



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN

Main Meeting Room – Simsbury Town Hall – 933 Hopmeadow Street, Simsbury

Regular Meeting – August 8, 2022 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATIONS

- a) Recovery Friendly Initiative Update
- b) ClearGov Software Demo

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

SELECTMEN ACTION

- a) Proposed Naming Rights Criteria for Simsbury Meadows Performing Arts Center
- b) Referral to the Planning Commission Pursuant to CGS 8-24 for Improvements to the Performing Arts Center
- c) Referral to the Planning Commission Pursuant to CGS 8-24 for the Acquisition of 56 Wolcott Road
- d) Tax Refund Requests
- e) Proposed 2022 Simsbury Farms Ice Rink and Paddle Tennis Fee Schedule
- f) Proposed Public Gathering Permit – Simsbury Performing Arts Center – Private Wedding
- g) STEAP Grant Application – Station Street One-Way to Two-Way Conversion
- h) Supplemental Appropriation - Local Transportation Capital Improvement Grant (LOTICIP) & Connecticut Community Connectivity Grant (CCCCP) Firetown Road Sidewalk Gap Closure and Referral to the Planning Commission Pursuant to CGS 8-24
- i) Supplemental Appropriation - Local Transportation Capital Improvement Grant (LOTICIP) Hopmeadow Street Connectivity Project Project No. L128-0002
- j) Vacation Carryover Requests (IBPO/Police)
- k) COVID-19 Relief 501(C)(3) Non-Profit Program
- l) Board of Selectmen Website Submissions
- m) 2021 – 2023 Board of Selectmen Goals
- n) Proposed Town Manager Goals July 1, 2022 – June 30, 2023

APPOINTMENTS AND RESIGNATIONS

- a) Resignation of Scott A. Wilson from Historic District Commission
- b) Proposed Appointments to Various Boards
- c) Appointments to Diversity, Equity and Inclusion Council

REVIEW OF MINUTES

- a) Regular Meeting of July 11, 2022

COMMUNICATIONS

- a) Memo from Attorney DeCrescenzo re: Charter Revision Commission, dated August 3, 2022
- b) Memo from M. Capriola re: Public Gathering Permits, dated July 11, 2022
- c) Memo from M. Capriola re: Public Gathering Permits, dated July 15, 2022
- d) Memo from M. Capriola re: Public Gathering Permits, dated August 3, 2022

EXECUTIVE SESSION?

- a) Pursuant to CGS 1-200(6)(B) Strategy and Negotiations Related to Pending Claims and Litigation - 442 Hopmeadow Street
- b) Pursuant to CGS 1-200(6)(B) Strategy and Negotiations Related to Pending Claims and Litigation - Tobacco Valley Solar Tax Appeal

ADJOURN



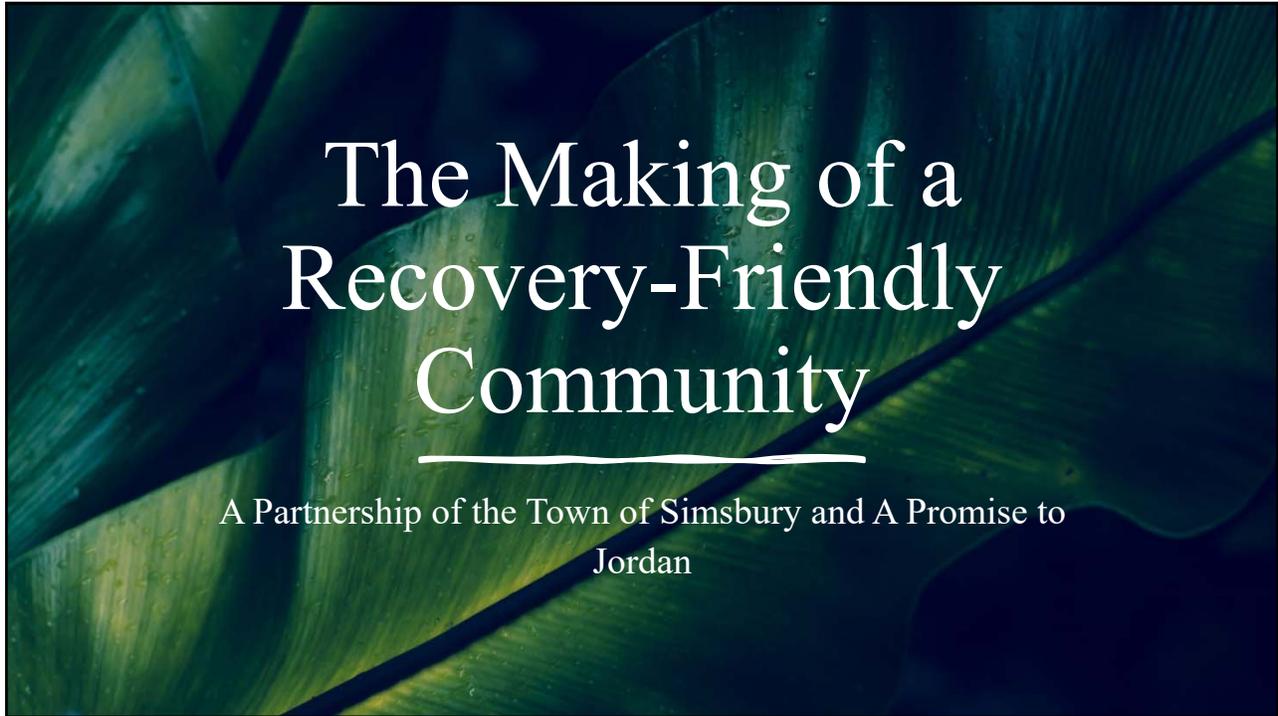
Town of Simsbury

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Recovery Friendly Initiative Update
2. **Date of Board Meeting:** August 8, 2022
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Lisa Gray, Executive Director, A Promise to Jordan
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
This presentation is informational.
5. **Summary of Submission:**
Lisa Gray is presenting tonight to give the Board of Selectmen an update on progress made towards Simsbury becoming a recovery friendly community. I would like to thank our former graduate student intern Josh Marcus and our Social Services staff for assisting with our website updates associated with this initiative.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Presentation Slides



Establishing a Recovery Friendly Community (rev. 10/19/18)

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.	x		
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>)	x		
c.	The city/town has a "Local Prevention Council" and if so, this Council is integral to the mission of the Recovery Champion.	x		
d.	The town website reflects that it is a "Recovery Friendly Community".	x		New page added May 2022.
2. Municipal Department "Buy-In"		Yes	Not yet	Next Steps
a.	The Parks and Recreation Department hosts recovery-friendly activities and events.	x		
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.	x		
c.	Police and Fire Department personnel encourage treatment and other recovery approaches and are knowledgeable about local resources.	x		Would like to see this expanded.
d.	The Social Services and Health departments are well versed in treatment and recovery options that reflect multiple pathways of recovery.	x		on website
e.	The Human Resources department includes addiction and recovery awareness training as part of their new staff orientation and offers EAP services.	x		
f.	The city/town welcomes safe and stable recovery housing.		x	Not yet, but housing w/1 20 miles is included on website. Great need for female housing.
g.	There are community centers for youth and adults.	x		Simsbury Farms
3. Community Attitudes		Yes	Not yet	Next Steps

CT Alcohol and Drug Policy Council/Recovery Health Management Sub-Committee

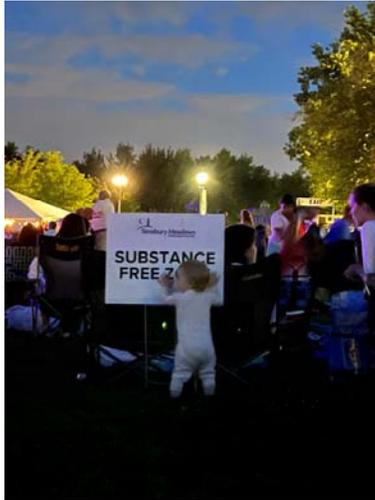
Establishing a Recovery Friendly Community (rev. 10/19/18)

a.	Businesses are open to hiring people in recovery and advertise same.	x		21 businesses self-identified. Working on website.
b.	Community organizations are open to providing volunteer opportunities to people in recovery.	x		
c.	The Community supports formerly incarcerated individuals.	x		
4. Community Resources		Yes	Not yet	Next Steps
a.	Residents know how and where to obtain Narcan.	x		Pharmacies listed on website.
b.	Hospital emergency departments have recovery coaches available.		x	Hartford & St. Francis, not Dempsey/Uconn
c.	Faith-based resources are recovery-informed and easily accessible.	x		
d.	Residents know how to access peer support and mutual aid groups and are aware of other pathways of recovery.	x		on Town website
e.	Local transportation is available to individuals seeking treatment or a support group.	x		on Town website
f.	Residents know how and where to access treatment and other recovery resources, including recovery coaches, in the community.	x		on Town website
g.	Residents know how to access "Telephone Recovery Support".	x		on Town website
h.	Physicians that prescribe medication for substance use disorders are easily identified and available.	x		on Town website
i.	Family education and support groups are available.	x		on Town website
j.	Food, clothing and other basic supports are readily available.	x		Social Services

CT Alcohol and Drug Policy Council/Recovery Health Management Sub-Committee

<https://www.simsbury-ct.gov/>

Working with Simsbury meadows Performing Arts Center



Simsbury Meadows & A Promise to Jordan Present
SIMSBURY UNTAPPED
 A RECOVERY-FRIENDLY FESTIVAL

This substance-free festival will be an afternoon of fun for everyone, not just those in recovery! Great food, drinks, live entertainment, art exhibits, shopping for the adults, and plenty of activities for the kids! Artists and entertainers in recovery and recovery-friendly businesses are encouraged to participate.

BUY TICKETS NOW

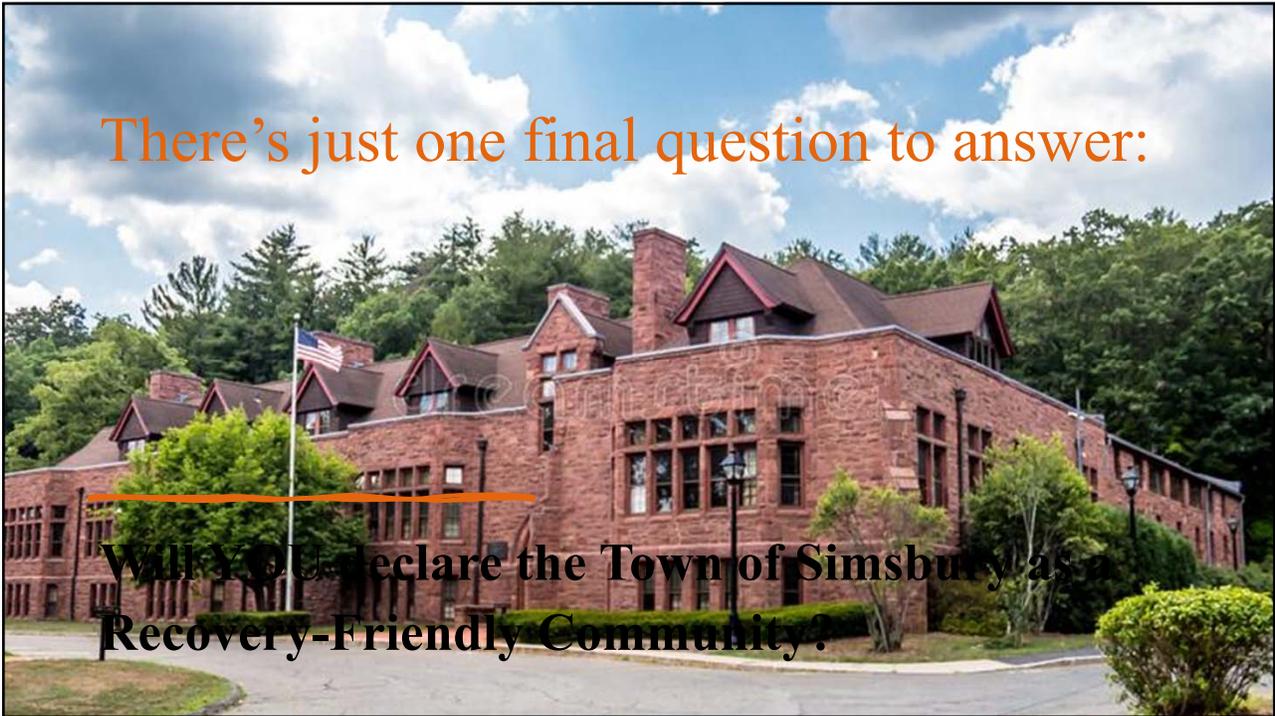
SEPT. 25TH | 1PM-5PM

Please feel free to bring your own lawn seating to enjoy the entertainment throughout the afternoon. No umbrellas, tents, or canopies. Food and Drink: No outside food or beverages permitted, there will be food vendors on-site.

www.simsburymeadowsmusic.com
 @SIMSBURMEADOWS

Self-identified recovery-friendly businesses

- Ana's Kitchen
- Antonio's
- Benny's
- Big Y
- Farmer's Insurance
- Fitzgerald's Foods
- Hello Lovely
- Iron Horse Pizzeria/People's Choice
- Lucky You Flowers
- Marcel's of New England
- Marco's Italian Restaurant
- Metro Dis
- Old Well Tavern
- Roux
- Soma Grille
- Simsbury Chamber of Commerce
- SM Performing Arts Center
- Table 570
- The UPS Store
- Today Magazine
- Visiting Angels of Simsbury



There's just one final question to answer:

Will you declare the Town of Simsbury a
Recovery-Friendly Community?



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** ClearGov Software Demo
2. **Date of Board Meeting:** August 8, 2022
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Wendy Mackstutis, First Selectman
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
This presentation is informational.
5. **Summary of Submission:**
First Selectman Mackstutis has requested a software demonstration for the Board of Selectmen by ClearGov, a budgeting tool. Rob Battaglia from ClearGov will present.
6. **Financial Impact:**
If acquired, the estimated start-up and annual operating cost impact would be as follows:
 - Digital Budget Book-only (incl. Capital Budgeting Lite): \$7,750/year + one-time \$1,800 setup cost
 - Capital Budgeting Full-only (paid versions): \$8,500/year + one-time \$1,800 setup cost
 - Digital Budget Book + Capital Budgeting Full: \$13,000/year + one-time \$2,880 setup cost

Funds for budgeting software are not currently budgeted.
7. **Description of Documents Included with Submission:**
None



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Naming Rights Criteria for Simsbury Meadows Performing Arts Center

2. **Date of Board Meeting:** August 8, 2022

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 approves of the proposed Naming Rights Criteria for the Simsbury Meadows Performing Arts Center, the following motion is in order:

Move, effective August 8, 2022, to approve the proposed Naming Rights Criteria for the Simsbury Meadows Performing Arts Center as presented.

5. **Summary of Submission:**
Pursuant to the Town of Simsbury's Naming Rights Policy (Section 3D), at their March 14, 2022 meeting the Board of Selectmen established a work group to review criteria for the naming rights to the Simsbury Performing Arts Center.

Board of Selectmen members Sean Askham and Eric Wellman were placed on the Naming Rights Committee. SMPAC Executive Director Missy DiNunno and SMPAC Board members Jeff Dornenburg and Kris Barnett met with the Naming Rights Committee to give their input on what SMPAC was looking for with regards to naming rights of the facility. Staff assistance was provided by Tom Fitzgerald.

The members of SMPAC proposed draft criteria that would be used for soliciting sponsors of both the exterior of the building as well as interior conference rooms/offices. The criteria was reviewed and endorsed by the Naming Rights Committee and is being forwarded to the full Board of Selectmen for approval.

6. **Financial Impact:**
The fundraising will be entirely done by SMPAC and their Board of Directors.

The current Fiscal Year budget has a \$350,000 allocation for the construction of restrooms at the Simsbury Meadows campus for everyday use (playground, trail, dog park, athletic games). As previously discussed, should SMPAC fundraise¹ sufficient dollars to construct the Phase II Band Shell expansion project, the Town restroom funds

¹ And/or receive grants

could be reallocated to that project, and the public restrooms included with the expansion project.

7. Description of Documents Included with Submission:

- a) Draft Simsbury Meadows Performing Arts Center Naming Rights Criteria
- b) Draft Simsbury Meadows Performing Arts Center Donor Application Form
- c) Town of Simsbury Naming Rights Policy, dated January 14, 2019
- d) Town of Simsbury Naming Rights Form

SMPAC Naming Rights Policy

SMPAC is seeking donors for capital improvements and ongoing programming needs. SMPAC agrees not to seek donations from companies and their subsidiaries or individuals that do business in firearms, alcohol, tobacco and cannabis. Final acceptance of donation and approval of what is named is subject to the final approval from the Town of Simsbury Board of Selectmen. Naming rights for the SMPAC building will be for a minimum 10 year term at a donation level of \$2.5 million or more. Naming rights for interior rooms/offices and/or other portions of the structure will be acknowledged with a plaque on the door and will be a minimum of a \$10,000 donation to SMPAC for the capital campaign.



Town of Simsbury

Naming Rights Donor Application for Simsbury Meadows Performing Arts Center

Parties: _____

Type of Business: _____

Date of Application: _____

Type: Building
 Interior room/office

Effective Date: _____

Expiration Date: _____

Length of Term: _____

Amount of Donation: _____



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TOWN OF SIMSBURY NAMING RIGHTS POLICY

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

Revised Date: May 12, 2014

Revised Date: January 14, 2019

I. Purpose

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

II. Effective Date

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

III. Naming Rights Defined

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

A. Naming Rights in Consideration

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

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

B. Naming Rights in Recognition

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

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

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

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

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

C. Board of Education Facilities

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

D. Procedure

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

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

IV. Granting Naming Rights

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

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

A. Facilities for Which Naming Rights May Be Awarded

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

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

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

B. Delegation of Approval Authority

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

C. Informed Consent

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

D. Monetary Valuation of Naming Rights

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

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

E. Duration of Naming Rights

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

F. Physical Display of Naming Rights

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

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

V. Other Matters

A. Transferability

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

B. Renewability

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

C. Limit on Naming Rights

a) On the part of the Town

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

b) On the part of the Named Party

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

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

D. Early Termination of Naming Rights

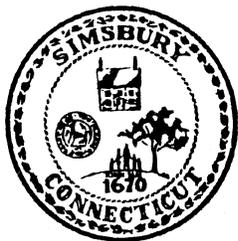
In the event that this policy or any specific contract entered into in accordance with this policy is breached, the parties may terminate a Naming Rights agreement in advance of the scheduled date. A Naming Rights agreement may also be terminated under the following conditions:

a) Termination by the Town

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

b) Termination by the Named Party

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



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

Proposal for Naming of Town Facility Form

The policies and procedures for the naming of a Town Facility are set forth in the Town of Simsbury Board of Selectmen Naming Rights Policy, (the "Policy") which was adopted in 2013 and revised at the January 14, 2019 Board of Selectmen meeting. Proposals for the naming of a Town Facility must be prepared in compliance with the Policy. Please complete the questions below and submit your proposal to the Town Manager. After an administrative review for the completeness of the proposal, your proposal will be forwarded to the Board of Selectmen for consideration in accordance with the terms and conditions of the Policy.

Please note that the naming of a Town Facility, other than a Town Facility occupied and/or used by the Board of Education, is at the sole discretion of the Board of Selectmen and is subject to the terms and conditions of the Naming Rights Policy. Any naming of a Town Facility is conditioned upon execution of an Agreement between the Town of Simsbury and the person honored by the naming of the Town Facility (or his/her representatives). Proposals applicable to Town Facilities occupied and/or used by the Board of Education will be forwarded to the Board of Education for its consideration in accordance with its policies and procedures.

1. Who is submitting the proposal?

Name: _____

Address: _____

Telephone: _____

E-mail: _____

2. What Town Facility do you wish to name? (See, Section IV.A of the Naming Rights Policy; Note that a monetary valuation of the naming rights may be required pursuant to Section IV.D of the Policy.)

3. What name are you proposing for the Town Facility identified above?

4. Are you the legal representative of the person/entity identified in answer to No. 3 above?

Yes: _____ No: _____

5. If you are not the legal representative of the person/entity identified in answer to No. 3 above, do you have the informed written consent of the named party or the named party's legal representative? If the answer is "yes," please provide a copy of the consent with your Proposal.

Yes: _____ No: _____

6. Are you proposing naming rights "in consideration" or naming rights "in recognition?" (Please refer to Section III.A and III.B of the Policy.)

- Naming Rights in Consideration
- Naming Rights in Recognition

a. **Naming Rights in Consideration:** If you are proposing "naming rights in consideration," please attach a statement (1) describing the nature of the proposed consideration (financial contribution, sponsorship, grant, in-kind contribution, etc.); and (2) explaining why you believe the Town Facility should be named for the person or entity identified in answer to No. 3 above.

b. **Naming Rights in Recognition:** If you are proposing "naming rights in recognition," please attach a statement in support of your proposal which describes the nature of the significant contribution made by the individual or organization identified in answer to No. 3 above. (See, Section A.2 of the Policy: historical significance and/or outstanding service; career, professional achievements or distinguished service; financial or other contribution(s) to the Town made on a voluntary basis.)

7. What is the desired duration of the proposed Naming Rights?

8. What is the desired display of the proposed Naming Rights?



Town of Simsbury

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Referral to the Planning Commission Pursuant to CGS 8-24 for Improvements to the Performing Arts Center
2. **Date of Board Meeting:** August 8, 2022
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; George McGregor, Director of Planning and Community Development *maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
Expansion of the Performing Arts Center band shell requires the referral of the planned improvements to the Planning Commission for review and report under Section 8-24 of the CGS. Therefore, the following suggested motion is in order:

Move, effective August 8, 2022, to refer Performing Arts Center planned improvements to the Planning Commission for review and report under Section 8-24 of the Connecticut General Statutes.
5. **Summary of Submission:**
The not-for-profit Simsbury Performing Arts Center, Inc. proposes to construct an approximately 3,000 sq.ft. addition to the Performing Arts Center. The project includes dressing rooms, public and private restrooms, office space, and other "back of house" improvements. State statute requires the Board to request a referral to the Planning Commission. The Commission reviews and reports on consistency with the goals and policies found in the Plan of Conservation and Development.

Sec. 8-24. Municipal improvements. No municipal agency or legislative body shall (1) locate, accept, abandon, widen, narrow or extend any street, bridge, parkway or other public way, (2) locate, relocate, **substantially improve**, acquire land for, abandon, sell or lease any airport, park, playground, school or other municipally owned property or public building, (3) locate or extend any public housing, development, redevelopment or urban renewal project, or (4) locate or extend public utilities and terminals for water, sewerage, light, power, transit and other purposes, **until the proposal to take such action has been referred to the commission for a report.**
6. **Financial Impact:**
No cost associated with the referral process. Project estimates TBD.
7. **Description of Documents Included with Submission:**
 - a) Zoning Commission Application Submission



Town of Simsbury

Office of Community Planning and Development - Zoning Commission Application

DATE: 7-8-22 FEE: \$ Waived CK #: APP #: 22-24

PROPERTY ADDRESS: 22 Iron Horse Boulevard, Simsbury, CT

NAME OF OWNER: Town of Simsbury

MAILING ADDRESS: 933 Hopmeadow Street, Simsbury, CT 06070

EMAIL ADDRESS: mcapriola@simsbury-ct.gov TELEPHONE # 860 658-3230

NAME OF AGENT: Bill Clegg

MAILING ADDRESS: P. O. Bobx 245

EMAIL ADDRESS: [REDACTED] TELEPHONE # [REDACTED]

ZONING DISTRICT: _____ LOT AREA: _____ SQ FT/ACRES

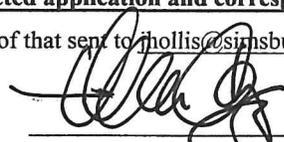
Does this site have wetlands? YES NO Have you applied for a wetlands permit? YES NO

REQUESTED ACTION (PLEASE CHECK APPROPRIATE BOX):

- ZONE CHANGE:** The applicant hereby requests that said premises be changed from zone _____ to zone _____.
- TEXT AMENDMENT:** Please attach proposed changes, including Sections and purposes.
- SPECIAL EXCEPTION:** The applicant hereby requests a public hearing pursuant to Section _____.
- SITE PLAN APPROVAL:** The applicant hereby requests
 - PRELIMINARY FINAL SITE PLAN AMENDMENT pursuant to Section 11
- SIGN PERMIT**
- OTHER (PLEASE EXPLAIN):** _____

NOTE: Each application must fully comply with the requirements of the Zoning Regulations prior to receipt by the Commission. Each application for zone change and/or special exception shall include a list of names and addresses of abutting property owners and all property owners within 100 feet of the subject site.

A check payable to the Town of Simsbury must accompany this original signed and dated application. Six (6) complete (folded) sets of plans and eleven (11) copies of the completed application and correspondence must also be included. If you have a PDF of your plans, we would appreciate a copy of that sent to hollis@simsbury-ct.gov, as well.

 7/8/22

Hollis Joseph

From: [REDACTED]
Sent: Monday, July 11, 2022 4:53 PM
To: Hollis Joseph
Subject: RE: Wetlands and Zoning Commission Applications

Joe the SF is 3,000. Let me know if you need anything else.



Bill Clegg FIIDA, LEED AP

Project Manager
JLC Interiors



From: Hollis Joseph <jhollis@simsbury-ct.gov>
Sent: Monday, July 11, 2022 10:42 AM
To: [REDACTED]
Cc: McGregor George <gmcgregor@simsbury-ct.gov>
Subject: RE: Wetlands and Zoning Commission Applications

Good morning Bill,

Do you have the square footage of the proposed build out? Once we have that information, I can add the write up to the file.

Thank you,

Joseph Hollis
Land Use Specialist
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070
P(860) 658 3245
F(860) 658 3217
jhollis@simsbury-ct.gov



From: [REDACTED]
Sent: Friday, July 8, 2022 4:43 PM

To: Hollis Joseph <jhollis@simsbury-ct.gov>
Cc: McGregor George <gmcgregor@simsbury-ct.gov>
Subject: RE: Wetlands and Zoning Commission Applications

Joe, here is the description of the project. Let me know if this works.

This project would build out the facility to upgrade it to a truly professional venue with all the appropriate infrastructure needed to attract outside promoters, rental clients, and even to enable the SMPAC to affordably produce its own shows. The build out would include a backstage area, with dressing rooms and bathrooms for performers; restrooms & office space for staff, meeting & rehearsal space for both SMPAC staff & board as well as for use by other non-profits (especially arts related) in town; some storage area – needed for HSO equipment left on-site between concerts, and restrooms for the general public. Since the facility is located in the downtown area and is adjacent to the playground, the dog park and the bike trail, these restrooms would be a significant amenity to users of those town recreational areas as well as to users of the SMPAC facility.



Bill Clegg FIIDA, LEED AP
Project Manager
JLC Interiors



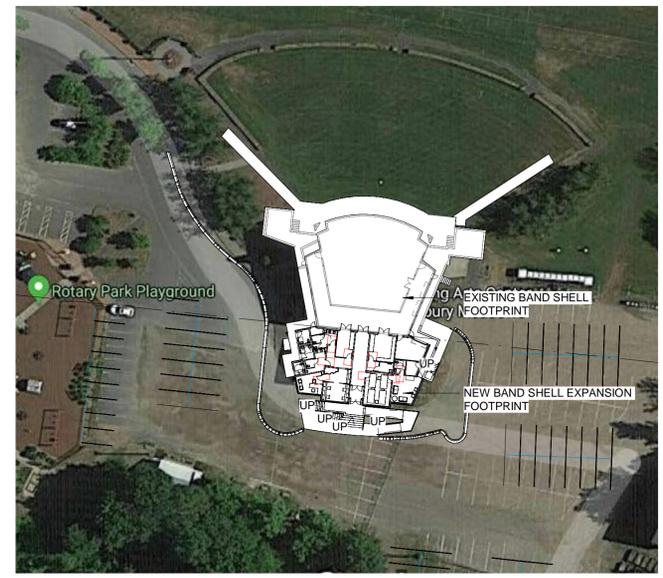
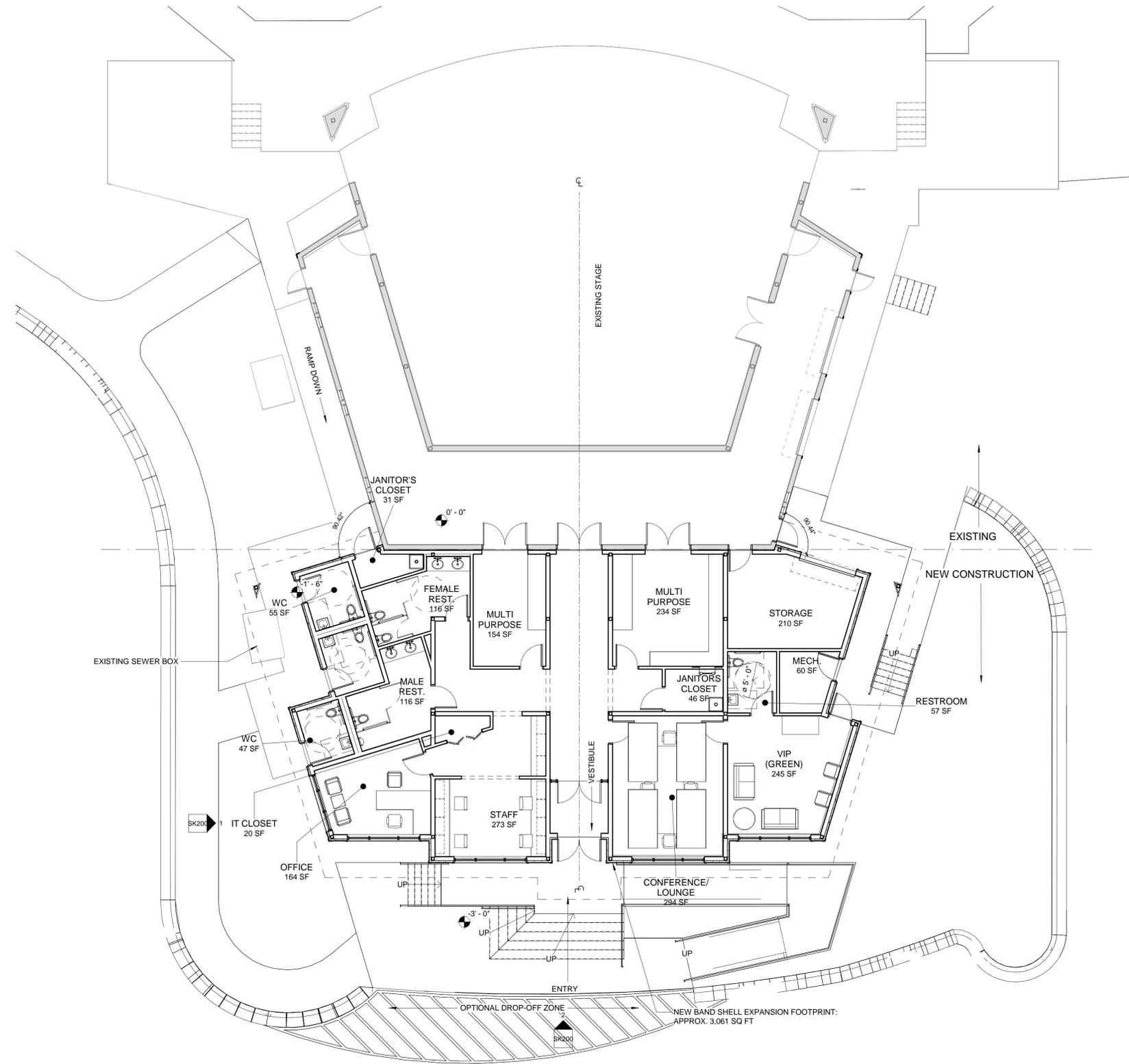
From: Hollis Joseph <jhollis@simsbury-ct.gov>
Sent: Tuesday, July 5, 2022 1:51 PM
To: 'billclegg@comcast.net' <[redacted]>
Subject: Wetlands and Zoning Commission Applications

Good afternoon Bill,

I have attached the meeting schedules for both the Zoning and the Conservation Commission for your review. Please submit the wetlands application at least a week prior to the meeting date to allow for Staff review. For the Zoning Commission Special Exception and Site Plan application the application would be needed two and a half weeks prior to the meeting to allow time for legal notice. The wetlands application fee is \$240.00 and the SE/SP application fee would be \$530.00. If you have any questions, please call me at 860-658-3292. It was nice meeting you today.

Regards,

Joseph Hollis
Land Use Specialist
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070
P(860) 658 3245
F(860) 658 3217
jhollis@simsbury-ct.gov



② KEY PLAN
N.T.S.

① FLOOR PLAN
1/8" = 1'-0"

BAND SHELL EXPANSION

22 IRON HORSE BLVD, SIMSBURY, CT 06070

FLOOR PLAN | 07/07/2022

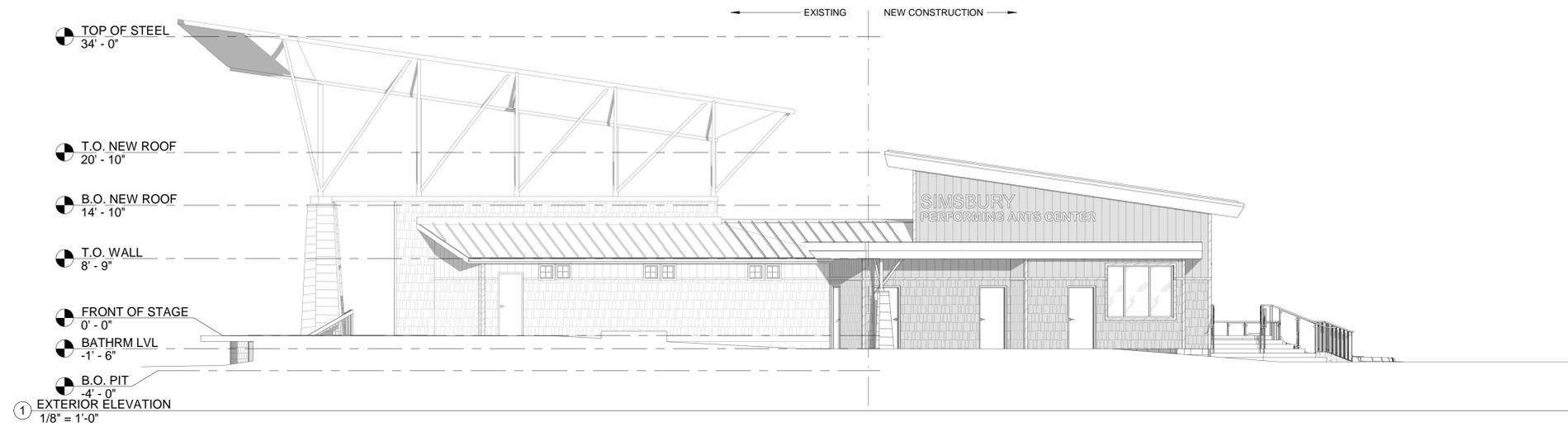




BAND SHELL EXPANSION

22 IRON HORSE BLVD, SIMSBURY, CT 06070

SITE PLAN | 07/07/22





BAND SHELL EXPANSION

22 IRON HORSE BLVD, SIMSBURY, CT 06070

PAC ADDITION RENDERING | 07/07/2022



PHASE ZERO
DESIGN
architects | interior designers



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Referral to the Planning Commission Pursuant to CGS 8-24 for the Acquisition of 56 Wolcott Road
2. **Date of Board Meeting:** August 8, 2022
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; George McGregor, Director of Planning and Community Development *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
Acquisition of 56 Wolcott Road requires referral to the Planning Commission for review and report under Section 8-24 of the CGS. Therefore, the following suggested motion is in order:

Move, effective August 8, 2022, to refer the acquisition of 56 Wolcott Road to the Planning Commission for review and report under Section 8-24 of the Connecticut General Statutes.
5. **Summary of Submission:**
On July 11, 2022, the Board of Selectmen approved a purchase and sale agreement to acquire 56 Wolcott Rd. State statute requires the Board to request a referral to the Planning Commission. The Commission reviews and reports on consistency with the goals and policies found in the Plan of Conservation and Development.

Sec. 8-24. Municipal improvements. No municipal agency or legislative body shall (1) locate, accept, abandon, widen, narrow or extend any street, bridge, parkway or other public way, (2) locate, relocate, substantially improve, **acquire land for**, abandon, sell or lease any airport, park, playground, school or other municipally owned property or public building, (3) locate or extend any public housing, development, redevelopment or urban renewal project, or (4) locate or extend public utilities and terminals for water, sewerage, light, power, transit and other purposes, **until the proposal to take such action has been referred to the commission for a report.**
6. **Financial Impact:**
No cost associated with the referral process. Acquisition costs were provided on July 11, 2022.
7. **Description of Documents Included with Submission:**
 - a) GIS Mapping of 56 Wolcott Road
 - b) Property Record Card



56 Wolcott Road – Simsbury GIS Mapping

N/F
TOWN OF SIMSBURY

S 29°47'48" W
1118.23'

N 47°02'54" W
380.36'

N/F
ROCO E. LENOR &
VINCENT R. ANGERAMI

10.27 ACRES

384.79'
N 37°52'54" E

N/F
DANIELL ROSS

R = 5696.63
L = 81.34'
C = 81.34'
N 14°16'57" E

335.52'
N 13°52'25" E

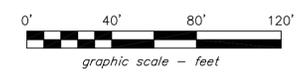
80.00'
S 51°36'55" E

BARN

2-STY.
FRAME HOUSE

WOLCOTT ROAD

PROPERTY SURVEY PREPARED FOR
CARL D. THOMPSON
56 WOLCOTT ROAD
SIMSBURY, CONNECTICUT
SCALE: 1" = 40' JUNE 10, 2021
David J. Little, Licensed Land Surveyor

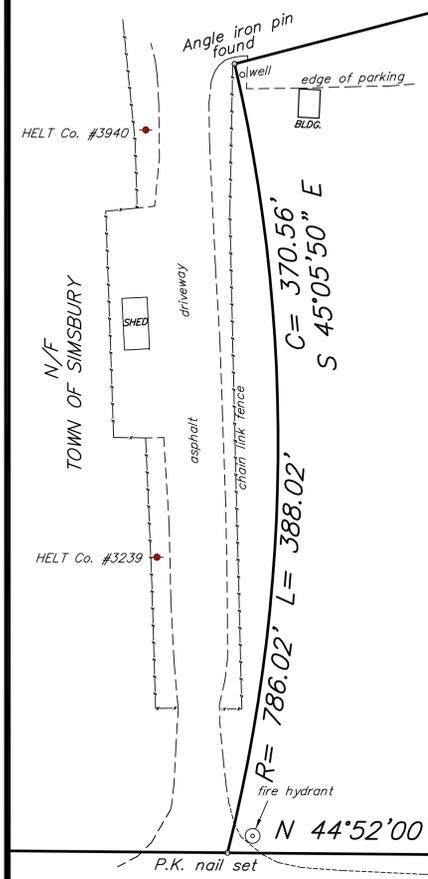
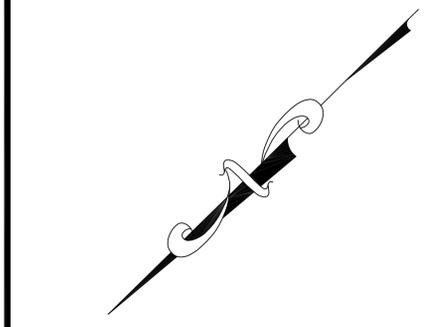


REFER TO "COMPILATION OF MAPS TOWN OF
SIMSBURY TRANSFER STATION SITE DATE:
OCT., 2002 SCALE: 1" = 200'

This survey and map has been prepared in accordance with Sections
20-300b-1 through 20-300b-20 of the Regulations of Connecticut State
Agencies "Minimum Standards for Surveys and Maps in the State of
Connecticut" as endorsed by the Connecticut Association of Land
Surveyors, Inc. It is a DEPENDENT RESURVEY conforming with CLASS A-2
HORIZONTAL ACCURACY STANDARDS.

To my knowledge and belief, this map is substantially correct as noted hereon.

DAVID J. LITTLE, LICENSED LAND SURVEYOR #13303 TORRINGTON, CT
25 COUNTRY CLUB ROAD TORRINGTON, CONNECTICUT 860.489.0821 djlittle@optonline.net



HELT Co. #3940

HELT Co. #3239

Eversource #1118

H.E.L.T. Co. #1117

Eversource #1116

The Assessor's office is responsible for the maintenance of records on the ownership of properties. Assessments are computed at 70% of the estimated market value of real property at the time of the last revaluation which was 2017.

SIMSBURY

CONNECTICUT



Information on the Property Records for the Municipality of Simsbury was last updated on 11/2/2021.



Parcel Information

Location:	56 WOLCOTT ROAD	Property Use:	Residential	Primary Use:	Residential
Unique ID:	30418607	Map Block Lot:	103 439 006	Acres:	11.50
490 Acres:	0.00	Zone:	I-1	Volume / Page:	0963/0774
Developers Map / Lot:		Census:	4662010		

Value Information

	Appraised Value	Assessed Value
Land	136,392	95,470
Buildings	48,409	33,890
Detached Outbuildings	3,828	2,680
Total	188,629	132,040

Owner's Information

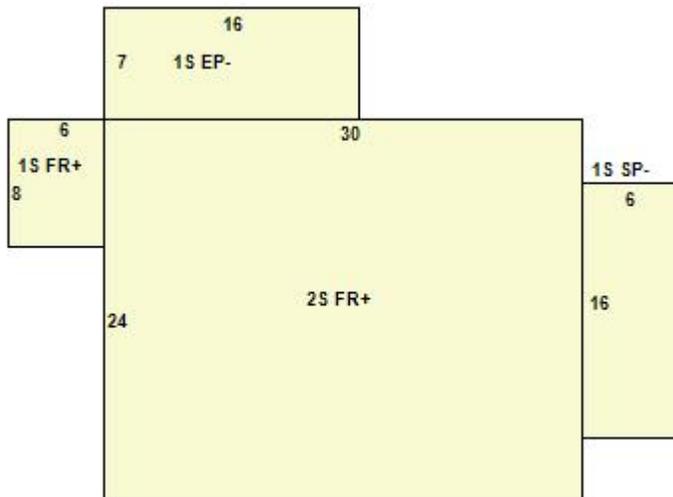
Owner's Data

CT PROPERTY CONSULTANTS LLC
178 STRATTON BROOK ROAD
SIMSBURY CT 06070

Building 1



103-439-006 03/18/2012



Building Use: Single Family

Stories: 2.00

Construction: Wood Frame

Style:	Colonial	Year Built:	1911	Condition:	Avg/Fair
Living Area:	1,488	Total Rooms:	6	Bedrooms:	2
Full Baths:	1	Half Baths:	0	Kitchens:	1
Fireplaces:	0	Heating:	Forced Hot Air	Fuel:	Gas
Cooling Percent:	0%	Basement Area:	768	Basement Finished Area:	0
Basement Garages:	0	Roof Material:	Asphalt	Siding:	Asbestos
Units:					

Special Features

Chimney	2
---------	---

Attached Components

Type:	Year Built:	Area:
Enclosed Porch	1911	112
Screen Porch	1911	96

Detached Outbuildings

Type:	Year Built:	Length:	Width:	Area:
1.4 Sty Frame Barn	1912	24	35	840

Owner History - Sales

Owner Name	Volume	Page	Sale Date	Deed Type	Sale Price
CT PROPERTY CONSULTANTS LLC	0963	0774	08/26/2020	Warranty Deed	\$111,000
RIVER BEND DEVELOPMENT CT LLC	0472	0331	06/30/1997		\$0



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** August 8, 2022
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

Move, effective August 8, 2022, to approve the presented tax refunds in the amount of \$105,556.54, 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 \$105,556.54. The attachment dated August 8, 2022 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
 - a) Requested Tax Refunds, dated August 8, 2022

REQUESTED TAX REFUNDS
AUGUST 8, 2022

	BILL NUMBER	TAX	INT	TOTAL
List of 2019				
Gallagher Erin G	19-03-56371	\$264.08		\$264.08
Total 2020				
		\$264.08	\$0.00	\$264.08
List 2020				
Barnaby Leonard B	20-03-50982	\$37.63		\$37.63
Callahan Karen	20-03-52515	\$279.08		\$279.08
Doumaux Michael O	20-03-54849	\$230.45		\$230.45
Gallagher Erin G	20-03-56260	\$258.13		\$258.13
Gibeley Patricia K	20-03-56590	\$23.19		\$23.19
Gordon Albert F	20-03-56893	\$90.34		\$90.34
Janschewitz Donna E	20-03-58762	\$27.54		\$27.54
JP Morgan Chase Bank	20-03-59071	\$488.95		\$488.95
JP Morgan Chasae Bank NA	20-03-59144	\$695.45		\$695.45
Rangoon Betty	20-03-65340	\$52.93		\$52.93
Sullivan Daniel	20-03-67752	\$270.81		\$270.81
Mattison Alyssa R	20-03-70636	\$16.31		\$16.31
CCAP Auto Lease Ltd	20-04-80593	\$42.16		\$42.16
Williams Sonya A	20-04-84094	\$510.57		\$510.57
Total 2020				
		\$3,023.54	\$0.00	\$3,023.54
List 2021				
Corelogic (16 accounts)	(various)	\$63,827.70		\$63,827.70
Behan Mgt (Behan, Susan)	21-01-00568	\$123.01		\$123.01
Carbone Patricia	21-01-1225	\$1,497.67		\$1,497.67
Lereta - 13 Hopmeadow	21-01-02893	\$173.83		\$173.83
Lereta - 51 Hilltop	21-01-03265	\$111.03		\$111.03
Hagan, Claudette D	21-01-03300	\$2,322.89		\$2,322.89
Liberty Bank (Kedala)	21-01-04055	\$3,837.75		\$3,837.75
Manasia Flavia	21-01-05005	\$2,781.44		\$2,781.44
Pastor Gerald H	21-01-06142	\$12,212.63		\$12,212.63
Peach Linda Y	21-01-06187	\$226.32		\$226.32
Slade Rosemary A	21-01-07546	\$13.17		\$13.17
Behan Mgt (Taylor, Douglas)	21-01-08044	\$233.42		\$233.42
Wells Fargo Bank- Zoepfel Carl	21-01-08902	\$3,431.08		\$3,431.08
Couchon Steve	21-02-40246	\$78.92		\$78.92
F A Bartlett Tree Expert Co	21-02-40341	\$557.54		\$557.54
Future Fylers of CT LLC	21-02-40370	\$5.00		\$5.00
Gymnastics Training Center	21-02-40405	\$25.25		\$25.25
ACAR Leasing Ltd	21-03-50125	\$247.26		\$247.26
ACAR Leasing Ltd	21-03-50126	\$599.25		\$599.25
Argenta Lisa K	21-03-50624	\$371.58		\$371.58
Barnaby Leonard	21-03-51017	\$118.08		\$118.08
Berger Avram S	21-03-51383	\$28.25		\$28.25
Blomberg Robert N	21-03-51642	\$40.75		\$40.75
Buckle Christopher & Robin	21-03-52194	\$231.45		\$231.45
CAB East LLC	21-03-52443	\$307.52		\$307.52
CCAP Auto Lease Ltd	21-03-52877	\$957.89		\$957.89
Cirielli Anna	21-03-53258	\$24.40		\$24.40

REQUESTED TAX REFUNDS
AUGUST 8, 2022

Correa Sonia	21-03-53736	\$246.57	\$246.57
Couchon Philip	21-03-53813	\$49.06	\$49.06
Dzenko Kirk A	21-03-55232	\$47.71	\$47.71
Financial Ser Veh Trust	21-03-55893	\$145.71	\$145.71
Financial Ser Veh Trust	21-03-55899	\$386.07	\$386.07
Gastonguay Marc R	21-03-56578	\$157.04	\$157.04
Gatcomb Susan G	21-03-56583	\$55.04	\$55.04
Godin Lori	21-03-56924	\$105.88	\$105.88
Gogineni Rao M	21-03-56942	\$18.89	\$18.89
Graml Jane	21-03-57164	\$48.70	\$48.70
Grande Laura E	21-03-57175	\$27.00	\$27.00
Hess Landscaping Inc	21-03-57989	\$55.80	\$55.80
Honda Lease Trust	21-03-58349	\$509.54	\$509.54
House Margaret	21-03-58534	\$574.22	\$574.22
Hyundai lease Titling Trust	21-03-58796	\$527.27	\$527.27
Ives, Valerie C	21-03-58883	\$635.00	\$635.00
Jarvis Robert A	21-03-59020	\$30.83	\$30.83
JP Morgan Chase Bank	21-03-59246	\$501.95	\$501.95
JP Morgan Chase Bank	21-03-59372	\$107.66	\$107.66
Jules Deborah	21-03-59440	\$40.30	\$40.30
Kozieradzki Cheryl A	21-03-60119	\$52.11	\$52.11
Krajewski Tomasz	21-03-60137	\$73.97	\$73.97
Leed Eric H	21-03-60759	\$37.63	\$37.63
Lehman Marc L	21-03-60778	\$41.85	\$41.85
Lovallo Charles I	21-03-61236	\$8.74	\$8.74
Mellor Alexandra M	21-03-62473	\$32.75	\$32.75
Michalka Kevin	21-03-62594	\$467.85	\$467.85
Mooney Sean P	21-03-62890	\$242.08	\$242.08
Naughton Matthew R	21-03-63318	\$64.78	\$64.78
Nicholson Thomas J 3rd	21-03-63466	\$32.12	\$32.12
Nissan Infiniti LT LLC	21-03-63525	\$91.04	\$91.04
Panaro Stephen V	21-03-64181	\$433.45	\$433.45
Panaro Stephen V	21-03-64182	\$595.73	\$595.73
Paterson Aaron J	21-03-64343	\$16.24	\$16.24
Pickard Lisa M	21-03-64738	\$163.08	\$163.08
Pickard Lisa M	21-03-64740	\$184.00	\$184.00
Porterfield Dean C	21-03-64952	\$3.94	\$3.94
Quinlan John H	21-03-65216	\$456.19	\$456.19
Rakebrand Herbert A	21-03-65297	\$108.01	\$108.01
Remmers Brian M	21-03-65504	\$89.34	\$89.34
Rosen Andrew L	21-03-65974	\$36.28	\$36.28
Scully Ieke O	21-03-66836	\$85.09	\$85.09
Tarkin-Friedland Barbara	21-03-68323	\$75.57	\$75.57
Toyota Financial Services	21-03-68700	\$141.92	\$141.92
Toyota Financial Services	21-03-68736	\$374.52	\$374.52
Toyota Financial Services	21-03-68746	\$324.91	\$324.91
Treleaven Megan J	21-03-68932	\$11.92	\$11.92
Uipi Paul M	21-03-69115	\$136.73	\$136.73
Underwood Milot	21-03-69131	\$47.06	\$47.06
VW Credit Leasing	21-03-69669	\$391.15	\$391.15
Winkleblack Grant T	21-03-70384	\$244.58	\$244.58
Curreri, Joseph	21-03-70881	\$46.64	\$46.64

REQUESTED TAX REFUNDS
AUGUST 8, 2022

Total 2021		\$103,766.59	\$0.00	\$103,766.59
TOTAL 2019		\$264.08	\$0.00	\$264.08
TOTAL 2020		\$3,023.54	\$0.00	\$3,023.54
TOTAL 2021		\$103,766.59	\$0.00	\$103,766.59
TOTAL ALL YEARS		\$107,054.21	\$0.00	\$107,054.21



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed 2022 Simsbury Farms Ice Rink and Paddle Tennis Fee Schedule

2. **Date of Board Meeting:** August 8, 2022

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

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectman is in concurrence with the recommendation of the Culture, Parks and Recreation Commission and supports the proposed 2022-23 Simsbury Farms Ice Rink and Paddle Tennis fee schedule as presented the following motion is in order:

Move, effective August 8, 2022 to approve the Culture, Parks and Recreation Department's 2022-23 fee schedule for Simsbury Farms Ice Rink and Paddle Tennis programs as presented.

5. **Summary of Submission:**
For 2022, Culture, Parks and Recreation Department staff is proposing increases to some Simsbury Farms rink and paddle tennis fees to meet the increasing seasonal staff costs due to the increased minimum wage rate, contractual costs for full time employees and other increased costs (supplies/fuel/etc). The fee schedules were endorsed and recommended by the Culture, Parks and Recreation Commission at their July 28, 2022 meeting. This process involved a review of fees charged by other local facilities for like services as well as review of our facility and program usage over the past three years, not including 2020.

6. **Financial Impact:**
Based on the average of the last three years of participation (not including 2020), the 2022-23 recommended Simsbury Farms Rink and Paddle Tennis fee schedule is projected to generate an estimated additional \$7,280 in additional revenue for our winter facility programs.

7. **Description of Documents Included with Submission:**
a) Proposed 2022 Simsbury Farms Rink and Paddle Tennis Fee Schedule

2022-23 Simsbury Farms Rink and Paddle Tennis Fee Schedule

ANNUAL RECREATION FEES	2015	2016	2017	2018	2019	2020	2021 BOS Approved	2022 Staff Proposed	<i>Projected Add'l Revenue</i>
SKATING									
Season Passes									
Family of 4	\$85.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$95.00	<i>\$100.00</i>	<i>\$145</i>
Individual	\$45.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$52.00	<i>\$55.00</i>	<i>\$24</i>
Senior	\$25.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	<i>\$0</i>
Daily Fees									
Resident	\$3.00/\$4.00	\$3.00/\$4.00	\$3.00/\$4.00	\$3.00/\$4.00	\$3.00/\$4.00	\$5.00	\$5.00	\$5.00	
Non-Resident	5.00/6.00	5.00/6.00	5.00/6.00	5.00/6.00	5.00/6.00	\$7.00	\$7.00	\$7.00	
Learn-to-Skate	\$50.00	\$55.00	\$60.00	\$60.00	\$65.00	\$65.00	\$70.00	<i>\$80.00</i>	<i>\$1,161</i>
Skate Sharpening	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	<i>0</i>
Skate Rentals	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	<i>\$375</i>
Rink Rentals (per hour)									
Resident									
Prime time	\$230.00	\$240.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	<i>\$275</i>	<i>\$2,700</i>
Non-prime time	\$195.00	\$200.00	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00	<i>\$230</i>	<i>\$1,440</i>
Non-resident									
Prime time	\$245.00	\$255.00	\$270.00	\$270.00	\$270.00	\$270.00	\$280.00	<i>\$300.00</i>	<i>\$160</i>
Non-prime time	\$220.00	\$230.00	\$240.00	\$240.00	\$240.00	\$240.00	\$250.00	<i>\$270.00</i>	<i>\$160</i>
Simsbury High School	\$165.00	\$175.00	\$185.00	\$185.00	\$195.00	\$195.00	\$205.00	\$205.00	<i>\$0</i>
Simsbury Youth Hockey	\$210.00	\$215.00	\$225.00	\$225.00	\$225.00	\$225.00	\$235.00	\$235.00	<i>\$0</i>
PADDLE TENNIS									
Day Time - Walk-up	\$8.00	\$10.00	\$10.00	\$12.00	\$12.00	\$12.00	\$14.00	<i>\$15.00</i>	<i>\$34</i>
Rental - days	\$15.00	\$16.00	\$16.00	\$18.00	\$18.00	\$18.00	\$20.00	<i>\$21.00</i>	<i>\$28</i>
Rental - evenings	\$26.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$36.00	<i>\$40.00</i>	<i>\$72</i>
Season Rate (20) - days	\$350.00	\$350.00	\$350.00	\$380.00	\$380.00	\$380.00	\$400.00	<i>\$425.00</i>	<i>\$500</i>
Season Rate (20) - eves	\$495.00	\$540.00	\$540.00	\$540.00	\$540.00	\$540.00	\$600.00	<i>\$625.00</i>	<i>\$650</i>
							<i>Total Add.'l</i>		<i>\$7,280.00</i>



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 – Private Wedding
2. **Date of Board Meeting:** August 8, 2022
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; George McGregor, Director of Planning and Community Development; Laura Barkowski, Code Compliance Officer
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

Move, effective August 8, 2022, to approve the public gathering application for a private wedding being held at the Simsbury Meadows Performing Arts Center and to authorize the issuance of the public gathering permit for the event.
5. **Summary of Submission:**
The Public Gathering Committee has approved the application for a private wedding to be held at the SMPAC facility, with fireworks. The event will be held on August 13, 2022 at the Simsbury Performing Arts Center.
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. *This application does not apply to block parties, please refer to Simsbury Police Department.

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.** 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.

Applications must be received in office at least 6 WEEKS prior to the date of the proposed event.

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

Applicant's Name: Missy DiNunno

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

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

Event Location: SMPAC - 22 Iron Horse 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: Saturday, August 13, 2022 (6a - setup begins)

End: Saturday, August 13, 2022 (12a - breakdown concludes)

*** Please see attached Event Outline for full schedule***

Number of people expected to be present for the event (incl. staff, volunteers, attendees): 70

- 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.

**Simsbury Police – 860-658-3100 933 Hopmeadow Street.*

*** Number of copies may vary, please check with the Simsbury Zoning Enforcement Officer.*

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: _____

Private wedding ceremony and reception with fireworks.

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 plus luxury unit

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

Tent: YES NO SIZE: 30x45
OPEN SIDES ENCLOSED on 3 sides

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

Lighting and/or sound equipment: YES NO

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

Does your event require electrical access? YES NO

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

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

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

Will alcohol be served at your event? YES NO

Number of vendors: 1 - SMPAC bar service Service start and end times: Recep: 5p - 9:30p

- 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.
- Notification of State DOT will need to be made at a minimum of 90 days, Town of Simsbury should be notified at the time of submittal.

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

Will food trucks be present? YES NO
Number of food trucks to be present No - just caterer for buffet

What type of fuel supply will be used for cooking? Propane Solid fuel Generator None

<http://www.fvhd.org/food-protection1.html> TBD with Danny's - likely buffet warming, but no cooking

BUILDING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent: YES NO CAPACITY: 30x45
OPEN SIDES ENCLOSED
SQUARE FOOTAGE: 1350 sq ft

- 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

Will attendance be 1,500 or more persons? YES NO

- If 1,500 or more an incident command tent may be required and will need to be noted on the site map. Where required by AHJ, standby fire personnel shall be provided at the cost of the applicant

Will there be fireworks or special effects? YES NO

Has a state permit been issued? YES NO *In progress per American Thunder*
When required by the AHJ, standby fire personnel shall be provided at the cost of the applicant.

Are staff aware and are fire or emergency evacuation procedures in place and documented?

YES NO

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

To be determined by Simsbury Police, Other vehicles are not permitted as barricades.

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) = \$⁰ _____

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

4 OLD MILL LANE, 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 a commercial ambulance be provided? YES NO

If YES the Simsbury Volunteer Ambulance Association needs to be notified.

Will the attendance be equal to or greater than 5000? YES NO NUMBER: 70

Attendance will be: 70

STAGGERED OVER COURSE OF EVENT AT A SPECIFIC TIME TIME: 4p - 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 Partially staked, partially barreled

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

See attached Event Summary: Portolets calculated per recommendation of United Site Services event analysis

**Public Gathering Permit
Required Declaration**

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

Applicant's Name (Printed): Missy DiNunno

Applicant's Signature: *Missy DiNunno*

Date Signed: 6-29-22

REQUIRED SIGN OFFS (in order required)

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

EVENT SUMMARY

Anderson Wedding – Private event

Saturday, August 13, 2022

Public Gathering Permit Application Submitted: 6-29-22

CONTACT INFORMATION:

Organization	Simsbury Meadows Performing Arts Center
Event Contact	Eric Anderson Email: Ericanderson2@iheartmedia.com Cell: 860-729-8895
SMPAC Contact	Missy DiNunno, Executive Director Office: 860-651-4052 Cell: 203-305-1847 Email: missy@simsburymeadowsmusic.com

TIMELINE:

Saturday, August 13, 2022		
6a – 3p	Load-in	Stage / Field inside stone wall
3:30p	Gates Open	Field inside stone wall
4p – 10p	Ceremony/Reception	Stage / field inside stone wall
9:30p – 10p	Fireworks	Far Rear Field outside stone wall
10p – 12a	Load-out	Stage / Field

EVENT DETAILS:

Description
Wedding Ceremony and Reception featuring cocktails and dinner under cover of tent inside the wall and DJ/Dancing on stage with finale fireworks display provided by American Thunder Fireworks.

Ticketing Information
N/A – private invite only

Parking	
Advanced Preparation	N/A
Management	N/A
On-site Parking Fee	N/A

Expected Attendance
70

Stage Field Requirements	
Lights	Client provides
Sound	Client's DJ provides
Setup	Stanchions lining front of stage 10 60" round tables of 8 for dining plus 8' banquets for buffet and bar setup inside 30x45 tent with 3 sides. Globe lights in tent for lighting.

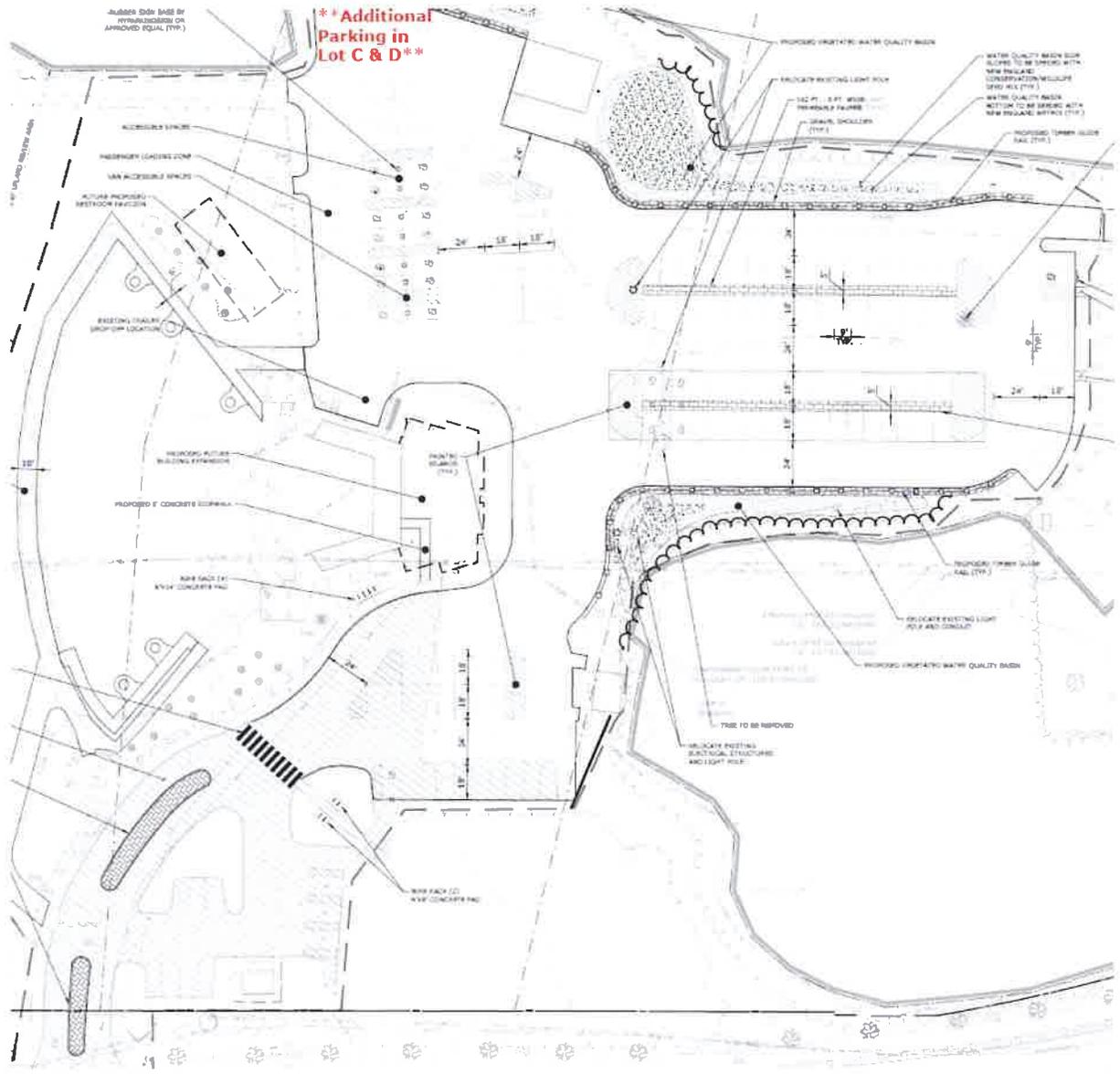
Vendor Information	
Merchandise Sales Vendors	N/A
Caterer	Danny's Little Taste of Texas – provides buffet for guests with post-dinner coffee and dessert
Services/Activities	SMPAC provides beverage/bar service

Public Restrooms	
Coordinated by	SMPAC and Client
Units	Luxury restroom trailer provided by client SMPAC portolets also available
Location	Southeast corner adjacent to parking

Security	
Stage Security (USA)	N/A
Field Security (USA)	N/A
Overnight Security	N/A
Security Notes	N/A

Public Safety	
Police	N/A
Fire	Covergel needed for fireworks and tent per Patrick
EMS	N/A
DPW Trucks	N/A

Tents		
10x10	Number: 0	Sides: No
12x12	Number: 0	Sides: No
9x20	Number: 0	Sides: No
20x20	Number: 0	Sides: No
30x30	Number: 0	Sides: No
30x45	Number: 1	Sides: Yes - 3





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/8/2022

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 Kerr Agency, Inc. 736 Hopmeadow Street P.O.Box 516 Simsbury CT 06070	CONTACT NAME: Elizabeth Bianca	
	PHONE (A/C, No, Ext): (860) 651-3325	FAX (A/C, No): (860) 760-6988
E-MAIL ADDRESS: ebianca@kerrinsurance.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Philadelphia Insurance Cos		
INSURER B: Amguard Ins.Co.		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** Master 2022-2023 **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	ISUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			PHPK2379900	4/1/2022	4/1/2023	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							Liquor Liability \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	OTHER:						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			PHUB803367	4/1/2022	4/1/2023	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 1,000,000
	<input type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			R2WC327854	1/15/2022	1/15/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Special Form, 80%, RC			PHPK2379900	4/1/2022	4/1/2023	Business Property \$90,000 Deductible \$1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Town of Simsbury is listed as additional insured as required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

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

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* New
Anderson
Wedding

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			T Tyburski	6/30/22 email
Zoning Commission (As may be required by ZEO)			NA	
Building Official			[Signature]	7/8/22
Police Chief			A Samadski email	6/30/22
Dir of Public Works			T. Zog	7/5/22
Dir of Health FVHD			J Brown	7/11/22
Fire Marshal		* Conditions	P Tarnille email	
Fire Watch		Permit for fireworks		
Simsbury Volunteer Ambulance			K Stewart	6/30/22 email
Zoning Enforcement Officer			[Signature]	7/18/22
Board of Selectmen				



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** STEAP Grant Application – Station Street One-Way to Two-Way Conversion
2. **Date of Board Meeting:** August 8, 2022

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Thomas Roy, Director of Public Works/Town Engineer; Adam D. Kessler, Deputy Town Engineer

Maria E. Capriola

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

If the Board of Selectmen supports submission of the STEAP application, the following motions are in order:

Move, effective August 8, 2022 to authorize Maria E, Capriola, Town Manager, to submit a 2022 Small Town Assistance (STEAP) grant application for the Station Street One-Way to Two-Way Conversion.

RESOLVED, that Town Manager, Maria E. Capriola be, and hereby is, authorized to accept on behalf of the Town of Simsbury, a 2022 Connecticut STEAP Grant in the estimated amount of \$160,000 for Station Street One-Way to Two-Way Conversion; and

FURTHER RESOLVED, that Town Manager Maria E. Capriola is hereby authorized to enter into and execute any and all agreements, contracts and documents necessary to obtain said 2022 STEAP Grant with the State of Connecticut.

5. **Summary of Submission:**

The project consists of converting Station Street from a one-way road to a two-way road with additional proposed on-street parking spaces, new sidewalk, and associated appurtenances. The purpose of this project is to provide more efficient vehicular traffic flow from Eno Memorial Hall parking lot and to better serve the retail buildings along Station Street and Railroad Street.

6. **Financial Impact:**

There are no unbudgeted financial impacts anticipated. The STEAP grant is anticipated to fully fund the project. Matching funds of \$40,000 will be provided from FY 22/23 Capital Projects for roadway paving and sidewalk reconstruction.

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

- a) Proposed Application
- b) Municipal Certificate of Resolution

State of Connecticut
Office of Policy and Management www.portal.ct.gov/opm
2022 STEAP Project Application
Pursuant to Connecticut General Statutes Section 4-66g

APPLICATION FOR FY 2022 STEAP GRANT FUNDING

No individual municipality may receive more than five hundred thousand dollars in any one fiscal year under said program. No group of municipalities may receive an amount exceeding in the aggregate five hundred thousand dollars per municipality in such group in any one fiscal year under said program.

You must save your completed application then attach your completed application along with all other required attachments to an email and send to:

opm.steapapplications@ct.gov

--- IMPORTANT ---

**DO NOT ENTER "SEE ATTACHED" IN SECTIONS THAT ASK FOR DETAILS.
PLEASE PROVIDE THE REQUESTED INFORMATION ON THE ACTUAL APPLICATION UNLESS A SECTION SUGGESTS USING A SEPARATE PAGE OR ATTACHMENT.**

Applicant Town: **SIMSBURY** Tax ID (FEIN) No.: **06-6002085**

Authorized Signatory Full Legal Name: **Maria E. Capriola**

Authorized Signatory Title: **Town Manager**

Authorized Signatory Email: **mcapriola@simsbury-ct.gov**

Authorized Signatory Phone Number: **860-658-3230**

Town Office Street Address / PO Box: **933 Hopmeadow Street** Town Office Zip Code: **06070**

Project Name/Title: **Station Street One-way to Two-way Conversion**

Proposed Project Street Address: **Station Street, Simsbury, CT** Zip Code: **06070**

If no project address is available, please provide street intersection detail.

Intersection of Station Street and Hopmeadow Street

Provide a list of all parcel numbers impacted by the project: **None. All work completed will be within the Town of Simsbury Right-of-Way and the State of Connecticut Right-of-Way.**

Does the town own the property on which the STEAP-funded work will be undertaken?

YES or NO **YES**

If NO, does the town hold a long-term lease on the property?

If YES, include copy of lease and enter lease end date here

The 2022 round of STEAP grants will be funded from an aggregate amount of \$30,000,000, with a maximum cap of \$500,000 awarded to any one municipality. Individual grant award amounts will depend on the number of qualified applications selected to receive an award, and the requested grant amounts of those qualified applications selected to receive an award.

Requested amount of STEAP Funding (cannot exceed \$500,000.00): \$160,000.00

Name, phone and email address of person preparing this application:

Daniel F. Gannon, Project Engineer

860-658-3260

dgannon@simsbury-ct.gov

Identify town officials and professionals that may be contacted with questions regarding this application:

Names, phone numbers and email addresses:

Adam D. Kessler, Deputy Town Engineer

860-658-3260

akessler@simsbury-ct.gov

1.) Provide a description of the proposed project which includes the purpose of the project. **Please be as comprehensive as possible in the description of this project (*Note: only capital projects will be considered:** new construction, expansion, renovation, or replacement project for an existing facility or facilities. Project costs can include the cost of land, construction and contract services needed to complete the project. For a description of expenditures that **cannot** be funded with STEAP funds, see Guideline document).

The project consists of converting Station Street from a one-way road to a two-way road with additional proposed on-street parking spaces, new sidewalk, and associated appurtenances. The purpose of this project is to provide more efficient vehicular traffic flow from Town

owned Eno Memorial Hall parking lot, which has a curb cut on the south side of Station Street, as well as to better service the retail buildings along Station Street and Railroad Street.

2.) How will this project impact and benefit the community? Please include any projected economic impact and job creation or retention estimates.

Eno Memorial Hall is utilized for many Town run events. This project will provide better access while entering and exiting the parking lot of Eno Memorial Hall. The proposed two-way configuration of Station Street provides an alternate point of access to several downtown retail establishment. Local businesses have asked for the one-way to two-way conversion in the past. Local business organizations (Simsbury Main Street Partnership) has listed making Station Street as one of their top priorities to support downtown Simsbury businesses.

3.) What, if any, planning or design work has begun or been completed on this project?

The Town of Simsbury Engineering Department in 2020-2021 had prepared conceptual design plans and preliminary cost estimates for this project, which are attached to this application. The cost estimate was recently updated to reflect current bid pricing on similar projects. These designs also account for future improvements to the Eno Memorial Hall parking lot and future improvements to Railroad Street. A full set of construction plans will be developed by Town Engineering staff if the Town of Simsbury is successful in obtaining the grant funding.

This project is consistent with the Simsbury Center Code (Section 5.2.2.) which is included with this grant application. The Center Code was developed by the Planning and Land-Use Department with significant public input in 2010-2011. The Center Code envisioned Station Street as a two-way street with sidewalks on either side.

4.) Is the proposed project consistent with the [State Plan of Conservation and Development](#)? **Yes.**

5.) Is the proposed project consistent with your Municipal Plan of Conservation & Development (POCD) Plan? **Yes.**

6.) Last date Municipal Plan of Conservation and Development (POCD) Adopted: **11/01/2017**

7.) Will the project require the conversion of lands currently in agricultural use to non-agricultural use? **No.**

8.) Does the project area contain prime or important agricultural soils that are greater than 25 acres in area? **No.**

9.) Does this project impact state-owned property (i.e.: state facilities, state roads and/or bridges, state parks, forests or other state-owned land.) If yes, please provide the location and a brief explanation. **Yes. The State Right-of-Way for Route 10/202 (Hopmeadow Street) will be impacted through the installation of a new traffic signal associated with the conversion of Station Street from one-way traffic to two-way traffic. ADA compliant sidewalk ramps will also be installed within the State Right-of-Way.**

10.) Will any project related activities be conducted within a floodplain*? **No.**

(*If you answer “yes” to question 10, please be advised that the provisions of the [Dept. of Energy and Environmental Protection’s Flood Management Certification are applicable.](#))

11.) Describe the environmental and social impacts of the proposed project. For example, impacts related to traffic, floodplains, natural resources/wetlands, endangered species, archeological resources, historical structures, neighborhoods, utilities, parks, cemeteries etc. (If necessary, attach response in a separate document with the following heading: “Environmental & Social Impacts”.) **No impacts to the environment will occur with the proposed improvements. All work is limited to the right-of-way and existing paved surfaces. The proposed social impacts include more efficient traffic flow due to the conversion to a two-way road as well as an upgraded traffic signal at the intersection of Station Street and Hopmeadow Street. Pedestrian routes will be enhanced through the implementation of ADA compliant sidewalk ramps and a new sidewalk along the southern side of Station Street. The new street lights will also increase the visibility and safety at night through a street which currently lacks lighting.**

12.) Does this project require State Historic and Preservation Office ([SHPO](#)) review and determination? If you answer “yes” to question 12, please advise if the determination has been received and include a copy with the application. **We do not believe this project will require SHPO review, however, we intend to submit to SHPO to ensure there are no historic preservation issues.**

13.) Is this project a phase of a larger plan? YES or NO
Yes.

If YES, please complete a through e below.

If NO, skip to #14.

- a.) What phase are you applying for? **This application is for the entire length of Station Street.**
- b.) How many phases are there in total? **The additional phases include the repaving and reconfiguration of the Eno Memorial Hall parking lot and the renovation of Railroad Street. These phases will be completed in order of funding available.**

c.) What state agency/agencies administers/administered the previous phase(s)?

Agency Name: **N/A. No phases have been completed to-date.**

d.) Who is/was the state agency contact person for this project?

Agency Contact Name: **N/A. This is the only phase currently being applied for grant funding.**

e.) Attach additional information regarding the overarching, long-term plan if applicable. Attachment heading should read "Long Term Plan".

A long-term plan has not been conceptually designed. The extent of the planning in this area has been outlined in section 13.b. of this application.

14.) What is the total project cost? Amount \$

Estimate(s) have not been prepared for further phasing associated with the long-term plans.

15.) What is the amount of municipality matching funds for this project (while a municipal match is not required, preference for awards will be given to those that provide at least a 20% municipal match of the total project cost)? **\$40,000 / 20 %**

16.) Please summarize amounts and types of funds, if any that have been expended to date for this project. **No out of pocket expenses have been expended to-date. Town of Simsbury staff have invested considerable hours into the preparation of preliminary plans and cost estimates associated with this project.**

17.) If this is not part of a multi-phase project, has any work already begun? If yes, please summarize. **No work has begun.**

18.) If this is a multi-phase project, please provide a brief summary of the work completed to date. **No work has been completed to-date.**

19.) Should this project be awarded a STEAP grant, how soon after our contract is fully executed, would STEAP funded project work begin? (CHECK ONE BOX BELOW)

30 days 60 days 90 days 90+ days **X**

20.) Will this project move forward if the requested STEAP funds are not awarded?

Yes. This project will be funded with alternative funds in future years if the STEAP funds are not awarded.

21.) Was this project not selected in a previous round of STEAP grants? **No.**

22.) Will this project require a referendum/legislative body vote? If “no”, check this box **X** and skip to question 23. If already approved by vote, enter vote date here _____ and skip to question 23. If to be voted on in future, enter projected date of vote here _____. If your application is selected for an award, the project must be approved by vote within 30 days of being notified of the award. A copy of the municipality’s approval of the project, whether in resolution format or memorialized in meeting minutes, must be submitted to the administering agency.

23.) Has this project been rejected at a previous referendum/legislative body vote? YES or NO.
No.

24.) Has there been, or do you anticipate a measurable level local opposition to the project which may interfere with the expedient use of grant funds should this project be selected for an award? **No. This project was included in the Simsbury Center Code Section 5.2.2. which underwent a public hearing and adoption.**

25.) Is there any other relevant information you feel may be helpful, please include it below:

Attached are photos of Station Street taken on July 21, 2022.

Include the following material with your completed and signed application:

- Site location indicated on a flood map
- Property boundary map
- Copy of lease, if STEAP-funded work to be undertaken on leased property which is not owned by the municipality.
- Two separate real estate appraisals, if land acquisition is proposed. ***Note: STEAP funds cannot exceed the appraised value established in the appraisals**
- Project plans / concept plans
- Proposed project schedule prepared by a qualified professional based on scope of project, including the duration of the total project (or project phase) to be funded by these STEAP funds should they be awarded.
- Project cost estimates supporting the request for funding developed and signed off by a qualified professional.
- List of necessary local, state, and federal permits and approvals required for the project; list the status of each if applicable
- Environmental site assessments (if applicable)
- Any state approvals including but not limited to:
 - Connecticut Environmental Policy Act ([CEPA](#)) Evaluation
 - Environmental Impact Evaluation ([EIE](#))
 - Flood Management Certification ([FMC](#))
 - State Historic and Preservation Office ([SHPO](#)) review and determination
- Any town resolution(s) in support of application for this grant and/or resolutions in support of the project for which you are seeking this grant. (An authorizing resolution to apply for this grant is not required, however other resolutions will be required as part of your contracting process should you be selected to receive an award.) A sample resolution is provided on page 10 of this document.
- [Municipal Certification of Eligibility for OPM Discretionary State Funding \(rev. 03/26/18\)](#) (page 11)
- Budget Worksheet (page 14)
- Statement of Work (page 12)
- Acceptance & Certification (pages 8 and 9 of this document)

ACCEPTANCE & CERTIFICATION

(Page 1 of 2)

This Acceptance and Certification must be read and signed by the Authorized Signatory of the municipality in order for the municipality/project to be considered for STEAP funding.

My signature below, as Authorized Signatory of the Town of **Simsbury**, indicates acceptance of the following and further certifies that:

1. I understand that should this grant application be approved I will be required to sign an assistance agreement/contract with the assigned administering agency delineating the terms and conditions of this grant;
2. I will comply with any grant terms and conditions required by the administering agency;
3. I understand that various permits and permit-related documentation may be required by the administering agency as required by either the Connecticut General Statutes or Connecticut regulations, including but not limited to the Connecticut Environmental Policy Act Evaluation, Environmental Impact Evaluation, Flood Management Certification; State Historic and Preservation Office and/or Municipal Plan of Conservation and Development;
4. I understand that funding associated with this grant application is one-time in nature and that there is no obligation for additional funding from the Office of Policy and Management or the State of Connecticut;
5. I understand that if this project warrants a Connecticut Environmental Policy Act (CEPA) review pursuant to Sections 22a-1 through 22a-1h of the Connecticut General Statutes that I will comply with such an environmental assessment. Further, if a CEPA is required, I understand that there are costs associated with such a review and that the municipality is in a position to continue with the proposed project despite this cost;
6. I understand that this application will be examined by the Intergovernmental Policy and Planning Division of the Office of Policy and Management for consistency with the State Plan of Conservation and Development and that I may be contacted if additional information is required for that review;
7. I understand that projects which convert twenty-five or more acres of prime farmland to a nonagricultural use will be reviewed by the Commissioner of Agriculture, in accordance with Section 22-6 of the Connecticut General Statutes;
8. I understand that I am responsible for meeting the requirements to remain eligible for discretionary state funding as outlined at [this link](#).

ACCEPTANCE & CERTIFICATION
(Page 2 of 2)

9. I will supply the Office of Policy and Management with all documentation supporting my authority to enter into an assistance agreement, including but not limited to applicable certified minutes and by-laws from the town denoting my authority to apply for the grant and the authority to enter into such an agreement should a grant be awarded;
10. I understand that if this application leads to the award of a STEAP grant for this project, that no payment will be made for project expenses incurred prior to the start date or after the end date as set forth in the fully executed contract; and
11. I have read, in full, all pages of this application package and the 2022 Small Town Economic Assistance Program (STEAP) Guidelines.

Maria E. Capriola

Authorized Signatory's Name (Please Print)

Town Manager

Title

Signature

Date

You must save this completed application.
Send your completed application and all other required attachments to
opm.steapapplications@ct.gov

IMPORTANT NOTE

Maximum file size: Files must be in a ZIP file not to exceed 10MB. If your ZIP file exceeds 10MB you will need to separate your submission into smaller ZIP files and send them in separate emails clearly identified, for example, 1 of 3, 2 of 3, 3 of 3.

MUNICIPAL CERTIFICATION OF RESOLUTION

Below is the suggested format for the municipal certification of the town’s resolution which authorizes the Chief Executive Officer of the municipality to accept a 2022 STEAP grant and enter into any required contracts/agreements necessary to facilitate such grant. The title of the Chief Executive Officer can be changed to reflect the appropriate title with respect to your municipality’s form of government (i.e., Mayor, Town Manager, First Selectman, etc.).

A copy of the relevant resolution shall accompany the below certification. The below certification must be printed on the municipality’s letterhead and must bear the official seal of the town/town clerk. For embossed seals with no ink, please darken the impression with graphite so it will be visible on the scanned document.

Required language to be included in the town’s resolution appears in the indented portion of the certification below.

Municipal Certification of Resolution - STEAP 2022

I, Trish Munroe, Town Clerk of the Town of Simsbury, a municipality organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of the resolution adopted at the Representative Town Meeting of said municipality at the Regular Monthly Meeting held on _____ (month, day, year):

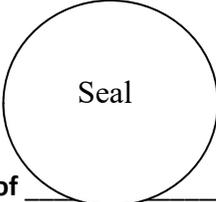
“RESOLVED, that Town Manager, Maria E. Capriola be, and hereby is, authorized to accept on behalf of the Town of Simsbury, a 2022 Connecticut STEAP Grant in the amount of \$160,000.00 for Station Street Redesign – One-way to Two-way; and

FURTHER RESOLVED, that Town Manager, Maria E. Capriola is hereby authorized to enter into and execute any and all agreements, contracts and documents necessary to obtain said 2022 STEAP Grant with the State of Connecticut.”

AND I DO FURTHER CERTIFY that the above resolution has in no way been altered, amended or revoked, and is in full force and effect.

AND I DO FURTHER CERTIFY that Town Manager, Maria E. Capriola of the town of Simsbury, and has been since January 29, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of _____ this ____ day of _____, 2022.



Signature/Town Clerk

Town of _____

**Municipal Certification of
Eligibility for Discretionary State Funding**

(This form to be completed by municipality)

Name of Discretionary Grant Funding Program: Small Town Economic Assistance Program (STEAP)

Name of Municipality & Town Code: 128 Simsbury (hereinafter referred to as "Town/City")

In accordance with C.G.S. § 8-23, as amended by [Public Act 15-95](#), any municipality that has not adopted a plan of conservation and development (POCD) within the past ten years is ineligible for **discretionary state funding** unless they submit a "Notice of Expired POCD" to the OPM Secretary and to the Commissioners of Transportation, Energy and Environmental Protection, and Community and Economic Development, **and** they request and receive a waiver from the prohibition on a grant-by-grant basis from the OPM Secretary

In accordance with C.G.S. § 8-23(a)(1), the Town/City has adopted a POCD within the last ten years; the adopted plan expires 11/1/2027. **The Town of Simsbury POCD does not have an expiration date but states that the POCD shall be reviewed at least once every 10-years.**

The Town/City has **not** adopted a POCD within the last ten years as required by C.G.S. § 8-23(a)(1) and:

In accordance with C.G.S. § 8-23(a)(2), the Town/City has submitted a "[Notice of Expired POCD](#)" to the OPM Secretary and the Commissioners of Transportation, Energy and Environmental Protection, and Economic and Community Development that explains why such plan was not adopted within the required ten year period (copy attached).

AND

In accordance with C.G.S. § 8-23(b), the Town/City has submitted a "[Waiver Request Letter](#)" to the OPM Secretary requesting a waiver of the discretionary state funding prohibition for this grant application (copy attached).

I attest that the aforementioned information is accurate and complete and that I am the representative of the Town/City who is authorized to execute this certification.

Print Name: _____

Signature: _____

128 Simsbury

Date: _____

STATEMENT OF WORK AND GRANT AWARD BUDGET

NAME OF APPLICANT TOWN: Town of Simsbury

GRANT PROGRAM NAME: Small Town Economic Assistance Program (STEAP) 2022

CONCISE GRANT PROGRAM SUMMARY (PROGRAM PURPOSE/INTENT/MISSION): The Small Town Economic Assistance Program (C.G.S. Section 4-66g) funds economic development, community conservation and quality of life projects for localities that are ineligible to receive Urban Action bonds (CGS Section 4-66c). STEAP funds are issued by the State Bond Commission and can only be used for capital projects. A project is considered to be a capital project if it is new construction, expansion, renovation or replacement for an existing facility or facilities. Project costs can include the cost of land, design, engineering, architectural planning, and contract services needed to complete the project.

PROJECT TITLE/NAME (as appears on application): Station Street Redesign – One-way to Two-way

I. INTRODUCTION

CONCISE PROJECT DESCRIPTION (Limited to 300 characters):

The project consists of converting Station Street from a one-way road to a two-way road with additional proposed on-street parking spaces, new sidewalk, and associated drainage. The purpose of this project is to provide more efficient vehicular traffic flow from Town owned Eno Memorial Hall parking lot, which has a curb cut on the south side of Station Street, as well as to better service the retail buildings along Station Street and Railroad Street.

II. STATEMENT OF WORK

The grantee proposes to complete the work and/or proposes to purchase goods and/or services as delineated in the following table and in accordance with the below proposed budget. Note that the items listed in the “Tasks” column are simply examples. You may delete any and all that are not applicable.

Category (Optional): Overarching type of work (for example: planning/design/construction/reports)	Tasks: The individual tasks to be performed in order to accomplish the objective of the grant award.	Target Completion Date for Each Task
Design	Full design of Station Street based on the conceptual plans. Preparation of construction and bid documents.	January 2023
Construction	Reconstruction of approximately 350-feet of Station Street including minor grading, drainage, paving, and sidewalk work.	June 2023

III. PROPOSED STEAP GRANT AWARD BUDGET :

List proposed grant award budget items below.

Description	Amount of anticipated STEAP Funding	Amount Federal Funding	Amount Grantee Match Funding	Amount Other Funding	If "Other", list source name and type (private, state, etc.)	TOTALS:
Redesign of Station Street - Construction	\$160,000.00	\$0.00	\$40,000.00	\$0.00	N/A	\$200,000.00
TOTALS:	\$160,000.00	\$0.00	\$40,000.00	\$0.00	N/A	\$200,000.00

PAYMENT TERMS

- Grantee provides the above proposed budget understanding that should a grant be awarded no reimbursements will be made for expenditures incurred prior to the grant start date or after the grant end date.

Town of Simsbury, CT



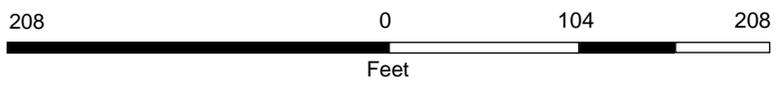
Legend

- Parcels
- Street Labels
- Town Border

Location



Notes



1: 1,245



This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.



Photo 1: Eastern End of Station Street Looking West



Photo 2: Middle of Station Street Looking East



Photo 3: Middle of Station Street Looking West



Photo 4: Intersection of Hopmeadow Street and Station Street looking East



Photo 5: Intersection of Hopmeadow Street and Station Street Looking North

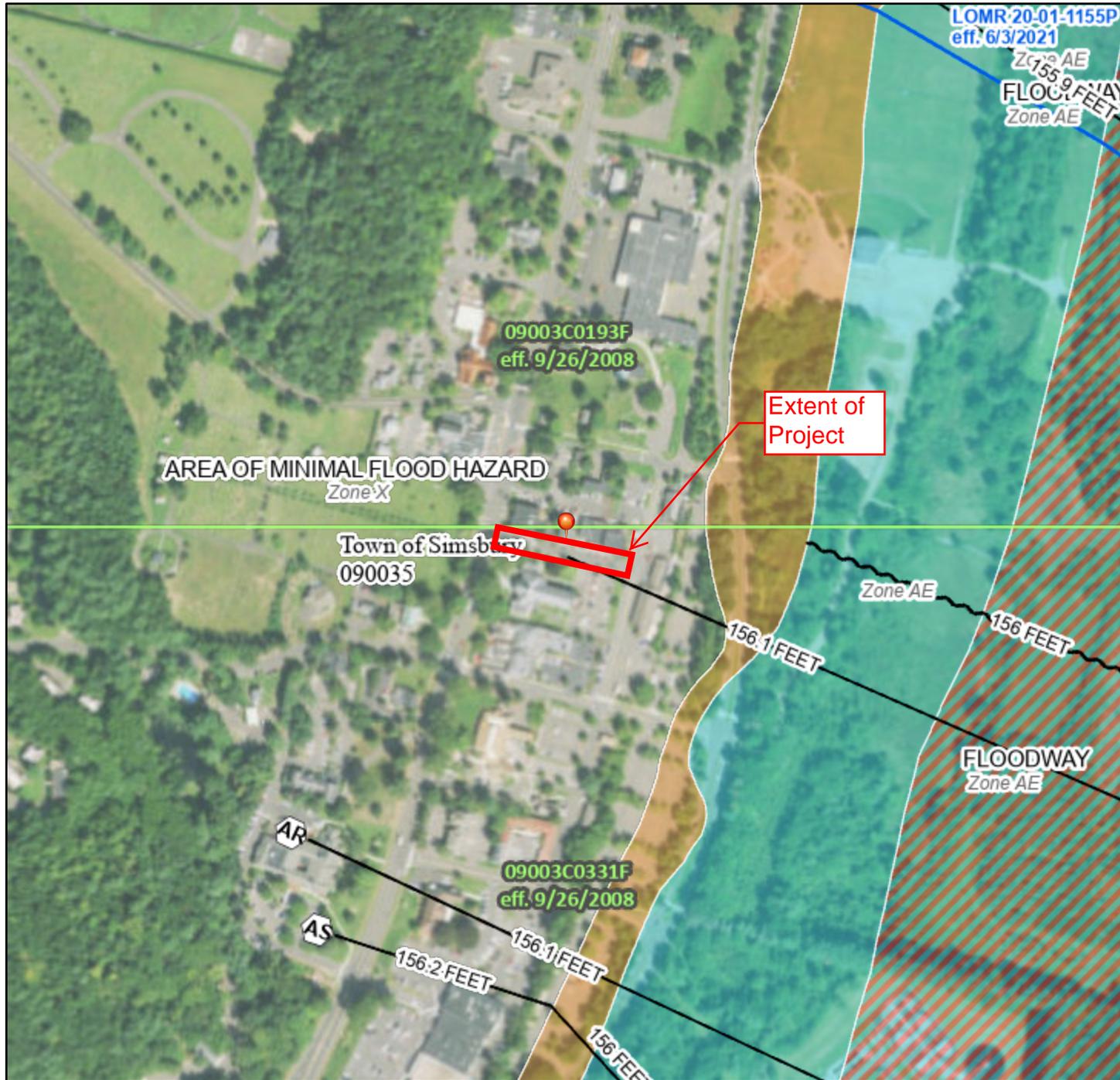


Photo 6: Intersection of Hopmeadow Street and Station Street Looking South

National Flood Hazard Layer FIRMette



72°48'22"W 41°52'43"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D

OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
		Area of Undetermined Flood Hazard Zone D

GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall

OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
		17.5 Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature

MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 7/20/2022 at 3:04 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

**Station Street Redesign – One-way to Two-way
Project Schedule**

	Entity Performing Task	Start Date	Finish Date
Final Design and Construction Docs	Town / Consultant	October 1, 2022	February 1, 2023
Coordination with Contractors	Town	February 1, 2023	February 15, 2023
Contract Execution	Town	March 1, 2023	March 15, 2023
Construction	Private Contactor	April 1, 2023	July 1, 2023

Notes:

1. Further phases of this project are subject to funding and have not been scheduled.
2. Work will be done by contractor(s) and may be supplemented with town forces.

Town of Simsbury
Cost Estimate
Station Street Redesign
July 21, 2022



Item	Units	Unit Price \$	Quantity	Total \$
EARTH EXCAVATION (12" DEEP)	CY	\$45.00	50	\$2,250
PROCESSED AGGREGATE BASE	CY	\$60.00	35	\$2,100
BITUMINOUS CONCRETE - CLASS 2 (" FINAL, DRIVEWAY APRON)	SY	\$100.00	20	\$2,000
BITUMINOUS CONCRETE SURFACE COURSE (1.5")	SY	\$100.00	50	\$5,000
BITUMINOUS CONCRETE BINDER COURSE (2")	SY	\$100.00	50	\$5,000
MILL EXISTING BITUMINOUS CONCRETE	CY	\$12.00	100	\$1,200
SAW CUT BIT. CONC. PAVEMENT	LF	\$3.87	100	\$387
TURF ESTABLISHMENT - LAWN	SY	\$2.40	110	\$264
PARKING/STREET SIGN	EA	\$500.00	3	\$1,500
REMOVE SIGN	EA	\$100.00	4	\$400
PAINTED PAVEMENT MARKINGS 4" WHITE	LF	\$0.75	700	\$525
PAINTED PAVEMENT MARKINGS 12" WHITE	LF	\$1.00	90	\$90
CONVERT CB TO MH	EA	\$2,650.00	2	\$5,300
TYPE C CB (0'-10' DEEP)	EA	\$7,323.00	2	\$14,646
TYPE C DOUBLE GRATE CB (0'-10' DEEP)	EA	\$5,900.00	1	\$5,900
DRAINAGE PIPE (12" RCP)	LF	\$100.00	15	\$1,500
TRENCH EXCAVATION (0'-4' DEEP)	CY	\$109.00	25	\$2,725
CONCRETE (FOR SIDEWALK)	CY	\$14.00	108	\$1,512
REMOVAL OF CONCRETE CURB	LF	\$12.81	250	\$3,203
6" VERTICAL GRANITE CURB	LF	\$88.00	250	\$22,000
6" CONCRETE CURB	LF	\$40.00	50	\$2,000
PAVERS WITH SAND BASE	SF	\$32.00	375	\$12,000
HANDICAP ACCESSIBLE PED RAMP	SF	\$27.02	100	\$2,702
RELOCATE PEDESTRIAN SIGNAL	EA	\$1,000.00	1	\$1,000
ORNAMENTAL STREET LIGHTS W/BASE & CONDUIT	EA	\$12,000.00	2	\$24,000
Sub-Total				\$119,204.00
Misc. Items & Estimating Contingency	20%			\$23,840.80
DOT Signal Upgrades	EST.	\$50,000.00		\$50,000.00
Total				\$193,044.80
			say	\$200,000.00

Simsbury Performing Arts Center Expansion
List of Permits

	Anticipated Submission	Agency	Status
CT DOT Encroachment Permit	January 1, 2023	State	To Be Submitted
Zoning Commission Site Plan Amendment	January 1, 2023	Local	To Be Submitted



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Supplemental Appropriation - Local Transportation Capital Improvement Grant (LOTICIP) & Connecticut Community Connectivity Grant (CCCGP) Firetown Road Sidewalk Gap Closure and Referral to the Planning Commission Pursuant to CGS 8-24
2. **Date of Board Meeting:** August 8, 2022
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Thomas Roy, Director of Public Works/Town Engineer *Maria E. Capriola*

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

The Board of Selectmen previously authorized acceptance of the Local Transportation Capital Improvement Program (LOTICIP) grant and the Connecticut Community Connectivity Grant Program (CCCGP) for the construction of approximately 5,000 linear feet of new sidewalk along Firetown Road should they be awarded. Therefore, the following motions are in order to appropriate the grant revenue:

Move, effective August 8, 2022, to authorize a supplemental appropriation of the Firetown Road Sidewalk LOTICIP grant in the amount of \$1,369,000 and of the CCCGP grant in the amount of \$594,000 and to transfer the town contribution in the amount of \$35,000 from the sidewalk reconstruction capital project, for a total appropriation amount of \$1,998,000 and refer this appropriation to the Board of Finance for approval.

Further move to create a capital project to complete this work.

Further move to refer the Firetown Road Sidewalk Gap Closure project to the Planning Commission for review and report under Section 8-24 of the Connecticut General Statutes.

5. **Summary of Submission:**

Currently, there is not a safe walking area along Firetown Road between West Street and Plank Hill Road. This gap in our sidewalk system was identified as a priority in our 2016 Pedestrian Bicycle Master Plan. Additionally, we have received a number of requests for sidewalks in this area, especially since the development of the Mill Commons townhouses off of West Street. This project includes the construction of approximately 5,000 feet of walkway along the south side of Firetown Road from West

Street to Plank Hill Road. Additional work includes associated grading and construction of retaining walls in areas where grading is not feasible.

The Town has been fortunate and has been awarded two grants for construction and construction related activities associated with the Firetown Road Sidewalk Gap Closure Project. The Town originally submitted a grant in October of 2020 under the CCCGP that is administered by the CT DOT. We were originally denied this grant request. We then took the opportunity to apply for the same project under the LOTCIP program administered by CRCOG. After we had decided to apply for the LOTCIP program, we were then contacted by CT DOT and awarded the CCCGP grant.

We will be working with the CT DOT and CRCOG as the grant administrators to manage this unique situation where we have two grants for one project. We will be assigning specific sections of this project to each grant and the intent is to bid this as one project to a single contractor.

The Board of Finance will review this at their August 16th meeting.

6. Financial Impact:

The design for the project will be completed by Engineering Department staff, with supplemental survey support at an estimated cost of \$35,000. If we contracted out the design work, the total design cost is estimated at \$130,000. Funding for the survey/design work is intended to be funded using funds from the capital Sidewalk Improvement Fund.

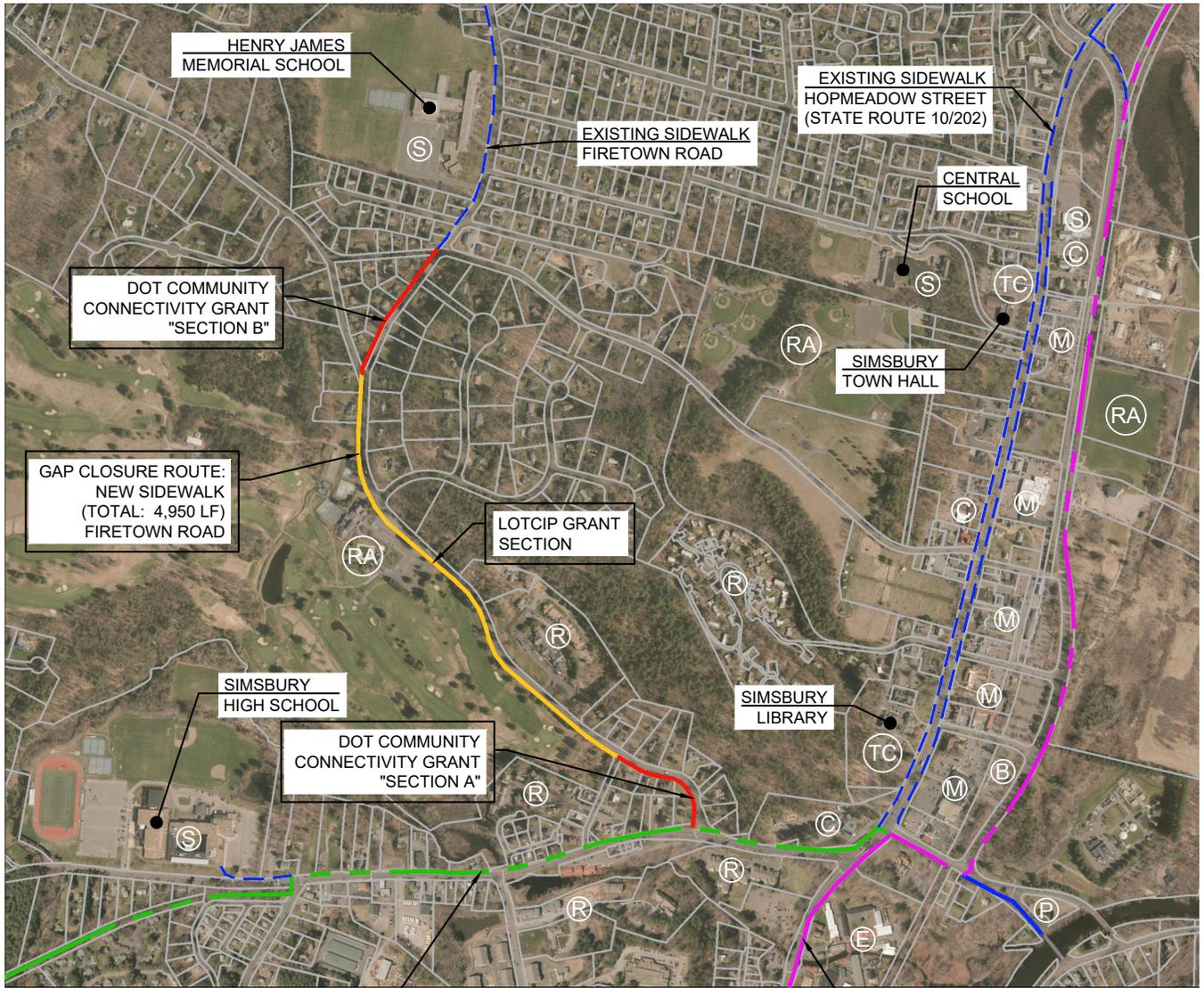
Construction Phase (100% Grant Funded):

LOTICIP Grant	\$ 1,369,000
CCCGP Grant	\$ 594,000
*Simsbury Contribution	\$ 35,000
<u>Total Project Allocation</u>	<u>\$ 1,998,000</u>

* Simsbury's contribution can be made using Fund 501-70002 CIP for Sidewalk Reconstruction. This project has adequate funds to support this expenditure.

7. Description of Documents Included with Submission:

a) Location Map



GAP CLOSURE ROUTE:
NEW SIDEWALK
(TOTAL: 4,950 LF)
FIRETOWN ROAD

DOT COMMUNITY
CONNECTIVITY GRANT
"SECTION B"

LOTICIP GRANT
SECTION

SIMSBURY
HIGH SCHOOL

DOT COMMUNITY
CONNECTIVITY GRANT
"SECTION A"

SIMSBURY
LIBRARY

SIMSBURY
TOWN HALL

CENTRAL
SCHOOL

HENRY JAMES
MEMORIAL SCHOOL

EXISTING SIDEWALK
FIRETOWN ROAD

EXISTING SIDEWALK
HOPMEADOW STREET
(STATE ROUTE 10/202)

EXISTING MULTI-USE TRAIL
FARMINGTON RIVER TRAIL
WEST STREET (STATE ROUTE 167)

EXISTING MULTI-USE TRAIL
FARMINGTON CANAL HERITAGE TRAIL
(STATE ROUTE 10/202)

- (R) RESIDENTIAL AREA
- (P) PARKS
- (RA) RECREATIONAL AREA
- (C) RELIGIOUS FACILITY
- (S) SCHOOL FACILITY
- (TC) TOWN CENTER
- (M) SHOPPING CENTERS
- (E) LARGE EMPLOYMENT BUSINESS
- (B) BUS STOP
- (O) OTHER

**LOCATION MAP: SIDEWALKS GAP CLOSURE
FIRETOWN ROAD**



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Supplemental Appropriation - Local Transportation Capital Improvement Grant (LOTICIP) Hopmeadow Street Connectivity Project Project No. L128-0002
2. **Date of Board Meeting:** August 8, 2022
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Thomas J. Roy, Director of Public Works/Town Engineer *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
The Board of Selectmen previously authorized acceptance of the Local Transportation Capital Improvement Program (LOTICIP) grant for nearly one mile of new sidewalk along Hopmeadow Street from Hoskins Road to the DOT Maintenance Facility. The initial grant award was appropriated in the FY 21/22 capital budget for \$810,000. We need to appropriate additional grant revenue and the town contribution. Therefore, the following motion is in order:

Move, effective August 8, 2022, to authorize a supplemental appropriation of the LOTICIP grant for the Hopmeadow Sidewalk project in the amount of \$455,447.39 and to transfer the town contribution in the amount of \$33,524.28 from the sidewalk reconstruction capital project, for a total appropriation amount of \$1,298,971.67 and refer this appropriation to the Board of Finance for approval.
5. **Summary of Submission:**
The Town received the LOTICIP grant for the construction of nearly one mile of new sidewalk and included a line item of \$810,000 in the FY 21/22 budget based on the grant award and the preliminary design. Following a publicly advertised bidding process, the lowest qualified bid was \$1,219,829. Under the LOTICIP grant guidelines, the grant includes 10% contingency and 10% for incidentals above the construction costs, bringing the total project budget to \$1,298,971.67.

The additional costs with the project are the result of inflation over the time the project has been in design and the addition of decorative street lights that were added under the grant program. The project has \$33,524 in costs that are ineligible for grant funding under the LOTICIP program. These costs include \$13,550 for granite curbing and \$14,387 for a portion of the costs for the required utility relocations. The Town may be able to recover the costs for the utility relocations directly from the utilities.

The Board of Finance will review this at their August 16th meeting.

6. Financial Impact:

LOTICIP Grant	\$ 1,265,447.39
Simsbury Contribution*	\$ 33,524.28
Total Project Allocation	\$ 1,298,971.67

* Simsbury's contribution can be made using Fund 501-70002 CIP for Sidewalk Reconstruction. This project has adequate funds to support this expenditure.

7. Description of Documents Included with Submission:

- a) CT DOT Project Authorization Letter



STATE OF CONNECTICUT

DEPARTMENT OF TRANSPORTATION

2800 BERLIN TURNPIKE, P.O. BOX 317546

NEWINGTON, CONNECTICUT 06131-7546



July 29, 2022

Ms. Maria Capriola
Town Manager
Town of Simsbury
933 Hopmeadow Street
Simsbury, Connecticut 06070
mcapriola@simsbury-ct.gov

Dear Ms. Capriola:

Subject: Project Authorization Letter

Hopmeadow Street (Route 10/Route 202) Sidewalk Connectivity Project
State Project No. L128-0002
UEI No. DVGUFJ6NPKS7
Master Agreement No. 03.08-01(18)
CORE ID No. 14DOT0027AA
Town of Simsbury

On May 9, 2018, the State of Connecticut Department of Transportation (DOT) and the Town of Simsbury (Municipality) entered into the First Supplemental Master Municipal Agreement for Construction Projects (Master Agreement) noted above. This Project Authorization Letter (PAL) is issued pursuant to the Master Agreement. The capitalized terms used in this PAL are the same as those used in the Master Agreement.

The Municipality is responsible for the Administration of the Construction Project.

The Construction Project is to provide for the construction of sidewalks and pedestrian connectivity improvements along Hopmeadow Street (Route 10/202). The proposed improvements include, but are not limited to:

- Construction of sidewalks along the west side of Hopmeadow Street (Route 10/Route 202) from Hoskins Road northerly to the commuter park and ride lot at 1541 Hopmeadow Street for a distance of approximately 4,500 feet including, but not limited to, the installation of concrete sidewalks and ramps, concrete and granite curbing, a concrete retaining wall, crosswalks, decorative lighting, and landscaping.
- Construction of a concrete sidewalk along the north side of Dorset Crossing Drive from Hopmeadow Street (Route 10/Route 202) westerly for a distance of approximately 360 feet to provide connectivity to the existing sidewalk network.
- Construction of a sidewalk on the east side of Hopmeadow Street (Route 10/Route 202) from the pedestrian crossing at the intersection of Hoskins Road easterly for a distance of approximately 120 feet to provide connectivity to the existing Farmington Canal Heritage Trail facility.

Funding for the Construction Project is provided under the Local Transportation Capital Improvement Program (LOTICIP). This project has a one hundred percent (100%) State participation ratio up to the established participation cap and payment for municipal costs will be on a grant basis, subsequent

Ms. Maria Capriola

-2-

July 29, 2022

to receipt of bids by the Municipality. The maximum grant payment to the Municipality under this PAL is \$1,265,447.39, based on the final estimate for the Construction Project provided by the Municipality. The actual grant payment to the Municipality will be based on the approved low bid. In addition, any payment for actual expenditures will be in accordance with the terms of the Master Agreement.

Municipal costs contained in this PAL shall not be exceeded without first obtaining written permission from the DOT. Enclosed is an estimated cost break down for Construction Project activities. A Demand Deposit of Zero Dollars (\$0) is due to the DOT.

The Municipality is responsible for the proper maintenance and operation of all Municipality-owned Transportation Facilities constructed as part of the Construction Project, upon completion of the Construction Project, to the satisfaction of the DOT. Upon completion of the Construction Project, the Municipality also agrees to assume maintenance responsibility of specific improvements constructed as part of the Construction Project on DOT-owned Transportation Facilities including, but not limited to, granite stone curbing, brick pavers, ornamental lighting, landscaping, retaining walls, and sidewalks and sidewalk ramps including snow and ice removal, tree/brush trimming and vegetation control to maintain unobstructed pedestrian paths and sightlines.

The issuance of the PAL itself is not an authorization for the Municipality to advertise the Construction Project for bids or begin performing work with respect to the Construction Project. The Municipality may advertise the Construction Project for bids only after the DOT has received the concurred PAL from the Municipality and the DOT has authorized the Municipality to advertise the Construction Project for bids. The Municipality may advance or begin work on the Construction Project only after it has received an Authorization to Award Notice from the DOT.

Please indicate your concurrence with the PAL by signing below on or before August 19, 2022 and returning a copy to the Project Manager listed below at the letterhead address. You may submit the Written Acknowledgement of the PAL to the Project Manager in hard copy, by facsimile, or electronic transmission. The Master Agreement and the PAL will be incorporated into one another in their entirety and contain the legal and binding obligations of the Municipality with respect to the Construction Project.

If you have any questions, please contact the Project Manager, Mr. Vitalij V. Staroverov, P.E., at (860) 594-2582 or Vitalij.Staroverov@ct.gov.

Very truly yours,

DocuSigned by:
James A. Fallon, P.E.
AF5C6AA4ECCE4C5...
James A. Fallon, P.E.
Assistant Chief Engineer
Bureau of Engineering and Construction

Enclosure

MUNICIPALITY'S ACKNOWLEDGEMENT OF PAL

Concurred By: _____ Date: _____
Ms. Maria Capriola
Town Manager

PAL ATTACHMENT
STATE PROJECT NO. L128-0002
ESTIMATED CONSTRUCTION COSTS

PARTICIPATING

(100% State – Local Transportation Capital Improvement Program)

A. Contract Items.....	\$ 1,028,426.15
B. Contingencies (10% of A).....	\$ 102,842.62
C. Incidentals to Construction (10% of A).....	\$ 102,842.62
D. Eligible Utility Relocations (50% eligible share) ^[1]	\$ 31,336.00
E. Total Participating Construction Cost (A+B+C+D).....	\$ 1,265,447.39

^[1] LOTCIP-eligible utility relocation cost (50% eligible share) associated with gas main relocations and utility pole relocations (privately-owned utilities). Work is to be performed by the affected utilities and is not included in the construction contract work to be performed by the Prime Contractor. Cost is based on estimates provided to the Municipality by Connecticut Natural Gas Corporation and Eversource. Per statute, the 50% ineligible share is the responsibility of affected utility.

NON-PARTICIPATING

(LOTICIP Ineligible – Contract Work Associated with Granite Curbing and Utility Relocations)

(100% Municipal)

F. Contract Items: Granite Curbing.....	\$ 13,550.00
G. Contract Items: Utility Relocations/Resets (50% ineligible share) ^[2]	\$ 14,386.90
H. Contingencies [10% of (F+G)].....	\$ 2,793.69
I. Incidentals to Construction – Municipal Services [10% of (F+G)].....	\$ 2,793.69
J. Total Non-Participating Construction Cost (F+G+H+I).....	\$ 33,524.28

^[2] LOTCIP-ineligible utility relocation costs (50% ineligible share) associated with fire hydrant relocations, water gate adjustments, and gas gate adjustments (privately-owned utilities). Work is included in the construction contract and is to be performed by the Prime Contractor. Cost is based on estimates from the Municipality and estimates provided to the Municipality by Aquarion Water Company. Per statute, the 50% ineligible share is the responsibility of affected utility.

SUMMARY

K. Total Construction Cost (E+J).....	\$ 1,298,971.67
L. Maximum Grant Payment to Municipality (100% of E).....	\$ 1,265,447.39
M. Municipal Proportionate Share of the Total Construction Cost (100% of J).....	\$ 33,524.28
N. Demand Deposit Required from the Municipality.....	\$ 0.00



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Vacation Carryover Requests (IBPO/Police)

2. **Date of Board Meeting:** August 8, 2022

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

Maria E. Capriola, Town Manager; Nicholas J. Boulter, Police Chief

Maria E. Capriola

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

If the Board of Selectmen supports approving the vacation carryover requests, the following motion is in order:

Move, effective June 28, 2021, to approve the vacation carryover requests as presented in the table below and requiring Selectmen action. Further stipulate that the approved excess vacation days must be used on or before December 31, 2021. Any unused approved excess vacation days still on the books as of January 1, 2022 will be forfeited. Should the employee leave service for any reason, including but not limited to retirement or resignation, they will not be paid out for the approved unused excess vacation days authorized by the Board of Selectmen.

5. **Summary of Submission:**

AFSCME, Dispatchers, CSEA and non-union employees have transitioned to a simplified administrative process, with an annual forfeiture date of November 1 as opposed to July 1.

Our employees represented by IBPO have not yet transitioned to this process. Therefore, vacation carryover requests for those employees in excess of ten days must be reviewed and approved or denied by the Board of Selectmen. It is standard practice for vacation carryover requests of up to ten days to be reviewed and approved or denied by the Chief Executive. The annual forfeiture date for these employees is currently July 1.

Mr. Gray, Ms. Harrington, and Mr. Lantiere are all requesting above the 10 day amount due to extend periods of leave during the year.

The vacation carryover requests are as follows:

Name of Staff	Vacation Carryforward Request CEO/Department Head Approval	Vacation Carryforward Request Amount Needing BOS Approval	Total Vacation Carryforward Total Request
Gary Gray	80 hours	36 hours	116 hours
Laurel Harrington	80 hours	16 hours	96 hours
Michael Lantiere	80 hours	36 hours	116 hours

If the Board of Selectmen supports granting the excess vacation carryover requests above the normally permitted ten days, I would recommend you do so with the following caveats:

- The approved excess vacation days must be used on or before December 31, 2022. Any unused approved excess vacation days still on the books as of January 1, 2023 will be forfeited.
- Should an employee leave service for any reason, including but not limited to retirement or resignation, they will not be paid out for the approved unused excess vacation days.

6. Financial Impact:

There is no direct financial impact associated with staff carrying forward the requested earned vacation time.

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:** COVID-19 Relief 501(C)(3) Non-Profit Program

2. **Date of Board Meeting:** August 8, 2022

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

Maria E. Capriola, Town Manager *Maria E. Capriola*

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

The Finance Sub-Committee is seeking endorsement of the full Board of Selectmen on the non-profit grant program application. The following suggested motion is in order:

Move, effective August 8, 2022, to approve the 501(c)(3) Non-Profit Grant Program Application and related materials as presented.

5. **Summary of Submission:**

The former ARPA Work Group and current Finance Sub-Committee have identified a non-profit grant program as a priority project for ARPA funding. The proposed program would provide funding to non-profit organizations to address a need or negative impact of the COVID-19 public health emergency. A total of \$150,000 has been allocated by the Board of Selectmen and Board of Finance for this program, with funding requests to be capped at \$10,000 per organization.

The proposed application form closely mirrors the form for outside agency grant requests through the budget cycle, with the exception that this application is only open to non-profit organizations (the outside agency application is open to both non-profits and not-for-profits).

At its August 2, 2022 meeting, the Finance Sub-Committee unanimously approved the program materials. The next step, if approved tonight by the Board of Selectmen, would be to release the application. The timeline is as follows:

- August 9, 2022: Application released to the public
- September 16, 2022: Application materials due
- September 30, 2022: Staff completes review of materials for accuracy, thoroughness, and appropriateness
- Week of October 3, 2022: Finance Sub-Committee meets to make recommendations to the BOS on funding requests
- October 12, 2022: Board of Selectmen makes final determination on funding requests
- Week of October 17, 2022: Staff emails award letters to agencies selected as recipients

6. Financial Impact:

The approved funding for this program is \$150,000, with individual funding requests capped at \$10,000.

7. Description of Documents Included with Submission:

- a) COVID-19 Relief 501(C)(3) Non-Profit Program Application
- b) Sample Grant Award Notification & Agreement
- c) Application Evaluation Criteria



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

DRAFT

COVID-19 RELIEF PROGRAM 501(c)(3) NON-PROFIT AGENCY APPLICATION

The Town of Simsbury is accepting applications from non-profit organizations for COVID-19 relief funding, made possible by the American Rescue Plan Act (ARPA). To be eligible, organizations must have a 501(c)(3) tax status and serve Simsbury residents. **The deadline to apply is Friday, September 16, 2022 at 1:00pm.** The funds provided by the Town must be expended within one year of receipt.

Agency: _____

Address: _____

EIN #: _____

Prepared by: _____ Title: _____

E-mail: _____ Telephone #: _____

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

Funds Requested: \$ _____ (may not exceed \$10,000)

Specify how the monies requested will be expended, and how this will address a need or negative impact of the COVID-19 public health emergency (may include eligible expenses dating back to March 2020):

DRAFT

Target Population (please check categories):

- _____ Children (0-12) _____ Single Adult (18 – 60)
_____ Youth (12-18) _____ Seniors (60+)
_____ Families (2+ per household) _____ Disabled (any age)

Please complete the following table for each service or program that will be provided using ARPA funds:

****Your program must benefit Simsbury residents in order to be eligible for funding***

SERVICE/PROGRAM	Total # of Clients Served	# of Simsbury Clients Served	Average Time spent per Client	Cost per Client/ Unit of Service

List all state or federal COVID-related assistance received over the last two years:

Income Source	Amount

Other documentation that must be attached:

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit and 990
4. Current organizational Budget Summary identifying revenues.
5. Copy of the IRS 501(c)(3) determination letter

****Additional information may be required upon request of the Town***

Signatures:

Board Chair: _____ Date: _____

Executive Director: _____ Date: _____

Submit to: Amy Meriwether
Director of Finance/Treasurer
933 Hopmeadow Street
Simsbury, CT 06070
OR ameriwether@simsbury-ct.gov



Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Grant Award Notification & Agreement

Date:

Applicant:

Project Name:

Town Project Number:

Funding Period:

Approved Funding:

The Town of Simsbury would like to notify you of the approval of the (organization name) project application entitled (Project Initiative) effective Month Day, 202X – Month Day, 202X.

Funds are being provided to you in the amount of \$ [INSERT]. You are subject to all reporting requirements under this grant program. Total project cost may not exceed this amount.

All costs incurred under this project must be in full compliance with federal, State and local laws, regulations, policies, and procedures. Costs are subject to review by Internal and External Auditors.

Please note that deviations from the specifics of the approved funding must be reviewed and approved by the Town of Simsbury prior to their implementation in order for related costs to be eligible for reimbursement.

If you have any questions or concerns regarding this program, please contact me at ameriwether@simsbury-ct.gov.

COVID-19 RELIEF PROGRAM SUBRECIPIENT AGREEMENT

This Agreement ("Agreement") is dated as of the ___ day of _____, 2022, by and between the Town of Simsbury of 933 Hopmeadow Street Simsbury, CT ("Town") and (**organization name**) of (**organization address**) ("Recipient").

WHEREAS, the Town of Simsbury has allocated to the (**organization name**), \$ **[INSERT]** for the purpose of (**Insert Project Expenditure Description**)

WHEREAS, the Town and grantee desire to enter into this Agreement so that the Town may provide Funds to appropriate and qualifying expenditures.

NOW, THEREFORE, in consideration of the foregoing recitals which are incorporated herein by reference, and the terms and conditions set forth below, the parties agree as follows:

1. Effective Date and Term. This Agreement shall commence when last executed by all parties and remain in effect until **Month Day, 202X**, unless terminated by the Town in writing.
2. Funds. The Town agrees to provide funding in a total sum not to exceed \$**[INSERT]** for (**Insert Project Expenditure Description**)
3. Reimbursement Request & Reporting Requirements. To facilitate the release of funds by the Town to the Recipient and the Town's compliance with reporting requirements for usage of funding, the Recipient shall submit, at minimum, a reimbursement request letter, quarterly expenditure reports along with supporting documentation, including, but not limited to detailed invoices and check copies. Reporting deadlines are as follows: **[INSERT]**. Following receipt of the noted documentation along with the signed grant agreement and W-9, the Town will release funding.
4. Termination. The Town may terminate this Agreement, for convenience or otherwise and for no consideration or damages, upon prior notice to the Recipient.
5. Independent Contractor. Each party under the Agreement shall be for all purposes an Independent Contractor. Nothing contained herein will be deemed to create an association, a partnership, a joint venture, or a relationship of principal and agent, or employer and employee between the parties. The Recipient shall not be, or be deemed to be, or act or purport to act, as an employee, agent, or representative of the Town for any purpose.
6. Indemnification. The Recipient agrees to defend, indemnify and hold the Town, its officers, officials, employees, agents and volunteers harmless from and against any and all claims, injuries, monetary damages, monetary losses or expenses including without limitation personal injury, bodily injury, sickness, disease, or death, or damage to or destruction of property, which are alleged or proven to be caused in whole or in part by an act or omission of the Recipient, its officers, directors, employees, and/or agents relating to the Recipient's performance or failure to perform under this Agreement. The section shall survive the expiration or termination of this Agreement.
7. Compliance with Laws, Guidelines. The Recipient shall comply with all federal, state, and local laws

8. Code of Ethics. The Recipient certifies that it does not have any conflicts of interest as described in the Simsbury Code of Ethics, Chapter 13 of the Code of the Town of Simsbury. The Recipient shall execute the Acknowledgement form (Exhibit II) and return it to the Town.
9. Maintenance and Audit of Records. The Recipient shall maintain records, books, documents, and other materials relevant to its performance under this Agreement. These records shall be subject to inspection, review and audit by the Town or its designee. If it is determined during the course of the audit that the Subrecipient was reimbursed for unallowable costs under this Agreement, the Subrecipient agrees to promptly reimburse the Town for such payments upon request.
10. Notices. Any notice desired or required to be given hereunder shall be in writing, and shall be deemed received three (3) days after deposit with the U.S. Postal Service, postage fully prepaid, certified mail, return receipt requested, and addressed to the party to which it is intended at its last known address, or to such other person or address as either party shall designate to the other from time to time in writing forwarded in like manner:

Recipient
NonProfit
Address
City, State, Zip

Town of Simsbury
Attn: Amy Meriwether, Director of Finance
933 Hopmeadow Street
Simsbury, CT 06070

11. Improper Influence. Each party warrants that it did not and will not employ, retain, or contract with any person or entity on a contingent compensation basis for the purpose of seeking, obtaining, maintaining, or extending this Agreement. Each party agrees, warrants, and represents that no gratuity whatsoever has been or will offered or conferred with a view towards obtaining, maintaining, or extending this Agreement.
12. Time. Time is of the essence in this Agreement.
13. Survival. The provisions of this Agreement that by their sense and purpose should survive expiration or termination of the Agreement shall so survive. Those provisions include without limitation Indemnification and Maintenance and Audit of Records.
14. Amendment. No amendment or modification to the Agreement will be effective without the prior written consent of the authorized representatives of the parties.
15. Governing Law: Venue. The Agreement will be governed in all respects by the laws of the State of Connecticut, both as to interpretation and performance, without regard to conflicts of law or choice of law provisions. Any action arising out of or in connection with the Agreement may be instituted and maintained only in a court of competent jurisdiction in Hartford County, Connecticut.
16. Non-Waiver. No failure on the part of the Town to exercise, and no delay in exercising, any right hereunder shall operate as a waiver thereof; nor shall any single or partial exercise by the Town of

any right hereunder preclude any other or further exercise thereof or the exercise of any other right. The remedies herein provided are cumulative and not exclusive of any remedy available to the town at law or in equity.

17. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors.
18. Assignment. The Recipient shall not assign or transfer any of its interests in or obligations under this Agreement without the prior written consent of the Town.
19. Entire Agreement. This Agreement constitutes the entire agreement between the Town and the Recipient for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the parties with respect to this Agreement.
20. No Third-Party Beneficiaries. Nothing herein shall or be deemed to create or confer any right, action, or benefit in, to, or on the part of any person or entity that is not a party to this Agreement.
21. Severability. In the event that one or more provisions of this Agreement shall be determined to be invalid by any court of competent jurisdiction or agency having jurisdiction thereof, the remainder of the Agreement shall remain in full force and effect and the invalid provisions shall be deemed deleted.
22. Counterparts. This Agreement may be executed in one or more counterparts, any of which shall be deemed an original but all of which together shall constitute one and the same instrument.
23. Authorization. Each party signing below warrants to the other party, that they have the full power and authority to execute this Agreement on behalf of the party for whom they sign.

IN WITNESS WHEREOF, this Agreement is executed and shall become effective as of the last date signed below.

RECIPIENT

By: _____

Print Name: _____

Its: _____

DATED this ___ day of _____, 2022

Town of Simsbury

By: _____

Print Name: _____

Its: _____

DATED this ___ day of _____, 2022

Exhibit II: Simsbury Code of Ethics Acknowledgement Form

CODE OF THE TOWN OF SIMSBURY, CONNECTICUT PART I ADMINISTRATIVE LEGISLATION / Chapter 13, ETHICS, CODE OF / Acknowledgment Form and Charter Section 1003

I have read Section 1003 of the Charter of the Town of Simsbury, the Code of Ethics Ordinance, and the Guidelines issued thereunder. I understand my responsibilities as a subrecipient of federal funding from the Town of Simsbury, and I am in compliance with the Charter and the Code of Ethics. I have indicated in the space below any areas of conflict should they arise in matters before a town board, commission, agency or department, and I agree to report any future conflicts under the provisions of Section 1003 of the Charter.

Areas of Exception:

CONFLICTS OF INTEREST - SECTION 1003

CONFLICTS OF INTEREST. It is hereby declared to be the policy of the Town that any elected or appointed officer, any member of any board or commission or any employee of the Town who has a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or any board or commission, shall disclose that interest to the Board of Selectmen, which shall record such disclosure upon the official record of its meetings. Such disclosure of a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or of any board or commission shall disqualify such elected or appointed official or such member of a board or commission or such Town employee from participation in the awarding, assignment or discussion of said contract, transaction or decision. Violation by any such official, board or commission member or employee of the provisions of this section shall be grounds for his/her removal.

Signature

Name (Please Print)

Date: _____

DRAFT

**TOWN OF SIMSBURY
COVID-19 RELIEF 501(C)(3) NON-PROFIT PROGRAM
APPLICATION EVALUATION CRITERIA**

The intent of the COVID-19 Relief 501(c)(3) Non-Profit Program is to provide funding to those programs that most closely address needs created by the pandemic and serve the greatest number of people.

To be eligible for funding, applicants must provide the documentation specified in the program application, including: list of Board of Directors; most recent annual report; most recent financial audit and 990; current organizational budget summary identifying revenues; and copy of IRS 501(c)(3) determination letter.

The Finance Sub-Committee will then evaluate applications and rank them on the criteria based in the table below. It will be at the discretion of the Finance Sub-Committee as to whether or not a project's expenses qualify as eligible expenditures of the program funds. Recommendations for funding will be made to the full Board of Selectmen for consideration.

Criteria	Weight
Applicant has no outstanding taxes or other obligations to the Town	REQUIRED
Program will address a need or negative impact of COVID-19 health crisis	30%
Program will have a positive impact on Simsbury	30%
Completeness of Application (reasonable, understandable)	20%
Supporting documentation for the amount being requested	10%
Prior financial assistance	10%



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Board of Selectmen Website Submissions
2. **Date of Board Meeting:** August 8, 2022
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Wendy Mackstutis, First Selectman; Heather Goetz, Selectman *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
5. **Summary of Submission:**
This item was requested by Selectman Goetz and First Selectman Mackstutis. Staff recently discovered that the "Contact All" function on the Board of Selectmen webpage was not working properly, and there were messages submitted through that mechanism that may not have been delivered to the Board of Selectmen group contact list. This glitch occurred with the website when we moved our email services to the cloud back in the spring of 2021.

When we migrated from an on-site email server to the cloud (Microsoft 365), we inherited default security features from 365. One of these features was to not allow external email accounts to send messages to internal Town email groups (such as the Board of Selectmen group contact). As soon as we discovered that the security setting that disallows internal groups from receiving external email traffic was enabled, we changed the setting. This glitch was discovered and rectified the last week of July, and the Board of Selectmen was notified the same week. Test emails have since been submitted through the Town's contact form; all members should have received the test emails and the technology issue has been resolved.

Staff reviewed the emails and found that many had already been addressed by other means, such as the person reaching out to the Town Manager's Office. We have identified 10 emails that require a response, and those responses are being made directly to our residents.
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:** 2021-2023 Board of Selectmen Goals

2. **Date of Board Meeting:** August 8, 2022

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

Maria E. Capriola, Town Manager *Maria E. Capriola*

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

This item is informational for discussion this evening. If after discussion, the Board is prepared to formally adopt its goals, the following motion is in order:

Move, effective August 8, 2022, to adopt the 2021-2023 Board of Selectmen goals as amended.

5. **Summary of Submission:**

Selectmen were asked to prioritize goals of most importance to them from a list developed from their December and January goal setting sessions, and input submitted this summer. Selectmen were emailed the attached spreadsheet and asked to rank the priorities by high, medium, low, or not interested.

The Board may wish to further discuss and prioritize their goals prior to adoption.

6. **Financial Impact:**

Ultimately the agreed upon goals assist in setting organizational priorities and policy direction, including guidance that is used during budget development for establishing resource priorities.

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

a) Draft 2021 – 2023 Board of Selectmen Goals for Prioritization

2022-2023 SIMSBURY BOARD OF SELECTMEN GOALS - DRAFT

INSTRUCTIONS: Please note high, medium, low or no for each row. No means no interest/remove for you. High, medium or low indicates a level of priority for you.

Notes: Red font indicates new addition submitted from a Board member that was not discussed during goal setting sessions. Initials reflect Board member making the addition

Topic Area	Goals	Abbuhi	Askham	Goetz	Mackstutis	Peterson	Wellman	SUMMARY	Notes
Financial Management	Engage in long range planning of Capital between BOS, BOF and BOE; incorporate the Town's Facilities Master Plan results.	H	H	H	H	H	H	6 High	
Financial Management	Explore shared services between Town of Simsbury and Simsbury Board of Education.	H	H	M	L	H	H	4 High; 1 Medium; 1 Low	
Financial Management	Improve the Budget Process, reduce redundancies, identify savings and growth opportunities, GFOA best practices, clarity to the public (HG) (WM)	L	NO	H	H	M	NO	2 High, 1, Medium, 1 Low; 2 No	recommended addition from Selectman Goetz and FS Mackstutis
Financial Management	Determine how to best utilize the Town's ARPA funds, resulting in a reduction of budget pressures. Communicate with the public regarding use of ARPA funds.	L	H	L	NO	M	H	2 High; 1 Medium; 2 Low; 1 No	
Public Health and Well-Being	Support the work of the Town's DEI Council and DEI initiatives. Develop a DEI vision for the community and the organization.	H	M	NO	NO	M	M	1 High; 3 Medium; 2 No	
Public Health and Well-Being	Provide mental health services & resources to the community.	M	M	L	L	L	M	3 Medium; 3 Low	
Public Health and Well-Being	Evaluate need for new and existing town committees.	L	L	NO	NO	L	NO	3 Low; 3 No	
Public Health and Well-Being	Engage community re: affordable housing needs in Simsbury and incorporate such feedback as appropriate in our plans/programs (AA)	M	NO	NO	NO	L	L	1 Medium; 2 Low; 3 No	recommended addition from Selectman Abbuhi
Public Health and Well-Being	Support our seniors by engaging in a community survey re: making Simsbury an age-friendly community and incorporate such feedback as appropriate in our plans/program (AA)	M	NO	L	NO	L	L	1 Medium; 3 Low; 2 No	recommended addition from Selectman Abbuhi
Public Health and Well-Being	Support and develop DEI initiatives across all boards and commissions (WM)	Duplicate	Duplicate	NO	L	L	M	1 Medium; 2 Low; 1 No; 2 Duplicate	recommended by FS Mackstutis
Public Health and Well-Being	Explore expanded and affordable housing opportunities (WM)	Duplicate	NO	NO	M	L	NO	1 Medium; 1 Low; 3 No; 1 Duplicate	recommended by FS Mackstutis
Parks & Recreation	Support work of Pollinator Pathways initiative.	L	L	NO	NO	L	M	1 Medium; 3 Low; 2 No	
Parks & Recreation	Invest in our athletic fields and facilities.	M	L	M	NO	H	M	1 High; 3 Medium; 1 Low; 1 No	
Parks & Recreation	Prioritize filling gaps in trail connectivity - especially Tariffville gap.	M	M	H	H	M	H	3 High; 3 Medium	
Parks & Recreation	Conduct capital improvements to Simsbury Farms within context of Parks and Open Space Master Plan.	L	L	L	M	H	M	1 High; 2 Medium; 3 Low	
Parks & Recreation	Develop vegetation management and land stewardship practices.	L	L	L	NO	M	M	2 Medium; 3 Low; 1 No	
Parks & Recreation	Conduct capital improvements to Tariffville Park within context of Parks and Open Space Master Plan.	L	Budgeted	M	M	M	M	4 Medium; 1 Low; 1 Budgeted	
Parks & Recreation	Apply for and explore grant funding for Town-wide assets (WM)	M	Ongoing	H	NO	H	NO	2 High; 1 Medium; 2 No; 1 Ongoing	recommended by FS Mackstutis
Economic Development	Create a MOU with Main Street Partnership (HG) (WM)	H	M	H	H	L	L	3 High; 1 Medium; 2 Low	recommended addition from Selectman Goetz and FS Mackstutis
Economic Development	Promote walkability of downtown.	M	L	H	NO	L	NO	1 High; 1 Medium; 2 Low; 2 No	
Economic Development	Draft ordinance regarding the sale of cannabis. Educate Board of Selectmen and the community on the topic.	M	M	L	H	H	NO	2 High; 2 Medium; 1 Low; 1 No	
Economic Development	Explore opportunities for boat/river access.	L	NO	L	NO	L	L	4 Low; 2 No	
Economic Development	Engage in a charette and rezoning for Tariffville Village to allow/promote business development in this area (HG)	L	Need More Info	H	M	L	M	1 High; 2 Medium; 2 Low; 1 Need More Info	recommended addition from Selectman Goetz
Infrastructure	Improve cell service in town.	M	M	NO	NO	M	L	3 Medium; 1 Low; 2 No	
Infrastructure	Explore improvement of crosswalks and intersections throughout Town. Explore options for improving crosswalk in front of Town Hall.	L	M	L	M	M	L	3 Medium; 3 Low	
Infrastructure	Continue prioritization and implementation of Facilities Master Plan items. (HG) (WM)	M	Ongoing	M	H	H	M	2 High; 3 Medium; 1 Ongoing	recommended addition from Selectman Goetz and FS Mackstutis
Infrastructure	Engage in clean energy initiatives such as electric vehicles, electric charging stations, etc. Pursue grant funding as it becomes available.	H	L	L	M	L	M	1 High; 2 Medium; 3 Low	
Infrastructure	Engage in traffic calming studies and improvements.	L	L	L	NO	L	L	5 Low; 1 No	
Fostering an Engaged, High Quality Workforce	Update the personnel rules and regulations. (HG) (WM)	L	Upcoming Project	H	H	L	NO	2 High; 2 Low; 1 No; 1 Upcoming Project	recommended addition from Selectman Goetz and FS Mackstutis
Fostering an Engaged, High Quality Workforce	Create executive coaching & 360 feedback opportunities for employees.	M	M	M	NO	M	M	5 Medium; 1 No	

2022-2023 SIMSBURY BOARD OF SELECTMEN GOALS - DRAFT

INSTRUCTIONS: Please note high, medium, low or no for each row. No means no interest/remove for you. High, medium or low indicates a level of priority for you.

Notes: Red font indicates new addition submitted from a Board member that was not discussed during goal setting sessions. Initials reflect Board member making the addition

Topic Area	Goals	Abbuhl	Askham	Goetz	Mackstutis	Peterson	Wellman	SUMMARY	Notes
Fostering an Engaged, High Quality Workforce	Invest in our workforce through professional development opportunities.	H	M	M	L	M	L	1 High; 3 Medium; 2 Low	
Fostering an Engaged, High Quality Workforce	Engage in an employee satisfaction survey (WM)	Duplicate	NO	M	H	M	NO	1 High; 2 Medium; 2 No; 1 Duplicate	recommended addition from FS Mackstutis
Fostering an Engaged, High Quality Workforce	Facilitate employee engagement opportunities such as a survey or SKIP interviews.	M	Duplicate	M	NO	L	NO	2 Medium; 1 Low; 2 No; 1 Duplicate	
Fostering an Engaged, High Quality Workforce	Update all job descriptions (WM)	L	NO	L	NO	L	NO	3 Low; 3 No	recommended addition from FS Mackstutis
Public Safety	Conduct SPD and Emergency Services work study and implement changes (HG) (WM)	H	Underway	M	M	M	M	1 High; 4 Medium; 1 Underway	recommended addition from Selectman Goetz and FS Mackstutis
Public Safety	Receive annual updates from Simsbury Volunteer Ambulance Association.	M	H, Ongoing	M	L	M	NO	1 High/Ongoing; 3 Medium; 1 Low; 1 No	
Public Safety	Evaluate and implement ambulance and emergency response service contract (HG) (WM)	M	Need More Info/Upcoming	M/L	L	L	M	2 Medium; 1 Medium/Low; 2 Low; 1 Need More Information/Upcoming	recommended addition from Selectman Goetz and FS Mackstutis
Public Safety	Increase presence and visibility at Simsbury Meadows/Rotary Park.	NO	L	L	NO	L	NO	3 Low; 3 No	
Transparency & Communication	Improve Town Manager's transparency, communication and accountability (HG)	NO	Discuss as part of Town Manager Goals	H	H	L	NO	2 High; 1 Low; 1 No; 1 TM Goal	recommended addition from Selectman Goetz
Transparency & Communication	Receive proactive updates on projects and staffing needs on an ongoing basis from Town staff to BOS and residents (WM)	NO	NO/Not discussed	H	H	L	NO	2 High; 1 Low; 2 No; 1 No/Not Discussed	recommended addition from FS Mackstutis
Transparency & Communication	Record all meetings or take well documented minutes of all meetings (WM)	NO	NO/?	M	M	L	NO	2 Medium; 1 Low; 2 No; 1 No/?	recommended addition from FS Mackstutis
Transparency & Communication	Equitable access to staff and information for all Selectmen, enhanced liaison reporting (WM)	NO	NO/?/ Ongoing	M	M	L	NO	2 Medium; 1 Low; 2 No; 1 No/?/Ongoing	recommended addition from FS Mackstutis
Transparency & Communication	Engage in webmaster and website improvements	M	L	L	L	L	L	1 Medium; 5 Low	



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Town Manager Goals July 1, 2022 – June 30, 2023

2. **Date of Board Meeting:** August 8, 2022

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

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

Move, effective August 8, 2022, to adopt the Town Manager's Goals for July 1, 2022 – June 30, 2023 as presented.

5. **Summary of Submission:**
The Town Manager's proposed goals were discussed at the Personnel Sub-Committee meeting on July 7, 2022 and to the Board of Selectmen on July 11, 2022. These goals provide an important framework for the Town Manager and the organization to focus our efforts for the upcoming year. The goals are broken down into categories such as Human Resources & Labor Relations, Economic Development, Financial Management, and Special Projects. When developing this list, the Town Manager also considered the Board of Selectmen's goal setting discussion, departmental and organizational needs, strategic initiatives, and funded capital and CNR projects. This list of goals is both achievable yet aspirational, and provides a framework for the work that will be performed in the current year as well as future years.

As requested, I have provided additional context for each goal such as if it is an approved capital project, legal requirement, existing Selectmen goal, identified in a Master Plan, etc.

6. **Financial Impact:**
The proposed goals require both direct and indirect resources.

7. **Description of Documents Included with Submission:**
a) Draft Town Manager Goals, July 1, 2022 – June 30, 2023



Town of Simsbury

Town Manager Goals, July 1, 2022 – June 30, 2023

Adopted August XX, 2022 by Board of Selectmen

Human Resources/Labor Relations

<i>Priority</i>	<i>Goal</i>
High	Complete negotiations for successor collective bargaining agreement with Dispatchers; implement compensation and other changes. Implement wage, benefits, and other arbitration award changes for the groups represented by CSEA for the 2019-2023 contract. Initiate negotiations for successor collective bargaining agreement with AFSCME and CSEA.
Medium	Conduct annual leadership retreat, with a focus on creating a diverse workforce and inclusive workplace.
Medium	Engage in employee satisfaction survey (funds permitting).
Medium	Engage in re-writes and updates to the Town's Personnel Rules and Regulations (funds permitting).
Medium	Create executive coaching, 360 review, and other professional development opportunities for staff.
Low	Complete a RFQ for pension and OPEB actuarial services; select vendor.

Economic Development

<i>Priority</i>	<i>Goal</i>
Medium	Working with the Economic Development Commission and other stakeholders, conduct visitations and outreach with the business community.
Medium	Assist special villages with initiatives related to special events, infrastructure improvements, and economic development.
Low	Conduct research regarding public gathering permit policies and ordinances. Develop a draft policy.

Financial Management

<i>Priority</i>	<i>Goal</i>
High	Prepare and submit FY 23/24 operating and capital budgets in accordance with Charter timeline requirements. Continue to quantify our baseline and capital needs.
High	Support the Board of Selectmen's priorities by using Federal Recovery funds in a manner that is permissible and consistent with federal guidelines. Support Board of Selectmen Finance Sub-Committee in this work. Implement and audit funded initiatives.
Medium	Support implementation of budgeted resources to further grow the grand list.



Town of Simsbury

- Low Evaluate opportunities to enhance our capital budgeting and long range planning capabilities.
- Low Continue implementation of our new financial management and human resources software system. Implement electronic timekeeping and leave accruals for our workforce.

Special Projects

- | <i>Priority</i> | <i>Goal</i> |
|-----------------|---|
| High | Support the Board's vision for a diverse and inclusive community and workforce through special projects, initiatives, and policies. Support the DEI Council Data Sub-Committee in the completion of a community wide survey, data collection, and analysis project. |
| High | Continue stewardship and preservation of the Meadowood open space acquisition. Engage in architectural and planning services to rehabilitate the historic tobacco barns. Issue RFP for barn rehabilitation work. |
| High | Complete update to the 5-year EMS Plan. |
| Medium | Issue RFQ for staffing study for police services; select vendor. Begin study. |
| Medium | Issue RFQ for cyber security audit; select vendor. Begin study. |
| Medium | Evaluate opportunities for sharing services with the Board of Education. |
| Low | Continue policy and land management review practices for our open space parcels. Develop a PA-490 policy. |
| Low | Support work related to the pollinator pathways initiative. |
| Low | Develop a policy or regulations regarding the prohibition of tobacco, vaping, and other similar products on town owned property. |
| Low | Execute projects and studies that support traffic calming, intersection, and pedestrian crossing improvements. |
| Low | Implement shared work order system for Public Works and Parks and Recreation. |
| Low | Support the Library in its implementation of its recently updated 5-year strategic plan. |
| Low | Begin preliminary work regarding scope, timeline, and member composition for Charter Review. |
| Low | Assist Board of Selectmen in a comprehensive update to its Rules and Procedures. |



Town of Simsbury

Low

Create the tools and infrastructure needed to support the work of the Fair Rent Commission should it be reactivated under recent statutory requirements.

DRAFT

DRAFT Town Manager Goals FY 22/23

Topic Area	Priority	Goal	Framework
Human Resources/Labor Relations	High	Complete negotiations for successor collective bargaining agreement with Dispatchers; implement compensation and other changes. Implement wage, benefits, and other arbitration award changes for the groups represented by CSEA for the 2019-2023 contract. Initiate negotiations for successor collective bargaining agreement with AFSCME and CSEA.	Legal requirements under state statute
Human Resources/Labor Relations	Medium	Conduct annual leadership retreat, with a focus on creating a diverse workforce and inclusive workplace.	Adopted 20-21 BOS goal; draft 21-22 BOS goal re: professional development
Human Resources/Labor Relations	Medium	Engage in employee satisfaction survey (funds permitting).	Adopted 20-21 BOS goal; draft 21-22 BOS goal re: employee engagement opportunities
Human Resources/Labor Relations	Medium	Engage in re-writes and updates to the Town's Personnel Rules and Regulations (funds permitting).	Town Manager/staff identified need in 2021; Personnel Sub-Committee
Human Resources/Labor Relations	Medium	Create executive coaching, 360 review, and other professional development opportunities for staff.	Adopted 20-21 BOS goal; draft 21-22 BOS goal re: professional development
Human Resources/Labor Relations	Low	Complete an RFQ for pension and OPEB actuarial services; select vendor.	Best practice to maintain compliance with Purchasing Policy
Economic Development	Medium	Working with the Economic Development Commission and other stakeholders, conduct visitations and outreach with the business community.	Board of Selectmen adopted Economic Development Commission Plan for 21-22
Economic Development	Medium	Assist special villages with initiatives related to special events, infrastructure improvements, and economic development.	Ongoing BOS identified goal for Town Manager/organization
Economic Development	Low	Conduct research regarding public gathering permit policies and ordinances. Develop a draft policy.	Town Manager/staff identified need
Financial Management	High	Prepare and submit FY 23/24 operating and capital budgets in accordance with Charter timeline requirements. Continue to quantify our baseline and capital needs.	Charter requirements; Various Master Plan documents
Financial Management	High	Support the Board of Selectmen's priorities by using Federal Recovery funds in a manner that is permissible and consistent with federal guidelines. Support Board of Selectmen Finance Sub-Committee in this work. Implement and audit funded initiatives.	Federal requirements; timely

DRAFT Town Manager Goals FY 22/23

Topic Area	Priority	Goal	Framework
Financial Management	Medium	Support implementation of budgeted resources to further grow the grand list.	Approved operating budget resources
Financial Management	Low	Evaluate opportunities to enhance our capital budgeting and long range planning capabilities.	Adopted 20-21 BOS goal; draft 21-22 BOS goal re: financial management
Financial Management	Low	Continue implementation of our new financial management and human resources software system. Implement electronic timekeeping and leave accruals for our workforce.	Approved capital project. Past Board of Selectmen directive to advance and leverage technology in the organization
Special Projects	High	Support the Board's vision for a diverse and inclusive community and workforce through special projects, initiatives, and policies. Support the DEI Council Data Sub-Committee in the completion of a community wide survey, data collection, and analysis project.	Ongoing BOS identified goal for Town Manager/organization; BOS adopted policy resolution declaring racism a public health crisis
Special Projects	High	Continue stewardship and preservation of the Meadowood open space acquisition. Engage in architectural and planning services to rehabilitate the historic tobacco barns. Issue RFP for barn rehabilitation work.	Timely/pressing due to condition of historic barns and available resources for restoration.
Special Projects	High	Complete update to the 5-year EMS Plan.	Legal requirements under state statute
Special Projects	Medium	Issue RFQ for staffing study for police services; select vendor. Begin study.	Approved CNR project
Special Projects	Medium	Issue RFQ for cyber security audit; select vendor. Begin study.	Approved CNR project
Special Projects	Medium	Evaluate opportunities for sharing services with the Board of Education.	Adopted 20-21 BOS goal; draft 21-22 BOS goal re: financial management
Special Projects	Low	Continue policy and land management review practices for our open space parcels. Develop a PA-490 policy.	Ongoing BOS identified goal for Town Manager/organization
Special Projects	Low	Support work related to the pollinator pathways initiative.	BOS adopted Policy Resolution on Pollinator Initiative; Approved CNR project; Adopted 20-21 BOS goal
Special Projects	Low	Develop a policy or regulations regarding the prohibition of tobacco, vaping, and other similar products on town owned property.	Timely due to 2021 cannabis legislation
Special Projects	Low	Execute projects and studies that support traffic calming, intersection, and pedestrian crossing improvements.	Approved CNR project; draft 21-22 BOS goal

DRAFT Town Manager Goals FY 22/23

Topic Area	Priority	Goal	Framework
Special Projects	Low	Implement shared work order system for Public Works and Parks and Recreation.	Approved CNR project
Special Projects	Low	Support the Library in its implementation of its recently updated 5-year strategic plan.	Approved by an elected body (Library Trustees)
Special Projects	Low	Begin preliminary work regarding, scope, timeline, and member composition for Charter Review.	Legal requirements under state statute in 2023
Special Projects	Low	Assist Board of Selectmen in a comprehensive update to its Rules and Procedures.	Best practice; identified need by Personnel Sub-Committee and staff
Special Projects	Low	Create the tools and infrastructure needed to support the work of the Fair Rent Commission should it be reactivated under recent statutory requirements.	Legal requirements under state statute



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Scott A. Wilson from the Historic District Commission

2. **Date of Board Meeting:** August 8, 2022

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

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

Move, retroactive to July 18, 2022, to accept the resignation of Scott A. Wilson as a Regular Member of the Historic District Commission.

5. **Summary of Submission:**
The Town Clerk has received the resignation of Scott A. Wilson (D) as a Regular Member of the Historic District Commission. Mr. Wilson's term was to expire January 1, 2024.

Pursuant to our Charter, since Mr. Wilson is a Democrat, his replacement must be from the same political party.

6. **Financial Impact:**
None

7. **Description of Documents Included with Submission:**
a) Scott Wilson's Resignation Letter, dated July 18, 2022

To: Town Clerk/Trish Munroe
Town of Simsbury, Ct
Re: Scott Wilson's Resignation from Historic Commission

7/18/22

I regret to inform you that I can no longer serve on the historic commission for the town of Simsbury any longer.

Regrettably,



Scott A Wilson





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- Title of Submission:** Proposed Appointments to Various Boards
- Date of Board Meeting:** August 8, 2022
- Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Trish Munroe, Town Clerk
Maria E. Capriola
- Action Requested of the Board of Selectmen:**
If the Board of Selectmen accepts the recommended appointments from the Democratic Town Committee, the following motions are in order:

Move, effective August 8, 2022, to appoint William (Bill) Clegg as a Regular Member of the Public Building Committee to fill a vacancy until January 1, 2026.

Move, effective August 8, 2022, to appoint Michelle Lipar as Regular Member of the Culture, Parks and Recreation Commission to fill a vacancy for a term ending January 1, 2026.

Move, effective August 8, 2022, to appoint Alexandra Rice as an Alternate Member of the Building Code Board of Appeals to fill a vacancy for a term ending January 1, 2026.

Move, effective August 8, 2022, to appoint Jennifer Seiderer as an Alternate Member of the Aging & Disability Commission to fill a vacancy for a term ending January 1, 2026.

Move, effective August 8, 2022, to move Charles Haldeman from an Alternate Member to a Regular Member of the Conservation Commission/Inland Wetlands & Watercourses Agency to fill a vacancy created by the resignation of James Morrison (D) for a term ending January 1, 2026.

- Summary of Submission:**
The Town Clerk has received from the Democratic Town Committee the following recommendations for appointments:

1. William (Bill) Clegg (D) as a Regular Member of the Public Building Committee. The appointee would be filling the vacancy created by the resignation of Richard Cortes (D) from this position effective February 28, 2022. Pursuant to our Charter, since the vacancy occurred mid-term, it must be filled by the same political party, which in this case is the Democratic party. The appointee will serve until the term ends on January 1, 2026.

2. Michelle Lipar (D) as a Regular Member of the Culture, Parks and Recreation Commission. This vacancy was created by the resignation Sarah Cramer (R) retroactive to January 1, 2022, thereby creating a full-term vacancy. The appointee will serve the remainder of the 4-year term ending January 1, 2026.
3. Alexandra Rice (D) as an Alternate Member of the Building Code Board of Appeals. The appointee would be filling the vacancy created by the resignation of Richard Cortes (D) from this position effective February 28, 2022. Pursuant to our Charter, since the vacancy occurred mid-term, it must be filled by the same political party, which in this case is the Democratic party. The appointee will serve until the term ends on January 1, 2024.
4. Jennifer Seiderer (D) as an Alternate Member of the Aging & Disability Commission. The appointee will serve the remainder of the 2-year term which began on January 1, 2022 and ends January 1, 2024.
5. Charles Haldeman (D) moving from Alternate Member to Regular Member of the Conservation Commission/Inland Wetlands & Watercourses Agency. This vacancy was created by the resignation of James Morrison (D) retroactive to October 28, 2021, thereby creating a full-term vacancy. The appointee will serve the remainder of the 4-year term ending January 1, 2026.

6. Financial Impact:

None

7. Description of Documents Included with Submission

- a) Bio of William (Bill) Clegg
- b) Bio of Michelle Lipar
- c) Bio of Alexandra Rice
- d) Bio of Jennifer Seiderer

Jen Seiderer

Aging & Disability Alternate

My name is Jennifer (Jen) Seiderer and I live in Weatogue with my husband, Gregg, and my two sons, Eli and Jude. I've lived in Weatogue and been a registered Democrat here in CT since 2006; I've also been employed by The Hartford since 2006.

As a lifelong Democrat with an undergraduate degree in Social Work and a strong interest in advocacy and social justice at the local, state, and federal levels, I'm keenly aware that progress is best begun at the local or grassroots level. For that reason, I'm interested in volunteering for membership in our local Simsbury government. I am open to nomination to the Aging and Disability Commission or another group that might most benefit from my interests and skills. I love Simsbury and want to make our beautiful town more accommodating; I believe Simsbury will be better for being more just and diverse.

Michelle Lipar

Culture Parks and Rec

I was born in Beacon Falls, CT, and my husband and I moved to Simsbury in 2007 to raise our family. We have two children in the Simsbury school system - one at Central and another about to enter high school. I have maintained a strong volunteer presence in our community, serving on the board of the Simsbury Farmers' Market, driving for Meals on Wheels and the library's Book to Your Door program, and volunteering in numerous capacities at Central School, including serving on the PTO Board for three years. For the past 25 years, I have worked in the publishing industry, but in 2020 I returned to school to obtain my Master of Social Work degree from the UCONN School of Social

Work, with a concentration in Community Organizing. This experience has been life-changing for me, and made me realize that I want to increase my level of civic involvement - indeed, that everyone should do this! I am interested in the Culture, Parks and Recreation Commission for many reasons. My family, especially my 14-year-old son, loves the woods and trails, and I think it is important to make sure to preserve what wilderness we can. I also want to encourage appreciation for open spaces. My children are both part of the Farmington Valley Youth Cycling Team, and we are frequent users of the bike trail. I value environmental stewardship, and try to promote this wherever possible. Encouraging and facilitating our town's enjoyment of the outdoors are ways that can help reinforce these values. As a social worker, issues of diversity, equity and inclusion are also extremely important to me, and I believe that this commission has opportunities to work for social justice in a number of ways.

I hope you will consider me for a position with this commission. I have attached my resume for your reference.

Best wishes,
Michelle Lipar

Michelle Lipar

Education:

University of Connecticut School of Social Work
Master of Social Work, Community Organizing, May 2022

University of Notre Dame
B.A. English, May 1996

Field Experience:

Journey Home Hartford, CT *September 2021-April 2022 Social Work Intern*

- Review and research racial equity of Coordinated Access Network homelessness services
- Engage and recruit volunteer support for warehouse program
- Collect, coordinate, and distribute information regarding available community programs addressing the needs of people experiencing a housing crisis
- Represent Journey Home at community events recruiting landlords, assisting clients, and connecting people with services

Hartford Public Library, Hartford, CT *September 2020 – April 2021 Social Work Intern*

- Meet with customers and connect them with area resources
- Liaise with local agencies, providers and public services to learn about their organizations to better make appropriate matches based on customer needs
 - Work with branch managers and Library on Wheels to help plan neighborhood events, enabling outreach to residents of these communities, while incorporating COVID safety precautions

Work Experience:

Rocket Books, Inc., Easton, CT *November 1997 - Present Director*

- Use strong communication skills to cultivate and maintain relationships with customers and suppliers, both international and domestic
 - Support clients' in their development of new book and book plus formats
- Oversee production from format design through prepress, testing and delivery, frequently employing problem solving skills to resolve production and communication issues between suppliers and customers
 - Manage accounts payable and receivable
 - Support teammates' IT needs

Computer Skills:

Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Apple OSX and Internet search engines.

Additional Skills:

I am motivated, inspired, organized, determined and persistent. I have 20+ years of experience working with people from many different cultures, and I have maintained a strong volunteer presence in my community throughout my adult life.

Bill Clegg
Public Building Committee

William Donald Clegg, Jr., FIIDA, LEED AP
Senior Project Manager

Professional Experience

JLC Interiors Simsbury, CT (February 2020-Present)

Project Manager, Lead PM on Tenant buildouts for repeat client. Additionally, PM on \$30M High end lake front condominium development through the Project Feasibility Phase.

STV|DPM (March 2014-2020)

Vice President of Operations CT and Officer of STV|DPM.

Daily hands on management of all aspects of operations, directing HR and employment related Issues, all marketing initiatives and opportunities, construction leadership, financial management,

staff development and appraisal, strategic planning, mentoring staff and public relations.

Leadership during the due

diligence phase of the merger and the integration into STV.

Diversified Project Management (2013-2014)

Vice President of Operations CT and Officer of Diversified Project Management.

Daily hands on management of all aspects of operations, directing HR and employment related Issues, all marketing initiatives and opportunities, construction leadership, financial management,

staff development and appraisal, strategic planning and public relations.

Fletcher-Thompson, Inc., Shelton, CT (2010-2013)

Principal of Interior Design, Principal of Hartford Office

Schoenhardt merged with Fletcher Thompson, complementing and expanding their interior design practice group and revenues.

Schoenhardt Architecture + Interior Design, Simsbury, CT (1990 to 2010)

Joined the firm in 1990 as Associate of Interiors to establish Schoenhardt's interior design practice. Interior design practice grew quickly and eventually constituted approximately 50% of the firm's total practice. Partner of the firm in 1992, Principal of Interiors in 1996, Managing Partner in 2001, and President in 2006.

Jeter Cook & Jepson, Hartford, CT (1984 to 1990)

Interior Design Department Head, 1988 to 1990.

Project Manager for contract interior design projects, 1984 to 1990.

Atelier Architects, Waterbury, CT (1983 to 1984)

Interior Designer. Joined the firm to establish Atelier's interior design department.

Interspace Design, Hartford, CT (1983 to 1984)
Architectural Drafter

Al-Joy Builders, Bloomfield, CT (1979 to 1980)
Architectural Drafter

LesCare Kitchens, Waterbury, CT (1979)
Millwork Drafter

Information System Inc., Bristol, CT (1977 to 1979)
Traffic Manager

Al-Joy Builders, Bloomfield, CT (1976 to 1977)
Architectural Drafter

Morin Building Products, Bristol, CT (1974 to 1976)
Drafter

Professional Achievements, Affiliations, & Activities

Registered Interior Designer in the state of Connecticut

IIDA, Professional Member

AIA, Associate Member

BOMA, Affiliate Member

IFMA, Affiliate Member

IIDA Texas Oklahoma Design Excellence Awards, Juror

IIDA, past VP of Members, International Board

IIDA, International Finance Team

IIDA, New England Chapter Past President

IIDA Juror, Tennessee Chapter

IIDA, New England President Elect 2006-2007

IIDA, Nominating Committee, 2006

IIDA, New England Chapter President Elect

IIDA Nominating Committee International

Architecture Boston Magazine, Editorial Board Member

BOMA Juror, Toby Awards

NCIDQ Juror

Boston Society of Architects, Design Competition Juror

IFMA World Workplace Chicago, Speaker, "Designing for the Next Millennium."

Interior Design Boston, Panelist

University of Hartford, Juror for Senior Thesis Projects in Architecture; Guest Lecturer for Interior Architecture Studio.

Boston Architectural Center, Guest Lecturer, Professional Practices in Interior Design.

IIDA Student Sketch Day, Juror

Speaker, Massachusetts State House. Testified at public hearing in favor of pending legislation (Massachusetts Practice Act).

Connecticut Board of Education Task Force on Curriculum. Represented the interior design profession in review of Connecticut high school curriculum.

BOMA Instructor. Taught class on revised BOMA standards to building managers and real estate brokers.

IIDA Awards, 2003 Certificate of Appreciation, 2004 Leadership Award

ASID, past board member of Connecticut chapter.

Connecticut AIA Task Force. Represented IIDA in the CT design community's discussion of the adoption of the IBC code.

IBD/HAC Award, Tour of Downtown Offices

Community Activities & Interests

Bushnell Center for Performing Arts, Hartford, CT, Board of Overseers Member

Bushnell Center for Performing Arts, Hartford, CT, Business Committee Member

Master's School, West Simsbury, CT, past VP Board of Directors

Master's School, West Simsbury, CT, Executive Committee Member

Master's School, West Simsbury, CT, Covenant Council

Master's School, West Simsbury, CT, Land Trust Transition Committee

Covenant Presbyterian Church, Simsbury, CT, Building Expansion Committee

Covenant Presbyterian Church, Simsbury, CT, Brand Development Committee

Covenant Presbyterian Church, Simsbury, CT, Visioning Committee

Grace Baptist Church, Bristol, CT, Building Expansion Committee

Mayor Eddie Perez's Committee to End Homelessness, City of Hartford

Open Space Preservation & Acquisition Commission, Canton, CT, past chairman

Greater Hartford YMCA, Board Member

Granby YMCA Board Member

Connecticut Building Congress Board Member/Vice President

CORNET Board Member

University of Hartford School of Architecture Student Project Critic

Simsbury Performing Arts Board Member/ Facilities Chair

The Logan Foundation for Childhood Cancer

Golf, Boating, Cooking, Skiing

Education

Certificate in Architectural & Structural Drafting

Wentworth Institute, Boston, MA (1972 to 1974)

Studies in Management Skills

Rensselaer Polytechnic Institute

Hartford, CT (1983)

References

References and portfolio are available upon request.

Ali Rice

Building Code Board of Appeals Alternate

I've lived in Simsbury since 2003 and have been involved with the Recycling Committee and ZBA; I most recently became involved with Greater Hartford Young Dems. I used to attend and serve at the Barn Church and Valley Simsbury, which are both in town, before switching churches. I'm off to law school this fall so the Building Code BOA works perfectly with my academic pursuits and schedule. I'm also used to working with Steven Antonio on ZBA and he is the other Dem on Building Code BOA.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- Title of Submission:** Appointments to Diversity, Equity and Inclusion Council
- Date of Board Meeting:** August 8, 2022
- Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community and Social Services; Trish Munroe, Town Clerk *Maria E. Capriola*

Action Requested of the Board of Selectmen:

If the Board of Selectmen supports the recommended appointments from the Simsbury Diversity, Equity and Inclusion Council, the following motions are in order:

Move, effective August 8, 2022, to appoint Rohan Rajappan as a student representative/regular member of Simsbury's Diversity, Equity & Inclusion Council, with a term to expire on June 19, 2023, upon his graduation.

Move, effective August 8, 2022, to appoint Devonna Hall as a Regular Member of the Simsbury DEI Council to fill a vacancy until December 4, 2023.

Summary of Submission:

The Simsbury Diversity, Equity & Inclusion Council has a vacancy for a student representative due to a previous student member graduating. DEI is recommending the appointment of Rohan Rajappan to serve as a student member of the Council.

Mr. Rajappan is a rising senior at Simsbury High School active in robotics, music, theater, and student government. Among other things, he has been Student Council Class President for all 4 years, the FIRST Robotics sub-team leader, a member of the debate team, Vice President of Tri-M Music Honor Society, President of Computer Science Honor Society, Vice President of National Honor Society, Vice President of Mu Alpha Theta Math Honor Society, Leader of Holiday Caberet and Choir Representatives, and a singer in Andiamo a capella student group.

The Town Clerk has received from the Simsbury DEI Council, the recommendation to appoint Devonna Hall (D) as a Regular Member of the Simsbury DEI Council. Ms. Hall would fill the vacancy created by the resignation of Suzanne Feola (U) effective May 31, 2022. Ms. Feola's term was to expire December 4, 2023.

Because Ms. Feola was unaffiliated, the remainder of her vacated position may be filled by a D, R or U and maintain minority representation.

Ms. Hall is the Dean of Diversity, Equity, and Inclusion for Westminster School. She lives on the Westminster campus with her husband and three children. Previously, she served as the Director of Diversity, Equity, and Inclusion at Kent School. Ms. Hall is a skilled diversity and inclusion practitioner, organizational strategist, educator, and counseling professional with over 20 years of combined clinical practice experience in higher education and community-based settings, as well as the private sector.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- a) Mr. Rajappan's Biography
- b) Ms. Hall's Biography

Rohan Rajappan 6.9.22



Contact Info:



Bio

Rohan Rajappan is a rising senior at Simsbury High School active in robotics, music, theater, and student government. Specifically, he is:

- Student Council Class President for all 4 years,
- FIRST Robotics sub-team leader,
- member of the debate team,
- VP of Tri-M Music Honor Society,
- President of Computer Science Honor Society,
- VP of National Honor Society, VP of Mu Alpha Theta Math Honor Society,
- Member of French Honor Society,
- Leader of Holiday Caberet and Choir Representatives, and
- Singer in Andiamo a capella student group, and

Rohan initiated a new SHS extracurricular club “Apps for the Community”. He intends to pursue AI in college and beyond. He is also passionate about DEI work and is already providing more insight and connecting the events and communication platforms with high school students who won’t otherwise know about them.

Rohan attended the June 6th DEI Council meeting during which it was proposed the council have a “Youth Engagement Officer”. Rohan has stepped right in and helped us set up the DEI Council Instagram account. He also toured the Housing Authority and attended the BOS meeting June 13th. He is actively engaged in supporting the Juneteenth event as well.

DEVONNA HALL

Term August 8, 2022 – December 2023, concurrent with all DEI Council members (ex student)

Contact Info:

[REDACTED]

Address:

[REDACTED]

06070

Bio

Devonna is the Dean of Diversity, Equity, and Inclusion for Westminster School. She lives on the Westminster campus with her husband and three children, ages 16, 12, and 10. Previously, she lived with her family in West Simsbury and she served as the Director of Diversity, Equity, and Inclusion at Kent School.



Devonna is a skilled diversity and inclusion practitioner, organizational strategist, educator, and counseling professional with over 20 years of combined clinical practice experience in higher education and community-based settings, as well as the private sector. Through her children, she has developed a passion for the game of ice hockey and is proud to serve as an advisor to Black Girls Hockey Club (BGHC), a nonprofit organization devoted to making ice hockey accessible to everyone.

Given the excellent experiences DEI Council is having partnering with Ethel Walker School community members, we approached Devonna to gauge interest in engaging the Westminster School community in this work. She is very interested and has the support of Westminster's Head of School, Elaine White. Devonna looks forward to broadening Westminster's commitment to diversity, equity, and inclusion through community engagement.

We look forward to Board of Selectmen appointing Devonna to the DEI Council effective August 11, 2022.

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 and on Zoon. Present were: First Selectman Wendy Mackstutus Deputy First Selectmen Amber Abbuhl; Board members Heather Goetz, Sean Askham, Eric Wellman and Chris Peterson. Also present were: Town Manager Maria E. Capriola; Director of Parks and Recreation Tom Tyburski; Public Works Director/Town Engineer Tom Roy; Management Specialist Tom Fitzgerald; Director of Planning and Community Development George McGregor; Simsbury Media Operations Assistant Patrick Fallon; and other interested parties. Absent was Deputy Town Manager Melissa Appleby.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

- **Participants can address the Board of Selectmen in person at the meeting**
- **Email townmanager@simsbury-ct.gov by noon on Monday July 11, 2022, to register to address the Board of Selectmen live thru Zoom**
- **Written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will not be read into the record, but will be forwarded to all Selectmen via email**

Ms. Mackstutus reminded everyone about the harassment policy for Boards, staff and residents. She said we also follow Roberts Rules of Order, so please refrain from giving personal attacks on people.

Joan Coe, 26 Whitcomb Drive, spoke about the open for State Representative; grievances; job openings; the Town Planner position; the Police Department and Commission, and other issues.

Mike Rinaldi, Pinnacle Mountain Road, spoke about the quality of life in Simsbury; fairness problems in Simsbury; and diversity, equity and inclusivity and affordable housing issues in Simsbury. He said he spoke to the Board of Finance in 2018 about a renovation project at Henry James Middle School – facility master plan. He spoke about the Board of Education making mistakes and costing residents a lot of money. He is asking for a Charter Revision Commission to make changes to the Board of Education Commission under CGS 9-167a.

Steve Mitchell, 384 Hopmeadow Street, thanked everyone for helping a couple run from Key West to Canada and arrived safely. He said the greenway is the best asset Simsbury has and spoke about a regular maintenance plan for issues like the vines hanging over the trails.

PRESENTATIONS

a) Proclamation for Simsbury Farms 50th Anniversary

Ms. Mackstutis read the following Proclamation:

Proclamation in Recognition of the 50th Anniversary of Simsbury Farms

Whereas, on June 10, 1972, 50 years ago, the Town of Simsbury held an official dedication and open house (and I assume a ribbon cutting), for Simsbury Farms, which began the first chapter of Simsbury’s full recreational complex, as envisioned by Town Leaders; and

Whereas, the decision to purchase the 235 acres known as Orkil Farms, an apple orchard, by a 600-1 vote at a Town Meeting, was based on this vision presented for a complete recreation facility to meet the total needs of the community including and 18-hole golf course, tennis courts, swimming pools, biking trails, and ice rink and platform tennis courts; and

Whereas, the year 2022 marks the 50th Anniversary of the opening of the Simsbury Farms Recreation Complex at which we recognize that this vision had come to pass, with the amazing facility we have all grown to love as both adults and children, that our families grew up loving and that our children’s families will get to enjoy for years to come; and

Whereas, residents and visitors both young and old, continue to play and learns how to play golf, hockey, tennis, paddle tennis, basketball and pickleball along with swimming and diving in the multiple pools: and

Whereas, the Simsbury Recreation Complex is a source of pride for all Simsbury residents, where we’ve spent many hours with our family members, friends, and neighbors of all ages, enjoying the endless recreational activities available to us; and

Whereas, we thank all of the employees and volunteers who have made Simsbury Farms what it is today, and to all those who are playing in a golf league, taking swim lessons, joining a tennis clinic, pushing swings, at the playscape, watching an early morning hockey game, or just taking a walk and enjoying the spectacular view; and

Whereas, a series of events called “50 for 50” will be held throughout 2022 to commemorate this milestone – a Family Day, the Simsbury Farms Open, Movie Night, the Pickleball Tournament, and a spectacular grand finale concert and fireworks show to remember that will provide many opportunities for our community to engage in recreational activities; and

NOW, THEREFORE, I Wendy Mackstutis, First Selectman for the Town of Simsbury do hereby Proclaim in 2022 The 50th Anniversary Celebration of Simsbury Farms and request and encourage everyone in our community to support and enjoy the Simsbury Farms Recreation Complex, the “50 for 50” events, and to wholeheartedly share this important milestone with their friends, families, neighbors and peers

IN WITNESS WHEREOF, I have place my seal and the great seal of the Town of Simsbury on this 11th day of July 2022.

Wendy G. Mackstutis, First Selectman

Mr. Peterson made a motion, effective July 11, 2022, to issue a proclamation celebrating and honoring the 50th Anniversary of the Simsbury Farms Recreation Complex. Mr. Wellman seconded the motion. All were in favor and the motion passed.

b) Simsbury Community Media

Mr. Fallon gave a renovations update on Simsbury Community Media. He said there are 5 phases to this renovation and went through a slide show of the changes. He said they are wireless now and the stage has been removed. They hope to have a ribbon cutting in September or October.

Ms. Glassman said their Board thanks the Town and staff who expedited the process and she can't wait to invite everyone in to see the changes.

After discussion, no motion was needed at this time.

c) Zoning for Cannabis Establishments Update

Mr. McGregor gave some history about cannabis, Public Act 21-1, which went into effect in 2021 and legalized cannabis in CT with density caps. In May of 2022 the density caps were removed. Simsbury adopted a moratorium on November 8, 2021 and this will end on November 8, 2022 to establish a time period to work on our regulations.

Mr. McGregor said the Zoning Commission is starting to work on land use framework for conditions about cannabis. There will be a public hearing in late fall and then adoption of this framework. This would allow or prohibit cannabis after revising Zoning ordinances. He thinks the moratorium can be extended as long as they are working on a solution.

After some discussion, there was no motion on this agenda item.

FIRST SELECTMEN'S REPORT

Ms. Mackstutis, First Selectman, reviewed her First Selectman's report.

TOWN MANAGER'S REPORT

Ms. Capriola, Town Manager, reviewed her Town Manager's report.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) **Personnel** –there was no report at this time.
- b) **Finance** – there was no report at this time.
- c) **Public Safety** – Mr. Askham said Public Safety is discussing challenges surrounding Car 17 (the second ambulance) and their staffing issues. The community has been voicing concerns on ambulance issues in Town. The agreement with SVAA was to have the second ambulance staffed 7-7, but they haven't been keeping that promise. However, they are in compliance with the first ambulance. He said the Town would try to work with SVAA to help them with their issues.
- d) **Board of Education** – there was no report at this time.

Ms. Abbuhl said Aging and Disabilities will be holding a community picnic on July 16, 2022 at the Simsbury Farms Skating Rink from 6 – 8 p.m. This is a free event individuals and families with disabilities. Everyone should RSVP by July 8, 2022 to Social Services.

Ms. Abbuhl said there will be a panel discussion at Eno Hall from 6-7 p.m. to discuss an AARP friendly community. They want to hear from people who are 50+ to see what their concerns are about aging in Simsbury and what it means to be an AARP Friendly Community.

Mr. Peterson said volunteers are needed for the Friends of the Simsbury Farms Celebration on July 30, 2022. Anyone can contact Tom Tyburski for more information.

Ms. Mackstutis said the Personnel Sub-Committee met last week. They are getting estimates for employee satisfaction surveys and personnel handbooks.

SELECTMEN ACTION

a) Tax Refund Requests

Ms. Abbuhl made a motion, effective July 11, 2022, to approve the presented tax refunds in the amount of \$7,404.66 and to authorize Town Manager, Maria E. Capriola to execute the tax refunds. Mr. Askham seconded the motion. All were in favor and the motion passed.

b) Donation from Friends of Simsbury Farms

Mr. Tyburski said the Friends of Simsbury Farms makes donations every year and they are very thoughtful. They are trying to make a total of \$50,000 this year for the 50th Anniversary. They have already donated signs, a swing, etc., about \$14,000 already. He is very thankful for their donations.

Mr. Askham made a motion, effective July 11, 2022, to accept donations totaling \$13,969.34 from the Friends of Simsbury Farms for an assortment of improvements at the Simsbury Farms Recreation Complex as presented, with our thanks. Ms. Goetz seconded the motion. All were in favor and the motion passed.

c) Purchase and Sale Agreement and Supplemental Appropriation for 56 Wolcott Road

Mr. Roy said this property is adjacent to the landfill and it is for sale. It is approximately 11 acres and it is cheaper to purchase the property to eliminate environmental risks.

Ms. Capriola said it should be funded through the general fund reserves as they are in a healthy position right now. The \$40,000 would be to demolish the residential structure at would be done at year end. Mr. Roy said there might be asbestos at the property. The Town Attorney did review the agreement.

Mr. Wellman made a motion, effective July 11, 2022, to approve the purchase of 56 Wolcott Road for \$175,000. Further move to authorize Town Manager, Maria E. Capriola to execute any and all documents related to the purchase of 56 Wolcott Road, as approved to form by the Town Attorney. Further move to approve a supplemental appropriation utilizing General Fund Reserves for the purchase of the parcel of land at 56 Wolcott Road in the amount of \$175,000 and to recommend this to the Board of Finance. Mr. Askham seconded the motion. All were in favor and the motion passed.

d) Supplemental Appropriation – Bloomfield to Tariffville Multi-Use Path

Mr. Roy said this is the first of three trails from Simsbury proper to Bloomfield through a LOCIP grant program. This is part of the State roadway and they have different standards than the Town does. This is going from Bloomfield to Tariffville off Rte. 189. Any and all additional costs are going through LOCIP and no tax dollars will be used. Construction should start late summer/early fall and should be completed by next summer.

Mr. Roy said the plan from Hopmeadow to Curtiss Park is about 95% completed. More investigating is needed for appropriate materials that need to be used there. They are also waiting for grant funding on that project.

Ms. Goetz made a motion, effective July 11, 2022, to accept additional grant monies from the LOTCIP program for the subject project. Further move to authorize the Town Manager to execute any and all documents related to the additional grant monies recommended for the subject project. Further move to approve a supplemental appropriation in the amount of \$1,254,200 as it relates to the Bloomfield to Tariffville Multi-Use Trail Connection Project No. L128001 and to recommend this to the Board of Finance. Mr. Wellman seconded the motion. All were in favor and the motion passed.

e) Supplemental Appropriation – Planning and Architectural Services for Meadowood Barns

Ms. Capriola said the Board had authorized applying for two grants for \$20,000 each from the State Office of Historic Preservation for the restoration of the historic barns at Meadowood. The Town received notice that the two grants were awarded and now we need to move forward to approve the appropriation of the monies and establish a CNR project to fund it.

Mr. Roy said he did go through the RFP process and that this project is critical so that the barns don't become worse.

Mr. Askham made a motion, effective July 11, 2022, to approve a supplemental appropriation in the amount of \$40,000 (\$20,000 for the State Historic Preservation Office Historic Preservation Enhancement Grant and \$20,000 for the Survey and Planning Grant) for the Meadowood Barns and to recommend to the Board of Finance. Further move, to create a CNR project to complete this work. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

f) Settlement Agreement and Supplemental Appropriation for Cavanagh Claim under Worker's Compensation Act

Ms. Capriola said this agreement was discussed in executive session as it is confidential and involves the Police Department retiree from 2006. There was an open Workmen's Compensation Act claim as the case was not closed and no reserve was set aside for this claim. CIRMA and our legal team executed a full and final settlement and now they are seeking an execution agreement and approval of a supplemental appropriation to close the case.

Mr. Askham made a motion, effective July 11, 2022, to approve the settlement agreement regarding Mr. Cavanagh's claim under the Worker's Compensation Act. Further move to authorize Town Manager, Maria E. Capriola to execute any and all documents related to the settlement agreement. Further move to approve a supplemental appropriation utilizing General Fund Reserves for the purpose of funding the settlement agreement regarding Mr. Cavanagh's claim under the Worker's Compensation Act and related expenses in the

amount of \$185,000 and to recommend to the Board of Finance. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

g) Revenue Technician Classification and Memorandum of Agreement

Ms. Capriola said she received a request for a revenue technician classification agreement. An analysis of classifications was conducted and she feels this request is warranted as a T7 grade position. She also did get approval from the Union.

Mr. Wellman made a motion, effective July 11, 2022 to approve the creations of the Revenue Technician job classification and job description as presented. Further move to establish the position at grade T7 of the secretarial, clerical and employees pay plan. Further move to endorse authorization of the Town Manager to enter into a memorandum of agreement codifying the terms of the tentative agreement on the matter with the union and the incumbent. Mr. Askham seconded the motion. All were in favor and the motion passed.

h) Successor Collective Bargaining Agreement Between the Town and CSEA Administrative and Professional Employees, July 1, 2019 – June 30, 2023

Ms. Capriola said this is the last of the agreements that was negotiated 11/2 years ago. A cost analysis was done on this agreement as well.

Mr. Askham made motion, effective July 11, 2022 to authorize Town Manager, Maria E. Capriola to execute the proposed Successor Collective Bargaining Agreement for the Town of Simsbury and CSEA Administrative and Professional Employees, July 1, 2019 – June 30, 2023, which shall enter into effect retroactively from July 1, 2019 and expire on June 30, 2023. Mr. Peterson seconded the motion. All were in favor and the motion passed.

i) FY 22/23 Non-Union Compensation

Ms. Capriola said the Board of Selectmen upgrades the compensation annually. The Personnel Sub-Committee recommended a 2.35% retroactive to July 1st.

Mr. Askham made a motion, effective July 11, 2022, to approve a 2.35% general wage increase for unaffiliated staff in a non-union probationary status, retroactive to July 1, 2022 pending a satisfactory annual performance evaluation. Further move to approve a 2.35% general wage increase for unaffiliated staff in a probationary status upon successful completion of their probationary period. Further move, to adjust the salary ranges for non-union classifications as presented. Ms. Goetz seconded the motion. All were in favor and the motion passed.

j) Discussion on Review and Amendments to Town Charter

Mr. Askham said the Board should start the process to review the Town Charter now as it needs to be done every seven years, which will be December 2023. The process takes about 12 – 18 months to finish. We need to start thinking about how much to place aside in the budget. Also, there is a Presidential election in 2024 so we would get better participation in the process.

Mr. Askham said the Board sets the scope and then the Commission is empowered if they want to go beyond that scope. He feels the Board should discuss with the Town Attorney so all questions can be answered before the process begins.

The Town Manager form of government is still quite new and there should be discussion on the Board of Education being elected or not as well. The deadline to start this process is December 2023.

After further discussion, no motion was made at this time.

k) Board of Selectmen Goals, 2021 – 2023

The Board went through the 2022-23 goals draft and the points and values of more specific goals such as Financial Management, Public Health and Well Being, Economic Development, investments in Parks and Recreation, Infrastructure, there was some discussion on taking off old goals from their list and prioritizing new ones.

After discussion, no action taken at this time.

l) Proposed Town Manager Goals July 1, 2022 – June 30, 2023

The Board discussed goals that are achievable and perpetual and some goals are time sensitive. Sometimes things are urgent.

It was decided the Town Manager’s goals cannot be finalized until the Board of Selectmen goals are finalized. This item will be placed on the August agenda.

After discussion, no action taken at this time.

APPOINTMENTS AND RESIGNATIONS

a) Resignation from Conservation Commission

Mr. Askham made a motion, effective July 11, 2022, to accept the resignation of James Morrison as a Regular Member of the Conservation Commission/Inland Wetlands and Watercourses Agency retroactive to October 28, 2021 with our thanks. Further move to accept the resignation of Grant Gritzmacher as an Alternate Member of the Conservation Commission/Inland Wetlands and Watercourses Agency with our thanks. Mr. Peterson seconded the motion. All were in favor and the motion passed.

b) Resignation from DEI Council

Mr. Askham made a motion, effective July 11, 2022, to accept the resignation of Suzanne Feola as a Regular Member of the Simsbury DEI Council retroactive to May 31, 2022 with our thanks. Ms. Feola’s term was to expire on December 4, 2023. Ms. Goetz seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of June 13, 2022

There were no changes to the Regular Meeting Minutes of June 13, 2022, and, therefore, the minutes were adopted.

COMMUNICATIONS

- a) Lower Farmington River and Salmon Brook Wild and Scenic Committee FY 22 Update, dated June**
- b) Memo from M. Capriola re: Public Gathering Permits, dated 6/13/22 – there was no discussion at this time.**
- c) Memo from M. Capriola re: Public Gathering Permits, dated June 21, 2022 – there was no discussion at this time.**
- d) Memo from M. Capriola re: FY 21/22 Town Manager’s Performance Review Process and Timeline, dated July 7, 2022 – there was no discussion at this time.**

ADJOURN

Mr. Askham made a motion to adjourn the Regular Meeting of the Board of Selectmen at 8:45 p.m. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk



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

August 3, 2022

Via Email

mcapriola@simsbury-ct.gov

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

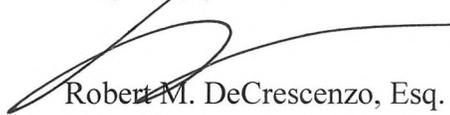
Re: Charter Revision Commission

Dear Maria:

Enclosed please find the Statutory Time Frame for the Charter Revision Commission.

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

Very truly yours,



Robert M. DeCrescenzo, Esq.
Town Attorney

RMDe/psm

Updike, Kelly & Spellacy, P.C.

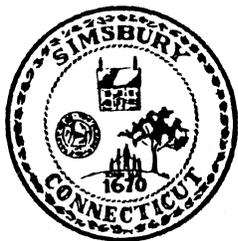
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**Charter Revision Commission
Statutory Time Frame**

Statutory Deadlines

1. The Commission is appointed by the Board of Selectmen. The Commission's draft report is due no more than 16 months from the date of the Commission's final appointment.
2. Commission must hold at least two public hearings: first before any "substantive" work is done and the second prior to submission of the draft report to the Board of Selectmen.
3. The draft report is submitted by the Commission to the Simsbury Town Clerk.
4. The Town Clerk transmits the draft report to the Board of Selectmen. The following time periods are then triggered:
5. Within 45 days: Board of Selectmen shall hold at least one public hearing on the draft report within 45 days of submission of it to the Town Clerk.
6. Within 14 days: After the last public hearing the Board of Selectmen shall make recommendations to the Commission for changes to the draft.
7. Within 30 days: Commission shall make its final report to the Board of Selectmen within 30 days of receipt of the recommended changes.
8. Within 15 days: From receipt of the final report, Board of Selectmen shall vote to approve the proposed charter.
9. Within 45 days: If the Board of Selectmen rejects the proposed charter, 10% of the electors may present a petition to the appointing authority.
10. Within 30 days: Of approval by the Board of Selectmen, or certification of the petition, the proposed charter shall be published in full at least once in a newspaper having a general circulation in the municipality.
11. Within 15 months: Of approval of the final report by the Board of Selectmen, the matter must be sent to referendum.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen
From: Maria Capriola, Town Manager
Cc: George McGregor, Planning Director; Laura Barkowski, Code Compliance Officer; Tom Tyburski, Director of Culture, Parks and Recreation; Nick Boulter, Chief of Police; Chris Davis, Deputy Chief of Police; Greg Samselski, Police Lt.; Tom Roy, Director of Public Works/Town Engineer; Patrick Tourville, Fire Marshal
Date: July 11, 2022
Subject: Administrative Approval of Public Gathering Permit

This memo is to inform the Board of Selectmen of a public gathering permit that I approved via an administrative approval.

Staff from Planning, Police, Culture, Parks and Recreation, Public Works, the Fire District, and the Farmington Valley Health District reviewed the application to ensure compliance and safety measures were addressed prior to approval. Following completion of that process, the following public gathering permit was approved by me:

Name of Event	Location	Date	Type
Coast Guard Band Concert	PAC	July 10, 2022	Concert

Should you have any questions or concerns about the application listed above, please contact me so staff and I can help answer those questions.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

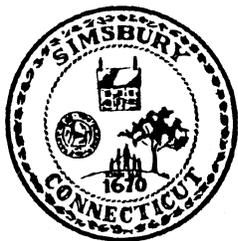
To: Board of Selectmen
From: Maria Capriola, Town Manager
Cc: George McGregor, Planning Director; Laura Barkowski, Code Compliance Officer; Tom Tyburski, Director of Culture, Parks and Recreation; Nick Boulter, Chief of Police; Chris Davis, Deputy Chief of Police; Greg Samselski, Police Lt.; Tom Roy, Director of Public Works/Town Engineer; Patrick Tourville, Fire Marshal
Date: July 15, 2022
Subject: Administrative Approval of Public Gathering Permits

This memo is to inform the Board of Selectmen of public gathering permits that I have approved via an administrative approval.

Staff from Planning, Police, Culture, Parks and Recreation, Public Works, the Fire District, and the Farmington Valley Health District reviewed the applications to ensure compliance and safety measures were addressed prior to approval. Following completion of that process, the following public gathering permits have been approved by me:

Name of Event	Location	Date	Type
Simsbury Community Band Concert	PAC	July 20, 2022 (Rain Date July 27)	Concert
Tariffville Movie Night	Tariffville Town Green	August 6, 2022	Community Event
Halloween Trunk or Treat and Movie Night	Trinity Church, Winthrop St, & Tariffville Town Green	October 15, 2022	Community Event
Latimer Lane Run Back to School 5k and Fun Run	Latimer Lane School and surrounding neighborhoods	October 2, 2022	Recreational Community Event

Should you have any questions or concerns about the applications listed above, please contact me so staff and I can help answer those questions.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen
From: Maria Capriola, Town Manager
Cc: George McGregor, Planning Director; Laura Barkowski, Code Compliance Officer; Tom Tyburski, Director of Culture, Parks and Recreation; Nick Boulter, Chief of Police; Chris Davis, Deputy Chief of Police; Greg Samselski, Police Lt.; Tom Roy, Director of Public Works/Town Engineer; Patrick Tourville, Fire Marshal
Date: August 3, 2022
Subject: Administrative Approval of Public Gathering Permits

This memo is to inform the Board of Selectmen of public gathering permits that I have approved via an administrative approval.

Staff from Planning, Police, Culture, Parks and Recreation, Public Works, the Fire District, and the Farmington Valley Health District reviewed the applications to ensure compliance and safety measures were addressed prior to approval. Following completion of that process, the following public gathering permits have been approved by me:

Name of Event	Location	Date	Type
Funny Never Gets Old Comedy Series	PAC	August 4, 2022 & August 18, 2022	Comedy Show
Fab 4 Festival	PAC	August 6, 2022	Music Festival
Belfalus Khan	PAC	August 20, 2022, rain date August 21, 2022	Free Community Concert
Stanley Street	PAC	August 27, 2022	Free Community Concert

Should you have any questions or concerns about the applications listed above, please contact me so staff and I can help answer those questions.