbury Public Works to provide electrical power for our PA systems and vendors (as needed). In addition to the cars and vendors, we plan to have the kids train plus Shriner's Clowns and Motor Patrol as in past years.

Basically, there is no change from our permit application for last year.

We appreciate the Town of Simsbury allowing us to present this event on town owned property for this charity event.

19th  
18<sup>th</sup>

# Annual Charity Car Show

*to benefit*

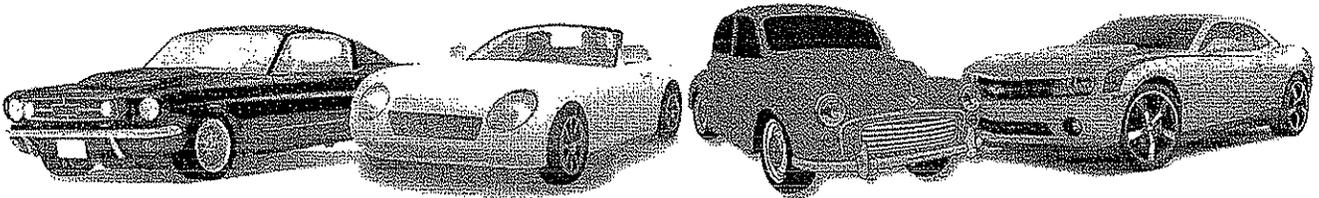
**Shriners Hospitals for Children®**

*and other local charities*

*presented by the*

**Valley Collector Car Club**

~~Along with the Central CT Chapter of the Antique Automobile Club of America~~



**Sunday, July 21** 19, 2020

9 a.m. to 2 p.m. – Iron Horse Blvd. in Simsbury

\$10 per show car – pay at the gate

**Dash plaques ★ 20+ trophies**

*AACA Judging for Qualifying Cars*

**Fun for the whole family:**

**Food Trucks ★ Music ★ Vendors ★ and more!**

More info: | 860-874-3406 | [www.valleycollectorcarclub.org](http://www.valleycollectorcarclub.org)



Valley Collector Car Club

A 501c3 Non-Profit organization

**With Rockin' Ron Sedaille**

*The Greatest Hits Of All Time!*

**Fun Power Radio**  
.com



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/10/20

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

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

<b>PRODUCER</b> Christensen Insurance, LLC P.O. Box 355 West Simsbury, CT 06092 Phone (860) 651-8236 Fax (860) 651-8367		<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (860) 651-8236 FAX (A/C, No): (860) 651-8367 E-MAIL: ADDRESS:	
<b>INSURED</b> Valley Collector Car Club, Inc. P.O. Box 25 Tariffville, CT 06081-0025 (860) 658-4735		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Sentinel Insurance Company(Hartford) INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES                      CERTIFICATE NUMBER:                      REVISION NUMBER:

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

INSR LYR	TYPE OF INSURANCE	ADDSUBR INSB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y	31SBM IW1287	01/15/2020	01/15/2021	EACH OCCURRENCE \$ 2,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000.00 MED EXP (Any one person) \$ 10,000.00 PERSONAL & ADV INJURY \$ 2,000,000.00 GENERAL AGGREGATE \$ 4,000,000.00 PRODUCTS - COMP/OP AGG \$ 4,000,000.00 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION\$					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				<input type="checkbox"/> WC STATU-TOBY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

include as an additional Insured: Certificate holder, but only with respects to named insured's actions and/ or negligence with regards to the car show to be held at the parking lots off of Iron Horse Boulevard on 07/19/2020

### CERTIFICATE HOLDER

Town Of Simsbury  
933 Hopmeadow Street  
Simsbury, CT 06070

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Evan A. Christensen/Christensen Insurance, LLC

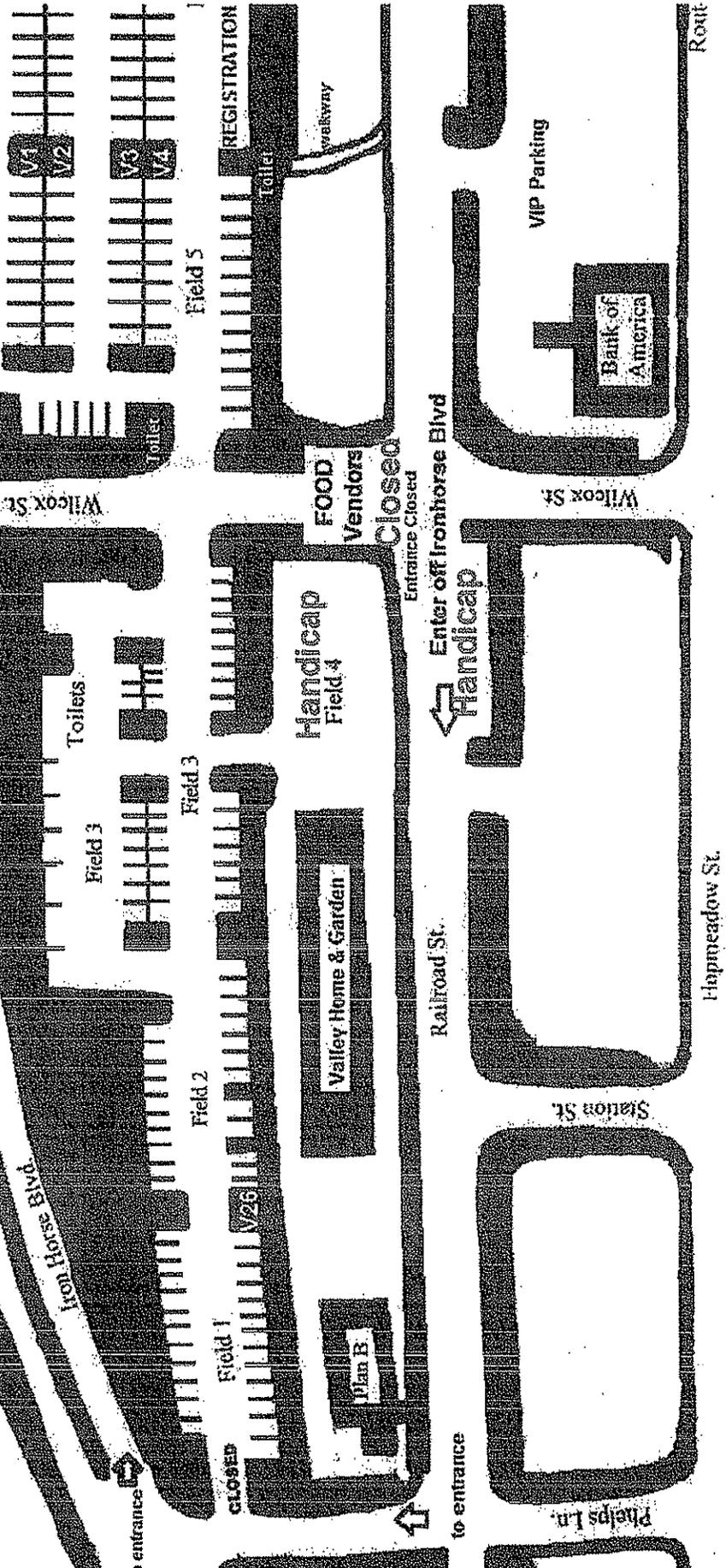
# Spectator Parking At Band Shell

## Field Key

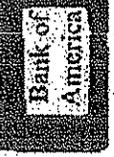
- Field 1** - Corvettes '53-'82 and post '82
- Field 2** - Corvettes post '82, Mopar
- Field 3** - Buick, Olds, Cad Pontiac
- Field 4** - Overflow
- Field 5** - Ford pre-war, Thunderbird, Mustang, Ford 46-'59, Ford 60-'79
- Field 6** - GM, Chevy 60-'69
- Field 7** - Custom/Rods Post War
- Field 8** - Trucks, Foreign Non British Custom/Rods Pre War
- Field 9** - British, Mercedes
- Field 10** - Tuners

Special Interest, Closed Spectator Parking

SHOW CARS ENTRY  
Iron Horse Blvd



America's Most Convenient

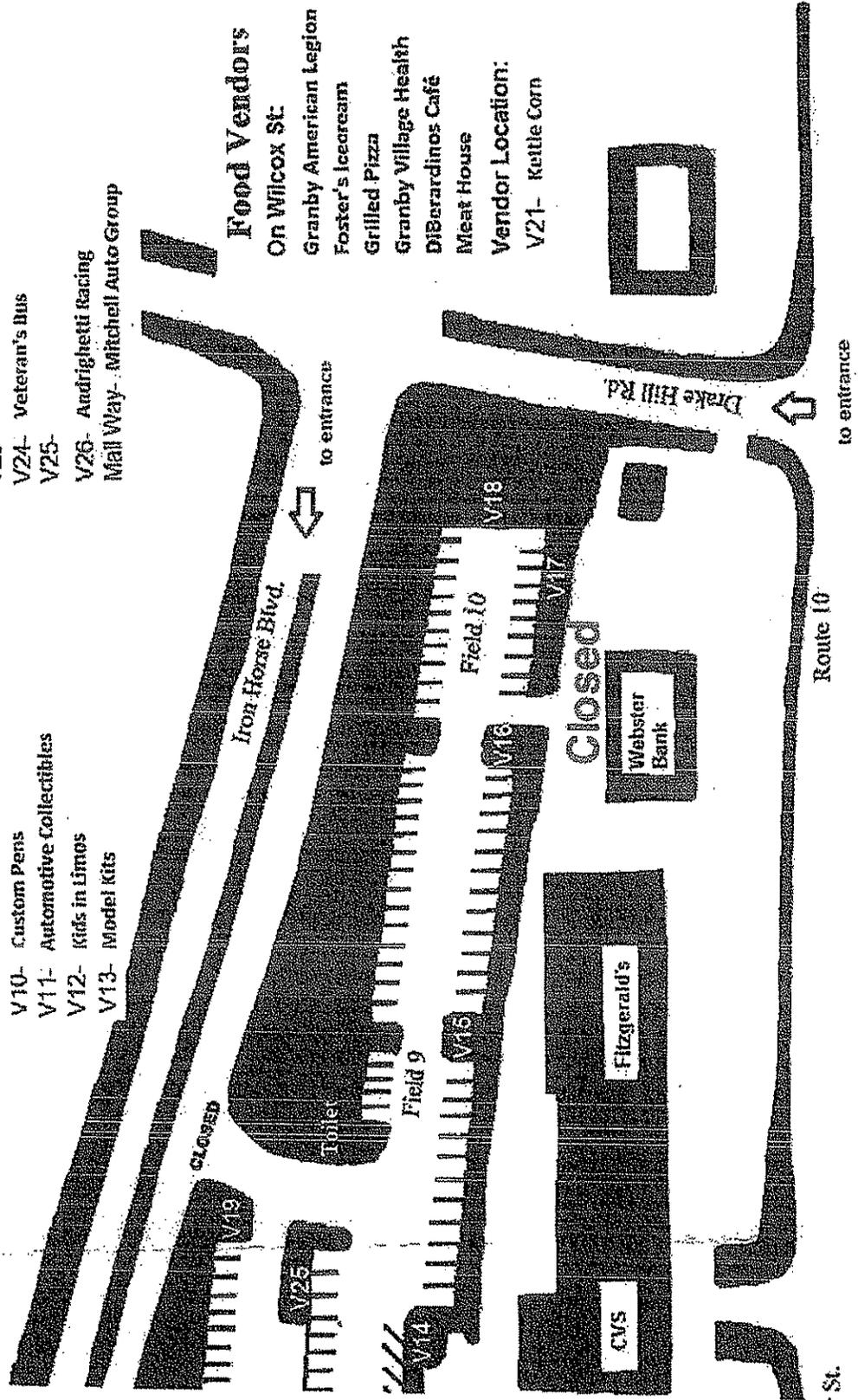


ank

nvenient Bank®

### Vendor and Display Key

- V1- Koster Chiropractic
- V2- Chatham Insurance
- V3- GeminiEye Images
- V4- Life Choice Donor Svc.
- V5- Klingberg Family Ctr.
- V6- Friends of Hakerville Library
- V7- Hot Body Wax
- V8- SAVES/ Survive the Drive
- V9- TD Bank
- V10- Custom Pens
- V11- Automotive Collectibles
- V12- Kids in Limos
- V13- Model Kits
- V14- Kettle Corn
- V15- Sist-Airs Airbrushing
- V16- Gifts of Love
- V17- Veteran's Bus
- V18- Kettle Corn
- V19- Sist-Airs Airbrushing
- V20- Gifts of Love
- V21- Veteran's Bus
- V22- Andrighetti Racing
- V23- Mitchell Auto Group



### Food Vendors

- Granby American Legion
- Foster's Icecream
- Grilled Pizza
- Granby Village Health
- DiBerardino's Café
- Meat House
- Vendor Location: V21- Kettle Corn



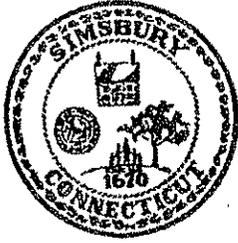
# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – 2020 Farmington Valley Jewish Congregation Rosh Hashana Event
2. **Date of Board Meeting:** March 9, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:  
  
*Move, effective March 9, 2020 to approve the public gathering application for the 2020 Farmington Valley Jewish Congregation Rosh Hashana event and to authorize the issuance of the public gathering permit.*
5. **Summary of Submission:**  
The Public Gathering Committee has approved the application for the Farmington Valley Jewish Congregation to hold a service to mark the beginning of the Jewish New Year, Rosh Hashana. The event will be held on September 18, 2020 at the Simsbury Farms Skating Rink. The event is scheduled to start at 5:00pm and end at 8:00pm.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**
  - a) Application, Map and Summary of Event



# 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.

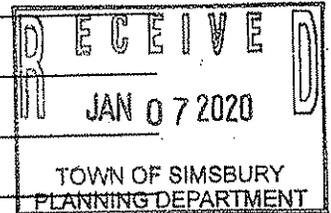
Organization's Name: Farmington Valley Jewish Congregation (FVJC)

Applicant's Name: Michael Diesenhof

Mailing Address: 55 Bushy Hill Road Simsbury, CT 06070

Phone: 860 658-1075 Email: diesenhof@comcast.net

Event Location: Simsbury Farms Skating Rink



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

Exact Time(s)/Date Begin: 5:00 pm 9/18/2020 End: 8pm

Number of people expected to be present for the event (incl. staff, volunteers, attendees): 125

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

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

### TOWN OF SIMSBURY USE ONLY:

Fee Received: YES  NO  N/A   
Insurance Received: YES  NO  N/A   
Request Approved: YES  NO  MORE INFO: \_\_\_\_\_

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

**EVENT INFO**

Description of Event: This will be a religious service, open to all, to mark the beginning of the Jewish New Year, Rosh Hashana. We are encouraging our congregants and community members to bring chairs and blankets and participate in the service by following in the prayer packet and singing the songs and prayers that are a part of the Holiday.

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES  NO  NUMBER: \_\_\_\_\_

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

Portable toilets: YES  NO  NUMBER: \_\_\_\_\_

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

Tent: YES  NO  SIZE: \_\_\_\_\_  
OPEN SIDES  ENCLOSED

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

Lighting and/or sound equipment: YES  NO

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

Does your event require electrical access? YES  NO

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

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

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

Will alcohol be served at your event? YES  NO

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

Will road closure(s) be necessary? YES  NO

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

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

860-658-3245

**Alcohol**

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

**Signage**

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

**Attachments:**

Site Map

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

---

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

www.fvhd.org  
860-352-2333

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

Has a Temporary Food Permit been secured? YES  NO

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

---

**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: 9/1 thru 9/18

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

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

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

Please note:

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

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

860-658-3100

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

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

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

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

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

- Where will they be located? \_\_\_\_\_

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

860-658-7213

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

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

Attendance will be:  
STAGGERED OVER COURSE OF EVENT  AT A SPECIFIC TIME  TIME: 17:30

**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**

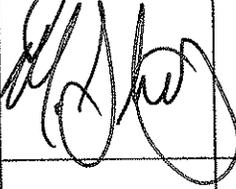
I declare that the information provided on this application is true and correct to the best of my knowledge and belief. I understand that if the information I have provided is a misrepresentation of the actual event, or that the actual event digresses in a manner from the approved permit, that the permit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

Applicant's Name (Printed): Michael Dicsenhorf

Applicant's Signature: Michael Dicsenhorf

Date Signed: 1/7/2020

**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				1/27/2020
Zoning Commission (As may be required by ZEO)				1-27-2020
Building Official				
Police Chief				
Dir of Public Works				
Dir of Health FVHD				
Fire Marshal				1/27/2020
Zoning Enforcement Officer				
Board of Selectmen				



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/12/2019

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

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

<b>PRODUCER</b> Bernheimer Lincoln Insurance Group 1412 Whalley Avenue  New Haven CT 06515		<b>CONTACT NAME:</b> Barbara White <b>PHONE (A/C, No, Ext):</b> (860) 232-3810 <b>FAX (A/C, No):</b> (860) 232-3942 <b>E-MAIL ADDRESS:</b> bwhite@lhbrennerins.com	
<b>INSURED</b> Farmington Valley Jewish Congregation Emek Shalom 111 Roberts St  East Hartford CT 06108-3694		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Cincinnati Insurance Companies <b>INSURER B:</b> Hartford Accident & Indemnity <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	<b>NAIC #</b> 10677 22357

**COVERAGES**      **CERTIFICATE NUMBER:** CL1951771626      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			EPP 0492793	06/01/2019	06/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY			EPP 0492793	06/01/2019	06/01/2020	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"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$			EPP 0492793	06/01/2019	06/01/2020	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	02WECEH9339	06/01/2019	06/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

Erev Rosh Hashana 2020 service at Simsbury Farms. The Town of Simsbury is listed as an additional named insured.

**CERTIFICATE HOLDER****CANCELLATION**

Town of Simsbury 933 Hopmeadow St  Simsbury CT 06070	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – Simsbury Performing Arts Center Theater Guild Performance
2. **Date of Board Meeting:** March 9, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:  
  
*Move, effective March 9, 2020 to approve the public gathering application for the Simsbury Performing Arts Center Theater Guild Performance and to authorize the issuance of the public gathering permit.*
5. **Summary of Submission:**  
The Public Gathering Committee has approved the application for Simsbury Performing Arts Center's Theater Guild performance event. The Theater Guild event will be held on June 18, 2020 at the Simsbury Meadows Performing Arts Center located off Iron Horse Boulevard. The event set-up will start Monday June 15, 2020 at 8:00am and clean-up will end Thursday June 18, 2020 at 11:59pm.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**
  - a) Application, Map and Summary of Event



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## PUBLIC GATHERING PERMIT APPLICATION

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

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

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

Applicant's Name: Missy DiNunno - Executive Director

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

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

Event Location: Simsbury Meadows Performing Arts Center

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

Exact Time(s)/Date Begin: Monday, June 15, 2020 8:00 AM End: Thursday, June 18, 2020 11:59 PM

\*times above include setup/breakdown - see attached event outline  
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 100

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

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

### TOWN OF SIMSBURY USE ONLY:

Fee Received: YES  NO  N/A   
Insurance Received: YES  NO  N/A   
Request Approved: YES  NO  MORE INFO: \_\_\_\_\_

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

**EVENT INFO**

Description of Event: Theatre Guild of Simsbury will provide a staged reading of Our Town: Simsbury in honor of Simsbury's 350th celebration.

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Please indicate whether you will be bringing:

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

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

Portable toilets: YES  NO  NUMBER: 22

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

Tent: YES  NO  SIZE: 10X10  
OPEN SIDES  ENCLOSED

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

Lighting and/or sound equipment: YES  NO

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

Does your event require electrical access? YES  NO

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

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

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

Will alcohol be served at your event? YES  NO

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

Will road closure(s) be necessary? YES  NO

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

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

860-658-3245

**Alcohol**

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

**Signage**

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

**Attachments:**

Site Map

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

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

www.fvhd.org  
860-352-2333

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

Has a Temporary Food Permit been secured? YES  NO

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

**BUILDING DEPARTMENT**

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

**Tent:**

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

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

Does your event require electrical access? YES  NO

- Will you be utilizing portable generators? YES  NO

**FIRE MARSHAL**

871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

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

860-658-3222

Will barricades/signage be required:

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

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

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

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

**Please note:**

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

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

860-658-3100

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

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

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

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

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

- 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: 100

Attendance will be:  
STAGGERED OVER COURSE OF EVENT  AT A SPECIFIC TIME  TIME: 9a - 8p

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

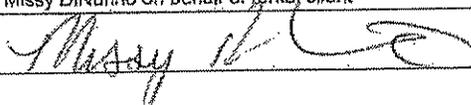
Have you provided a parking plan on your site map? YES  NO

Portable toilets must be provided at the rate of 1 toilet per 50 patrons, at the Permittee's expense.  
• ATTENDANCE: 100 / 50 = 2 PORTABLE TOILETS REQUIRED

**Public Gathering Permit  
Required Declaration**

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

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

Applicant's Signature: 

Date Signed: 3/2/2020

Theater Guild.

**REQUIRED SIGN OFFS**  
(in order required)

	Received Date:	Received By:	Approved By:	Action Date:
Culture Parks And Rec. Director				3/4/20
Zoning Commission (As may be required by ZEO)				3/4/20
Building Official				
Police Chief				
Dir of Public Works				3/4/20
Dir of Health FVHD				
Fire Marshal				
Zoning Enforcement Officer				
Board of Selectmen				

# EVENT SUMMARY

## Our Town: Simsbury

Monday, June 15 – Thursday, June 18

*Public Gathering Permit Application Submitted: 3/2/20*

CONTACT INFORMATION:	
Organization	Theatre Guild of Simsbury Event website: <a href="http://www.theatreguildsimsbury.org">www.theatreguildsimsbury.org</a>
Event Contact	Donna Sennott President Theatre Guild of Simsbury PO Box 92 Simsbury, CT 06070  Cell: 860-559-4837 Office: Email: <a href="mailto:tgs.dsennott@gmail.com">tgs.dsennott@gmail.com</a>
SMPAC Contact	Missy DiNunno, Executive Director  Office: 860-651-4052 Cell: 203-305-1847 Email: <a href="mailto:missy@simsburymeadowsmusic.com">missy@simsburymeadowsmusic.com</a>

### TIMELINE:

<b>Monday, June 15, 2020</b> <i>**load in &amp; tech times subject to change</i>	
10a – 10p	Load-in and setup
<b>Tuesday, June 16, 2020</b>	
10a – 10p	Load-in continues w/ evening rehearsal
<b>Wednesday, June 17, 2020</b>	
12p – 6p	Tech
7:00p	Gates open
7:30p – 10p	Open Dress Rehearsal
<b>Thursday, June 18, 2020</b>	
7:00p	Gates Open
7:30p – 10p	Performance
10p – 12a	Breakdown and load-out

### EVENT DETAILS:

Description
<p>A fictional play, similar in style and structure to Thornton Wilder's iconic 1938 play, <i>Our Town</i>.</p> <p><i>Our Town: Simsbury</i> celebrates the small town of Simsbury, Connecticut, with familiar locales and a varied cast of characters, including two ten-year-old children, a spirited group of "Simsbury Neighbors" and a mama bear and her cub. The heart of the play reveals itself in interwoven stories of small-town life, human struggle and, ultimately, human connection.</p> <p>Presented by TGS in conjunction with the 350th Anniversary Celebration of Simsbury, CT.</p>

Ticketing Information	
\$20.00 gen admission	Point of Sale: Theatre Guild website and at the gate

\$25 preferred seating
------------------------

<b>Parking</b>	
Advanced Preparation	No lining required
Management	SMPAC to manage
On-site Parking Fee	N/A

<b>Expected Attendance</b>	<i>**Figures are estimated and subject to change</i>
Total Attendance Expected	100 (all seated on stage)

<b>Stage Requirements</b>	
Lights	Basic stage lighting provided, theatre to supplement with rentals
Sound	Provided by client
Setup	TBD by client

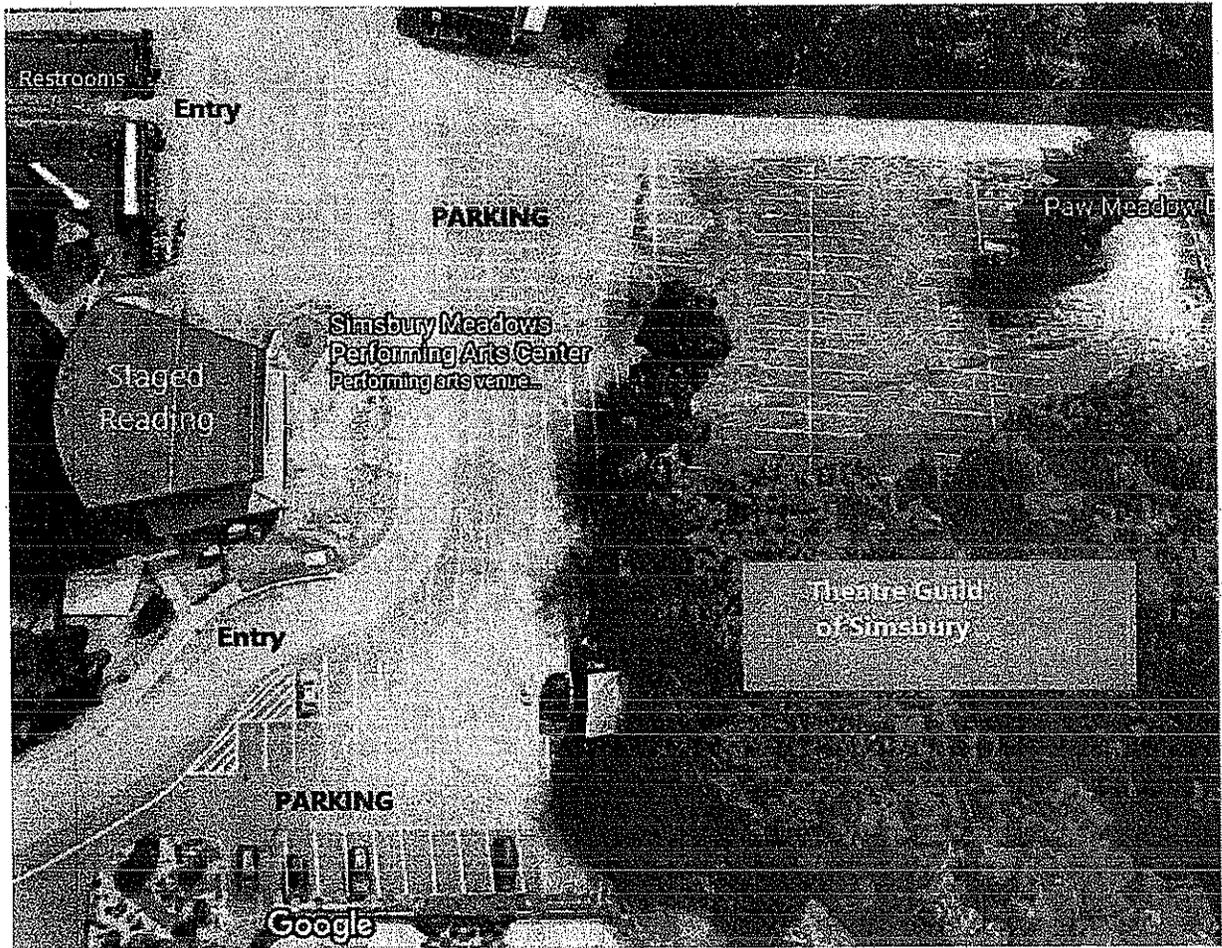
<b>Vendor Information</b>	
Merchandise Sales Vendors	N/A
Food Vendors	SMPAC – beer/wine sales Location – on stage or on pavers in front of stage  Other Vendors – Theatre Guild to sell pre-packaged snacks, water soda Location – on stage or on pavers in front of stage
Services/Activities	No additional activities

<b>Public Restrooms</b>	
Coordinated by	SMPAC
Units	Standard – 15 Sinks - 5 Accessible - 2 TOTAL - 22
Location	North east field – N/A – in place but not using North west field – N/A – in place but not using South east field (adjacent to parking) – 15/5/2

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

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

<b>Tents</b>	
10x10	Numbers: 1-2 if food/bev sales on pavers if needed      Sides: No





*\* To provide updated w/ Town as additional insured when policy renews.*

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

2/13/2020

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

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

<b>PRODUCER</b> Peter M. Bakker Agency, Inc. 302 West Main Street Avon CT 06001		<b>CONTACT NAME:</b> Doreen Van Horn <b>PHONE (A/C No, Ext):</b> 8605761957 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> dvanhorn@bakkerinsurance.com	
<b>INSURED</b> Theatre Guild of Simsbury PO BOX 92 SIMSBURY CT 06070		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Philadelphia Indemnity Insurance Company NAIC # 17914 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

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

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		PHPK1977757	06/01/2019	06/01/2020	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input checked="" type="checkbox"/> Blanket AI					MED EXP (Any one person) \$ 1,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:					
	AUTOMOBILE LIABILITY					GENERAL AGGREGATE \$ 3,000,000
	ANY AUTO					PRODUCTS - COMP/OP AGG \$ 3,000,000
	OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS				
	HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY				
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				COMBINED SINGLE LIMIT (Ea accident) \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				BODILY INJURY (Per person) \$
	DED	RETENTION'S				BODILY INJURY (Per accident) \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N				PROPERTY DAMAGE (Per accident) \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N				
	If yes, describe under DESCRIPTION OF OPERATIONS below.					EACH OCCURRENCE \$
						AGGREGATE \$
						PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/>
						E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

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

<b>CERTIFICATE HOLDER</b> SMPAC 22 Iron Horse Blvd. Simsbury CT 06070	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Doreen Van Horn
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# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – Simsbury Performing Arts Center Freemason's Festival
2. **Date of Board Meeting:** March 9, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:  
  
*Move, effective March 9, 2020 to approve the public gathering application for the Simsbury Performing Arts Center Freemason's Festival and to authorize the issuance of the public gathering permit.*
5. **Summary of Submission:**  
The Public Gathering Committee has approved the application for Simsbury Performing Arts Center's Freemason's Festival event. The event will be held on June 13, 2020 at the Simsbury Meadows Performing Arts Center located off Iron Horse Boulevard. The event set up will start Saturday June 13, 2020 at 8:00am and clean-up will end Sunday June 14, 2020 at 1:00am.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**
  - a) Application, Map and Summary of Event



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## PUBLIC GATHERING PERMIT APPLICATION

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

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

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

Applicant's Name: Missy DiNunno - Executive Director

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

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

Event Location: Simsbury Meadows Performing Arts Center

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

Exact Time(s)/Date Begin: 6:00 AM Saturday, June 13, 2020 End: 1:00 AM Sunday, June 14, 2020

\*times above include setup/breakdown - see attached event outline  
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 3,000

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

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

### TOWN OF SIMSBURY USE ONLY:

Fee Received: YES  NO  N/A   
Insurance Received: YES  NO  N/A   
Request Approved: YES  NO  MORE INFO: \_\_\_\_\_

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

EVENT INFO

Description of Event: A festival hosted by Simsbury Freemason's Valley Lodge 36  
to benefit the Juvenile Diabetes Research Fund & Petit Family Foundation. Featuring a Valley  
Battle of the Bands, children's activities, and headliner the Spin Doctors. There will be a  
wide variety of food vendors and SMPAC Moonlight pub available for patrons as well.

Please indicate whether you will be bringing:

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

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

Portable toilets: YES  NO  NUMBER: 65

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

Tent: YES  NO  SIZE: multiple  
OPEN SIDES  ENCLOSED

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

Lighting and/or sound equipment: YES  NO

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

Does your event require electrical access? YES  NO

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

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

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

Will alcohol be served at your event? YES  NO

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

Will road closure(s) be necessary? YES  NO

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

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

860-658-3245

**Alcohol**

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

**Signage**

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

**Attachments:**

Site Map

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

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

www.fvhd.org  
860-352-2333

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

Has a Temporary Food Permit been secured? YES  NO

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

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

860-658-3234

**Tent:**

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

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

Does your event require electrical access? YES  NO 

- Will you be utilizing portable generators? YES  NO

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

860-658-1973

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

860-658-3222

Will barricades/signage be required:

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

YES  NO

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

Are DPW trucks required for use as barricades?

YES  NO

QUANTITY: 0

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

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

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

Please note:

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

POLICE DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES  NO

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

CT Valley Fest was hosted at SMPAC in 2019.

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? Aetna Ambulance on sight parked west side band shell

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: 3,000

Attendance will be:  
STAGGERED OVER COURSE OF EVENT  AT A SPECIFIC TIME  TIME: 2p - 10p

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

860-658-3836

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

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

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

Will athletic field lighting be necessary? YES  NO

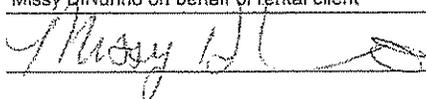
Have you provided a parking plan on your site map? YES  NO

Portable toilets must be provided at the rate of 1 toilet per 50 patrons, at the Permittee's expense.  
▪ ATTENDANCE: 3000 / 50 = 60 PORTABLE TOILETS REQUIRED

**Public Gathering Permit  
Required Declaration**

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

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

Applicant's Signature: 

Date Signed: 3/2/2020

# Valley Battle of Bands

## REQUIRED SIGN OFFS (in order required)

	Received Date:	Received By:	Approved By:	Action Date:
Culture Parks And Rec. Director				3/4/20
Zoning Commission (As may be required by ZEO)				3/4/20
Building Official				
Police Chief				
Dir of Public Works				3/4/20
Dir of Health FVHD				
Fire Marshal				
Zoning Enforcement Officer				
Board of Selectmen				

# EVENT SUMMARY

## CT Valley Fest 2020 featuring the Spin Doctors

Saturday, June 13, 2020

(Rain Date: N/A)

*Public Gathering Permit Application Submitted: 3-2-20*

### **CONTACT INFORMATION:**

Organization	Simsbury Freemasons – Valley Lodge 36 991 Hopmeadow Street Simsbury, CT. 06070 Event website: <a href="http://www.CTValleyFest.com">www.CTValleyFest.com</a>
Event Contact	Bill Gleason  Cell: 475-777-6085 Email: <a href="mailto:bgleason@haynesct.com">bgleason@haynesct.com</a>
SMPAC Contact	Missy DiNunno, Executive Director  Office: 860-651-4052 Cell: 203-305-1847

### **TIMELINE:**

<b>Saturday, June 13, 2020</b> <b>**headliner start time tentative</b> <b>And subject to change slightly</b>		
6:00 AM – 2:00 PM	Load-in / Setup	Stage and Field
2:00 PM – 7:00 PM	Festival activities and Battle of the Bands	Stage and Field
7:30 PM – 9:30 PM	Spin Doctors	Stage

### **EVENT DETAILS:**

<b>Description</b>
Valley Fest is a daylong family festival to benefit the JDRF & Petit Family Foundation. Featured activities include Valley Battle of the Bands, children’s activities, food vendors, beer tastings and headliner the Spin Doctors!

<b>Ticketing / Event Fee Information</b>	
General admission - \$20 in advance \$25 at the gate	Point of Sale: At the gate

<b>Parking</b>	
Advanced Preparation	Lining required prior to event
Management	Traffic Pattern: Enter/ exit dirt road. Same as standard concert

	flow. SMPAC volunteers and USA security to manage parking and traffic direction / flow.
On-site Parking Fee	\$5.00 (2p – 5p), \$10 (after 5p)

Expected Attendance	<i>**Figures are estimated and subject to change</i>
Total Attendance Expected	Approximately 3000 at peak headliner performance time

<b>Stage Requirements</b>	
Lights	Basic included with band shell – client to supplement
Sound	Client to provide
Production Setup	Client to provide

<b>Vendor Information</b>	
Merchandise Sales Vendors	Band merch
Food Vendors	SMPAC – Standard Moonlight pub
	Location – on field East Side
	Food vendors – 6 – 10 TBD East and West side fence line
Services/Activities	Children’s activities for first half of the day

<b>Public Restrooms</b>				
Coordinated by	SMPAC			
Units	Standard – 48 Sinks - 12 Accessible - 5 TOTAL – 65			
Location	# units	Type	location	placement notes
	15	DXR	Southeast entrance	
	33	DXR	Rear field	Split east and west
	2	ADA	Southeast entrance	
	3	ADA	Rear field	1 west and 2 east
	12	SS	Southeast entrance and Rear Field	5 Southeast entrance, 3 west, 4 east

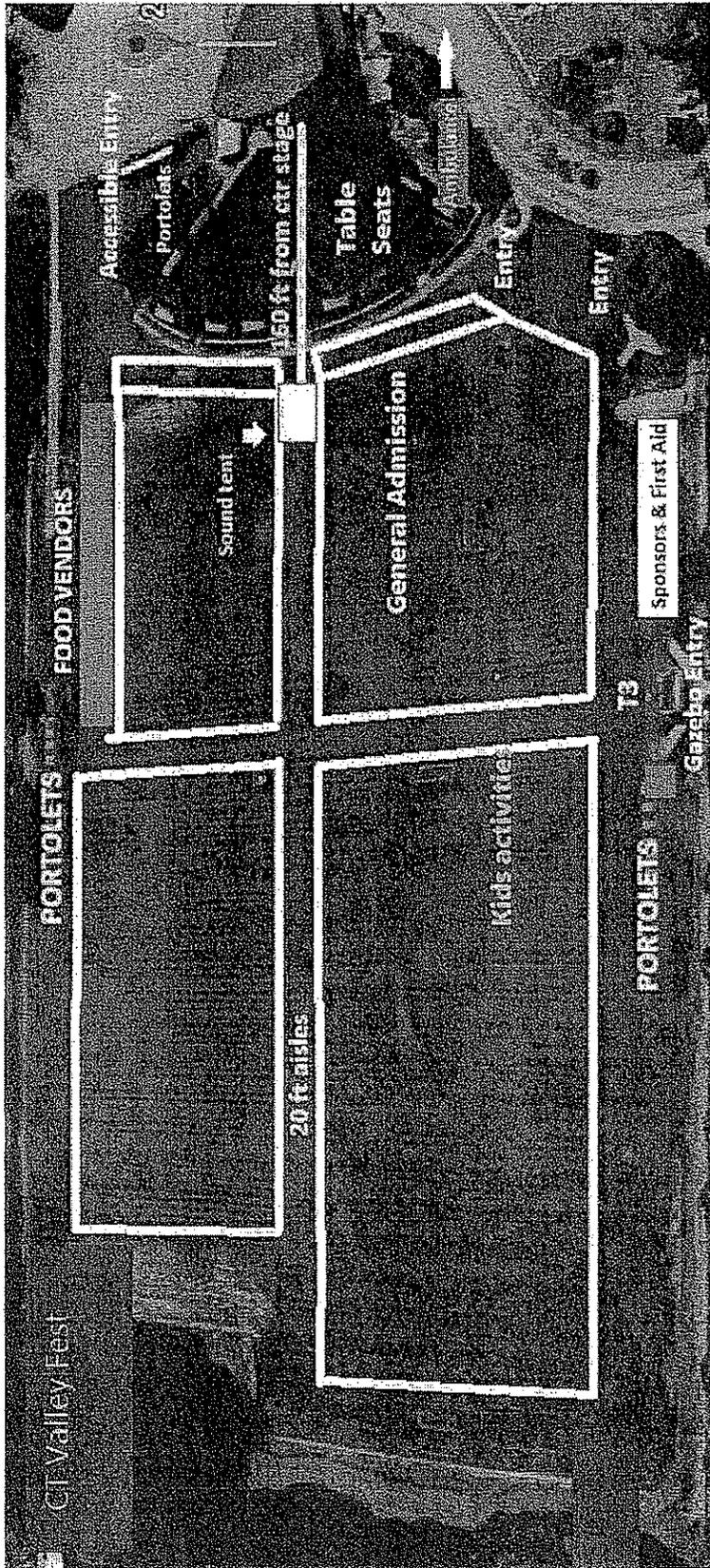
<b>Security</b>	
Stage Security (USA)	2 guards – front of stage steps, 2 guards backstage /trailers
Field Security (USA)	1 coordinator, 3 supervisors, 9 guards, 8 Event staff
Overnight Security	n/a
Security Notes	

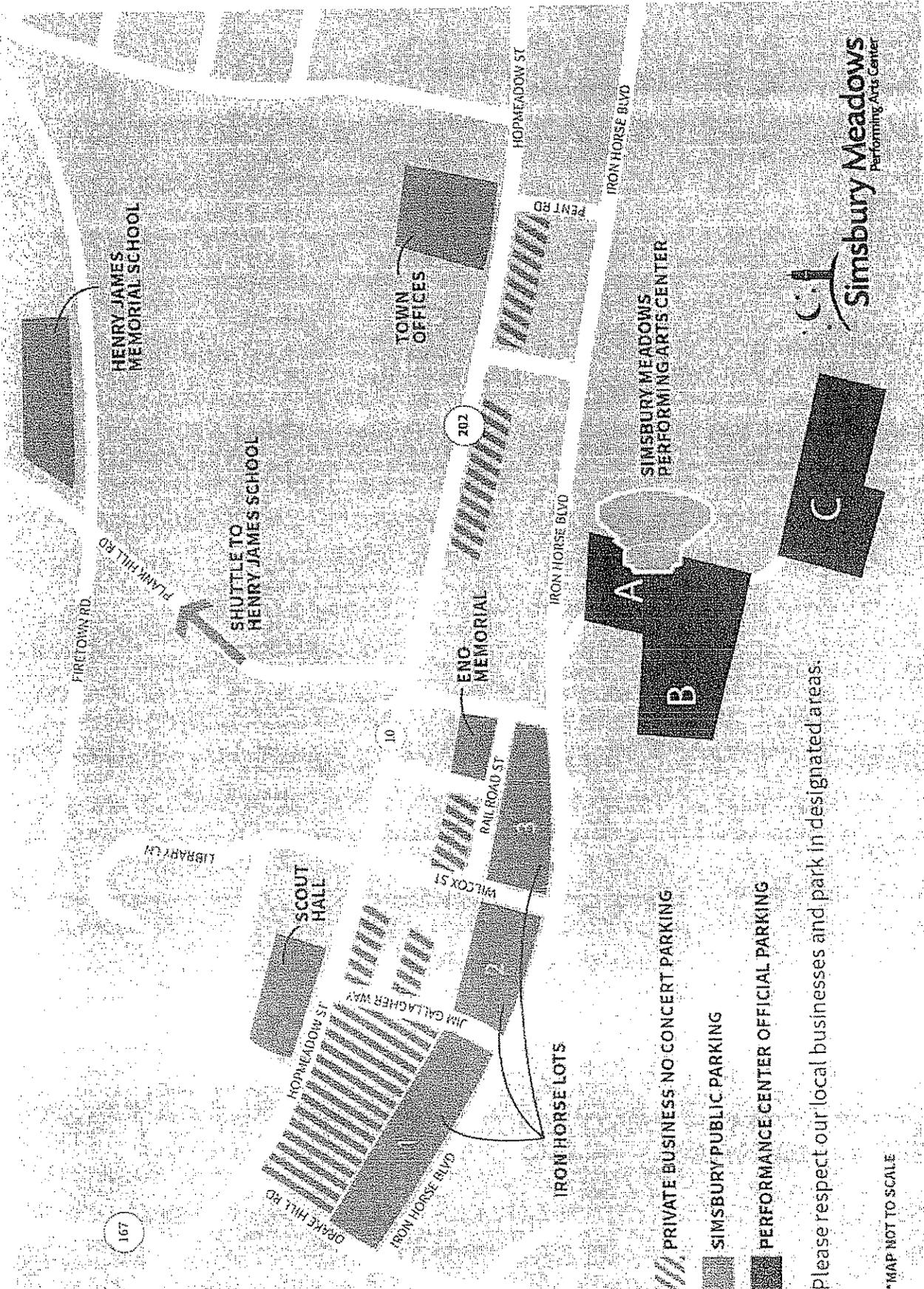
<b>Public Safety Services</b>	
Police	2 private duty officers 2:00 PM – 10:00 PM (on property), 6 private duty 5:00 PM – 10:00 PM (street closure for headliner)
Fire	1 incident commander & 1 firefighter plus street water barricades
EMS	Aetna ambulance on site

DPW Trucks

N/A

Tents		
10x10	Number: TBD	Sides: No
9x20	Number: TBD	Sides: No
12x12	Number: 1 - Accessible gate tent	Sides: No
20x20	Number: 1 - 2	Sides: No
30x30	Number: 2 - Beer/Wine East and West	Sides: No
<i>** subject to change as date gets closer</i>		





*A Working on 2020 event day coverage (01*

CERTIFICATE OF INSURANCE				ISSUE DATE	3/27/2019	
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 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			INSURER(S) AFFORDING COVERAGE			
Wendy Love 43 W MAIN ST AVON, CT 60014			INSURER A: Scottsdale Insurance Company			
			INSURER B: N/A			
INSURED			INSURER C: N/A			
Valley Lodge #36 991 Hopmeadow Street Simsbury, CT 06070			INSURER D: N/A			
			INSURER E: N/A			
COVERAGES						
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	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS	
A	GENERAL LIABILITY	CPS3137813	6/8/2019	6/9/2019	GENERAL AGGREGATE	2,000,000
					PRODUCTS-COM/OP AGG.	1,000,000
					PERSONAL & ADV. INJURY	1,000,000
					EACH OCCURRENCE	1,000,000
					DAMAGE PREM RENTED TO YOU	100,000
					MED EXPENSE (Any one person)	1,000
B	PERSONAL LIABILITY				COMBINED SINGLE LIMIT	
					MEDICAL PAYMENTS TO OTHERS	
C	EXCESS LIABILITY				EACH OCCURRENCE	
					AGGREGATE	
D						
E	PROPERTY				BUILDING	
					CONTENTS	
					BUSINESS INCOME	
DESCRIPTION OF OPERATIONS / SPECIALTY ITEMS						
Concerts-light rock Town of Simsbury are named as additional insureds with respect to general liability.						
CERTIFICATE HOLDER				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
Town of Simsbury 933 Hopmeadow Street Simsbury, CT 06070				AUTHORIZED SIGNATURE		
						

*2019 One Day Coverage*



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – Simsbury Parks and Recreation 2020 Easter Egg Hunt
2. **Date of Board Meeting:** March 9, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:  
  
*Move, effective March 9, 2020 to approve the public gathering application for the Simsbury Parks and Recreation 2020 Easter Egg Hunt and authorize the issuance of the public gathering permit.*
5. **Summary of Submission:**  
The Public Gathering Committee has approved the application for Simsbury Parks and Recreation's Easter Egg Hunt event. The Easter Egg Hunt will be held on April 11, 2020 at the Simsbury Meadows Performing Arts Center off Iron Horse Boulevard. The event set-up will be on Saturday April 11, 2020 at 8:00am and clean-up will end Saturday April 11, 2020 at 12:00pm.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**  
a) Application, Map and Summary of Event



# 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 Culture, Parks and Recreation Dept

Applicant's Name: Thomas Tyburski

Mailing Address: 933 Hopmeadow St. Simsbury, CT 06070

Phone: 860 408-4682 Email: tyburski@simsbury-ct.gov

Event Location: Simsbury Meadows Field. 22 Ironhorse Blvd. Simsbury, CT

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: 4/11/2020 ~~9:00am~~ 8:00am End: 4/11/2020 12:00pm

Number of people expected to be present for the event (incl. staff, volunteers, attendees): 350

- 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: Spring Egg Hunt for ages 3-10 years  
Event will include 2 inflatables, costumed bunny, facepainting.

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Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES  NO  NUMBER: 2

- 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: \_\_\_\_\_  
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  TCBY

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

Will alcohol be served at your event? YES  NO

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

Will road closure(s) be necessary? YES  NO

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

**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: \_\_\_\_\_

- Where will they be located? \_\_\_\_\_

**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  TCBY

<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  plug in inflatables  
 YES  NO

- Will you be utilizing portable generators?

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

860-658-1973

**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: 300 / 75 = 4 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): Thomas Tjousks

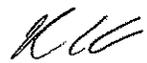
Applicant's Signature: [Signature]

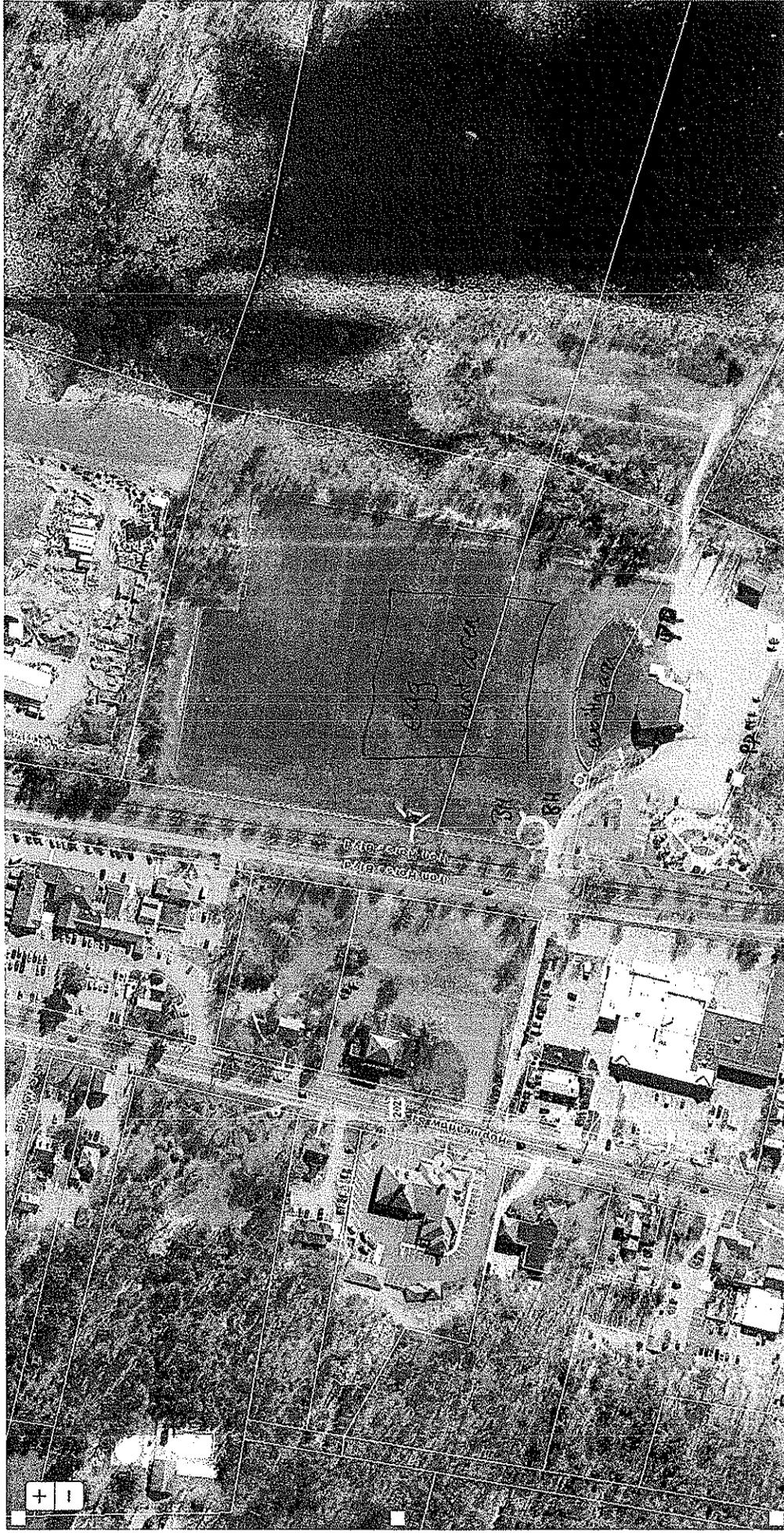
Date Signed: 2/28/2020

Bob  
morsey

Egg hunt.

**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)				3/4/20
Building Official				
Police Chief				
Dir of Public Works				3/4/20
Dir of Health FVHD				
Fire Marshal				
Zoning Enforcement Officer				
Board of Selectmen				



BH = Source House  
P = porta lot



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** MIRA Statement of Interest
2. **Date of Board Meeting:** March 9, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Tom Roy, Director of Public Works  
*Maria E. Capriola*

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

If the Board of Selectmen wishes to neither accept or reject the MIRA Statement of Interest, but rather provide feedback to MIRA on the topic, the following motion is in order:

*Move, effective March 9, 2020 to authorize the Town Manager and First Selectman to send the prepared correspondence to MIRA.*

5. **Summary of Submission:**

At the last two Board meetings, the redevelopment of the MIRA South Meadow facilities has been discussed. Based on consensus of the group, it is staff's understanding that the Board does not have a desire to accept or reject the non-binding statement of interest. However, staff has prepared draft correspondence to MIRA capturing concerns and issues raised by the Board. If the Board feels that the letter accurately captures those issues and concerns, staff will forward the correspondence to MIRA and continue to monitor the situation, including House Bill #54 that would authorize the issuance of bonds for the improvements to the MIRA facility.

6. **Financial Impact:**

Simsbury, as a subscription trash service community, has a level of protection from the impact of the future increase in tip fees, when compared with other communities. The direct impact to the Town will be from the increases to our cost for trash removal from our facilities. Our residents will be subject to increases in their trash collection fees. The tip fee is only a portion of the total cost for trash removal, as the transportation of the waste is also part of the fee.

The proposed tip fee of \$145/ton, compared to the anticipated tip fee of \$87.85/ton, is an increase of \$57.15/ton.

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

- a) Draft Letter from Town to MIRA, Addressing Questions and Concerns with the Proposal



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager & Eric Wellman - First Selectman

March 9, 2020

Thomas D. Kirk, President  
MIRA  
200 Corporate Place  
Suite 202  
Rocky Hill, CT 06067

Re: Redevelopment of South Meadows Facilities – Statement of Interest Response

Dear Mr. Thomas D. Kirk:

The Simsbury Board of Selectmen has met and discussed at length the proposed redevelopment of the MIRA South Meadows facility on multiple occasions. Simsbury is highly supportive of the mission of MIRA as a strong example of the power of regionalism, through your continued commitment to the environmentally responsible management of our Municipal Solid Waste (MSW) and recycling. We understand the critical need to effectively dispose of the MSW and recover the recycling products collected from our community. At this time our Board is not accepting or rejecting the non-binding statement of interest and instead is offering this letter to provide our comments, concerns and questions to the MIRA board.

*Process:*

Since the original RFP response was provided to CTDEEP, the project has far exceeded the original fees structure and financing arrangements provided by SACYR-Rooney. If the current program was offered under a new RFP would there be an opportunity to see a more competitive proposal? Our suggestion would be for MIRA or CTDEEP to issue a new/revised RFP to allow for a fair and transparent procurement process.

We are interested to better understand how the operation of MIRA will change under the proposed SACYR-Rooney redevelopment plan.

*Financial:*

Simsbury would consider a long-term agreement with MIRA, provided we have better assurances and understanding of the reporting and financial controls for the operation.

Simsbury has a fiscal responsibility to our residents and our Board believes it would be irresponsible to support a tip fee that far exceeds the current and potential future open market fees.

MIRA has historically set the tip fee based on net-cost of operations and now we are being asked to agree to a set tip fee + a COLA, yet there is still language describing net-cost of operations. Will the proposed tip fee be based on the net-cost of operations, with the \$145/ton (or other per ton cost) + COLA tip fee serving as a maximum fee?

Tip fees from MSW are impacted by a number of factors that differ from a typical COLA. Is there a better metric to be used to adjust the future tip fee?

If new technologies are developed or if the recycling market has a substantial rebound, how will the proposed MIRA/SACYR-Rooney partnership share the benefits with the participating communities?

Simsbury is very interested in supporting MIRA as you pursue alternatives to keep our tip fees reasonable for the region. We would be like to offer our support and commitment to the regional model for MSW and recycling. Please let us know if there are any steps we can take to help facilitate a better outcome for this redevelopment project. We would like to keep an open dialogue, as we all have a vested interest in this regional issue.

Regards,



Maria Capriola  
Town Manager



Eric Wellman  
First Selectman

Cc: Simsbury Board of Selectmen  
Thomas Roy, Director of Public Works



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Rescission of SCTV Location Charge to Public Building Committee
2. **Date of Board Meeting:** March 9, 2020
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 rescinding the SCTV location charge to the Public Building Committee, the following motion is in order:  
  
*Move, effective March 9, 2020, to rescind the Board of Selectmen directive issued October 28, 2016 to the Public Building Committee to begin studying a location change for SCTV.*
5. **Summary of Submission:**  
On October 28, 2016 the Board of Selectmen gave a directive to the Public Building Committee to explore the relocation of SCTV from Eno Memorial Hall. The basis of this request was in part due to a desire to explore increasing programming space for the Senior Center at Eno.  
  
At the request of the Public Building Committee, the Board of Selectmen revisited the SCTV location directive at its January 8, 2018 meeting. At that time the Board did not rescind the directive but did recognize that there was no longer an immediate need to relocate SCTV.  
  
At this time, there is not an immediate need to relocate SCTV and the Public Building Committee could be released from this assignment for the immediate future.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**
  - a) Memo from M. Appleby RE: SCTV Relocation Charge to the Public Building Committee, dated January 9, 2018
  - b) Memo from L. Heavner RE: Charge to the Public Building Committee – Senior Center, dated October 28, 2016

**MEMORANDUM**

**TO:** Jerome F. Shea, P.E. – Town Engineer

**FROM:** Melissa A.J. Appleby – Deputy Town Manager

**RE:** SCTV Relocation Charge to the Public Building Committee

**DATE:** January 9, 2018

**CC:** Sean M. Kimball – Interim Town Manager  
Cheryl Cook – Board of Selectmen Liaison to Public Building Committee

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At its Regular Meeting on January 8, 2018 the Board of Selectmen did not take any formal action regarding the Public Building Commission's request to be released from its charge to explore options for the relocation of SCTV.

Although there is no longer an immediate need to relocate SCTV due to the deferral of the funding for the Senior Community Center project, the Board of Selectmen anticipates that this conversation will continue during the FY 2019 budget discussions. Depending on how the Senior Community Center project moves forward, there may be a need to continue exploring options for SCTV at some point in the future.

Please extend the Board of Selectmen's appreciation to the Committee for their work on this matter and for their continued service to the Town.



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

*Lisa L. Heavner - First Selectman*

## MEMORANDUM

**To:** Richard E. Ostop – Chair, Public Building Committee

**From:** Lisa L. Heavner – First Selectwoman

**Re:** Charge to the Public Building Committee – Senior Center

**Date:** October 28, 2016

**CC:** Board of Selectmen  
Jerome Shea – Town Engineer  
Sean M. Kimball – Director of Finance/Treasurer  
Tom Roy – Director of Public Works  
James Rabbitt – Director of Planning and Community Development  
Mickey Lecours-Beck – Director of Social Services  
Kathleen Marschall – Senior Center Coordinator  
Edward LaMontagne – Chair, Aging and Disability Commission  
Anita Mielert – Chair, Main Street Partnership  
Thomas F. Cooke – Director of Administrative Services

~~~~~

First and foremost, my thanks to you and the Public Building Committee for your ongoing efforts to create an exceptional Senior Center for our residents. As we discussed at Monday's Board of Selectmen meeting, we are committed to providing our seniors with a warm, welcoming space capable of supporting a wide range of services and programs and reflecting how much we value them.

At its Regular Meeting on Monday, the Board of Selectmen – after hearing from representatives of the Public Building Committee, the Performing Arts Center Board and the Aging and Disability Commission – concluded that the proposed site at Simsbury Meadows was not viable and elected to revise its charge to the Public Building Committee as follows:

- Working in close consultation with the Director of Social Services, the Senior Center Coordinator, the Aging and Disability Commission and historic preservation groups, prepare plans for the renovation of Eno Memorial Hall to accomplish the following goals:
  - **Ensure that Eno Memorial Hall is compliant with the Americans with Disabilities Act and its regulations.** Recognizing that Eno Memorial Hall is an

Telephone (860) 658-3230  
Facsimile (860) 658-9467

*LHeavner@simsbury-ct.gov*  
*www.simsbury-ct.gov*

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

historic structure and that there may be some architectural limitations, the building (including but not limited to its bathrooms and entryways) should be renovated to ensure that it is both safe for and accessible to our seniors and disabled individuals.

- **Increase and improve space within the building for programming purposes.** Plans should include (but not be limited to) the potential relocation and improvement of administrative space and the improvement of kitchen space. The plan should also recognize that many services and programs are available to seniors through the Library, Culture, Parks & Recreation and potentially other Simsbury-based organizations. Assume for these purposes that SCTV will be relocated and that the lower level of the building will be available to the Senior Center. Every effort should be made to make the lower levels of the facility as bright, open and inviting as possible.
- **Consider options to improve parking.** Recognizing that parking remains a significant challenge, the plan should maximize parking close to the building.
- **Develop the plan assuming that \$5 million will be available for the project.** Plans should also include steps, it necessary, to value engineer the project to \$3 million. The possibility of phasing the project should also be considered. The town will work closely with Main Street Partnership to seek and obtain grants to support this project.
- **Provide a projected cost estimate in time for consideration of the renovation in connection with the FY2017-2018 Capital Plan.**
- **Utilize the extensive material from prior senior center plans and studies to minimize costs and increase the overall value of the revitalized Eno Memorial Hall.**

Independently, the Public Building Committee is also charged with exploring the relocation of SCTV. The total cost of the relocation should not exceed \$1.1 million. The Simsbury Board of Education has offered to evaluate space for SCTV in its plans for the renovation of Henry James Memorial School and this should be the primary focus for relocation plans. Notwithstanding this, other locations should be considered provided they are financially viable.

My thanks to all of you for the excellent and extensive work you have already completed and for your ongoing commitment to work together to create a spectacular facility for the Town of Simsbury and its seniors.



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Referral of Town Manager Employment Agreement to Personnel Sub-Committee
2. **Date of Board Meeting:** March 9, 2020
3. **Individual or Entity Making the Submission:**  
Eric Wellman, First Selectman; Sean Askham, Deputy First Selectman

4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen is supportive of referring this matter to the Personnel Subcommittee, the following motion is in order:

*Move effective March 9, 2020 to refer to the Personnel Subcommittee the matter of the Town Manager's contract and request that the Personnel Subcommittee provides a recommendation to the full Board of Selectmen no later than June 22<sup>nd</sup>.*

5. **Summary of Submission:**  
Town Manager Maria Capriola's 3-year contract expires January 29, 2021. There are at least three ways the Board of Selectmen can proceed:
  - 1) Enter into a conversation with Town Manager Maria Capriola on a contract renewal.
  - 2) Open the Town Manager position for new applications, leaving the option open for renewing Ms. Capriola's contract.
  - 3) Decline to renew Ms. Capriola's contract and open the Town Manager position for new applications.

I request that the Board of Selectmen refer this matter to the Personnel Subcommittee to review the above options and provide a recommendation to the full Board of Selectmen no later than our June 22<sup>nd</sup> meeting. The Town Manager's contract requires six month notification for non-renewal. Since the Town Manager is a new position in Simsbury and this is Ms. Capriola's first contract, I recommend the Personnel Subcommittee initiate a process in which we gather input from a variety of sources including the Board of Selectmen and the public to inform our recommendation.

6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**  
None



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Clean Water Bond Refunding
2. **Date of Board Meeting:** March 9, 2020
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 moving forward with the Clean Water Bond Refunding, the following motion is in order:

*Move, effective March 9, 2020 to authorize the issuance of \$9,000,000 refunding bonds for payment of the outstanding principal of and interest and any call premium on any portion of the Town of \$21,037,216.21 project loan obligation dated March 31, 2008; and costs related thereto.*

The Board of Selectmen shall also make the resolution as included within the attachments of this submission.

5. **Summary of Submission:**

Phoenix Advisors LLC, the Town's financial advisor, has been in contact related to the global pandemic which has caused a rush to the security of treasury bonds and high rated municipal securities. Interest rates are so low that the Town may be able to refinance the 2% Clean Water Fund loan and save an estimated \$260,000. The rate on the refinanced bonds would be an estimated 0.85%.

The current Clean Water Fund loan matures in 2028. There will be no change to the maturity date of the loan, just a decrease in the interest rate of the remaining loan balance from the time of issuance to thru the 2028 maturity date.

The Clean Water Fund loan is shared with the Towns of Avon and Granby. Granby contributes 9.2% of the annual payments, Avon contributes 23.20% of the annual payments and Simsbury contributes the remaining 67.60% of the annual payments.

In order to move forward with the refunding, General Statutes require that the Board of Selectmen formally approve the refunding and make the necessary motions/resolutions. While not required, the Board of Finance will also review this on March 10, 2020. Staff will delay taking action until after the Board of Finance meeting.

**6. Financial Impact:**

There would be estimated savings of \$260,000 over the remaining course of the current amortization schedule thru maturity in 2028 that would be shared between Granby, Avon and Simsbury. Simsbury's estimated savings to the Sewer Fund would be estimated at \$175,760.

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

a) Bond Resolution

RESOLUTION AUTHORIZING THE ISSUANCE OF \$9,000,000 REFUNDING BONDS FOR PAYMENT OF THE OUTSTANDING PRINCIPAL OF AND INTEREST AND ANY CALL PREMIUM ON ANY PORTION OF THE TOWN OF \$21,037,216.21 PROJECT LOAN OBLIGATION DATED MARCH 31, 2008; AND COSTS RELATED THERETO

RESOLVED,

(a) That the Town of Simsbury issue its refunding bonds, in an amount not in excess of NINE MILLION DOLLARS (\$9,000,000), the proceeds of which are hereby appropriated to fund one or more escrows, and to apply the balance held in such escrows, together with the investment earnings thereon, to the payment in whole or in part, as to be determined by the Town Manager and the Director of Finance of the Town, of the outstanding principal of and interest and any call premium on the Town's \$21,037,216.21 Project Loan Obligation, dated March 31, 2008 and to pay costs of issuance of the refunding bonds authorized hereby, including legal fees, consultants' fees, trustee or escrow agent fees, underwriters' fees, net interest and other financing costs and other costs related to the payment of the outstanding bonds described above. The refunding bonds shall be issued pursuant to Section 7-370c of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

(b) The Town Manager and the Director of Finance of the Town shall sign the bonds by their manual or facsimile signatures. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds. The Town Manager and the Director of Finance are authorized to determine the amount, date, interest rates, maturities, redemption provisions, form and other details of the bonds; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds; to provide for the keeping of a record of the bonds; to sell the bonds at public or private sale; to deliver the bonds; and to perform all other acts which are necessary or appropriate to issue the bonds.

(c) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that costs of the refunding may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the refunding. The Town Manager and the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(d) That the Town Manager and the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds to

provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds.

(e) That the Town Manager and the Director of Finance are authorized to take all other action which is necessary or desirable to enable the Town to effectuate the refunding of all or a portion of the Town's outstanding \$21,037,216.21 Project Loan Obligation, dated March 31, 2008, and to issue refunding bonds authorized hereby for such purposes, including, but not limited to, the entrance into agreements on behalf of the Town with underwriters, trustees, escrow agents and others to facilitate the issuance of the refunding bonds, the escrow of the proceeds thereof and investment earnings thereon, and the payment of the outstanding bonds in whole or in part.

(f) That the above authorization to issue refunding bonds shall lapse on June 30, 2021.



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** FY 20/21 Budget Discussion and Adoption
2. **Date of Board Meeting:** March 9, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Melissa A.J. Appleby, Deputy Town Manager; Amy Meriwether, Finance Director/Treasurer  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board is prepared to take action on the FY 20/21 budget this evening, you may do so. Budget motions will be provided at your meeting Monday evening following the Saturday budget workshop. Should the Board need additional time to discuss the budget, a special meeting should be scheduled later this week, preferably March 11<sup>th</sup>.
5. **Summary of Submission:**  
The Board is scheduled to continue its discussion on the FY 20/21 budget from their March 7<sup>th</sup> budget workshop. If needed, the Board can carry the discussion forward to a special meeting later this week. The Board of Selectmen approved budget will be presented to the Board of Finance on March 17<sup>th</sup>. The public hearing on the budget is tentatively scheduled for April 7, 2020 at the Simsbury Public Library.
6. **Financial Impact:**  
The Manager's proposed operating budget was \$23,178,269, an increase of 3.55%. Approximately 45% of that increase was attributable to pension and OPEB contribution increases. The above budget number does not reflect debt service, capital, the Board of Education, or the Fire District budgets. The overall proposed budgets (town, schools, debt service, cash for capital) are \$103,755,658, or an increase of 2.39%. The most significant cost drivers to the overall budget are debt service and pension/OPEB. Due to these costs, the Manager's proposed budget maintained existing services and had no new service initiatives. In order to fund the proposed budgets a mill rate of approximately 37.33 mills is needed, or a .01 mill increase. This would equate to an annual tax increase of \$3 per year for the median valued single family home. The Manager's full budget document and presentation can be viewed here: <http://simsbury-ct.gov/budget>.

The above numbers are subject to change based upon the outcome of budget workshop discussions and budget discussions held by the Board this evening.

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

- a) 2019-2020 Sample Budget Motions – *FORTHCOMING MONDAY EVENING*
- b) Budget Workshop Flagged Items – *FORTHCOMING MONDAY EVENING*



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Sustainability Team Appointment and Member Composition

2. **Date of Board Meeting:** March 9, 2020

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

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

If the Board of Selectmen is in favor of expanding the amount of Sustainability Team members from 8 to 9 and appointing Timothy Walzcak, the following motions are in order:

*Move, effective March 9, 2020, to increase the number of membership slots on the Sustainability Team by one membership slot designated for the Open Space Committee, for a total of 9 members. Further move to appoint Timothy Walzcak (R) to the Sustainability Team.*

5. **Summary of Submission:**

In their annual report, the Sustainability Team mentioned that during the certification process for Sustainable CT they deemed it beneficial to have an Open Space Committee member on the Team. Tim Walzcak has been participating as a representative of Open Space. The Team is requesting an increase in membership slots to account for this. The total membership would increase from 8 members to 9.

The Team has requested Tim Walzcak of the Open Space Committee be appointed to fill the newly created membership slot on the Sustainability Team.

6. **Financial Impact:**  
None

7. **Description of Documents Included with Submission:**  
None

## **CALL TO ORDER**

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Board members, Michael Paine, Jackie Battos, Chris Peterson; and Wendy Mackstutis. Deputy First Selectman Sean Askham was absent. Others in attendance included Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Police Chief Boulter; Parks and Recreation Director Tom Tyburski; Public Works Director Tom Roy; Finance Director Amy Meriwether, and other interested parties.

## **PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

## **PUBLIC AUDIENCE**

Robert Kalechman, 971 Hopmeadow Street, spoke about MIRA trash issues discussed at the last Board meeting; the Charter revisions and personnel; the Town Manager’s position; Police Commission issues and other items.

Michael Rinaldi, Pinnacle Mountain Road, spoke about disabled parking issues at the Performing Arts Center; and other issues. He feels there needs to be some kind of compromise for handicapped parking.

Joan Coe, 26 Whitcomb Drive, spoke about time allotted for public audience speakers; her FOI requests; Police Department issues; Police Commission responsibilities and other issues.

Mr. Peterson made a motion to amend the agenda to add a discussion on Officer Trombly to the Executive Session. Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Peterson made a motion to amend the agenda to move the MIRA discussion before the Presentations. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

## **MIRA STATEMENT OF INTEREST**

Mr. Paine recused himself.

Mr. Wellman said MIRA had two questions for the Board – paying \$145/ton tip fee and the Town signing a 30 year commitment without an opt out clause.

Mr. Roy said we did send MIRA questions. He said there is a house bill pending in the Legislature which would allow or provide \$30,000,000 bonding for MIRA. They did say the tip fee would go down to competitive fees. We also asked if we didn’t respond to their statement of interest or said no, would we lose the ability to participate in the final decision and their answer was no. He did share his proposed letter with surrounding Towns as they have the same issues.

After some questions and discussion, it was decided that there would be experts or consultants invited to the Board meetings, after May, to further discuss this issue. Mr. Roy and Ms. Capriola will revise the letter of concerns and options and Regional support for the next meeting.

Mr. Paine returned to the meeting.

## **PRESENTATIONS**

### **a) Town Manager’s Proposed FY 20/21 Budget**

Ms. Capriola presented her Town Manager’s budget. She explained the budget objectives including, maintaining current services and programs; advancing Board of Selectmen initiatives and priorities; maintaining and investing in existing assets and infrastructures; and strengthening long term financial stability.

Ms. Capriola went through the FY 20/21 General Fund Revenues, Expenditures, Expenditure trends, Service Improvements, and Board of Selectmen Initiatives. She also went through FY 20/21 Capital Budget Revenues and Expenditures, Capital Town Projects and CNR Revenues and Expenditures. She also went through Capital and Debt Service Budget Model.

Ms. Capriola said the impact on Taxpayers would be an increase of \$3.00 or 0.03%.

Ms. Capriola said she did receive many requests from agencies to increase their budgets, but she level funded them. At the Budget Workshop on March 7<sup>th</sup>, she will discuss OPEB and pension funding. She said the budget needs to be presented to the Board of Finance by March 17<sup>th</sup>.

### **b) FY 18/19 CAFR**

Mr. Wellman said BlumShapiro completed the audit for the 2018/19 FY. They issues an unmodified “clean” opinion.

Ms. Meriwether went though some of the highlights of statements. The Building Department fees and property tax were excess of budget. There were some unanticipated school building grants. Therefore, they did close out some special revenue funds that were in a deficit position, etc.

Ms. Meriwether said BlumShapiro did note that the Town should consider implementing a Positive Pay System with the Bank. They also suggested that the Town and Board of Education have a Fraud Risk Assessment performed. They also performed additional required audits over Federal and State grants which also received an unmodified “clean” opinion.

## **FIRST SELECTMAN’S REPORT**

First Selectman, Eric Wellman, reviewed his First Selectman’s report.

## **TOWN MANAGER’S REPORT**

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

## **SELECTMAN ACTION**

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

Ms. Mackstutis made a motion, effective February 24, 2020, to approve the presented tax refunds in the amount of \$52,177.28, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds. Mr. Peterson seconded the motion. All were in favor and the motion passed.

### **b) Designation of Code Enforcement Officer and Wetlands Officer**

Mr. Wellman said the Town Charter gives the Board the authority to appoint these positions. This is needed with the staff turnover.

Ms. Battos made a motion, retroactive to February 10, 2020, to designate Thomas Hazel as an Assistant Conservation, Inland Wetlands Officer and as the Code Enforcement Officer. These designations shall remain in effect until rescinded or Mr. Hazel's separation from service, whichever comes first. Mr. Paine seconded the motion. All were in favor and the motion passed.

### **c) Proposed Anti-Harassment Policy**

Mr. Wellman said staff has been working on creating an Anti-Harassment Policy that would protect staff from all harassment. The Personnel Sub-Committee reviewed the draft and voted to forward this to the Board of Selectmen for consideration.

Mr. Paine made a motion, effective February 24, 2020, to adopt the Anti-Harassment Policy as presented. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

## **APPOINTMENTS AND RESIGNATIONS**

### **a) Simsbury 350<sup>th</sup> Committee Appointment**

Mr. Paine made a motion, effective February 24, 2020, to appoint Nancy Grandin (D) to replace Jean Summer on the 350<sup>th</sup> Anniversary Committee and to convert the membership slot for the Simsbury Woman's Club to a community member slot. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

Mr. Paine made a motion, effective February 24, 2020, to increase the number of membership slots on the Simsbury 350<sup>th</sup> Committee by one community member slot, for a total of 19 members and to further move to appoint Joseph Campolieta (D) to the Simsbury 350<sup>th</sup> Committee. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

### **b) Proposed Re-appointment and Resignation for Technology Task Force**

Mr. Wellman is looking to best leverage the Technology Task Force to understand where their gaps are, especially since the change in form of government. Once we know where we are going we can figure out who else should be appointed.

Ms. Mackstutis made a motion, effective February 24, 2020, to re-appoint the presented members as Regular Members to the Technology Task Force with terms expiring December 6, 2021. Mr. Paine seconded the motion. All were in favor and the motion passed.

Ms. Mackstutis made a motion, effective February 24, 2020, to accept the resignations of Lawrence DiSciacca, Mark Orenstein and Jeremy Wallman as regular members of the Technology Task Force. Mr. Paine seconded the motion. All were in favor and the motion passed.

**c) Appointment of Melissa Brett to the Hometown Heroes Committee**

Ms. Battos made a motion, effective February 24, 2020, to appoint Melissa Brett (R) to the Hometown Heroes Committee, representing the business community. Mr. Paine seconded the motion. All were in favor and the motion passed.

**REVIEW OF MINUTES**

**a) Regular Meeting of February 10, 2020**

Ms. Mackstutis made a motion, effective February 24, 2020, to accept the Regular Meeting Minutes of February 10, 2020 with the following correction:

Page 3 – Mr. Mackstutis is changed to Ms. Mackstutis.

Mr. Paine seconded the motion. All were in favor and the motion passed.

**SELECTMEN AND LIAISON SUB-COMMITTEE REPORTS**

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

Ms. Mackstutis noted that the Board of Education will vote on their budget tomorrow. She also noted that the Henry James project is on budget and on time. She said there was a presentation from a student on Styrofoam trays, which are being used at the school and the issues they cause.

Ms. Mackstutis said there is a Task Force meeting on February 26<sup>th</sup>, but there is no public audience.

Mr. Peterson said there is a Culture, Parks and Recreation Committee meeting on Thursday at 6:00 p.m. in the Main Meeting Room.

**COMMUNICATIONS**

- a) **Revisions to Parks and Recreation Department Refund and Transfer Procedures**
- b) **Administration Approvals for Public Gathering Permits**
- c) **Economic Development 626 Form from Ericka**
- d) **Memo from E. Wellman re: Canoe/Kayak Rentals, dated February 24, 2020**
- e) **Update to Pesticide Pre-Emption Committee, dated February 13, 2020**
- f) **COST 2020 Legislative Priorities**

Mr. Wellman said he would like to discuss about the Town creating a legal path to grant kayaks and canoes for different companies. He said this will take staff time to apply for permits, etc. He would like to know if this Board has any interest in pursuing this.

After discussion, the Board is in favor of pursuing this issue and getting recommendations of how to do this.

### **EXECUTIVE SESSION**

#### **a) Pursuant to CGS §1-200(6)(B) concerning Pending Claims and Litigation – Martin v. Simsbury**

Mr. Peterson made a motion to adjourn to Executive Session at 8:17 p.m., and to include Town Manager, Maria E. Capriola, Deputy Town Manager, Melissa Appleby, Mike Glidden, Attorney DeCrescenzo, and Attorney Jonathan Zellner for item a) pursuant to CGS §1-200(6)(B) concerning Pending Claims and Litigation – Martin v. Simsbury. Also, to include Ms. Capriola, Ms. Appleby, Attorney DeCrescenzo, and Attorney Mike Harrington in the added Executive Session on Officer Trombly. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

Mr. Peterson made a motion to adjourn the executive session at 9:10pm. Ms. Mackstutis seconded the motion. All were in favor and it passed unanimously.

### **ADJOURN**

Mr. Peterson made a motion to adjourn the regular meeting at 9:10pm. Ms. Mackstutis seconded the motion. All were in favor and it passed unanimously.

Respectfully submitted,

Kathi Radocchio  
Clerk

The Simsbury Board of Selectmen passed a resolution on February 11, 2019 to participate in the Sustainable CT certification program for municipalities. This is a grassroots organization that is part of a national network that takes a holistic approach to sustainability through 9 Action Categories. A committee was created that falls under the umbrella of the Clean Energy Task Force, and was staffed and supported by the Director of Public Works. The appointed team is comprised of members from the following committees, commissions, and boards:

- 3 members from the Clean Energy Task Force - Cheri Calnan, Mark Scully, and Mike Tanca
- 1 member from the Planning Commission - Rich Cortez
- 1 member from the Recycling Committee - Mary Turner
- 1 member from the Economic Development Commission - Bob Crowther
- 1 member from the Board of Education - Jeffrey Tindall
- 1 member from Culture, Parks and Recreation - Sarah Cramer

During the process of certification, it was deemed by the team that it would be beneficial to add an additional member, Tim Walczak, representing the Open Space Committee. In addition, the appointed member from EDC needed to step down and a replacement stepped in, Bob Crowther. Therefore we request the appointments of Tim Walczak and Bob Crowther to the Sustainability Committee.

The team initially met on April 16, 2019 and continued to meet monthly with special meetings as needed to meet the August 30<sup>th</sup> deadline for submission. Upon initial review of requirements for a certification there was a consensus that Simsbury could achieve a Bronze level. The challenge was having enough time to pull this together. The Bronze level certification requires a minimum of 200 approved points from 8 Action categories plus 1 required Equity Action.

The staff at Sustainable CT provided Simsbury’s team with tremendous support. This included free assistance by a Fellow Intern during the summer, and the guidance of an Equity Coach. Each committee member contributed to the submission by taking on certain actions, compiling information, and uploading it in the format required.

On October 28, 2019, First Selectman Eric Wellman and the Sustainability Committee were notified that Simsbury had achieved the Silver Certification level. This is the highest level currently available, and is in effect for three years at which time recertification is required. The Silver Certification requires 400 approved points from the 8 Action categories and 2 required Equity Actions. The action categories are as follows:

- |                                             |                                                    |
|---------------------------------------------|----------------------------------------------------|
| 1). Thriving Local Economies                | 2). Well-Stewarded Land & Natural Resources        |
| 3). Vibrant & Creative Cultural Ecosystems  | 4). Dynamic & Resilient Planning                   |
| 5). Clean & Diverse Transportation Systems  | 6). Effective Physical Infrastructure & Operations |
| 7). Strategic & Inclusive Public Services   | 8). Healthy, Efficient & Diverse Housing           |
| 9). Inclusive & Equitable Community Impacts | 10). Innovation Action - Optional                  |

Sustainable CT hosted a celebration of certified towns at the New Britain Museum of American Art on October 30<sup>th</sup>. Present were Tom Roy, Director of Public Works; Mark Scully, CETF Chairperson and Sustainability Committee Vice Chair; Cheri Calnan, Sustainability Committee Chairperson and CETF member; and Tim Walczak,

Sustainability Committee member representing the Open Space Committee and a CETF member. Simsbury is one of 9 CT municipalities that received Silver Certification in 2019. Only 14 towns have received this level since 2018, the inaugural year, and 33 towns have achieved Bronze status.

The official plaque designating Simsbury as a Silver Certified sustainable municipality was received on December 2, 2019 at the Sustainable CT Awards ceremony during the CT Conference of Municipalities at Foxwood Casino. Receiving the award for Simsbury were Maria Capriola, Simsbury Town Manager; Tom Roy, Director of Public Works; and Cheri Calnan, Sustainability Committee Chairperson and CETF member.

Sustainable CT provides a road map, free assistance, and resources to guide Simsbury in achieving sustainability. One of the key benefits of this program is seen in the enhanced communication and collaboration between the various committees and town departments working together on shared goals. Other benefits and reasons for participating identified by SCT:

| <u>Benefits</u>               | <u>Why Participate</u> |
|-------------------------------|------------------------|
| 1). Environmental Impacts     | 1). Inspiration        |
| 2). Greenhouse Gas Reductions | 2). Peer Learning      |
| 3). Health & Wellness         | 3). The Future         |
| 4). Cost Savings              | 4). Funding            |
| 5). Economic Well-Being       | 5). Economy            |
| 6). Climate Resilience        | 6). Track Data         |
| 7). Community Building        | 7). Partnerships       |
| 8). Equity                    | 8). Innovation         |

The achievements documented in Simsbury’s 2019 submission can be easily viewed in one location at <https://sustainablect.org/communities-partners-impact/participating-communities/> These accomplishments lay the foundation to take on new initiatives while assisting with improvements on plans and processes that are currently in place. We request the opportunity to present a plan of goals at March 23, 2020 Board of Selectmen meeting.

The Sustainability Committee would like to thank the 2019 Board of Selectmen, Eric Wellman, Cheryl Cook, Sean Ashkam, Chris Peterson, Michael Paine, and Chris Kelley; Maria Capriola, Town Manager; Tom Roy and the Department of Public Works; Mike Glidden and the Planning & Land Use Department; Tom Tyburski and the Department of Culture, Parks and Recreation; Tara Willerup and the Board of Education, and Ericka Butler, Town Clerk for their support during the submission process. Simsbury is a leader in sustainability. This is evident in the ability to achieve the Silver Certification based on the dedicated work of the town and community volunteers.

## **PRESS RELEASE**

Contact: Melissa A.J. Appleby  
[mappleby@simsbury-ct.gov](mailto:mappleby@simsbury-ct.gov)  
(860) 658-3230

### **Simsbury Honored with Sustainable CT Silver Certification**

**FOR IMMEDIATE RELEASE – October 31, 2019:** The Town of Simsbury has achieved certification as a Sustainable CT community. The Town met high standards in a broad range of sustainability accomplishments to qualify for the Silver certification, which is the highest level of attainment. Sustainable CT, a statewide initiative that inspires and supports communities in becoming more efficient, resilient, and inclusive, announced its 2019 certified communities this week. “Congratulations to our 2019 certified Sustainable CT communities,” said Lynn Stoddard, Executive Director of the Institute for Sustainable Energy at Eastern Connecticut State University, which administers the program. “We are inspired by your leadership and eager to share your accomplishments in building efficient, thriving, and resilient communities.”

In its application for the Sustainable CT certification, Simsbury demonstrated significant achievement in several sustainable impact areas such as inclusive community building, thriving local economies, vibrant and creative culture, renewable energy, clean transportation and well-stewarded land and natural resources. “This certification is a tremendous recognition of the work that our community has done to promote sustainability, resiliency, and inclusivity,” said Cheri Calnan, Chair of the Simsbury Sustainability Team. Mike Paine, Board of Selectmen member and liaison to the Clean Energy Task Force, concurred. “We are grateful to our Sustainability Team for documenting all of our sustainability efforts to-date and for their efforts in completing the application.” First Selectman Eric Wellman added, “This honor reflects all of the hard work that has already gone into making Simsbury a sustainable community, and I look forward to continuing these efforts moving forward.”

Sustainable CT is an action-oriented, voluntary certification program that focuses on a wide range of efforts that communities can take to improve their overall sustainability. The Simsbury Board of Selectmen created its Sustainability Team in February 2019, with members representing the Clean Energy Task Force, Economic Development Commission, Planning Commission, Open Space Committee, Recycling Committee, Board of Education, and the Culture, Parks and Recreation Commission. Tom Roy, Director of Public Works, provides staff support to the Sustainability Team and serves as the Town’s municipal contact person for Sustainable CT. For more information on this program, contact the Department of Public Works at (860) 658-3222.

###



# Sustainable CT Community Certification Report

This is the Sustainable CT Certification Report of Simsbury, a Sustainable CT silver certified applicant.

Simsbury was certified on October 28, 2019 with 425 points. Listed below is information regarding Simsbury's Sustainable CT efforts and materials associated with the applicant's certified actions.

## Contact Information

**The designated Sustainable CT contact for Simsbury is:**

|                        |                                           |
|------------------------|-------------------------------------------|
| <b>Name:</b>           | THOMAS ROY                                |
| <b>Title/Position:</b> | DIRECTOR OF PUBLIC WORKS / PUBLIC WORKS   |
| <b>Address:</b>        | 66 TOWN FOREST ROAD<br>SIMSBURY, CT 06070 |
| <b>Phone:</b>          | 860-658-3222                              |

## Actions Implemented

Each approved action and supporting documentation for which Simsbury was approved for in 2019 appears below. Please enjoy this opportunity to view and learn from the information and materials provided.

Notes: Submission content was created by Simsbury, and Sustainable CT makes no claims, promises or guarantees about the accuracy, completeness, or adequacy of the submission, beyond that an individual reviewer approved at least some elements of the action for certification. Further, standards for actions below may have changed, and the documentation listed may no longer satisfy requirements for that action. Finally, approved actions here may include some documents and descriptions in support of action elements that were not approved, in addition to elements that were approved. In preparing your own application, please rely only on the action write-ups for the current certification year to guide your submission. Please contact [info@sustainablect.org](mailto:info@sustainablect.org) with specific questions.

### 1. Thriving Local Economies

#### 1.4 Provide Resources and Supports to Local Businesses

15 Points

**Approved Information:** 1.4.1. Host a Business Roundtable (5 points), updated 6/12/19 1.4.2 Support Main Street Programs, (5 points), updated 5/14/19 1.4.3 Invite businesses to three events, (5 points), updated 8/26/19

#### Supporting Documentation:

PDF: [1.4.2 MSP LETTER.PDF](#)

PDF: [1.4.3 COC EVENT 1.PDF](#)

PDF: [1.4.3 COC EVENT 2.PDF](#)

PDF: [1.4.3 COC EVENT 3.PDF](#)

PDF: [1.4.1 EDC ROUNDTABLE.PDF](#)

IMAGE: [1.4.1 EDC ROUNDTABLE PHOTO.JPG](#)

PDF: [1.4.2 MSP BUDGET.PDF](#)

**Documentation Details:** 1.4.1 EDC - Press release of the Economic Development Commission Business Roundtable 1.4.1 EDC - Roundtable photo 1.4.1 EDC - Read more about the event by clicking the hyperlink. <https://www.simsbury-ct.gov/economic-development-commission/bulletins/economic-development-commission-hosts-business-roundtable> 1.4.2 MSP - Letter from Main Street Partnership describing the relationship with the Town of Simsbury and the services they provide. 1.4.2 MSP - Town budget line item. 1.4.3 COC Event3 - Chamber of Commerce Flier of all the upcoming events, participating businesses, and sponsors. 1.4.3 COC Event2 - Chamber of Commerce Flier to Tour Anthology Event 1.4.3 COC Event 1 - Chamber of Commerce Flier to TD Bank Event

**Partners:** 1.4.1 Town of Simsbury, Economic Development Commission, Main Street Partnership, Westminster School, Local Businesses and Residents 1.4.2 Main Street Partnership, Town of Simsbury 1.4.3 Chamber of Commerce, Over 30 local businesses noted in COC Event 3

## 1.6 Participate in and Promote the C-PACE Program

5 Points

**Approved Information:** 1.6.1 Participate in C-Pace (5 points) 12/11/12

**Supporting Documentation:**

PDF: [1.6.1 - C-PACE AGREEMENT.PDF](#)

PDF: [1.6.1 BOS C-PACE AGREEMENT PASSED.PDF](#)

IMAGE: [1.6.1 SCREEN SHOT OF C-PACE LINK SIMSBURY CETF WEBPAGE.JPG](#)

**Documentation Details:** 1.6.1 - Simsbury Board of Selectmen C-Pace Agreement Approved - Meeting Minutes pg. 5 1.6.1 - C-Pace Agreement 1.6.1 - Screenshot of link to C-Pace

**Partners:** Simsbury Board of Selectmen, Simsbury Clean Energy Task Force, C-Pace

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## 2. Well-Stewarded Land and Natural Resources

## 2.4 Develop an Open Space Plan

20 Points

**Approved Information:** 2.4.1: Open Space Inventory (5 points). Updated 1/7/16 2.4.2: Open Space Prioritization (5 points). Effective 11/8/16 2.4.3: Open Space Plan (10 points). Effective 11/1/17

### Supporting Documentation:

PDF: [2.4.1 SIMSBURY INVENTORY OF TOWN OWNED OPEN SPACE](#)

PDF: [2.4.3 SIMSBURY 2017 PLAN OF CONSERVATION AND DEVELOPMENT](#)

PDF: [2.4.2 SELECTION AND PRIORITIZATION CRITERIA](#)

PDF: [2.4.2 PROOF OF UPDATE - TOWN CHARTER/CODE](#)

PDF: [2.4.3 OPEN SPACE FUTURE ACQUISITION ENHANCEMENTS.PDF](#)

**Documentation Details:** For 2.4.1- Inventory of Town Owned Open Space: Attached is the working draft of Simsbury's Town Inventory of Town Owned Open Space. Pages 1-68 include maps and descriptions. Pages 69-76 is the list. Pages 77-79 indicate those properties that are classified as Aquifer Protection Areas. Pages 80-84 indicate those that are classified as Containing Wetlands. Pages 85-88 indicate those Providing a Wildlife Habitat. Pages 89-90 are those providing Connectivity. Page 91-92 lists those classified as Parks. Page 93 has those classified as Agricultural, those with Special Features and those not fitting any specified category. For 2.4.2 - Prioritization. The attached is section 21-4, section B shows the prioritization. Also attached in the proof of update shows the screen shots showing that the town charter and code were updated 11/8/16 For 2.4.3 -Develop an Open Space Plan: Please see Page 31, Section 6 "Preserve Open Space." In document "2.4.3 open space future acquisition enhancements" page 2, Simsbury Open Space working committee is developing how our master plan will prioritize future acquisitions, enhance our local ecosystem, connect open space parcels, offer recreational benefits, and ensure long-term viability of our open space.

**Partners:** 2.4.1. Simsbury Conservation Commission, Simsbury Open Space Committee 2.4.3 Simsbury Planning Commission, Open Space Working Committee, Conservation Commission, Simsbury Park and Rec. 2.4.2 Town Of Simsbury Board of Selectman

## 2.6 Manage for Drought and Municipal Water Use

5 Points

**Approved Information:** 2.6.1 - Drought ordinance (5 points). Published 9/12/2018

### Supporting Documentation:

PDF: [2.6.1 - SIMSBURY DRAFT WATER ORDINANCE](#)

**Documentation Details:** 2.6.1 Water Shortage Ordinance passed by the Board of Selectmen. Highlighted on pages 1-3.

**Partners:** Simsbury worked closely with our local water utilities; Aquarion Water, Avon Water and Tariffville Water to be sure the Water Shortage Ordinance would support their needs during a water shortage or threatened water shortage.

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## 2.8 Implement Low Impact Development

5 Points

**Approved Information:** 2.8.1 Include a section on the importance of storm water management and support of LID solutions in your POCD. (5 pts)

### Supporting Documentation:

PDF: [2.8.1 SIMSBURY POCD SECTION ON LID](#)

**Documentation Details:** This file contains the pages from the 2017 POCD (Part 2 "What We Want to Protect") which describe LID. Part 2 of the POCD can be found here: [https://www.simsbury-ct.gov/sites/simsburyct/files/uploads/simsbury\\_pocd\\_effective\\_110117\\_-\\_part\\_2.pdf](https://www.simsbury-ct.gov/sites/simsburyct/files/uploads/simsbury_pocd_effective_110117_-_part_2.pdf)

**Partners:** NONE

### 3. Vibrant and Creative Cultural Ecosystems

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#### 3.1 Map Tourism and Cultural Assets

5 Points

**Approved Information:** 3.1.2 Update CTVisit Profile (5 points), Current 8/26/19

**Supporting Documentation:**

PDF: [3.1 - CTVISIT - SIMSBURY SOCIAL MEDIA.PNG.PDF](#)

PDF: [3.1 - CTVISIT SIMSBURY WINTER.PNG.PDF](#)

PDF: [3.1 - CTVISIT SIMSBURY FALL.PNG.PDF](#)

PDF: [3.1 - CTVISIT SIMSBURY SPRING1.PNG.PDF](#)

PDF: [3.1 - CTVISIT SIMSBURY SUMMER.PNG.PDF](#)

**Documentation Details:** 3.1.1 Update CTVisit Profile - Screenshots of Social Media Platforms and Seasonal Images 3.1.2 Hyperlink to Simsbury Profile - <http://www.ctvisit.com/listings/town-simsbury>

**Partners:** Tariffville Village Association, Farmington Valley Visitors Association, State of Connecticut Tourism, Simsbury Chamber of Commerce, Shop Simsbury, Simsbury Public Library, Simsbury Historical Society & Museum, Simsbury Tourism

### 4. Dynamic and Resilient Planning

## 4.1 Integrate Sustainability into Plan of Conservation and Development and Zoning

70 Points

**Approved Information:** 4.1.2 Incorporate three sustainability concepts in the POCD (40 points)  
4.1.4 (4.1.1) Land Use and Zoning Regulations (30 points)--Concepts 1, 2, 3, 5 and 8

### Supporting Documentation:

WORD: [4.1 DESCRIPTION.DOCX](#)

WORD: [4.1 WORKSHEET A.DOCX](#)

WORD: [ACTION 4.1 WKSHT B SIMSBURY VI.DOC.DOCX](#)

WORD: [ACTION 4.1 WKSHTC \(2\).DOCX](#)

PDF: [AQUIFERPROTECTIONMAP9-19-13.PDF](#)

PDF: [FINAL THE HARTFORD-SIMSBURY FORM BASED CODE.PDF](#)

PDF: [GISLEGEND12-2014.PDF](#)

PDF: [INLAND WETLANDS REGULATIONS REVISED 2013 0.PDF](#)

PDF: [REVISED SIMS SUBDIV REGS FINAL 12.11.2018 EFF 01.08.2019.PDF](#)

PDF: [SIMSBURY CT CENTER FBC AND REGULATING PLAN 01.21.11.PDF](#)

PDF: [SIMSBURY ZON REGS REV 06032019 EFF 07012019.PDF](#)

PDF: [SIMSBURY ZONINGMAP.PDF](#)

PDF: [SIMSBURYANNEXHAZMITPLAN2018.PDF](#)

PDF: [SPRING2019DEVELOPMENTUPDATE.PDF](#)

PDF: [STORMWATERDESIGNGUIDE10-13-11.PDF](#)

PDF: [EXTRACTED POCD FOR 4.1.PDF](#)

PDF: [STORMWATERMGMT.PDF](#)

### 4.3 Develop Agriculture-Friendly Practices

15 Points

**Approved Information:** 4.3.2 Agricultural Use of Municipal Land (5 points), updated 8/29/19 4.3.6 Community Gardens (10 points), updated 3/1/19

#### **Supporting Documentation:**

PDF: [4.3.6 SIMSBURY COMMUNITY GARDEN PICTURES-2019](#)

PDF: [4.3.6 SIMSBURY COMMUNITY GARDENS FLYER MARCH 2019](#)

PDF: [4.3.2 COMMUNITY FARM LEASE.PDF](#)

**Documentation Details:** 4.3.6: In March 2019, the attached flyer announcing open registration for the Simsbury Community Gardens was sent out via email blast to all users in the Simsbury Parks and Recreation database. Additionally, the flyer was posted on the website, [www.simsburyrec.com](http://www.simsburyrec.com) 4.3.2: On 4/13/15 the Town of Simsbury and the Community Farm of Simsbury entered into a lease agreement of the property located as 73 Wolcott Road in Simsbury, CT allowing the farm to engage in farming, community, educational and charitable activities.

**Partners:** 4.3.6 Simsbury Culture, Parks and Recreation Department 4.3.2 Town of Simsbury and Community Farm of Simsbury Inc

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## 5. Clean and Diverse Transportation Systems and Choices

## 5.1 Implement Complete Streets

75 Points

**Approved Information:** 5.1.3 - Complete Streets Policy (20 points), 6/13/19 5.1.5 - Bicycle Friendly Community (10 points), Fall 2018 5.1.6 - Projects as a result of the Pedestrian and Bicycle Master Plan (45 points)--(1) Safety Enhancement Project (15 points), (2) Sidewalk and curb ramp assessment project (15 points) and (3) Rainbow crosswalk, 12/2019

### Supporting Documentation:

PDF: [5.1.3 - SIMSBURY COMPLETE STREETS RESOLUTION.PDF](#)

PDF: [5.1.5 - BFC FALL 2018 REPORTCARD SIMSBURY CT.PDF](#)

PDF: [5.1.5 - PARTNERS - SIMSBURYPEDBIKE\\_ADVISORYCOMM\\_1116.PDF](#)

PDF: [5.1.1 SIMSBURY PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE MEMBER LIST.PDF](#)

PDF: [5.1.1 COMMITTEE TEAM MEETINGS DATES.PDF](#)

PDF: [5.1.1 COMMITTEE TEAM DATE OF RECENT MEETING.PDF](#)

PDF: [5.1.4 - PLANNING RESULTS.PDF](#)

PDF: [5.1.4 - SPBMP INVENTORY, CHECKLIST.PDF](#)

PDF: [5.1.6 - COMPLETED PROJECTS.PDF](#)

PDF: [5.1.3 - SPBMP PART 1.PDF](#)

PDF: [5.1.3 - SPBMP PART 2.PDF](#)

PDF: [ACTION 5.1.6 - RAINBOW CROSSWALK.PDF](#)

**Documentation Details:** 5.1.1 - List of Complete Streets Team Members - Simsbury Pedestrian and Bicycle Advisory Committee Members list 5.1.1 - Date of most recent Advisory Committee Meeting - Highlighted in Yellow 5.1.1 - Dates of Advisory Committee Meetings - Highlighted in Yellow 5.1.1 - Additional Documentation - Hyperlink to web page <https://www.simsbury.bike/> 5.1.3 - Simsbury Pedestrian and Bicycle Master Plan Part 1 and Part 2 5.1.3 - Simsbury Complete Streets Policy, Resolution, and Dissemination 5.1.4 - Inventory and Review of Planning & Design, and Checklist of Changes Needed 5.1.4 - Updates as a Result of the Inventory and Review Process 5.1.5 - Bicycle Friendly Community Report Card 5.1.5 - Simsbury Pedestrian and Bicycle Advisory Committee 5.1.6 - Projects in the Design Phase

**Partners:** Simsbury Pedestrian and Bicycle Advisory Committee - See Attached.

**Additional Information:** 5.1.5 - Simsbury was the first town in Connecticut to receive Silver Level in Bicycle Friendly Community Designation. 5.1.6 - Community Connectivity is a pedestrian and bicycle safety enhancement project focused on six high traffic road crossings. Recommendations from the 2016 Road Safety Audit included ADA compliant signals, updated signage, cyclist stop bars, and solar powered beacons.

## 5.2 Promote Effective Parking Management

10 Points

**Approved Information:** 5.2.1 Strategy Development November 10, 2015.pdf

### Supporting Documentation:

PDF: [5.2.1 PARKING STUDY 6-9-17.PDF](#)

PDF: [5.2.1 PARKING STUDY PRESENTATION 6-12-17.PDF](#)

**Documentation Details:** 5.2.1 - Parking Study and Presentation by Department of Public Works to the Board of Selectmen. 5.2.2 - Non-Regulatory Action - Formalize Shared Parking Pg 30-31, Exhibit A pg 35, Occupancy Date Exhibit B pg 41, Shared Parking Documentation Research

**Partners:** Simsbury Department of Public Works, DESMAN Design Management, Connecticut Main Street Center, 'Preservation of Place' program, State Historic Preservation Office of the Department of Economic and Community Development, Community Investment Act of the State of Connecticut

## 5.5 Promote Public Transit and Other Mobility Strategies

10 Points

**Approved Information:** 5.5.4 Create and formally adopt a bicycle and/or pedestrian plan (10 points), 12/1/18

### Supporting Documentation:

PDF: [5.5.3 BICYCLE-PEDESTRIAN AUDIT CHART.PDF](#)

PDF: [5.5.4 SIMSBURY PED BIKE MASTER PLAN PART 1](#)

PDF: [5.5.3 SIDEWALK & CURB ASSESSMENT.PDF](#)

[BOS 2-11-19 SIDEWALK PROGRAM.PPTX](#)

PDF: [5.5.4 SIMSBURY PED BIKE MASTER PLAN PART 2](#)

**Documentation Details:** Documents labeled 5.5.3 work together to fulfill the requirements of item 5.5.3 5.5.4 Simsbury Ped Bike Master Plan broken into two parts due to size is responsive to item 5.5.4

**Partners:** Capital Region Council of Governments - work together with other towns towards a unified effort across our communities for a variety of topics.

## 6. Efficient Physical Infrastructure and Operations

## 6.1 Benchmark and Track Energy Use

5 Points

**Approved Information:** 6.1.1 Track Energy Use in Municipal and Board of Education Buildings (5 points), updated 7/23/19

### Supporting Documentation:

PDF: [THG ENERGY SOLUTIONS BOARD OF EDUCATION 2014-19 ENERGY USAGE.PDF](#)

PDF: [THG ENERGY SOLUTIONS BOARD OF EDUCATION 2014-19 USAGE VS COST GRAPH.PDF](#)

PDF: [THG ENERGY SOLUTIONS TOWN OF SIMSBURY 2014-19 ELECTRICITY USAGE.PDF](#)

PDF: [ENERGY INTELLIGENCE SUITE USER MANUAL.PDF](#)

PDF: [THG ENERGY SOLUTIONS TOWN OF SIMSBURY USAGE VS COST GRAPH.PDF](#)

**Documentation Details:** The Town of Simsbury and the Board of Education have been tracking energy usage using the THG Energy Solutions system for many years. This system contains detailed historical data for electricity, natural gas and water usage. Our submission contains four reports from this system demonstrating that data is current and extends back to 2014 for both the municipality and board of education. This system has extensive benchmarking capabilities, including live linking to Energy Star facilities as well as multi-commodity benchmarking. These capabilities are explained in detail in the system user manual submitted here under the name "Energy Intelligence Suite User Manual.pdf" (see especially pages 20-22 of this manual).

**Partners:** None

## 6.5 Develop a Municipal Energy Plan

20 Points

**Approved Information:** 6.5 Municipal Energy Plan (10 points), updated 8/19/19  
6.5 Residential/Business Energy Plan (10 points), updated 8/19/19

### Supporting Documentation:

PDF: [2019 SIMSBURY ENERGY PLAN: MUNICIPAL AND RESIDENTIAL/BUSINESS](#)

PDF: [AUGUST 2019 CETF MINUTES.PDF](#)

**Documentation Details:** The file "August 2019 CETF Minutes.pdf" documents the vote taken by the Simsbury Clean Energy Task Force (CETF) on August 19 to adopt both the Municipal Energy Plan and the Residential/Business Energy Plan. These minutes are posted on the CETF page of the town website at <https://www.simsbury-ct.gov/clean-energy-task-force>. (6.5.2 for Municipal and 6.5.5 for Residential/Business) The file "2019 Simsbury Energy Plan\_19 August 2019\_Adopted by CETF.pdf" contains both the Municipal and Residential/Business energy plans, as adopted by the CETF on August 19. - Energy tracking and management are shown on pages 3 and 12. (6.5.1) - Energy reduction goals are described on page 4; energy reduction actions are shown on pages 5, 6 and 10. (6.5.1) - Clean energy production goals are described on page 2; clean energy production actions are shown on pages 7 and 10. (6.5.1) - Peak demand reduction actions are shown on page 10. (6.5.1) - Page 10 identifies how we will track residential and business sector energy use. (6.5.2) - Page 12 shows the calculation of our current residential and business sector energy use; page 3 shows our current residential and business sector renewable energy. (6.5.3) - Page 4 shows our energy use reduction target for residential and business sectors (6.5.4)

**Partners:** The Simsbury Clean Energy Task Force (CETF) has collaborated with the non-profit People's Action for Clean Energy in developing a methodology for estimating total energy use in a community. All calculations and action plans for Simsbury were done entirely by the Simsbury CETF.

**Additional Information:** This energy plan has been designed to be user-friendly and easily customizable for other towns to use. The Simsbury Clean Energy Task Force has shared this prototype plan with the non-profit People's Action for Clean Energy (PACE), who has, in turn, shared it with other communities.

## 6.7 Install Efficient Street Lighting

15 Points

**Approved Information:** 6.7.1 Install Efficient Street Lights (15 points), 12/15/17

### Supporting Documentation:

PDF: [SIMSBURY - MASTER ENERGY SERVICES AGREEMENT](#)

PDF: [CCM SIMSBURY CT ROADWAY LIGHTING O&M 121517](#)

PDF: [EXECUTED CONTRACT - POWERSECURE](#)

**Documentation Details:** CCM Simsbury CT Roadway Lighting O&M 121517 provides a complete list of all upgrades to efficient street lighting. Simsbury - Master Energy Services Agreement and Executed Contract-PowerSecure are the contracts for the worked performed. The upgrades were already completed in 2017.

**Partners:** None

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## 7. Strategic and Inclusive Public Services

## 7.1 Hold a Sustainability Event

15 Points

**Approved Information:** 7.1.1 - Hold a sustainability event (10 points), updated 8/28/19 7.1.2 - Provide municipal support for the event. (10 points), updated 8/28/19 7.1.3 - Track the number of event attendees (10 points), updated 8/28/19 7.1.1 - Zero Waste Event (5 points), updated 7.1.2 - Zero Waste Event Municipal Support (5 points), updated 7.1.3 - Zero Waste Event Track Attendees (5 points), update

### Supporting Documentation:

EXCEL: [7.1 SUSTAINABILITY EVENT\\_SIMSBURY.XLSX](#)

PDF: [7.1.1A ZERO WASTE EVENT TEMPLATE.PDF](#)

PDF: [7.1.1A LIBRARY GIANT BOOK SALE.PDF](#)

PDF: [7.1.1A SWAP SHOP 2018 ANNUAL REPORT.PDF](#)

PDF: [7.1.1A SWAP SHOP DESCRIPTION.PDF](#)

PDF: [7.1.1A SWAP SHOP 2019 SIGN IN SHEET EX..PDF](#)

**Documentation Details:** 7.1 Sustainability Film and Speaker Events held at Simsbury Public Library Template 7.1.1.a Zero Waste Event Template 7.1.1.a Swap Shop Description, Swap Shop Sign In Sheet Example, Swap Shop 2018 Annual Report 7.1.1.a Library Giant Book Sale Patch Article

**Partners:** 7.1 Simsbury Land Trust, Friends of the Library, Civitan Organization. Simsbury Public Library, Clean Energy Task Force Municipality provided a venue and financial support to the Land Trust events, hosted the library events. 7.1.1.a - Simsbury Recycling Committee, Simsbury Public Library, Friends of the Library, Dept. of Public Works, Community Volunteers

### Additional Information:

### 7.3 Train Municipal Commissions

5 Points

**Approved Information:** 7.3.1: Train Municipal Commissions (5 Points) 3/23/19

**Supporting Documentation:**

PDF: [CT BAR ASSOCIATION LAND USE LAW CONFERENCE](#)

PDF: [PURCHASE ORDER 1](#)

PDF: [PURCHASE ORDER 2](#)

PDF: [PURCHASE ORDER 3](#)

PDF: [PURCHASE ORDER 4](#)

**Documentation Details:** Agenda for the Land Use Law Training and purchase orders for each individual attending. Each PO will contain detailed info for attendees.

**Partners:** None

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### 7.5 Report Materials Management Data and Reduce Waste

20 Points

**Approved Information:** 7.5.2 Reduce Solid Waste Generated (20 points), updated 6/21/19

**Supporting Documentation:**

PDF: [SIMSBURY MSW \(3\).PDF](#)

PDF: [7.5.2 LETTER TO DEEP.PDF](#)

**Documentation Details:** 7.5.2 MSW Tonnage Worksheet - Simsbury Line Highlighted 7.52 June 2019 Letter to DEEP with percent reduction of 23% from baseline year of 2014.

**Partners:** Simsbury Dept. of Public Works, DEEP,

## 7.7 Recycle Additional Materials and Compost Organics

20 Points

**Approved Information:** 7.7.1 Mattress Recycling (10 points), 8/6/15 7.7.1 Electronic Recycling (10 points). 8/6/15

### Supporting Documentation:

PDF: [7.7.1 MATTRESS & ELECTONICS RECYCLING.PDF](#)

PDF: [7.71 2019 JULY BULKY WASTE FEE SCHEDULE 3.PDF](#)

PDF: [7.71 ELECTRONICS RECYCLING FLIER.PDF](#)

PDF: [7.71 LANDFILL BROCHURE 10.1.15 FINAL.PDF](#)

**Documentation Details:** 7.7.1 Mattress & Electronic Recycling - DPW to BOS notice of modification of fees. Letter from Paines to DPW of partnership. 7.7.1 Mattress & Electronic Recycling at No Cost - 2019 Bulky Waste fee schedule 7.7.1 Mattress & Electronic Recycling - Town of Simsbury Landfill and Recycling Center brochure. 7.7.1 Electronic Recycling Flier 7.7.1 Hyperlink to DPW Bulky Waste & Recycling Center page on town website - <https://www.simsbury-ct.gov/public-works/pages/bulky-waste-recycling>

**Partners:** Town of Simsbury, DPW, Paine's Recycling & Rubbish Removal, Recycling Committee, Take 2 Recycling

## 8. Healthy, Efficient and Diverse Housing

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### 8.2 Grow Sustainable and Affordable Housing Options

40 Points

**Approved Information:** 8.2.2 - Increase the municipality's affordable housing, as compared to a baseline year within the past 5 years (40 pts) 2013 to 2018.

**Supporting Documentation:**

PDF: [8.2.2 - HOUSING-APPEALS-SUMMARY-SIMSBURY 2013](#)

PDF: [8.2.2 - HOUSING-APPEALS-SUMMARY-SIMSBURY 2018](#)

**Documentation Details:** In the baseline year of 2013, Simsbury's affordable housing percentage of affordable housing was 3.44%. In 2018, the most recent year, it increased to 4.68% This represents an increase of 1.24%. With 10 points awarded for each .25% increase, Simsbury is requesting 40 points. See "8.2.2 - Housing-Appeals-Summary-Simsbury\_2013" (page 3, highlighted with red box) for baseline data for Simsbury. See "8.2.2 - Housing-Appeals-Summary-Simsbury\_2018" (page 3, highlighted with red box) for 2018 data.

**Partners:** None.

## 9. Inclusive and Equitable Community Impacts

## 9.1 Optimize for Equity

30 Points

**Approved Information:** 9.1: Board of Education Equity and Inclusion Assessment, Collaboration, and Training (10 points); 2019 9.1: Martin Luther King Memorial (10 points); 2019 9.1: Rainbow Crosswalk (10 points); 2019

### Supporting Documentation:

PDF: [9.1 BOARD OF EDUCATION - EQUITY TRAINING SCHEDULE](#)

WORD: [PUBLIC FORUM LISTSERV FEB 2019.DOCX](#)

PDF: [10.1.1 - COMMUNITY FOR CARE INVITATION.PDF](#)

WORD: [03-26-19 BOE MINUTES.DOC](#)

WORD: [02-26-19 BOE MINUTES.DOC](#)

PDF: [9.1 -10.1.1 EQUITY IN SCHOOLS.PDF](#)

PDF: [9.1.2 SELECTMEN MEETING MINUTES LGBTQ PROCLAMATION.PDF](#)

PDF: [9.1.3 MLK NARRATIVE.PDF](#)

PDF: [9.1.2 SIMSBURYS RAINBOW CROSSWALK NARRATIVE.PDF](#)

**Documentation Details:** 9.1 - Furthering Equity in Simsbury Public Schools A description of the action can be found in "10.1.1 - Furthering Equity in Simsbury Public Schools". The attached document outlines the schedule of equity trainings throughout the school system. The February 26th minutes are included to demonstrate the extent of the community engagement at this meeting. The March 26th minutes demonstrate the Lessons Learned. Starting on the bottom of page 4, there is an 'Equity Update' that summarizes the lessons from the February 26th meeting and the necessary steps moving forward. 9.1.2 - LGBTQ Proclamation and Rainbow Crosswalk: In recognition of Pride Month the Simsbury Board of Selectmen issued a Proclamation to emphasize that Simsbury is a welcoming community and as a visual reminder of this, Simsbury painted what is believed to be the only rainbow themed crosswalk in Connecticut. The Town received an overwhelming amount of support and media recognition for our efforts to be welcoming and affirming. 9.1.3 Martin Luther King Memorial - In 2009, a group of students from Simsbury High set out on a mission to research King's time in Simsbury. The documentary received national acclaim, but the students saw this as just the beginning. In 2011, a new set of students dedicated themselves to designing a memorial to honor MLK and keep his dream alive. Current student members broke ground this past fall (October 2018), and we anticipate its dedication summer 2019. Refer to document in 10.1.4 Here is link of education to local community <https://www.mlkinct.com/presentations.html>

**Partners:** 9.1 - Optimizing Equity Partners: U.S. Department of Justice Community Relations Service (CRS), RE-CENTER – Race & Equity in Education, Capitol Region Education Council (CREC), Connecticut Association of Public School Superintendents (CAPSS), Connecticut Association of Boards of Education (CABE), Deacon Art Miller Municipality's role: The School Board promoted the first public meeting (in February 2019), and the Board of First Selectmen publicized it. At the request of the School Board, Simsbury Community for Care (a Board of Selectmen-appointed committee formed to bring town and school officials together with community members to discuss, communicate and problem-solve issues of mental health and substance abuse), and the Department of Community and Social Services, hosted the second meeting (May 2019), bringing in CRS to facilitate the meeting.

## 10. Innovation Action

### 10.1 Implement Your Own Sustainability Action

20 Points

**Approved Information:** 10.1. Innovation. (1) Implemented the "Furthering Equity in Simsbury Public Schools initiative" (to address lack of diversity and cultural understanding at Simsbury High School), a multi-pronged approach to furthering equity in Simsbury schools, with plans specifically targeted at high school students, high school faculty and staff, the School District, and the community at large. (Future programming will be targeted at the middle school and elementary schools.) (10 points), ongoing, and (2) Support MLKinCT, a diverse group fo Simsbury High School student members dedicated to documenting, educating and celebrating Dr. King's life and his time spent in Simsbury and Connecticut, with a recent focus on designing an MLK memorial at Simsbury Public Library (10 points), ongoing.

#### Supporting Documentation:

PDF: [10.1.1 - FURTHERING EQUITY IN SIMSBURY PUBLIC SCHOOLS DETAILED CALENDAR](#)

WORD: [02-26-19 BOE MINUTES.DOC](#)

WORD: [03-26-19 BOE MINUTES.DOC](#)

PDF: [COMMUNITY FOR CARE PARTNERS WITH U.S. DEPARTMENT OF JUSTICE COMMUNITY RELATIONS SERVICE ON DIVERSITY & INCLUSIVITY INITIATIVE.PDF](#)

WORD: [10.1.1 FURTHERING EQUITY IN SIMSBURY PUBLIC SCHOOLS.DOCX](#)

PDF: [10.1.2 - FILL-IT WEBPAGE.PDF](#)

IMAGE: [10.1.2 FILL IT ANTONIO'S.JPG](#)

PDF: [10.1.2 FILL IT TIMELINE.PDF](#)

IMAGE: [10.1.2 FILL IT SUNRISE.JPG](#)

PDF: [10.1.4 MLK ANNUAL CELEBRATIONS.PDF](#)

PDF: [10.1.4 MLK MEMORIAL CONC. DESIGN.PDF](#)

WORD: [10.1.4 MLK MEMORIAL DES REV BRD APP 6-20-16.DOCX](#)

PDF: [10.1.4 MLK MEMORIAL TOURISM COMMITTEE MINUTES 2-19-19.PDF](#)

PDF: [10.1.3 SELECTMEN MEETING MINUTES LGBTQ PROCLAMATION.PDF](#)

WORD: [10.1.3 RAINBOW CROSSWALK.DOCX](#)

PDF: [10.1.2 MLK NARRATIVE.PDF](#)

**Documentation Details:** 10.1.1 - Furthering Equity in Simsbury Public Schools A summary of the trainings and actions taken by the Simsbury Board of Education and school administration can be found in the "Furthering Equity in Simsbury Public Schools" and "Optimize for Equity applied to 10.1.1" word documents. 10.1.2 - Fill-It Water Bottle Refill Web page with logo and list of participating businesses. Fill-It partners volunteer to provide clean tap water at no charge for filling water bottles for all who request it, helping them to stay healthy, reduce waste and save money. The Simsbury Recycling Committee provides businesses with "Fill-It" stickers to display so that residents know they can refill water bottles inside; the Committee also provides information flyers for these businesses post about the environmental and health benefits of avoiding single-use plastic bottles. <https://www.simsbury-ct.gov/recycling-committee/webforms/fill-it> 10.1.4 Martin Luther King Memorial - <https://www.mlkinct.com/>, pdf of conceptual design, pdf of design review board application, pdf of Tourism Committee

minutes, article on local celebrations. 10.1.4 MLK Memorial - hyperlink to courant article - <https://www.courant.com/community/simsbury/hc-va-simsbury-martin-luther-king-jr-memorial-groundbreaking-1011-20181009-story.html> 10.1.4 MLK Memorial - <https://simsburyfreelibrary.org/exhibits/dr-martin-luther-king-jr-in-simsbury/>

**Partners:** 10.1.1 - Furthering Equity in the Simsbury Public Schools Partners: U.S. Department of Justice Community Relations Service (CRS), RE-CENTER – Race & Equity in Education, Capitol Region Education Council (CREC), Connecticut Association of Public School Superintendents (CAPSS), Connecticut Association of Boards of Education (CABE), Leading for Equity Institute, Deacon Art Miller, Planning Committee, Community for Care Committee, Board of Education, School District, Community, Municipality's role: The School Board promoted the first public meeting (in February 2019), and the Board of Selectmen publicized it. At the request of the School Board, Simsbury Community for Care (a Board of Selectmen-appointed committee formed to bring town and school officials together with community members to discuss, communicate and problem-solve issues of mental health and substance abuse), and the Department of Community and Social Services, hosted the second meeting (May 2019), bringing in CRS to facilitate the meeting. 10.1.2 - Fill-It Water Bottle Refill Stations Partners: Local businesses, including Sunrise Convenience Store, Little Mazon Pizza, Jason's House Chinese Restaurant, Antonio's Restaurant, Andy's Italian Kitchen, Popover Bistro & Bakery, Ana's Kitchen Café, Thai O'Cha Restaurant, Brookside Bagels Municipality's role: The Recycling Committee provides businesses with "Fill-It" stickers to display so that residents know they can refill water bottles inside; the Committee also provides information flyers for these businesses post about the environmental and health benefits of avoiding single-use plastic bottles. 10.1.4 MLK Memorial Partners - MLKinCT, Simsbury Free Library, Simsbury Tourism Committee, Simsbury Historic Society and Committee,

**Additional Information:** 10.1.1 Equity Education for Equity Action 10.1.3 Rainbow Crosswalk for Equity Action 10.1.4 - MLK Memorial for Equity Action

**From:** Melissa Marquis [REDACTED]@fvhd.org>  
**Sent:** Thursday, February 27, 2020 8:59 AM  
**To:** [REDACTED]

**Cc:** [REDACTED]  
**Subject:** FVHD Coronavirus Situational Awareness Update  
**Importance:** High

Greetings,  
The Farmington Valley Health District is sending this correspondence to update our municipal officials and their departments on the evolving situation regarding COVID19, what is being done to contain the spread and what we can anticipate and prepare for as we anticipate expanded spread in the US and our communities. Please distribute with your Town departments, Emergency Management Directors and Superintendents.

First, we are participating in nearly daily calls with CDC and regular calls with the CT Department of Public Health. Our website does have a link which directs individuals to the Department of Public Health's website for CoVID-19. We felt this was the best way to keep our residents up to date as the information changes rapidly.

The World Health Organization and CDC have both declared this event a public health emergency, however a Pandemic has not been declared yet. According to CDC, they expect that the US will continue to see cases, and does anticipate community spread in the US at some point. The declaration of a Pandemic does not infer severity and there is still much that we are and will continue to learn about the severity and impact of this virus.

Current public health strategies to contain the spread of illness include self-monitoring with public health supervision for any returning traveler from China. The Health District is notified by the Department of Public Health and will follow up with travelers following State and Federal guidelines. We are also emphasizing what everyone can do to prevent the spread of respiratory illnesses, like COVID-19 including regular hand washing, covering your cough and sneeze, staying home when sick.

Recently the three local health departments/districts that cover Bradley International Airport, the CT Department of Public Health, and Bradley Airport Fire Department staff and administrators met to discuss the Airport plan in the event of a suspected case on a flight. We reviewed roles and responsibilities and shared updated contact information.

We continue to field questions from our schools, the public, businesses and will continue to provide the most up to date information available.

At this time we encourage all municipalities and schools to review their business continuity plans. Additional information can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html>

Additionally all schools are urged to review and update their pandemic response plans. Please click here for the Department of Education guidance document for recommendations to ensure continuity of teaching:

[https://rems.ed.gov/Docs/DoE Recommendations to Ensure Continuity Teaching and Learning.pdf](https://rems.ed.gov/Docs/DoE_Recommendations_to_Ensure_Continuity_Teaching_and_Learning.pdf)

Please click here to view the CDC and State Dept. websites: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html> and <https://travel.state.gov/content/travel/en/traveladvisories/ea/novel-coronavirus-hubei-province--china.html>.

Please do not hesitate to contact me should you have additional questions.

Jennifer

**Melissa Marquis RN, MS**

*Public Health Emergency Response Specialist*  
Farmington Valley Health District  
95 River Rd. Suite C  
Canton, CT 06019

Check out website: [www.fvhd.org](http://www.fvhd.org)



Farmington Valley Health District

*Mission: We strive to **prevent** disease outbreaks and conditions that give rise to poor health, **promote** health programs and policies that support good health, and **protect** members of our community from health threats—both the everyday and the exceptional.*

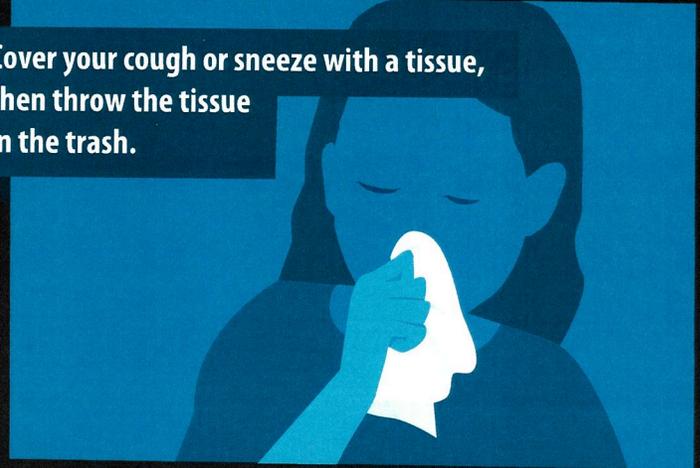
# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

# What you need to know about coronavirus disease 2019 (COVID-19)

## What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

## Can people in the U.S. get COVID-19?

Yes. COVID-19 is spreading from person to person in parts of the United States. Risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19, for example healthcare workers, or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19. Learn more about places with ongoing spread at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html#geographic>.

## Have there been cases of COVID-19 in the U.S.?

Yes. The first case of COVID-19 in the United States was reported on January 21, 2020. The current count of cases of COVID-19 in the United States is available on CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

## How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

## What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath

## What are severe complications from this virus?

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death.

## How can I help protect myself?

People can help protect themselves from respiratory illness with everyday preventive actions.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

## If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

## What should I do if I recently traveled from an area with ongoing spread of COVID-19?

If you have traveled from an affected area, there may be restrictions on your movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

## Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventive actions, like avoiding close contact with people who are sick and washing your hands often.

## Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.



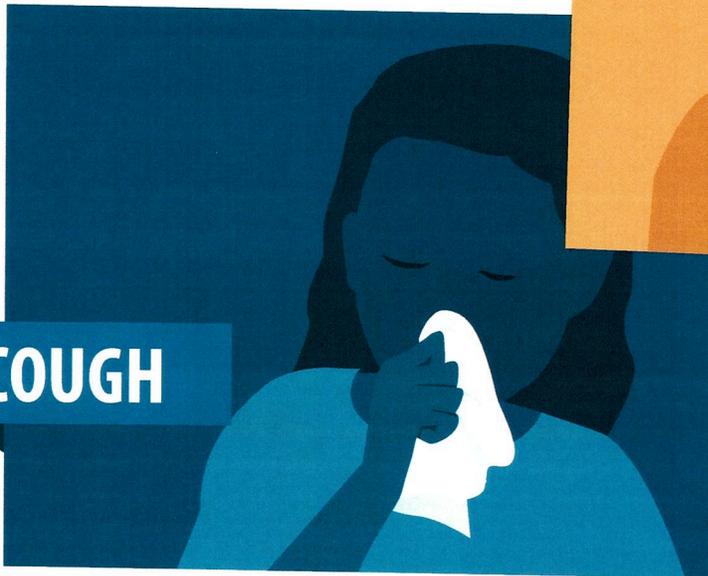
Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms\* can include

**FEVER**

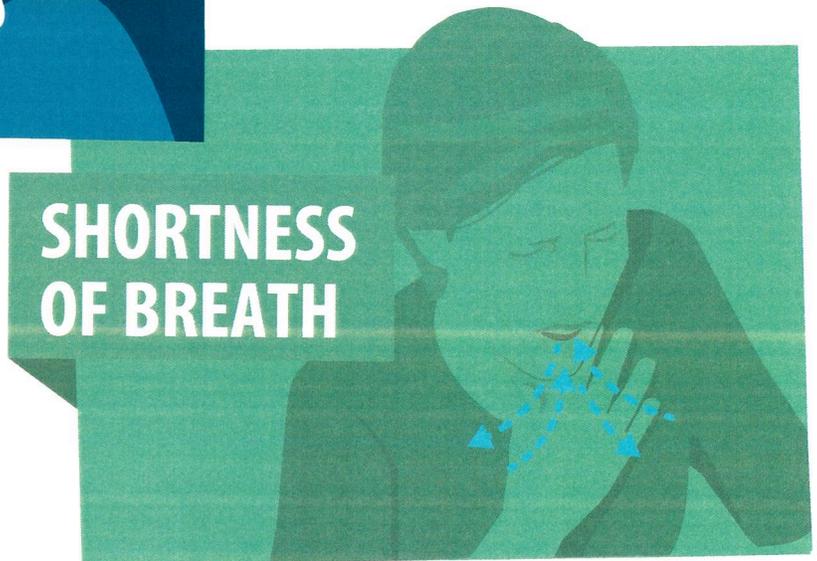


**COUGH**



\*Symptoms may appear 2-14 days after exposure.

**SHORTNESS OF BREATH**



If you have been in China or in close contact with someone with confirmed COVID-19 in the past 2 weeks and develop symptoms, call your doctor.

**If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.**

## Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

## Separate yourself from other people and animals in your home

**People:** As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

**Animals:** Do not handle pets or other animals while sick. See [COVID-19 and Animals](#) for more information.

## Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

## Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

## Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

## Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

## Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

## Clean all "high-touch" surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

## Monitor your symptoms

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

## Discontinuing home isolation

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.



CDC is aggressively responding to the global outbreak of COVID-19 and preparing for the potential of community spread in the U.S.

## Travel

- Conducts outreach to travelers
- Issues travel notices



## Laboratory and diagnostics

- Develops diagnostic tests
- Confirms all positive test results submitted by states



## Schools

- Provides guidance for schools including school closures and online education options



## Businesses

- Provides business guidance including recommendations for sick leave policies and continuity of operations

## Community members

- Shares information on symptoms and prevention
- Provides information on home care
- Encourages social distancing

## Health departments

- Assesses state and local readiness to implement community mitigation measures
- Links public health agencies and healthcare systems

## Healthcare professionals

- Develops guidance for healthcare professionals
- Conducts clinical outreach and education



## Healthcare systems

- Develops preparedness checklists for health systems
- Provides guidance for PPE supply planning, healthcare system screening, and infection control
- Leverages existing telehealth tools to redirect persons to the right level of care



2.26.2020

Dear Ms. Maria Capriola, Town Manager;

As part of our ongoing commitment to deliver reliable energy and superior service to customers, Eversource has contracted with qualified tree contractors to perform routine vegetation maintenance within our electric system rights of way in Simsbury. The work, which is scheduled to occur this year, is part of Eversource's continuing efforts to ensure reliable electric service to you and to thousands of homes and businesses throughout the region, especially during extreme weather events.

### Why Tree Work is Important

- To protect the electric system, we remove tall-growing species from the right of way and cut branches extending into the right-of-way. These trees and branches pose a serious safety hazard, now or in the future, if they contact energized equipment.
- Vegetation contact with electric facilities may lead to power outages that could impact thousands of electric customers. The clearing of trees and branches in and along the right of way will improve system performance, especially during severe weather events.

### Work in Your Neighborhood:

The vegetation management work may include:

- Clearing of incompatible trees and/or removal of branches that are encroaching into the right of way.
- Removing tall-growing tree species that are incompatible to the transmission system, using manual climbing crew or mechanical tree-harvesting equipment, and tree-chipping machinery.
- Removal of vegetation within the cleared areas of the right of way, through cutting, mowing, and/or application of approved herbicides.

### What You Can Expect

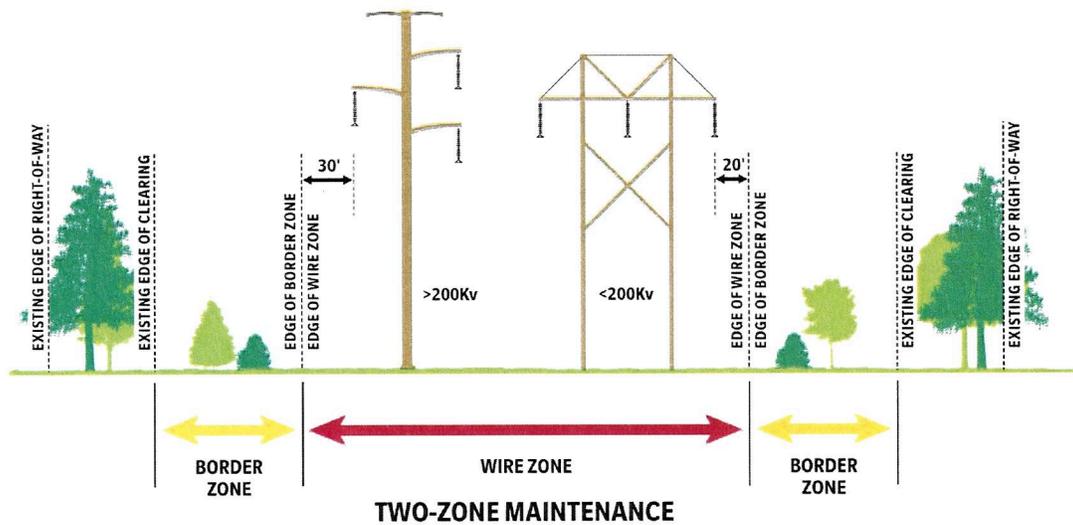
We want you to know that this work will not interrupt electric service to your community, and all people working in the area carry identification. Work hours will typically be 7 am to 7 pm, Monday through Saturday. Due to weather or other unexpected circumstances, from time to time crews may need to work longer hours or on a Sunday.

In certain areas, this vegetation management scope may be more than what has been experienced in the past.

Based on the width of the right-of-way, the type and number of transmission lines, the location of the lines within the right-of-way and the topography, Eversource employs a "one zone" or "two zone" vegetation maintenance method. This method establishes the following:

- **The wire zone** is the area directly under the transmission lines, extending out 20 to 30 feet outside the wires depending on voltage. Eversource manages the wire zone to promote a low-growing plant community dominated by grasses, flowers, ferns and small shrubs under 3 feet in height at maturity. Within this zone trees and brush are selectively removed to allow for the establishment and preservation of these native, low-growing plant communities in non-lawn areas. Only established compatible species with a mature height of 15 feet or less at maturity may be allowed to remain in the wire zone, depending on location. All other vegetation with a mature height of greater than 15 feet will be removed. Depending on the width of the right of way and the electric facilities within the right of way Eversource may determine an entire right of way to be a "one zone."
- **The border zone** is the area from outside the wire zone to the edge of the cleared area or the easement edge. In this zone, incompatible tall-growing trees are removed and native trees and shrubs that have a mature height of 25 feet or less may remain where possible.

The diagram illustrates a typical right-of-way condition. This work is occurring within the existing edge of clearing. Your neighborhood may have a different configuration of transmission structures.



Eversource is using approved contractors to conduct this work. The work may be completed in several stages, or at various times during the year. Work may also be performed by different contractors depending on the scope of work required in the particular rights of way. Trimming and tree removal is performed throughout the year. Herbicide application may be used to treat cut tree stumps or stems throughout the year, and selective leaf treatment can be performed when leaves are present.

### Always Working to Serve You Better

Keeping the lines of communication open is an important part of our work in your community. Please contact us with any questions you might have. If you have any questions concerning this work, please contact Marcia Wellman at 860.728.4547 or [marcia.wellman@eversource.com](mailto:marcia.wellman@eversource.com).

Thank you for your patience and cooperation while Eversource performs this important system reliability work.

Sincerely,

*Sean Redding*

Sean Redding  
Manager of Eversource Transmission Vegetation Management





# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

*Jerome F. Shea - Town Engineer*

Date: March 5, 2020

To: Maria E. Capriola, Town Manager

From: Jerome F. Shea, Town Engineer *JFS*

Cc: Tom Roy, Director of Public Works  
Michael Glidden, Director of Community, Development and Planning Department

## **Re: Report of PFAS in Public Water Supply – Town of Simsbury**

This report provides an update to the current potential for PFAS contamination in public water company sources in the Town of Simsbury. This report is being provided in consideration of recent releases of PFAS in the Farmington River in the Town of Windsor and other concerns with the potential for release of PFAS into the public water supply and in private water supply wells. PFAS are chemicals used in many products that are commonly used as coatings for water-resistance, stain-proofing, non-stick cookware, disposable paper products, etc. PFAS are also used in firefighting foam retardants for extinguishing certain types of fires.

The Town of Simsbury is served in part by three public water companies including the Aquarion Water Company, Connecticut Water Company (formerly the Avon Water Company) and the Tariffville Fire District. All of these public water systems source their water supply from groundwater wells. The Aquarion Water Company recently completed testing of all of their well water sources serving Simsbury, Granby and East Granby for PFAS compounds. The Town of Simsbury staff recently met with Aquarion Water Company for an update on various initiatives they are advancing including PFAS testing of their water supply wells. I have also contacted other public water systems serving the Town of Simsbury including Connecticut Water Company (formerly the Avon Water Company) and the Tariffville Fire District to see if any PFAS testing has been completed on their water supply wells. At this time, no testing has been completed for PFAS compounds at the Connecticut Water Company or Tariffville Fire District water sources. The Connecticut Water Company plans on completing testing of the water sources in the next several months.

In November 2019, Governor Lamont announced that the Connecticut Interagency PFAS Task Force, the group he created in 2019, had developed a PFAS Action Plan. One of the Action Plan's key recommendations is to test drinking water for PFAS among other actionable items. The State Department of Health, who regulates state and federal drinking water regulations of public water systems, is currently formulating a plan to complete this testing. Below is a link to the Action Plan for your information.

<https://portal.ct.gov/-/media/Office-of-the-Governor/News/20191101-CT-Interagency-PFAS-Task-Force-Action-Plan.pdf?la=en>

The U.S. Environmental Protection Agency (EPA) has not established a maximum amount of these compounds that they will allow to be present in drinking water; however, EPA currently recommends that concentrations of two of the chemicals, PFOA and PFOS (aka PFAS compounds), not exceed 70 parts per trillion (ppt) individually or combined. The Connecticut Department of Public Health (DPH) has taken a more conservative approach and agrees that 70 ppt is an appropriate target concentration, but has included three additional PFAS chemicals (PFHxS, PFHpA, PFNA) individually or combined with EPA identifies compounds. PFAS results from the water samples collected by Aquarion Water Company for all their source groundwater wells serving Simsbury range from not detected to 5 parts per trillion of PFAS compounds. These results are significantly below the current advisory levels for drinking water.

Telephone (860) 658-3260

Facsimile (860) 658-3205

[www.simsbury-ct.gov](http://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

The Connecticut Department of Health is currently implementing the PFAS Action Plan. The EPA is also studying this issue and is expected to provide additional guidance or new drinking water standards for PFAS in the future. The timeline for completing this study is unknown at the current time, but I will keep you updated in the future on any new information on this issue.



# Discovery Report

Farmington Watershed, HUC-8 01080207

Hartford, Litchfield, and New Haven Counties, Connecticut and  
Berkshire and Hampden Counties, Massachusetts

*Communities listed inside cover*

Report Number 01

February 26, 2020





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## Acronym List

|         |                                                       |
|---------|-------------------------------------------------------|
| AEP     | Annual Exceedance Probability                         |
| BFE     | Base Flood Elevation                                  |
| BLE     | Base Level Engineering                                |
| cfs     | Cubic feet per second                                 |
| CID     | Community Identification number                       |
| CNMS    | Coordinated Needs Management Strategy                 |
| CRS     | Community Rating System                               |
| DFIRM   | Digital Flood Insurance Rate Map                      |
| DOQ     | Digital Orthophoto Quadrangles                        |
| °F      | Degrees Fahrenheit                                    |
| FEMA    | Federal Emergency Management Agency                   |
| FIRM    | Flood Insurance Rate Map                              |
| FIS     | Flood Insurance Study                                 |
| FOA     | First Order Approximation                             |
| GIS     | Geographic Information Systems                        |
| HEC-RAS | Hydrologic Engineering Center's River Analysis System |
| LFD     | Letter of Final Determination                         |
| LiDAR   | Light Detection and Ranging                           |
| LOMA    | Letter of Map Amendment                               |
| LOMC    | Letter of Map Change                                  |
| MAP     | Mapping, Assessment and Planning                      |
| NFIP    | National Flood Insurance Program                      |
| NHD     | National Hydrography Dataset                          |
| NLD     | National Levee Database                               |
| NRCS    | Natural Resources Conservation Service                |
| SOMA    | Summary of Map Actions                                |
| USGS    | United States Geological Survey                       |
| WMA     | Wildlife Management Area                              |

## Preface

Through Risk Mapping Assessment and Planning, or Risk MAP, the Federal Emergency Management Agency (FEMA) is collaborating with States, Tribes, and local stakeholders to help make communities safer and stronger by working with them to identify real hazards, actions that can reduce their impact, and available resources and solutions. This report captures the first step in this process—Discovery.

During the Discovery phase, FEMA and the collaborators work to gather community knowledge, apply the best scientific modeling, and begin to look at where the safety of residents and security of communities may be at risk. This report can be used as the community moves forward in identifying and taking risk reducing actions, and FEMA will continue to coordinate and communicate with the Farmington Watershed communities to identify potential partnership opportunities in the process of building resilience.

This Discovery Report documents the data that has been collected, as well as information on community needs and priorities obtained as a part of Discovery Meetings. It includes a summary of the findings of the first step of the Discovery process, including areas of flood mapping priorities.

## I. Discovery Overview

The Discovery process, which identifies the priorities and areas of concern for communities within a watershed, helps FEMA and the communities better understand the projects that may help reduce their risk from natural disasters. Through the Discovery process, FEMA can determine which areas of a watershed may be funded for further flood risk identification and assessment. These can be big decisions for a community, and the Discovery process helps to ensure that FEMA works in a collaborative manner, taking into consideration the information collected from local communities.

During Discovery, FEMA and the State reach out to local communities to:

- Gather information about local flood hazards and risk
- Document needs related to flood hazard mapping and the National Flood Insurance Program (NFIP)
- Involve multidisciplinary staff from within communities to participate and assist in the identification and mitigation of risk

The result of the Discovery process is the data and community knowledge captured in this Discovery Report, which was used in the Risk MAP project scope of work.

## II. General Information

### General Watershed Information

The Farmington HUC-8 Watershed covers approximately 388,000 acres (607 square miles) and drains the Connecticut River basin in the areas of southwestern Massachusetts and northwestern Connecticut. Much of the watershed area is rural with some larger centers of population towards central Connecticut. The topography within the watershed is generally characterized by low hills and valleys with a mean elevation of 630 feet NAVD88, a maximum elevation of 2,070 feet NAVD88, and a mean slope of 0.006% (City Data, 2018). The Farmington Watershed drains 607 square miles through major rivers, which include the Farmington River (mainstream, West Branch and East Branch) and Pequabuck River as well as smaller streams in the watershed, including East Branch Salmon Brook, Hop Brook, and Roaring Brook. The Farmington Watershed is located at a centroid latitude of 42 degrees. The typical climate is an average winter temperature of 22 degrees Fahrenheit (°F), an average summer temperature of 65°F, and an average annual precipitation total of 49 inches (Northeast Climate Adaptation Center, 2018).

There are 34 communities in five counties and two states that are within the Farmington Watershed study area. Refer to the report's inside cover for the Project Area Community List. According to the 2010 census (U.S. Census, 2010), the total population inside the watershed was 267,935 people with an average population density of 357 people square miles in the watershed. Many of the communities and flooding sources in the Farmington Watershed have not received new or updated detailed studies since the original town-wide Flood Insurance Studies because of the low population density of the study area.

FEMA's Discovery effort in the Farmington Watershed study area involves data collection, cursory analysis, and community outreach for the purpose of prioritizing work for new engineering analysis (surveying, hydrology, and hydraulics) and floodplain mapping within a limited financial budget.

### CNMS Overview

The NFIP Reform Act of 1994 requires FEMA to assess each participating community's flood hazard information on a regular basis. The Coordinated Needs Management Strategy (CNMS) provides a way for FEMA to track and inventory flood study needs, by community, in a spatial format. Through completing annual State business plans and 5-year map needs assessments, and validating its effective flood risk studies, FEMA is able to maintain a record of stakeholder mapping needs for reference during Discovery, project scoping, and project kickoff. The most recent CNMS validation of effective Zone AE in FEMA Region 1 (New England) was completed in October 2016.

CNMS can show watershed stakeholders where flood hazard information exists that has been "verified" by looking at factors such as the amount of development and physical and hydrological changes in the drainage. Flood mapping needs indicated by CNMS will be verified and adjusted based on input received during the Discovery process, as documented in this report.

Based on previous studies, the rivers and streams within the Farmington Watershed are currently mapped as Zone A (approximate), AE (detailed), and X. According to CNMS (FEMA, 2016), portions of large rivers and most small rivers totaling 247 miles are currently mapped as Zone A

with approximate levels of detail in available flooding information. Approximately 220 stream miles have had detailed studies completed and are mapped as Zone AE.

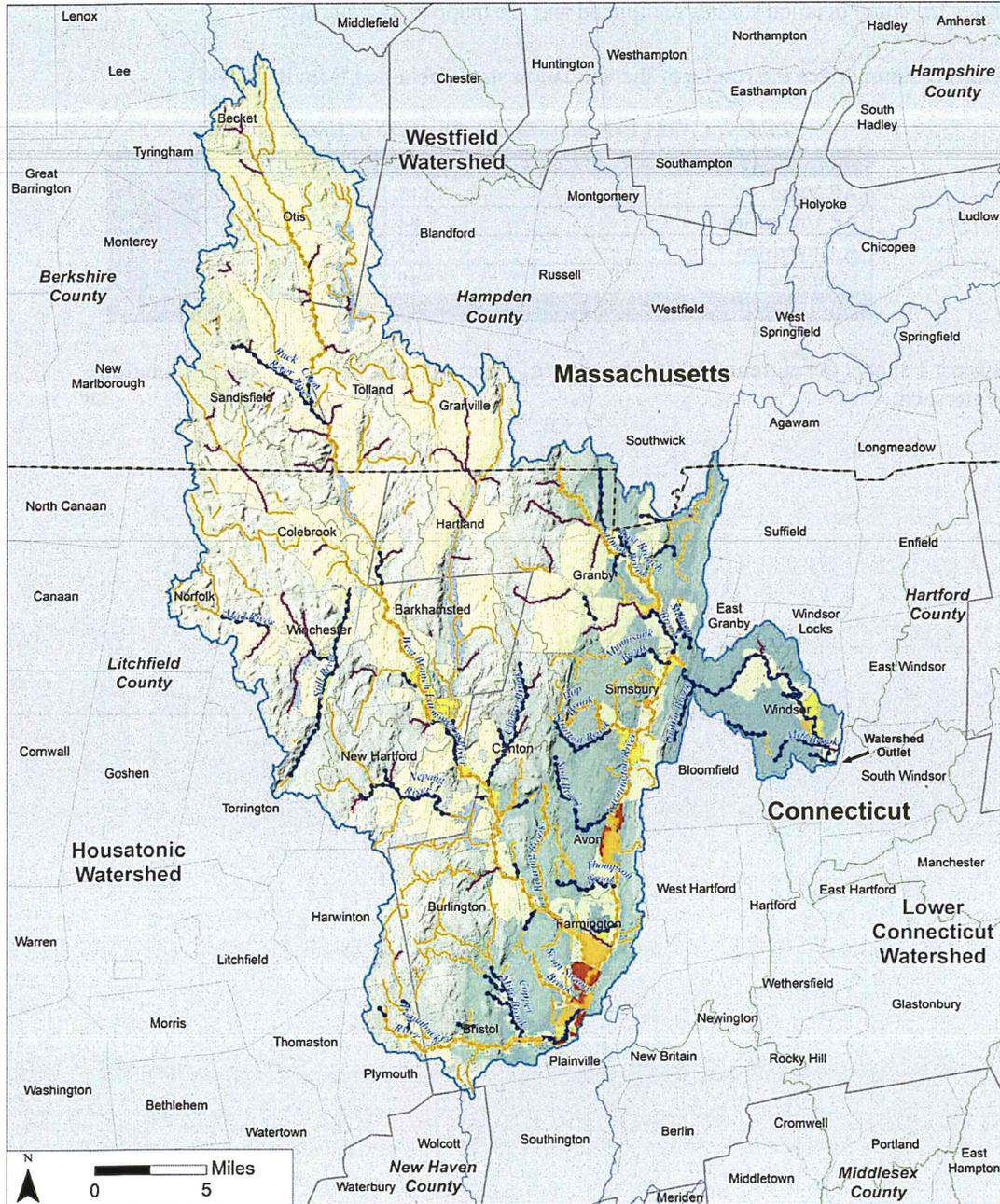
**Table 1** summarizes the results of the validation status obtained from the CNMS.

*Table 1. CNMS Validation Status (Distance in stream miles)*

|               | Connecticut | Massachusetts | Total      |
|---------------|-------------|---------------|------------|
| AE Valid      | 115         | 9             | 124        |
| AE Unverified | 84          | 12            | 96         |
| A Unverified  | 171         | 76            | 247        |
| Unmapped      | 49          | 24            | 73         |
| <b>Total</b>  |             |               | <b>540</b> |

**Figure 1** shows the current CNMS overview of flood study needs within the Farmington Watershed.

Figure 1. CNMS Overview of Flood Study Needs



**MAP SYMBOLOLOGY**

- Watershed Boundary
- HUC10 Watershed Boundary
- Neighboring Watersheds
- Communities
- State Boundary
- County Boundary
- Valid Study Lines
- Unverified AE Study Lines
- Unverified A Study Lines
- Unmapped Study Lines

**Average Annualized Loss**

- Very Low
- Low
- Medium
- High
- Very High



**NATIONAL FLOOD INSURANCE PROGRAM**  
**Discovery Map**

**FARMINGTON WATERSHED**

|                     |           |
|---------------------|-----------|
| Total Stream Miles: | 540 Miles |
| AE Valid:           | 124 Miles |
| AE Unverified:      | 96 Miles  |
| A Unverified:       | 247 Miles |
| Unmapped:           | 73 Miles  |
| Population:         | 267,935   |

**FEMA**  
 HUC-8 Code: 01080207  
 Release Date: 09/25/2018

### III. Watershed Community and Stakeholder Coordination

As part of the Discovery process, FEMA reached out to community officials and stakeholders. These stakeholders represent organizations such as government agencies and other associations that are involved with the Farmington Watershed. Stakeholders included representatives of community emergency officials (police and fire departments), community land use departments, selectmen, and building inspectors. In addition to representatives of the 34 communities within the Farmington Watershed, the States of Massachusetts and Connecticut were identified as stakeholders. A list of community and stakeholder contacts was prepared and kept current throughout the Discovery process.

Several community contacts were elected officials whose terms may have expired during the Discovery process. Up-to-date contact information was maintained via telephone conversations so that information reached the proper community officials and stakeholder contacts. See **Appendix A** for the list of community and stakeholder contacts at the time of this report. The list of communities is shown on the inside cover at the front of this report.

The communities and stakeholders were contacted by letter, email, and telephone in the first and second weeks of August 2018 and were invited to participate in data collection questionnaires to be conducted at the Discovery Meetings held on September 25, 2018.

Data collection questionnaires were available as an attachment via email and as a hardcopy paper form available at the meeting. Community maps were also available for annotation by community representatives. Of the 34 communities within the watershed, 16 responded by at least one of these means. The remaining 18 communities provided no response. Meetings were held in Burlington, Connecticut, and Sandisfield, Massachusetts, on September 25, 2018. The attendance list, as well as information presented during the meeting (PowerPoint presentation and meeting handouts), are included in **Appendix B**.

## IV. Discovery Meeting

To communicate the Discovery process and include the expertise of key local stakeholders, Discovery Meetings for the Farmington Watershed were held at the Sessions Woods Wildlife Management Area (WMA) at 314 Milford Street (Route 69), Burlington, Connecticut, and at the Fire Station #1 at 79 South Main Street (Route 8), Sandisfield, Massachusetts, on September 25, 2018. Twenty-four of the 34 watershed communities were represented at these meetings, including 15 at the Connecticut meeting and 9 at the Massachusetts meeting. See **Appendix B** for the attendance list from each meeting.

Identical information was presented at each Discovery Meeting. The community and stakeholder representatives were first introduced to their local FEMA Region I contacts, State partners, and Compass, FEMA's consultant team. The information provided during the meeting included an overview of Risk MAP, a description of the outreach that will occur over the course of the study, the scope of work for the Farmington Watershed project, and the status of each community's mitigation plan. The communities were informed of the best available data, including the following:

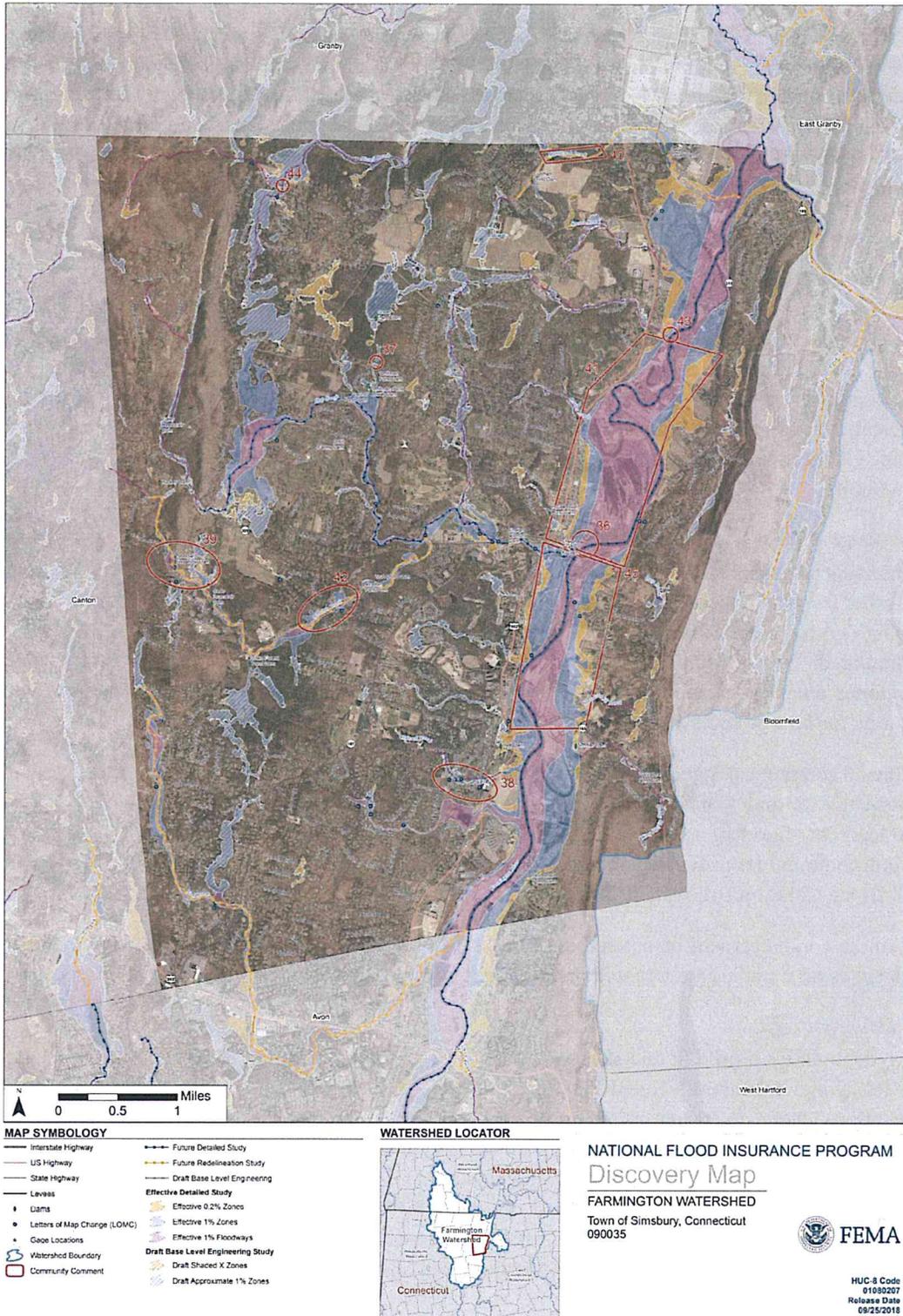
- LiDAR (Light Detection and Ranging) elevation data
- U.S. Geological Survey (USGS) data for peak flows
- Orthophotography data
- Natural Resources Conservation Service (NRCS) Dam Rehabilitation Program data
- USGS streamgage data
- Existing Digital Flood Insurance Rate Maps (DFIRMs)

To help the attendees understand the components of the potential flood hazard study for this watershed, the presenters described the three different levels of study that may be used. Each level of study has a different methodology. These methodologies are summarized in Section VI – Next Step – Prioritization of Study Areas, which discusses the scope of the Farmington Watershed study. To further illustrate these study types, each community was given a map showing the Preliminary study designations for the streams in their municipality. **Figure 2** shows the map for the Town of Simsbury, Connecticut as an example.

The community representatives in attendance received a Discovery Map to review and indicate their areas of interest. This information was discussed in detail during the Discovery meeting. Communities were encouraged to participate in the outreach meetings that would take place throughout the life of the Risk MAP study and to communicate with FEMA and their local officials, because enhanced communication is one of the primary goals of Risk MAP.

A question and answer session followed the presentation, and attendees broke into groups to review and discuss any areas of interest they wanted to flag for potential study. See **Appendix C** for the Discovery Meeting synopses.

Figure 2. Sample Areas of Interest for Potential Study (Simsbury, CT)



## V. Data Collection

### Introduction

Data collected by Compass for the Discovery meeting planning process, both during and after completion of the Discovery Meetings, are summarized below. Data are broken into two categories: (1) data that can be used for flood risk projects and (2) other data. Other data include data that provide information that assists in the selection during Discovery of high priority reaches for study in a potential flood risk project but that are likely not useful to the analysis in any other way.

### Data That Can Be Used for Flood Risk Projects

#### *Information Provided by Communities*

Eighteen communities provided data and/or information during the Discovery process. This was received in several different formats: paper and digital copies of the Discovery Map with written notes, emails, memorandums, verbal feedback, and completed online questionnaires. The questionnaires completed by communities are provided in **Appendix D**. Information gathered as of October 30, 2018, was included in this report. Although not included in this report, the Town of Avon, Connecticut provided survey data for approximately three miles of streams within the community.

#### *Annotated Maps*

The comments and areas of concern collected from the communities at the two Discovery Meetings and other feedback mechanisms were digitized and considered for prioritization. There were 9 areas highlighted for their critical infrastructure, 8 areas of development or other concern, 20 areas of hydraulic or hydrologic importance or change (such as bridge replacements or significantly developed areas), 4 areas impacted by flooding, 1 area of lower priority study, and 8 areas with requests for new or updated study.

Of the 50 comments logged, 16 were for the Farmington River, from multiple communities in both Massachusetts and Connecticut. The comments for the Farmington River included areas of development, flooding issues, hydraulic changes, and requests for detailed study. In addition, several communities provided comments on the Pequabuck River, Copper Mine Brook, Mad River, Still Brook, Stratton Brook, and Clam River.

All of the comments will be entered into the CNMS database as requests that will be tracked and updated as new studies are initiated or additional information becomes available.

#### *Community Profiles*

Each community profile (a one-sheet document with information about the community) included the following: Community Identification number (CID); NFIP status; current map date; NFIP regulation level (based on its flood map); number of Letters of Map Change (LOMCs); participation in the NFIP Community Rating System (CRS); dates of Community Assistance Contacts and Community Assistance Visits; demographics and industry information according to the U.S. Census; presidentially declared disasters; NFIP policy data; levees and flood-control structures; environmentally sensitive, Tribal, and coastal areas; and hazard mitigation plans and grants. See **Appendix E** for Hazard Mitigation Plan status and **Appendix F** for the community profiles.

### *Letters of Map Change (LOMCs)*

Many of the existing Letters of Map Amendment (LOMA) in the Farmington Watershed are clustered near reservoirs and lakes in the southern and southeastern areas of the watershed, including: 58 on Farmington River in communities in both Connecticut and Massachusetts; 23 on Copper Mine Brook in Bristol, Connecticut; 19 on Pequabuck River in multiple Connecticut communities; 17 on Roaring Brook in Avon, Massachusetts; 12 on Highland Lake in Connecticut; and 11 on Hop Brook in Simsbury, Connecticut. This correlates to the comments received from the communities, which indicate that there are flooding and development concerns near these bodies of water, as well as requests for new or updated detailed studies.

If a study is initiated in a community, all LOMCs in the study area will be assessed and communities will be informed if the LOMCs are anticipated to remain in effect or be superseded, first by the Preliminary Summary of Map Actions (SOMA) at a study's Preliminary release and then by the Final SOMA, when the Letter of Final Determination (LFD) is issued. When a new study becomes effective, the communities receive a Revalidation Letter that officially indicates which LOMCs are still effective.

### *Levee Information*

The U.S. Army Corps of Engineers' National Levee Database (NLD) indicates that there is one levee in the town of Torrington, Connecticut; however, it is outside the limits of the Farmington Watershed. FEMA is currently studying the Torrington levee area and have been communicating with the community separately.

Other flood control structures exist within the Farmington Watershed, including 409 mapped dams. These may also be assessed in more detail if it is determined that the associated flood sources require further study or restudy.

### *Topographic Data*

Light Detection and Ranging (LiDAR) elevation data are available for the entire Farmington Watershed study area and were used in First Order Approximation (FOA) (described in the Base Level Engineering section below). The Capitol Region Council of Governments of Connecticut is the source for the LiDAR data for Connecticut, which was collected across the entire state from March to April 2016. The source for the Massachusetts LiDAR data was obtained from a report titled Maine and Massachusetts 2015 QL1 and QL2 LiDAR Project Report (March 2018) prepared by Quantum Spatial, Inc. of Lexington, Kentucky on behalf of the USGS. The Massachusetts portion of the Farmington Watershed LiDAR data was collected during the spring and fall of 2015. A mosaicked LiDAR dataset for the entire watershed was created and will be available for floodplain mapping and analysis in a flood risk project.

### *Basemap Data*

Transportation, hydrography, and political boundary features shown on the Discovery and community information maps were obtained from the online state Geographic Information Systems (GIS) depot for Connecticut in 2017 and for Massachusetts in 2018.

([http://www.ct.gov/deep/cwp/view.asp?a=2698&q=322898&deepNav\\_GID=1707%20](http://www.ct.gov/deep/cwp/view.asp?a=2698&q=322898&deepNav_GID=1707%20))

(<https://www.mass.gov/service-details/massgis-data-layers>).

The hydrography features are sourced from the USGS's National Hydrography Dataset (NHD). All basemap features will be useful in the Flood Insurance Rate Map (FIRM) database for a potential flood risk project.

#### *Base Level Engineering*

Base Level Engineering (BLE) is a FEMA initiative that involves performing an approximate engineering analysis and updated floodplain mapping for all Zone A in the Farmington Watershed. Discovery Maps shared with Farmington Watershed communities at the Discovery Meetings showed the Zone A that were developed using BLE. Current results include water surfaces for the 10, 4, 2, 1, and 0.2 percent Annual Exceedance Probability (AEP) floods for all analyzed reaches. The results of the analysis and mapping is being used in the ongoing Farmington Watershed study which has been funded through regulatory mapping (e.g., FIRM panels) and Preliminary issuance. In addition to the regulatory products, the water surfaces and depth grids can be used directly in nonregulatory products to assist with planning. Water surfaces can also be used in the validation of LOMCs that FEMA receives regarding properties that are mapped in Zone A. Currently, it is difficult to determine if a property or structure is actually above the flood level because no numerical water surface is available for Zone A. With the creation of these new water surfaces, a numerical value for the flood height will be available for comparison with the property and structure elevations to determine the validity of LOMCs.

#### **Other Data and Information**

##### *Effective Flood Insurance Study/Flood Insurance Rate Map Data*

##### Hydrology

Effective discharges were obtained from the Hartford County (All Jurisdictions) (Federal Emergency Management Agency 2017), Town of Hartford (Federal Emergency Management Agency 1981), and Hampden County (All Jurisdictions) (Federal Emergency Management Agency 2014). Generally, effective flows were determined using either regional regression equations or gage analyses. Although the county-wide FIS reports are dated 2017 and 2018, the effective flows reported were calculated from earlier studies between 1977 and 1988.

##### Hydraulics

The most notable flooding events for the study reaches in the watershed were floods in March 1936 and Hurricane Diane in August 1955. The Hartford County, Connecticut Flood Insurance Study (FIS) report noted that peak flows of 81,000 cubic feet per second (cfs), 140,000 cfs, and 69,200 cfs were recorded at Riverton, the Collinsville gaging station, and at the Tariffville gaging station, respectively, as a result of the 1955 storm. The watershed was also impacted by major floods in 1927, 1938, 1949, and 1960.

##### *National Flood Insurance Program Claims Data*

FEMA furnished a dataset of all claims made against the NFIP since its inception in the 1970s until December 31, 2015. In the 34 communities touching the Farmington Watershed study area, the data pull returned 1,213 NFIP claims in that period, totaling \$10,702,684 with an average reimbursement of \$8,823.32 per claim filed.

Often, a successful NFIP claim occurs when a property is flooded that, according to the effective FIRM, is at risk of flooding during the base flood. (The exceptions are claims against "discount" policies for properties that are located outside the Special Flood Hazard Area. The percentage of

claims in this category could not be ascertained with the data provided, but is assumed to be small.) Therefore, NFIP claims data cannot be used to draw any conclusions for Discovery about reaches that may be high priorities for restudy because of outdated hydrology, hydraulics, topography, or structure inventories. However, high concentrations of NFIP claims (especially expensive ones) may draw attention to hotspots where population, structure inventories, and flood hazard are all unusually high, highlighting the high-priority opportunities for mitigation.

NFIP claims hotspots were determined by a point density analysis that calculated the cumulative dollar value of claims within a one-kilometer radius. Note that this analysis does not take the timing of claims into account, so mitigation efforts may have already been undertaken on some or all of these reaches in response to flood events early in the history of the NFIP.

#### *Reach Selection*

By synthesizing the results of all analyses presented above, as well as study age, map age, and risk (how many structures and people are in the effective floodplain), a final list of stream reaches was selected for updated engineering and mapping. **Appendix G** includes figures showing areas of interest for potential study as identified by communities, a community feedback table with numbered comments corresponding to those figures, and a list of the 81 miles of prioritized streams that will be studied in the Farmington Watershed. This includes the three miles of detailed study that will be conducted in the Town of Avon using the survey data provided by the Town.

## VI. Next Step: Prioritization of Study Areas

As discussed during the Discovery Meeting, three levels of study may be used during the study of the Farmington Watershed: (1) detailed study, (2) approximate study/base level engineering, and (3) redelineation. **Figure 3** shows the type of studies that will be conducted on the streams within the Farmington Watershed.

Each level of study uses a different methodology, as summarized below:

### (1) Riverine Zone AE (Detailed Study)

- Most detailed and most expensive riverine study
- Structures and cross-sections are field surveyed
- Streamgage data or regression equations used for hydrology, and Hydrologic Engineering Center's River Analysis System (HEC-RAS) modeling used for hydraulics
- Flood way data table and flood profiles are included in the FIS
- Mapping:
  - *Base Flood Elevations (BFEs), appeal eligible*
  - *Cross sections*
  - *Flood way*
  - *1 percent annual exceedance probability (100-year flood) floodplain*
  - *0.2 percent annual exceedance probability (500-year flood) floodplain*

### (2) Riverine Zone A (Base Level Engineering)

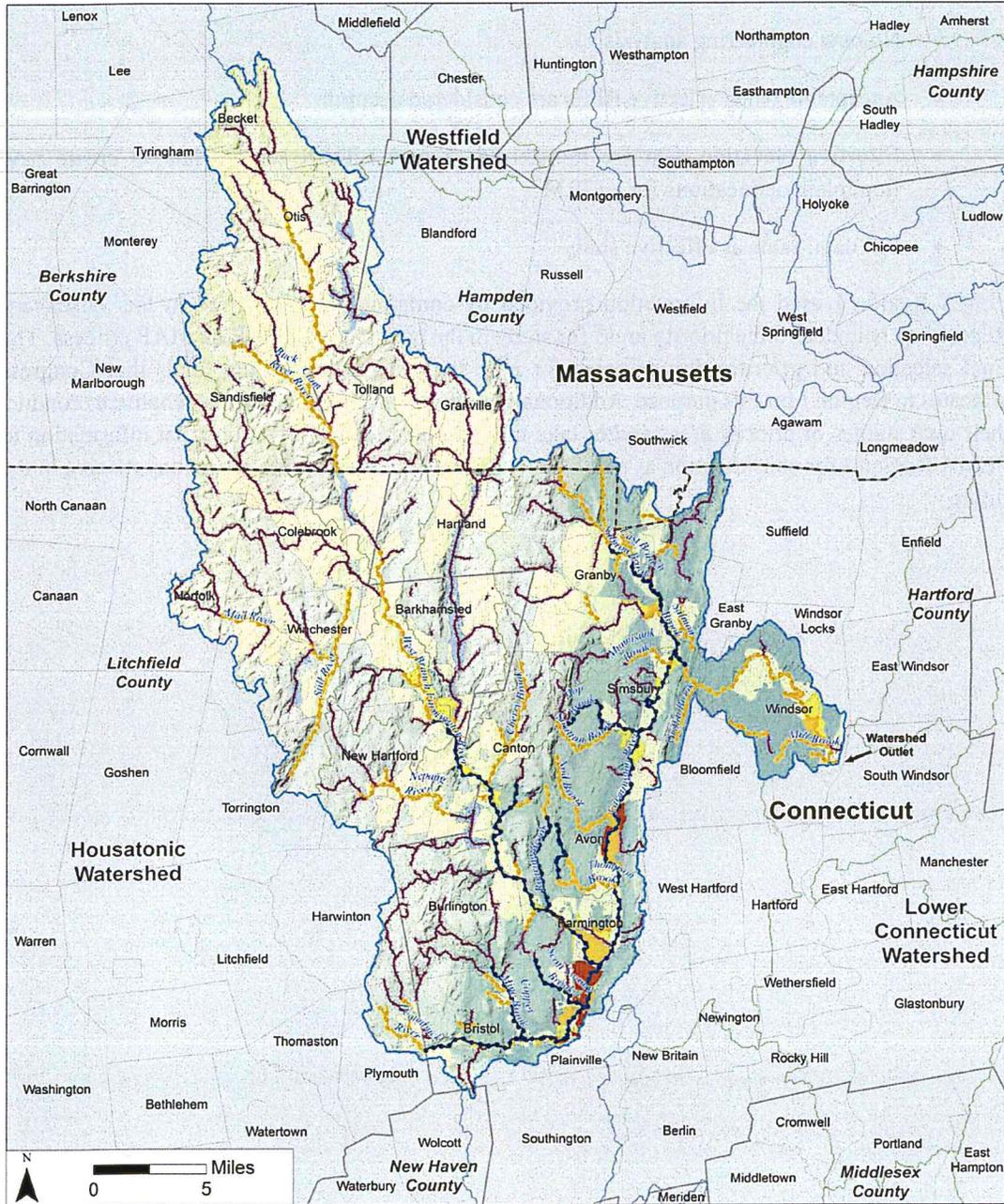
- Hydrologic and hydraulic modeling analysis based on new terrain data
- Streamgage data or regression equations used for hydrology, and HEC-RAS modeling used for hydraulics
- No field survey
- Cross-sectional values derived from new LiDAR terrain data
- Mapping: Approximate delineation for the 1-percent annual-chance event, no BFEs
- Also available: Delineations and analysis grids for 0.2-, 2-, 4-, 10-, and 1-percent ± annual-chance events

### (3) Redelineation (Zone AE)

- No new engineering analysis
- Acceptable when effective BFEs are considered accurate
- Effective elevation data are transferred to new LiDAR terrain data to create new floodplain delineations for a FIRM
- FIS data: same as effective study

FEMA Region I used the information provided by communities—as shared in this Discovery Report—to help determine priority areas for study in the next phase of the Risk MAP process. The final selection and prioritization of areas for new study depended on the funds that Congress allocates to Region I for this purpose. Additionally, individual communities may choose to conduct their own studies of priority areas and/or take mitigation actions, and provide that information to FEMA Region I for consideration as part of the updated maps the communities may receive in the future.

Figure 3. Discovery Map, Farmington Watershed



**MAP SYMBOLOGY**

- |                              |                                  |
|------------------------------|----------------------------------|
| Watershed Boundary           | Average Annualized Loss Very Low |
| HUC10 Watershed Boundary     | Low                              |
| Neighboring Watersheds       | Medium                           |
| Communities                  | High                             |
| State Boundary               | Very High                        |
| County Boundary              |                                  |
| Future Detailed Study        |                                  |
| Future Redelineation Study   |                                  |
| Draft Base Level Engineering |                                  |

**WATERSHED LOCATOR**



**NATIONAL FLOOD INSURANCE PROGRAM**  
**Discovery Map**

**FARMINGTON WATERSHED**  
 Total Stream Miles: 540 Miles  
 Future Detailed Study (AE): 81 Miles  
 Future Redelineation Study (AE): 142 Miles  
 Draft Base Level Engineering (A): 317 Miles  
 Population: 267,935



## VII. Close

Local officials in the Farmington Watershed communities were willing participants in the Discovery process and were open to learning more about how they can begin to develop resiliency to flood, storm, and manmade hazard events. They identified areas for map updates and areas in which they could use additional technical support from FEMA.

Using the input from the Discovery Meeting, the project team finalized the Discovery Report and Map. From this information, FEMA Region I has developed a scope of work and budget for the Farmington Watershed Risk MAP project. The Region assessed the mapping needs in the Farmington Watershed against the mapping needs across the entire Region before selecting and initiating this Risk MAP project. Project selection is contingent upon the level of funding FEMA Region I receives, which varies yearly. FEMA Region I will communicate with the communities about project selections, when appropriate.

If the mapping needs have changed since the information was provided during Discovery, or if the need for a new project is identified after the publication of the Discovery Report, the affected community is responsible for providing updates to the Region. Additionally, if a community has the capacity to provide leveraged data or contribute funding toward the completion of a Risk MAP project, FEMA Region I took that information into consideration when prioritizing its projects.

With the completion of the Discovery process for the Farmington Watershed project, the project will move into the next phase which includes the following Risk MAP project workflow:

- Data development procedures, which includes engineering-related activities, such as hydrologic and hydraulic analyses, floodplain mapping, and risk assessments
- Development of Preliminary FIRMs, which will be distributed to the communities upon completion of the revisions
- Post-Preliminary processing tasks, which include initiating the appeal and comment period, community ordinance updates, and distributing the effective FIRM products
- Outreach meetings and community engagement for the entire project life cycle
- Mitigation planning support for the entire project

## VIII. Literature Cited

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## **IX. Appendices**

### **Appendix A: Watershed Community and Stakeholder Outreach**

- I. Stakeholder Database
- II. Sample Letters
- III. Sample Email
- IV. Sample Post-Meeting Emails
- V. Questionnaire Form

### **Appendix B: Discovery Meeting Materials**

- I. Presentation
- II. Meeting Attendees

### **Appendix C: Meeting Synopses**

### **Appendix D: Community Feedback**

- I. Community Completed Questionnaires

### **Appendix E: Hazard Mitigation Plan Status**

- I. Hazard Mitigation Plan Status

### **Appendix F: Community Profiles**

### **Appendix G: Areas of Interest for Potential Study**

- I. Community Feedback Maps
- II. Community Feedback Table
- III. Stream Prioritization Table