

Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN Special Meeting – September 29, 2020 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

- a) Proposed Amendments to the Tax Credit for Elderly and Disabled Homeowners Ordinance

PUBLIC AUDIENCE

- Email written comments to ebutler@simsbury-ct.gov by 12:00 PM on Tuesday September 29, 2020 to be read into the record; or
- Email tfitzgerald@simsbury-ct.gov by 12:00 PM on Tuesday September 29, 2020 to register to address the Board of Selectmen live through Zoom.

PRESENTATION

- a) Spirit Council and Resolution Declaring Racism a Public Health Crisis

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) Tax Refund Requests
- b) FY 20/21 Emergency Management Performance Grant (EMPG) Application
- c) Center for Tech and Civic Life COVID-19 Response Safe Elections Grant
- d) Proposed Acceptance of Greater Hartford Transit District Dial-A-Ride Assistance Grant
- e) Proposed Updates to Golf Course Superintendent Classification
- f) Public Gathering Permit – Simsbury Performing Arts Center – Art Trail Closing Ceremony
- g) Public Gathering Permit – Simsbury Performing Arts Center – Benefit Concert for SMPAC
- h) Public Gathering Permit – Simsbury Performing Arts Center/Iron Horse Boulevard – Spooktacular Drive-Thru
- i) Proposed Public Gathering Permit – Trinity Church/First Church – Pumpkin Patch Event
- j) Administrative Approvals for Public Gathering Permits
- k) Proposed Amendments to the Tax Credit for Elderly and Disabled Homeowners Ordinance
- l) Proposed Updates to Volunteer Firefighter and Ambulance Personnel Tax Abatement Ordinance
- m) Town Manager Employment Agreement, 2021-2024

APPOINTMENTS AND RESIGNATIONS

- a) Reappointments to the Economic Development Commission

REVIEW OF MINUTES

- a) Regular Meeting of September 14, 2020

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

COMMUNICATIONS

- a) Memo from M. Capriola RE: Administrative Approvals of Public Gathering Permits, dated September 23, 2020

EXECUTIVE SESSION

- a) Pursuant to CGS §1-200(6)(A), Town Manager's Annual Performance Review

ADJOURN



Town of Simsbury

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Public Hearing - Proposed Amendments to the Tax Credit for Elderly and Disabled Homeowners Ordinance
2. **Date of Board Meeting:** September 29, 2020
3. **Individual or Entity making the submission:**
Maria E. Capriola, Town Manager; Francine Beland, Town Assessor
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
No action is needed during the public hearing, other than to close the hearing. The Board will consider the proposed amendments to the ordinance later in the evening (item on the agenda under Selectmen action).
5. **Summary of Submission:**
At the September 14, 2020 meeting, the Board of Selectmen scheduled a public hearing to receive public comment regarding the proposed amendment to the Tax Credit for Elderly and Disabled Homeowners Ordinance for 6:00pm on September 29, 2020. Per the Town Charter, the Board of Selectmen is required to have at least one public hearing on a new or amended ordinance.

The public hearing notice is attached.
6. **Financial Impact:**
According to the statute, the change in the eligibility for the program is mandatory. Therefore, the Assessor implemented it for the October 1, 2019 Grand List taxes based on the statutory requirement while the ordinance is in the process of amendment. The financial impact of granting the previously denied exemption for FY20-21 is estimated at \$5,500. The estimated impact for FY 21-22 is \$10,000-\$20,000.
7. **Description of Documents Included with Submission:**
 - a) Public Hearing Notice

**TOWN OF SIMSBURY
PUBLIC HEARING NOTICE**

Public Hearing Date: Tuesday, September 29, 2020 at 6:00 p.m.

Notice is hereby given pursuant to Section 404 of the Charter of the Town of Simsbury that the Board of Selectmen will hold a public hearing on Tuesday, September 29, 2020 at 6:00 p.m. to receive public comment regarding the proposed amendments to the Tax Credit for Elderly and Disabled Homeowners Ordinance. (Simsbury Code of Ordinances, Chapter 141, Article VIII). A copy of the proposed revised ordinance can be found on the Town of Simsbury's website, www.simsbury-ct.gov on the Board of Selectmen's page. Pursuant to Executive Order No. 7B, issued by the Governor on March 14, 2020, in-person public access to the hearing is suspended. The public may view the meeting live and rebroadcast on Comcast Channels 96 and 1090, Frontier Channel 6071, or live on-demand at www.simsburytv.org. Members of the public may email statements to the Town Clerk's Office (EButler@simsbury-ct.gov) by 12:00 p.m. on September 29, 2020 to have their comments read into the record at the hearing.



Town of Simsbury

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** SPIRIT Council and Resolution Declaring Racism a Public Health Crisis
2. **Date of Board Meeting:** September 29, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community and Social Services *Maria E. Capriola*

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

The SPIRIT Council has requested to become an official Town Committee. Details regarding terms, membership, purpose and scope will be determined by the Board of Selectmen at a future date. Should the Board wish to create the SPIRIT Council as an official Town Committee, the following motion is in order:

Move, effective September 29, 2020, to create the SPIRIT Council as an official Town Special Committee.

They have also drafted a resolution declaring Racism a Public Health Crisis. Should the Board want to adopt the resolution declaring Racism a Public Health Crisis, the following motion is in order:

Move, effective September 29, 2020, to adopt the attached resolution and declare Racism a Public Health Crisis.

5. **Summary of Submission:**

The SPIRIT Council has been operating as a sub-committee or ad hoc group related to Community for Care. Due to the pandemic, SPIRIT's spring presentation to the Selectmen was postponed to your meeting this evening.

The Board of Education and the Community for Care co-sponsored a Diversity Forum in May 2019. The Department of Justice (DOJ) Community Relations Service (CRS) was chosen as the facilitator. Over 100 Simsbury stakeholders participated in the DOJ SPIRIT process (**S**ite **P**roblem **I**dentification and **R**esolution of **I**ssues **T**ogether) to identify issues, prioritize and develop solutions.

In September 2019 the Simsbury SPIRIT Council was launched by the DOJ to move this work forward. The Council's mission is to represent the community at large and serve as Diversity Champions to help Simsbury become more inclusive – fostering awareness, action, and a community where all voices are welcome and each and every

individual can live, work, learn, and play in a safe environment with meaningful and healthy relationships. Under ordinary circumstances, the SPIRIT Council meets monthly and is working on several initiatives. Recently, SPIRIT has been hosting virtual events. Cheryl Cook and Nicole Kodak are Co-Chairs of the Committee. Kristen Formanek is assigned as staff support. On June 8th, the Selectmen authorized the creation of a Facebook account for this group.

This evening, SPIRIT is seeking to become an official Town Committee. If approved, details regarding terms, membership, purpose and scope will be determined by the Board of Selectmen at a future date. Pursuant to our Charter, SPIRIT can be created by resolution of the Board of Selectmen as a special committee, with such committee being coterminous with the Board of Selectmen's term¹. It is recommended by staff that a policies and procedures statement be created for this Committee, similar to what exists for the Youth Services Advisory Bureau and the Juvenile Review Board, which are also staffed by Community and Social Services.

The SPIRIT Council has prepared for your consideration the proposed resolution declaring racism a public health crisis. This resolution has been reviewed by our public health professionals at the Farmington Valley Health District (FVHD). FVHD has also provided staff with a Health Equity and Social Justice Policy issued by the National Association of County and City Health Officials in 2018 which is included in your packet.

6. Financial Impact:

Staff time will be required to continue to help support the Council in their work. The Director of Community and Social Services will continue to act as the staff liaison and the Department will continue to provide clerical support and technical assistance. The Council will also be developing a budget proposal for FY 21/22.

7. Description of Documents Included with Submission:

- a) Department of Justice Report
- b) Simsbury SPIRIT Council Presentation
- c) Proposed Resolution Declaring Racism a Public Health Crisis
- d) Health Equity and Social Justice Policy, Issued by the National Association of County and City Health Officials, 2018

¹ Also pursuant to Charter, as part of each newly elected Board of Selectmen's organizational meeting, this Committee would have to be re-created for a new two year term (coterminous with the BOS) under the housekeeping items.

City-Site Problem Identification & Resolution of Issues Together (City-SPIRIT)

This report is a compilation of issues and recommended solutions developed by leaders in
in Simsbury, Connecticut



Community Relations Service
United States Department of Justice

In cooperation with

**Simsbury Public Schools,
and
Simsbury Community of Care**

Introduction

The United States Department of Justice (DOJ) Community Relations Service (CRS) was created by Title X of the 1964 Civil Rights Act. CRS assists state and local governments, private and public organizations, educational institutions, and community groups to resolve community-based conflicts stemming from issues related to race, color and national origin. In 2009, with the passage of the Matthew Shepard and James Byrd, Jr. Hate Crimes Prevention Act (HCPA), CRS's jurisdiction expanded to prevention of and response to violent hate crimes committed on the basis of actual or perceived race, color, national origin, gender, gender identity, sexual orientation, religion, or disability. CRS's voluntary, confidential and impartial conflict resolution services aim to assist all parties involved in a conflict to improve communication, promote problem solving, improve collaboration and restore positive community relations.

As a conflict resolution agency, CRS recognizes the value of facilitating dialogue that assists communities to identify issues and address conflict. This experience led CRS to create the community leader-driven issues identification and problem solving process called "City-Site Problem Identification and Resolution of Issues Together" (City-SPIRIT). The City-SPIRIT process brings together diverse community leaders, city and county officials, law enforcement, ministerial leaders and other community leadership to identify and analyze issues impacting the community, as well as to develop solutions they deem most appropriate to resolve these issues. The process applies principles of collaborative problem solving, and community empowerment and engagement to help improve community relations.

This SPIRIT report reflects the issues identified by diverse community leaders and their recommended solutions. CRS's role in the SPIRIT process was to provide training and process expertise. Specifically, CRS provided: 1) facilitation training to volunteer facilitators; 2) and the issues identification and problem solving methodology. Please note that all information contained in this report was recorded word-for-word from the notes (flip charts) generated during the small-group breakout sessions, and only minor edits were made to ensure clear understanding of the communication. The services provided by CRS are conducted in confidence and without publicity, and CRS shall hold confidential any information acquired in the regular performance of its duties upon the understanding that it would be so held.

Overview and Methodology

At the invitation of Simsbury, CT community leaders, CRS met with city/county leaders, diverse community leaders and others to identify potential services and resources to support the community. Following these meetings, it was agreed upon that CRS would convene a SPIRIT Planning Group composed of city/county officials, diverse community leaders, ministerial leaders, advocates and other key community leaders. This planning group developed the SPIRIT process agenda and completed important logistical and planning tasks. CRS convened the SPIRIT Planning Group on March 28th, 2019.

Following the planning sessions, CRS provided facilitator training to ten facilitators who were chosen and vetted by the Simsbury Superintendent of Schools and the Simsbury Community of Care. The one-hour facilitation training provided volunteer facilitators with an overview of the SPIRIT process, including the process goals/objectives, facilitator roles, active listening and process logistics.

On May 16th, 2019, CRS facilitated a SPIRIT process in Simsbury, CT. The SPIRIT process began with introductions of the facilitators and a “welcome” by a member of the City Council of Simsbury, CT, the Simsbury Superintendant of Schools and several other prominent community leaders. Approximately 102 diverse community leaders from various sectors in the community including school educators, concerned parents, students of various ages, community activists, elected officials, law enforcement personnel, and school administrators participated in the process. The participants were each assigned a seat at a table with others who have the same basic interest. There were ten tables with ten participants assigned to each table. Each of the ten groups were initially tasked to work on the “issues identification” phase of the process. Community leaders were asked to identify strengths of the community, as well as areas of concern.

After the issues identification phase of the process, CRS and the volunteer facilitators led an issues prioritization process. Participants were asked to vote on the issues most important to them (see votes below). Each participant was given three stickers (dots) to place their votes. Following the voting process, which illustrated what issues received the most votes, i.e., priority issues, the solutions development/action plan phase of the process was facilitated. Community leaders were then randomly divided into ten groups to work on developing solutions and action plans.

Working with facilitators, community leaders used a five-step problem solving process to develop solutions and action plans. At the end of the process the SPIRIT Council was introduced to the larger group. The Council will meet in scheduled session(s) with the city/school district officials or their designee to follow-up on the SPIRIT process and may implement solutions/action plans developed during process. The Council may also work on other problem areas should they arise.

Agenda

Simsbury, Connecticut May 16th, 2019

4:00pm - 5:00pm	Facilitator discussion/debriefing
5:00pm – 5:15pm	City/County and Community Leadership Overview
5:15pm - 5:30pm	SPIRIT Overview for Participants
5:30pm -6:30pm	Issues Identification and Prioritization
6:30pm -7:30pm	Report Out #1 and Working Dinner
7:30pm – 7:45pm	Voting and Prioritization
7:45pm -8:30pm	Problem Solving and Solution Development
8:30pm – 9:00pm	Report-Out # 2
9:00pm – 9:15pm	Closing Remarks by City/School Board and Community Leadership

SPIRIT Process

Step 1: Strengths

Approximately 102 diverse community leaders from various sectors in the community including school educators, concerned parents, students of various ages, community activists, elected officials, law enforcement personnel, and school administrators participated in the process. The participants were each assigned a seat at a table with others who have the same basic interest. There were ten tables with ten participants assigned to each table. Each of the ten groups was initially tasked to work on the “issues identification” phase of the process. The small group facilitators began the breakout session with introductions, ice breakers, and review of the ground rules, and worked with participants to identify the community’s strengths and areas of concern.

The following strengths were identified by community leaders:

Sycamore (Elected Officials)

- Beautiful
- Peaceful
- Welcoming
- Conducive to interactivity

3 Men and the Ladies (Concerned Parents)

- Sense of community
- New England community
- Freshness / openness
- Music/arts in schools
- Outstanding special education
- Graduation college ranks
- Safety
- volunteers

Straight Shooters (Law Enforcement)

- Library
- Safe
- Friendly
- Inviting
- Simsbury farms
- Downtown
- Schools
- Small town feel

SimsImpact (Community Activists)

- Close knit community
- Open to listen
- Comparatively safe

- Seems to want improvement

7 for Ed (Education Administrators)

- The arts
- The abundance of community building events
- Support for education
- The beautiful outdoors, parks
- The professionalism of the teachers

A Unique Perspective (Concerned Parents)

- Beautiful
- Nature
- Peaceful
- Safe
- Music and theater departments
- Intellectual
- Caring teachers

Students First (Teachers)

- Honest dialogue
- Family support
- Natural beauty
- Quaint
- Resourceful
- Friendly
- Entrepreneurial

The Kids Table (Student Leaders)

- Supportive silence
- Lack of authenticity
- Reactive vs proactive responses
- Curriculum supports ignorance
- Lack of support for diversity

Group 9 (Concerned Citizens)

- Beautiful
- Friendly
- Size
- Pride of place
- Embraces concept of community
- Facilities

Be the Change (Faith Based Community)

- Tolerance
- Safety
- Access to assistance
- Modesty

The following are areas of concern identified by community leaders:

Sycamore (Elected Officials)

- Broadening and generating community involvement
- More direct outreach to community members (especially younger members ,etc
- Over scheduled families, commitments etc. that prevent community members from fully engaging with their community
- How do we reach community members who want to be involved
- How do we provide choices for members to get involved
- Folks are in a bubble – don't really look outside the community
 - inability to relate to others
- Acknowledge were a white community who wants to reach all citizens
- Lack of front porches in homes/communities
- Neighbors don't necessarily know one another
- Difficult to make friends without kids
- You don't know what you don't know
- Expensive to live in
 - not affordable housing options
- The notion that "its not my problem"
 - lack of accountability for actions
- Assumption that people of color in Simsbury do not live here
- For seniors it's a hard place to live
 - lack of public transportation can led to isolation
- Assuming families are all the same race

3 Men and the Ladies (Concerned Parents)

- Diversity and inclusion efforts are missing the mark
 - language usage, honors classes under-representation
- Unconscious bias – address this!
- Disparity in how school incidents are addressed
 - Lack of accountability
- Culture of bullying unaddressed
 - Culture of drugs/alcohol unaddressed

Straight Shooters (Law Enforcement)

- Communication between diverse groups
 - Isolation of groups
 - Limited interaction
- Judgement
 - Color
 - LGBT
 - Religion
 - Disability
- Gossip

- Interaction on social media
- Lack of cross culture awareness and education
 - lack of interaction with diverse groups
- Still a stigma against white people and people of color dating or deep friendships
people typically get defensive or offended quickly. Hard to have an open conversation
- Ongoing small stereotyping

SimsImpact (Community Activists)

- We live inside a bubble
- Lack of diversity
- Racial profiling
- Transportation / housing services
- White privilege / entitlement
- Lack of inclusivity
 - Internal judgement based on where one lives

7 for Ed (Education Administrators)

- Students growing up in racial and ethnic isolation develop skewed ideas about race and culture
- There is a lack of diversity in the curriculum to assist educators with meaningful opportunities to develop cultural competency in students – People of Color need to be portrayed in a positive, successful light.
- We need to build the capacity of educators and parents to address inequities and confront stereotypes, biases and subverted racism
- Much more representation in teaching, staff, Department of Education, and police department. As students need opportunities to interact with all different kinds of human beings.
- Our schools and town need to be welcoming to all students and families. Key = all

Be the Change (Faith Based Community)

- Families are being separated because the housing units aren't big enough
- Federal restrictions on housing
- More resources for new Mainers regarding faith based organizations
- Financial resources and capacity building for Islamic centers
- Lack of education and understanding for Islamic cultures of Americans
- Fear of the Islamic culture/people and the Muslim community
- Preventative security measures in place especially during Friday prayers and holidays

Students First (Teachers)

- Hidden discrimination
 - Cultural inequity
 - Different expectations
 - Achievement gap
 - Lack diversity in leadership
 - Narrow curriculum
- Lack of connection
 - Don't talk about what is wrong
 - Indirect problem solving
 - How to get involvement
 - Not connected to seniors in community
- Response to changing demographics

- Fear diversity
- Lack knowledge of life outside Simsbury
- Unaware of perspectives
- Town identity crisis
- Assumptions of Simsbury
- Lack participation without financial resources
- Structure
 - Economic
 - Lack transportation

The Kids Table (Student Leaders)

- It starts early
 - In school and at home
 - Not teaching children to celebrate their differences
- Opportunity to be heard
 - Make more clubs available earlier
 - Raise awareness for clubs
- Segregation
 - Happens in subtle ways
- Asking for help
 - More role models in school who are people of color (people who look like us)

Group 9 (Faith Based Activist Community)

- Lack of education around race, diversity, history, white privilege, cultural sensitivity
- Dis-engagement from the broader community (Hartford problems aren't our problems) (part of the town "provincial mindset")
- Maintain the narrative – sweep problems under the rug (drugs, suicide, mental health, economic security)
- Lack of diversity – or is it hidden?
- Community feeling of self-righteousness, hypocrisy – use freedom movement (MLK) or I Think (ABS Couse) to calm the attitude "you should be happy to be here"

A Unique Perspective (Concerned Parents)

- Diversity heroes
- Start young – conversation
- Teachers and law enforcement diversity
- Extend the curriculum
 - Literature, history
- Community education
 - Expectation diversity and collaboration

Step 3: SPIRIT Council Selection and Issues Identification Small Group Report Outs

After the issues identification phase of the process, each small group was asked to select two community leaders to participate on the SPIRIT Council, along with two community leaders to act as alternates. The small groups were re-convened into the large, general session group. Each group, represented by the newly selected SPIRIT Council members, gave a short presentation on their

identified strengths and issues/areas of concern.

Step 4: Voting and Prioritization

After the small group report outs, each participant received three dots. The participants were asked to place one dot by the issue most important to them. The issues were then consolidated and prioritized based on participant votes.

The following are the consolidated votes by community leaders:

Issue/Area of Concern	Number of Votes
1. Lack of education around diversity, race, history, white privilege, and cultural sensitivity	31
2. Supportive Silence	27
3. Diversity in curriculum	16
4. Representation in teaching, staff, Board of Education, police	16
5. People get defensive or offended quickly	14
6. Broadening and generating community involvement	13
7. Communication between diverse groups	13
8. Disparity in how school incidents are addressed	12

Step 5: Problem Solving and Solution Development

For the solution development phase, community leaders were asked to develop solutions for the top seven issues identified by participant votes. Participants were asked to stand at their grouped tables, count off from one to ten, and then move to the table with all the same numbers. This resulted in ten tables of randomly mixed participants. Each table was asked to resolve the top vote getting problem identified during the previous session. They were each then asked to address one additional problem from the remaining six top vote getting issues. During this phase of the process, community leaders utilized the five-step problem solving process to develop solutions and action plans.

The five-step problem-solving method

1. Identify the problem
2. Brainstorm possible solutions
3. Pick the best solution(s)
4. Develop a plan of action and implement the solution
5. Follow-up on the success of the implementation

The following solutions were developed by community leaders:

GROUP #1

Lack of education around diversity, race, history, white privilege, and cultural sensitivity

Solution
<ul style="list-style-type: none">• Civil Service – everyone has a mandated training• Leaders organize a team• Educators, students, police, Board of Education• Make it quality, good training• Make it personal• Make it appropriate for the audience• Make it a coordinated campaign - Library, town hall, school system• Dir. Henry L. Gates• Finding the strengths – in the school districts or curriculum• Share it and learn from it• Finding and focusing on common ground• Curriculum that includes group opportunities to work toward a unified goal• Transportation for students that do not live in Simsbury• Address concerns in school• Resurrect programs to connect families

2. Diversity in curriculum

Solution
<ul style="list-style-type: none">• Starting the conversation:<ul style="list-style-type: none">○ Review historical perspective○ Roll it out consistently○ Hire a vendor• Teams of educators – going to the Board of Education• Curriculum to educate the educators• Curriculum purge – literature, media, videos• Recognize the sensitivities• Input from both families to engage in communication to help with transportation - meet somewhere• Connect with families• Before school program – providing opportunities for kids from the CREC program – provide a safe, welcoming space• Community Cultural Night – some schools are doing this• Community wide partnering with schools• Which could send a positive message, including it with another established activity like school fairs• Review curriculum to find out what are the opportunities for diversity and inclusion• Curriculum purge, especially in literature and media• Training for educators leaders, town, students and parents

GROUP #2

1. Lack of education around diversity, race, history, white privilege, and cultural sensitivity

Solution
<ul style="list-style-type: none">• Create a district-wide initiative to make this happen• Re-look and audit of curriculum• Are all groups represented?• Process to push out the results of this work to people who don't interact with the schools• School libraries police force & town employees, business community, churches, pre-schools• Bring the issue to where the people are. For example: sports• Police involved in the delivery of the curriculum• What is produced is objective, consistent, and transferable• Strategies so that it actually gets to everyone• Fostering conversations and common language across lots of groups• Fits every angle –every leader of every group• Adopt curriculum to create a SPIRIT code• Here are 6 things we do “code of conduct” or SPIRIT code• Capture peoples stories or share on SCTV and in other ways• Mandatory - imbedded in curriculum• As part of the effort, reward the business, etc. for adopting/practicing the code of conduct• Big Idea: 2 levels of education<ul style="list-style-type: none">○ School curriculum○ Outreach to other organizations and citizens and groups in town• Part of the work in the school systems = opportunities for students who are different from one another to get t do things together• Opportunities for student to be in like groups so they don't have to be isolated and speak for everyone (for example, all black students)

2. Under-representation in teaching staff, Board of Education, police

Solution
<ul style="list-style-type: none">• Set goals for recruitment but make this a group of people – don't just try to get 1 – 2

students

- **Partnerships with colleges**
- **Go to teachers colleges before they graduate – recruit**
- **Consider interim baby steps in schools so students see and have representative opportunities**
- **Get outside help from firms that help with minority recruitment**
- **Research reasons more small number of minorities in the applicant pool or teachers, police and Board of Education**
- **For Board of Education, reach out to people who participate in conversations like this**

GROUP #3

1. Lack of education around diversity, race, history, white privilege, and cultural sensitivity

Solution
<ul style="list-style-type: none">• Identify what's needed at every level• Identify community stakeholders• Recurring themes that get carried throughout all three educational levels (elementary through high school)• Create trips/opportunities for students to see and learn about other communities (exchanges)• Create timeline for curriculum and checklists that demonstrate learned competencies• Teacher exchange program with Simsbury –Hartford school systems• Peer mentoring at all levels (upper kid positively mentors younger kid) for example: high school senior with high school freshmen• Family matching program that mirrors the ABC program (requires community commitment and involvement)• How to incentivize community (get buy-in)• Leadership must lead<ul style="list-style-type: none">○ Within school district (administrators, teachers, etc.○ Within coaching staff (extra-curricular)○ Task force / committee committed to the issues○ Board of Selectmen

2. Supportive Silence

Solution
<ul style="list-style-type: none">• Administration must take the lead and set standards and enforce policies• Teachers must “time in” not disengage or run from issues• Specific guidelines with consequences set by administration and a timeline for resolution• Increased support for teachers who step up to address issues and support students• Crating a student advocate / student support person / ombudsperson for the schools who has a direct relationship and impact with the school administration• The number of positions depends on the number of students and needs

GROUP #4

1. Lack of education around diversity, race, history, white privilege, and cultural sensitivity

Solution
<ul style="list-style-type: none">• Start early = critical• Training for teachers – develop cultural competence• Communication: diversity trainer – bridge gap between teacher and student once per month in small groups• Love your fellow person• Diversity training for students• Community conversations: mix up the groups and have a curriculum• Barriers: teachers worry about hurting feelings of young children. Teachers face pushback from home• Teachers make judgment• Students don't see enough black folk in their homes so they rely on stereotypes• Elitism: talk not about color but our humanity• Need relational aspect. Not just about formal education• Personal connections: have to work to create these in a predominantly white town• Assemblies• Both big physical groups and medium and small groups• Talk from the pulpit• Early and often• Boys and girls clubs, churches, sports teams• Bring people together – share food and music• Team of leaders• Consistent message, then you can move it. Expect resistance• Art – careful with reference to Black Art and music and poetry• Students as part of Simsbury SPIRIT Council• Petitioning administration

2. Diversity in curriculum

Solution
<ul style="list-style-type: none">• Look at what is currently being taught. Conduct an audit. Audit group to include people and experts from the outside• Classroom library and school library must be conscious

- **Courses in high school about inequalities**
- **Give them the institutional space and support for these**
- **Message given the content is important**
- **Top down from the Board of Education**
- **Strategy is a three pronged approach:**
 - **Grass roots aspect – relational. People getting to know and interact with people different from themselves. Gatherings in homes and churches**
 - **Top down aspect – Board of Education (curriculum)**
 - **Student activism. Cohort of students in Simsbury SPIRIT group who have the support and the resources of the rest of the group.**
- **Bridge differences through churches**
- **Get together: Harford and Simsbury**
- **School counselors and support staff take on a broader scope – look at behavior data**
 - **Audit supports to help open choice success**
 - **Audit supports for diversity of activities**
 - **Counseling**
 - **Academics with teachers**
 - **College acceptances, etc.**
 - **Benchmark successful role model etc.**
 - **Districts, states, countries**

GROUP #5

1. Lack of education around diversity, race, history, white privilege, and cultural sensitivity

Solution
<ul style="list-style-type: none"> • Determine an expert resource to partner with Simsbury for a curricular audit as well as community audit to start to know what we do not know and fill in the gaps • Denote financial resource to audit - This group needs a number • Share this experience with six people • Offering programs, systems, and opportunities for Stigma Releasing and safe conversations • Empowering students and adults with language to use to “speak up” in multiple situations both in conflict and to reinforce positively. For example: “We Don’t Do That Here.” • Reaching back out to all members here tonight to share with six people what they learned and where we would like to go as a community • Trojan community challenge in announcements daily • Share the “learn” • Simsbury Community Challenge – Share your “proof” of meeting the challenge through social media

2. Supportive Silence

Solution
<ul style="list-style-type: none"> • Define as “Condoning through inaction” • Administrators create a system to address when teachers and staff choose to stay silent (accountability) • Revamp of website / handbook / regarding what is acceptable or not. • Training for teachers, administrators, staff regarding how to address issues • Trojan code – community appreciate, include, speak up, say something • “Place” behavior with interpersonal behavior (safety between people) • Teaching explicitly what language and behavior is okay and what is absolutely nt (hate speech vs first amendment rights, etc) • Use the empathy approach “this is how it will impact someone”

GROUP #6

1. Lack of education around diversity, race, history, white privilege, and cultural sensitivity

Solution
<ul style="list-style-type: none"> • Summer reading list • Outreach to early childhood education centers • Family talking points (material provided) “the don’ts” follow up in classroom • Town wide campaign with a positive slogan to build interest. Table at all town events. SWAG. Cool stuff. Run alongside the 350th anniversary. SCTV – community chats. Social media. Utilize public banners • “its cool to be curious” • :embrace differences” • Images of multicultural hugging • “embracing differences in Simsbury”

2. Disparity in how school incidents are addressed

Solution
<ul style="list-style-type: none"> • Zero tolerance. What is the educational / teaching response • All staff education (bus drivers, maintenance, etc.) on diversity • Teach all staff how to refer to students for behaviors and how to respond in the moment • No divisive clothing that is distracting to the educational process • Include this area to be addressed in evaluations • Restorative model <ul style="list-style-type: none"> ○ Students make amends with the person they hurt ○ Facilitate conversations between students who engaged in a physical altercation ○ Research essay for using the “n” word • All club leaders and sports captains to engage in diversity training and learn how to

respond

- **Equip people with the education**
- **Social workers / guidance to push in to classrooms to assist in classroom discussions**
- **Engaging and educating all students on issues of diversity and incorporate all students to work towards positive culture**

GROUP #7

1. Lack of education around diversity, race, history, white privilege, and cultural sensitivity

Solution

- **Banners on main street of diverse Simsbury residents**
- **Conduct curriculum audit**
- **Start early – be more diverse in selection of read aloud books**
- **Bring in outside sources to provide trainings related to race and other ‘isms’**
- **Display flags of countries people are from**
- **Create safe culture to acknowledge what one doesn’t know**
- **Dialogues among students and School Resource Officers. Goal is better understanding of each other. Relationships matter**
- **Conversations among students**
- **Adopt a sister school**
- **Create culturally inclusive events – approach the POC at events and welcome them**
- **Welcoming committee**

2. People get defensive or offended quickly

Solution

- ***Group 7 did not have sufficient time to adequately address this issue, so they concentrated on their primary issue.**

GROUP #8

1. Lack of education around diversity, race, history, white privilege, and cultural sensitivity

Solution

- **More diverse field trips**
 - **Gospel choir**
 - **Unified sound**
- **Rotary park events – celebrate what is different**
- **Mandatory cultural classes**
 - **Not just in class, podcasts, etc**
- **Sports cultural competencies**
- **Teachers need to be accountable**
- **Teachers need cultural training**
- **Teachers need to be held accountable if you turn your back on racism/sexism, you are guilty**
- **Administrators need to follow through**
- **Team approach – admin – teachers-parents-students**
- **The Laramie show should have been mandatory for all students**
- **More opportunity for all community, not just the school to learn**
- **Take the village approach**
- **Take ownership of the mistake**
- **Cultural festival (citywide cultural night)**
- **Embrace all beliefs/celebrations**
- **Curriculum review**
- **Start early**
- **More diverse teachers**
- **Remove staff that condone racial climate by “sitting in silence”**

2. **Generating Community Involvement**

Solution
<ul style="list-style-type: none"> • Lack of support teachers and para-professionals which means no good options • Teachers are not feeling supported and feel disenchanting with job • Cultural exchange, progressive dinner • Protected students who are not held to the same standard based on grades, parents, talents must stop • “Simsbury Neighbors Unite!” Facebook – parents bullying = poor role models • Year of cultural diversity

GROUP #9

1. **Lack of education around diversity, race, history, white privilege, and cultural sensitivity**

Solution

- **Curriculum audit/review with an equity lens. Initial focus on 5 core subjects K-12**
 - **change, tools similar to expand equity, literacy, change iceberg theory of culture, implicit bias training**
- **Cultural fair district wide – like a science fair for each grade**
- **Parent workshop series on how to navigate issues of race, equity – the day to day conversations that come up and how to competently deal with them**
- **Diversity is diverse: intentional lesson planning with instructional strategies that support the marginalized student**
- **How is instructional planning and implementation evaluated?**

2. How can communication between diverse groups be improved?

Solution
<ul style="list-style-type: none"> • * Group 9 did not have sufficient time to adequately address this issue, so they concentrated on their primary issue

GROUP #10

1. Lack of education around diversity, race, history, white privilege, and cultural sensitivity

Solution
<ul style="list-style-type: none"> • Create an equity council for the schools to include community representatives, student representative and parent representatives • Implementing more cultural diversity in schools meals • Connect with community activities and community organizations to engage in awareness around race, diversity, history, privilege, etc. • Open a panel discussion on Simsbury TV on the above issues • Employing teachers and police of color • Becoming a diverse community • Allowing students and the community to understand that you are committed to the process

2. People get defensive or offended quickly

Solution
<ul style="list-style-type: none"> • Reach out to faith based and different community groups to move the conversation • Create safe environments where people can have the conversations

- **Open conversations in safe places explaining the foundations of these issues. The structural foundations and pieces of racism**

Step 6: Solution Development Small Group Report Outs

Following the solution development phase, the small the groups were supposed to re-convene into the large, general session group so that each group could give a short presentation on their specific recommendations and implementation strategies to address the issues identified. Unfortunately, the large number of groups and presentations made it impossible to do the final brief outs within the allotted time. The lead facilitator instructed the groups to draft and submit their solutions, and CRS would compile them into a SPIRIT Report which would then be delivered back to the event organizers for distribution.

Step 7: SPIRIT Council

The process ended with positive exchanges between all participants. Simsbury leadership requested volunteers for the Simsbury SPIRIT Council, including alternates, and committed to follow-up meetings and implementation of several solutions developed by the community leaders. Community leaders and SPIRIT Council members will utilize steps four and five of the recommended “Five-Step Problem Solving Process” i.e. developing a “plan of action” to maximize success and solution implementation.

SPIRIT Council Members	
Straight Shooters	Donna Campbell Chris Kelly
3 Men and the Ladies	Curtis Looney
SimImpact	Sharon Thomas Lloyd Huie
Be the Change	Joan Robichaud Nicole Kodak Grace Lee Madison Allen
Kids Table	██████████ ██████████████████ ██████████████████ ██████████ ██████████████████
7 for Education	Angela Griffin
Table 9	Maxine Robinson-Lewin

A Unique Perspective	Reema Vyas Robyn Ampadu Jack Knall Mrs. Garfield
Team Sycamore	Tara Willerup Todd Kushman Chief Nick Boulter
At Large Requests to be on the SPIRIT Council	Carol Clark-Flannagan Gene Ott Heather O'Connor Tenesha Grant Jenna Caulfield Margaret Girgenti Sean Robotham Brandon Rothschild Meg Evans Diana Yeisley Rebecca Hatch

Step 7: Resources and Next Steps

At the request of community leadership and pending available resources, CRS will provide facilitation services to the SPIRIT Council and city/school board leadership during the first action planning sessions.

CRS Contact:
Dion Lyons
Community Relations Service
United States Department of Justice



Simsbury SPIRIT Council

September 29, 2020

Simsbury SPIRIT

Simsbury
Problem
Identification and
Resolution of
Issues
Together

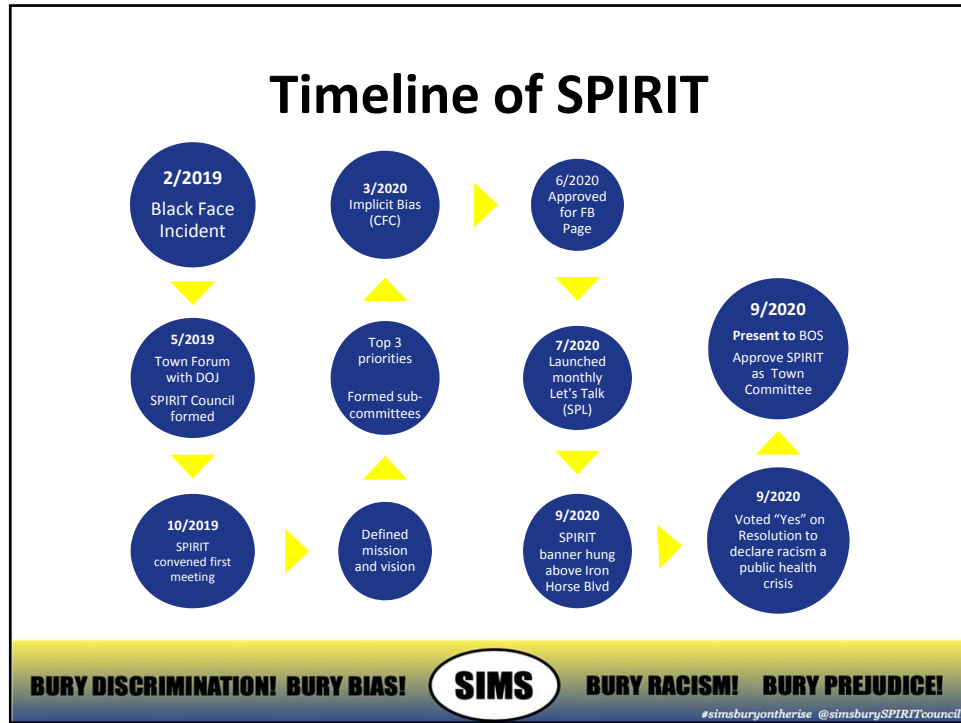


BURY DISCRIMINATION! BURY BIAS!

SIMS

BURY RACISM! BURY PREJUDICE!

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SPIRIT: Vision

Simsbury is a town that welcomes, celebrates,
and takes actions to support diversity and
inclusion among current and future community
members

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SPIRIT: Mission

Launched in 2019, the Simsbury SPIRIT Council represents community at large and serves as Diversity Champions to help Simsbury become more inclusive, fostering awareness, action, and a community where all voices are welcome and each and every individual can live, work, learn, and play in a safe environment with meaningful and healthy relationships.

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SPIRIT Members

Chairs

- Cheryl Cook
- Nicole Kodak

Town Liaison

- Kristen Formanek

Library Liaison

- Lyndsay Neffinger

Sub-Committee Chairs

- Rebekah Hatch, Data/Audit
- Lloyd Huie, Outreach
- Nkosi Lee, Events



Council Members

- | | |
|--------------------------|---------------------|
| • Gertrude Banks | • Lisa Grant |
| • Sara Batchelder | • Tenesha Grant |
| • Chief Nicholas Boulter | • Wendy Helmkamp |
| • Carol Clark-Flanagan | • Sue Homrock-Lemke |
| • Officer Todd Cushman | • Chris Kelly |
| • Meg Evans | • Gene Ott |
| • Mary-Margaret Girgenti | • Joan Robichaud |
| | • Diana Yeisley |



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SPIRIT: Initiatives



- *#Simsburyontherise* slogan
- February 2020 Letters to Simsbury businesses and organizations introducing SPIRIT, inviting to 3/11
- March 11 Implicit Bias with CFC
- June 8 Simsbury SPIRIT FB page
- September Banner hung over Iron Horse Boulevard
- September Resolution declaring racism a public health crisis
- Upcoming Racial History Series
- Upcoming Food Truck and Multi-Cultural Event

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SPIRIT: Events Sub-Committee

Purpose: To create opportunities that promote diversity and inclusion allowing for personal growth through exposure to a variety of ideas, experiences and cultures that make meaningful contributions to our community

Members: Nkosi Lee (Chair), Gertrude Banks, Sara Batchelder, Carol Clark-Flanagan, Lisa Grant, Tenesha Grant, Nicole Kodak, Gene Ott, Diana Yeisley

Plans: Let's Talk monthly, cultural food truck event, cultural music events

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SPIRIT: Simsbury Let's Talk Calendar

Partnership with Simsbury Public Library and
Community for Care

2020

8/25 Racist v. Anti-Racist
9/3 Hispanic Heritage
10/1 Disability Awareness
10/21 Housing and education
racial inequality & discrimination
11/5 Indigenous People
11/16 Manju Soni Lessons from
Apartheid
12/3 World Aids Day

2021

1/7 Human Trafficking
2/4 African-American History
3/4 National Women's History
4/1 Arab-American History
5/6 Jewish Heritage
6/3 LGBTQIA+ Pride Month
6/17 Juneteenth

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SPIRIT: Outreach Sub-Committee

- **Purpose:** Promote awareness of SPIRIT committee and partner with other organizations locally and regionally to drive progress in diversity, equity and inclusion efforts
- **Members:** Lloyd Huie (Chair), Cheryl Cook, Susan Homrock-Lemke, Chris Kelly, Joan Robichaud, Diana Yiesley
- **Plans:**
 1. Reach out and connect with organizations
 2. Facilitate racial history discussion series (SPL and SCTV)
 3. Partner with Simsbury groups also working on DEI initiatives (FB groups, etc.)
 4. Collaborate with regional and state entities (PAC, towns, universities, Health Equity Solutions, etc.)

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SPIRIT: Outreach Sub-Committee

Organizations for Outreach

- Chamber of Commerce
- Simsbury religious organizations
- PAC
- Rotary Club
- Realtors
- Main Street Partnership
- Newcomer's Club
- Athletic leagues and clubs
- Junior women's club
- Neighboring towns
- Neighboring universities
- Health Equity Solutions

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SPIRIT: Outreach Sub-Committee

Organizations for Partnering

- NAACP
- CREC
- Disability communities (Oak Hill, etc.)
- State Human Rights Commission liaison
- CT Fair Housing Commission liaison

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SPIRIT: Data/Audit Sub-Committee

- **Purpose:** To gather data and to assess progress towards DEI goals developed by the Simsbury SPIRIT Council
- **Members:** Rebekah Hatch (Chair), Gertrude Banks, Meg Evans, Mary-Margaret Girgenti, Wendy Helmkamp, Chris Kelly
- **Plans:**
 1. Engage an expert to assist with gathering & analyzing multi-faceted (quantitative and qualitative) context-specific data
 2. Recommend follow-up plans or actions, with community involvement
 3. Create benchmarks using existing and not-yet-collected data
 4. Monitor progress

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SPIRIT: Data/Audit Sub-Committee, con't.

EXAMPLES OF SURVEY QUESTIONS¹

Please rate your community on each of the following:

	Poor	Fair	Good	Excellent	Don't know
Making all residents feel welcome	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Helping new residents feel connected and integrated	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attracting people from diverse backgrounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Valuing residents from diverse backgrounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrating respect for residents of different cultures and belief systems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

¹VISIT [here](#) for the full sample from the Community Equity & Inclusion survey, Marion, IA.

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SPiRiT: Resolution

RESOLUTION DECLARING RACISM A PUBLIC HEALTH CRISIS

WHEREAS, racism is a social system with multiple dimensions, including (1) individual racism that is interpersonal, and (2) systemic racism that is institutional or structural and is a system of structuring opportunity and assigning value based on the social interpretation of how one looks; and

WHEREAS, race is a social construct with no biological basis; and

WHEREAS, racism unfairly disadvantages specific individuals and communities, while unfairly giving advantages to other individuals and communities, and saps the strength of the whole society through the waste of human resources; and

WHEREAS, racism is a root cause of poverty and constricts economic mobility; and

WHEREAS, racism causes persistent discrimination and disparate outcomes in many areas of life, including housing, education, employment, and criminal justice, and is itself a social determinant of health; and

WHEREAS, racism and segregation have exacerbated a health divide resulting in people of color in Connecticut bearing a disproportionate burden of illness and mortality including COVID-19 infection and death, heart disease, diabetes, and infant mortality; and

WHEREAS, Black, Native American, Asian, Latinx and other residents of color are more likely to experience poor health outcomes as a consequence of inequities in economic stability, education, physical environment, food, and access to health care and these inequities are, themselves, a result of racism; and

WHEREAS, many studies have linked racism to worse health outcomes; and

WHEREAS, the collective prosperity and wellbeing of the Town of Simsbury depends upon equitable access to opportunity for every resident regardless of the color of their skin.

BURY DISCRIMINATION! BURY BIAS!

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SPiRiT: Resolution

RESOLUTION DECLARING RACISM A PUBLIC HEALTH CRISIS

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF SIMSBURY TO:

Declare racism a public health crisis affecting all of the United States, including Connecticut.

Work to become an equity and justice-oriented organization, by continuing to identify specific activities and policies to enhance diversity and to ensure antiracism principles across our leadership, staffing and contracting.

Promote equity through all policies and enhance educational efforts aimed at understanding, addressing and dismantling racism and how it affects the delivery of human and social services, economic development and public safety.

Set clear goals and objectives and improve the quality and analysis of the data the Town collects to assess progress; it is not enough to assume that an initiative is producing its intended outcome, qualitative and quantitative data should be used to assess inequities in impact and continuously improve.

Capitalize on opportunities to further advance racial equity in education, in housing, in health, in food security, and in criminal justice.

Advocate locally for relevant policies that improve the health of people of color, and support local, state, regional, and federal initiatives that advance efforts to dismantle systemic racism.

Work to solidify alliances and partnerships with other organizations that are confronting racism and encourage other local, state, regional, and national entities to recognize racism as a public health crisis.

Use community efforts to amplify issues of racism and engage actively and authentically with communities of color wherever they live.

(Board of Selectman Names)
August, 2020

BURY DISCRIMINATION! BURY BIAS!

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#simsburyontherise @simsburySPiRiTcouncil

SPIRIT Council **Town Committee**

Next Steps:

- Sept 29 - BOS approve SPIRIT as town committee
- Oct 14 - BOS appoint members
- Date TBD SPIRIT - Goal setting meeting
- Nov 2 SPIRIT – Organizing and Housekeeping meeting
 - Organize roles and subcommittees
 - Adopt calendar, vote on policies/procedures
 - Update member contact information
 - Commission liaisons
- Nov - Forward plans with budget requests

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RESOLUTION DECLARING RACISM A PUBLIC HEALTH CRISIS

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WHEREAS, race is a social construct with no biological basis; and

WHEREAS, racism unfairly disadvantages specific individuals and communities, while unfairly giving advantages to other individuals and communities, and saps the strength of the whole society through the waste of human resources; and

WHEREAS, racism is a root cause of poverty and constricts economic mobility; and

WHEREAS, racism causes persistent discrimination and disparate outcomes in many areas of life, including housing, education, employment, and criminal justice, and is itself a social determinant of health; and

WHEREAS, racism and segregation have exacerbated a health divide resulting in people of color in Connecticut bearing a disproportionate burden of illness and mortality including COVID-19 infection and death, heart disease, diabetes, and infant mortality; and

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3. Promote equity through all policies and enhance educational efforts aimed at understanding, addressing and dismantling racism and how it affects the delivery of human and social services, economic development and public safety.

4. Set clear goals and objectives and improve the quality and analysis of the data the Town collects to assess progress; it is not enough to assume that an initiative is producing its intended outcome, qualitative and quantitative data should be used to assess inequities in impact and continuously improve.
5. Capitalize on opportunities to further advance racial equity in education, in housing, in health, in food security, and in criminal justice.
6. Advocate locally for relevant policies that improve the health of people of color, and support local, state, regional, and federal initiatives that advance efforts to dismantle systemic racism.
7. Work to solidify alliances and partnerships with other organizations that are confronting racism and encourage other local, state, regional, and national entities to recognize racism as a public health crisis.
8. Use community efforts to amplify issues of racism and engage actively and authentically with communities of color wherever they live.

(Board of Selectman Names)
September 29, 2020

05-02

STATEMENT OF POLICY

Health Equity and Social Justice

Policy

The National Association of County and City Health Officials (NACCHO) supports the incorporation and adoption of principles of social justice into everyday public health practice in order to eliminate the root causes of health inequities.¹ Based on those principles,² NACCHO encourages local health departments to act directly, with allies, on structures of inequality and violence associated with class, race, gender, and sexual orientation, as they are bound with imbalances in political power. As part of that work, NACCHO specifically encourages the transformation of public health practice to include the following:

- 1) Develop, track, and regularly present indicators that (a) measure social health and wellbeing, including inequities in population health status, similar to the national presentation of economic indicators; and (b) identify the institutional sources of decision-making cumulatively generating health inequities (e.g., uneven investment in local infrastructure by neighborhood; inequitable distribution of city fiscal resources by neighborhood; discriminatory lending practices, foreclosures by neighborhood; discriminatory law enforcement policies for minor offenses; and political influence).
- 2) Recruit a racially/ethnically diverse workforce.
- 3) Engage in anti-racism training for and dialogue with the public health workforce.
- 4) Support local policies that address root causes, such as paid sick leave, land-use, and living wage.
- 5) Support the use of Health Equity Impact Assessments for all policies, and embed equity across an agency's existing and prospective decision-making, so that it becomes a core value and one criterion to be weighed in all decisions.
- 6) Develop long-term relationships with communities, based on mutual trust and a recognition of each other's strengths, leadership capacities, and common interests in confronting the social inequalities at the root of health inequities and social injustice.
- 7) Support research that explores the generation of social and economic inequality and explore the power dynamics that enable decisions that increase social and economic inequality.
- 8) Work with social movements and build alliances with constituents, community organizers, and relevant institutions as a means toward changing the structures and processes that generate health inequities.
- 9) Develop a public narrative that articulates the relationship between health inequities and the underlying social inequalities, and reclaims the legacy of social justice.



Justification

Inequality in the United States is at the highest level since before the Great Depression and the United States has the worst health in the industrialized world.³⁻⁵ The social etiology of disease suggests that patterns of inequity in the distribution of disease and illness correspond to patterns of political, social, and economic inequality. For example, rates of disease and illness for people underpaid and forced into poverty are worsening across almost all categories and geographic areas in the United States, disproportionately affecting immigrants, people of color and women.⁶ Twenty-one percent of our children live in poverty.⁷ Black people have at least 2.5 times the infant mortality rate of Whites.⁸ A significant relationship exists between the stresses of racism itself and low-birthweight outcomes.⁹ Immigrants tend to have their health worsen the longer they live in the United States.¹⁰ These health inequities are systematic, patterned, unjust, and actionable;¹¹ therefore, they are not inevitable, random or accidental. The eradication of these inequities depends on a commitment to broad social and policy change. The most egalitarian countries in the world, with the least amount of economic hierarchy, have the best health—Japan, Sweden, Australia, etc.¹² They are also the ones that place more resources on the foundations of health, on setting the prerequisite conditions for health that will last for generations.

Health inequities pose serious consequences and exact great social costs that marginalize, exploit and exclude whole classes of people. Health inequity limits the ability to gain access to the resources they need. People are less likely to achieve their full human capabilities, such as obtaining well-paid employment or participating in community social and political life.¹³ Quality of life simply declines. Psychological stresses weaken the immune system. More generally, when people lack access to decision-making and the ability to participate in everyday life, their health suffers.

Beyond exploring the description of the association between social and economic conditions and health outcomes, contemporary research documents how institutions, imbalances in power create inequities in health outcomes among different population groups.¹⁴⁻¹⁷ That is, it emphasizes the importance of the root causes, associated with social injustice: class, race, and gender oppression, based on the cumulative effect on health equity. The World Health Organization's Commission on the Social Determinants of Health has encouraged such exploration. The first words from their Final Report are "Social justice is a matter of life and death. It affects the way people live, their consequent chance of illness, and their risk of premature death." In its final recommendations, the Commission urges governments to "tackle the inequitable distribution of money, power and resources."¹⁸

The greatest advances in health status and life expectancy in the early 20th century resulted from major social changes associated with reform movements that led to the introduction of factory and housing codes, the eight-hour work day, improvements in the standard of living, removing slums, providing for proper sewage disposal, guaranteeing a minimum wage, the abolition of child labor, the right to free trade unions, and the introduction of safe-food laws.^{19, 20}

Historically, public health played a central role pushing for reforms as an organized response to the negative consequences of industrial capitalism, and so did members of the medical profession. Advances in the public's health were primarily the result of major social changes and political equality that advanced health and well-being, not mainly those associated with

economic growth or advances in medicine and technology.²¹ The history of public health has always been closely associated with social justice movements designed to achieve social equality and democracy. As health departments “collectively...define and engage in a public health practice that directly confronts the sources of social inequalities, rather than conceding them as the context in which health department programs carry out their work, [they can] reclaim an important legacy in the history of public health.”¹

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20. Porter, D. (1999). *Health, Civilization and the State: a History of Public Health from Ancient to Modern Times*. New York: Routledge.
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Record of Action

Proposed by Health Equity and Social Justice Workgroup

Approved by NACCHO Board of Directors March 16, 2005

Updated November 2012

Updated February 2015

Updated July 2018



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:** September 29, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector

Maria E. Capriola

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

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

Move, effective September 29, 2020 to approve the presented tax refunds in the amount of \$4,825.01, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds.

5. **Summary of Submission:**

Tax refunds need to be issued from time to time for motor vehicles, real property, and personal property. Some of the most common reasons tax refunds need to be issued for motor vehicles include: sale of the vehicle; the vehicle is destroyed; the vehicle is donated; the owner has moved out of state; or, the owner has successfully appealed the taxes. Real estate refunds are typically due to the fact that during the sale or refinancing of a property, both a bank and an attorney's office have paid taxes owed, resulting in an overpayment to the Town. Overpayments of personal property taxes are rare; often overpayments of personal property are due to a person or entity forgetting that they paid in full in July, then also sending the January installment.

In a legal opinion from the Town Attorney dated May 22, 2001, he stated that CGS §12-129 "requires that all applications for tax refunds be referred to the Board (of Selectmen) for their consideration and action." Once approved by the Board of Selectmen, the Town Manager will sign off on tax refund applications. As a reminder, the Tax Collector's Office is responsible for collecting revenue for the Fire District pursuant to Special Act #264 of the Legislature in 1945. However, tax refunds for the Fire District are not under the jurisdiction of nor approved by the Board of Selectmen and are therefore not included in the requested tax refunds presented.

6. **Financial Impact:**

The aggregate amount of all tax refunds as presented is \$4,825.01. The attachment dated September 29, 2020 has a detailed listing of all requested tax refunds.

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

a) Requested Tax Refunds, dated September 29, 2020

REQUESTED TAX REFUNDS
SEPTEMBER 28, 2020

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2018				
ACAR Leasing	18-03-50036	\$508.60		\$508.60
Toyota Lease Trust	18-03-68640	\$145.81		\$145.81
Total 2018		\$654.41	\$0.00	\$654.41
List 2019				
Atwater, Charles	19-03-50762	\$18.54		\$18.54
Baier Christopher R	19-03-50844	\$36.94		\$36.94
Berardelli Sergio	19-03-51357	\$19.21		\$19.21
Berardelli Sergio	19-03-51358	\$60.57		\$60.57
Bishop, Gordon	19-03-51552	\$38.54		\$38.54
CAB East LLC	19-03-52453	\$149.10		\$149.10
Clark Frederick W	19-03-53369	\$11.79		\$11.79
Eastling Annmarie C	19-03-55251	\$13.91		\$13.91
Enterprise FM Trust	19-03-55485	\$529.24		\$529.24
Enxuto Sherri A	19-03-55496	\$62.57		\$62.57
Fiengo Richard	19-03-55829	\$16.66		\$16.66
Ganchegui Michael S	19-03-56444	\$179.15		\$179.15
Gentile Susan R	19-03-56652	\$134.08		\$134.08
Glew Ian	19-03-56899	\$43.73		\$43.73
Glissman David	19-03-56908	\$409.47		\$409.47
Glissman Irene	19-03-56910	\$27.07		\$27.07
Gorkofsky Sara	19-03-57064	\$18.10		\$18.10
Hauser Patricia	19-03-57824	\$19.47		\$19.47
Hayes John	19-03-57853	\$51.74		\$51.74
Leighton Adam W Jr	19-03-60832	\$10.42		\$10.42
Lubetkin Marc	19-03-61286	\$5.00		\$5.00
Manchester Wayne	19-03-61665	\$28.60		\$28.60
Papadinis Jack	19-03-64315	\$14.65		\$14.65
Park Mi S	19-03-64379	\$17.36		\$17.36
Rooney James	19-03-66009	\$108.56		\$108.56
Sahirad Mohsen	19-03-66384	\$30.86		\$30.86
Schmetterling Jack	19-03-66695	\$76.40		\$76.40
Soltis Susan	19-03-67687	\$43.92		\$43.92
Specialty Saw Inc	19-03-67782	\$7.46		\$7.46
The Rashida Living Rev Trst	19-03-68565	\$5.82		\$5.82
Toyota Lease Trust	19-03-68784	\$97.44		\$97.44
Toyota Lease Trust	19-03-68941	\$53.30		\$53.30
USB Leasing LT	19-03-69307	\$366.82		\$366.82
VCFS Auto Leasing Co	19-03-69523	\$277.28		\$277.28
VCFS Auto Leasing Co	19-03-69539	\$342.71		\$342.71
VCFS Auto Leasing Co	19-03-69555	\$639.24		\$639.24
VW Cardit Leasing Ltd	19-03-69821	\$204.88		\$204.88
Total 2019		\$4,170.60	\$0.00	\$4,170.60

REQUESTED TAX REFUNDS
SEPTEMBER 28, 2020

TOTAL 2018		\$654.41	\$0.00	\$654.41
TOTAL 2019		\$4,170.60	\$0.00	\$4,170.60
TOTAL ALL YEARS		\$4,825.01	\$0.00	\$4,825.01



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** FY 20/21 Emergency Management Performance Grant (EMPG) Application

2. **Date of Board Meeting:** September 29, 2020

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mike Berry, Emergency Management Director

Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports applying for the Emergency Management Performance Grant, the following motion is in order:

Move, effective September 29, 2020, to apply for the 2020/2021 Emergency Management Performance Grant as presented.

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

Move, to accept the 2020/2021 Emergency Management Performance Grant and to authorize Maria E. Capriola, Town Manager, to execute all documents related to the grant award.

5. **Summary of Submission:**
Annually, the Town submits a grant application to the state Department of Emergency Services and Public Protection for an Emergency Management Performance Grant. The grant application documents are traditionally prepared by the Fire District, but the municipal CEO is required to execute the grant application and award documents. The Fire District provides Emergency Management services to the Town. Michael Berry currently serves as the Town's Emergency Management Director.

The Town will be applying for the 2020/2021 Emergency Management Performance Grant in the amount of \$24,952. In order to receive the funds, the Town Manager must execute the attached grant application and receive authorization from the Board of Selectmen to do so.

6. **Financial Impact:**
The Town serves as a pass through for receipt of the grant monies. Once the grant funds are received by the Town, they are then transferred to the Fire District. The grant funds are used to offset the costs of the Emergency Management Director's salary.

The grant requires a local match in the amount of \$12,476. The local match is provided by the Fire District, and is indirect. The indirect match of \$12,476 reflects part of the Fire District's contribution to Mr. Berry's salary.

7. Description of Documents Included with Submission:

- a) FY 20/21 Emergency Management Performance Grant Application



E.MERGENCY M.ANAGEMENT P.PERFORMANCE G.RANT

**FFY 2020 APPLICATION
Due: September 30,
2020**



State of Connecticut

**Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security**

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COMPLETION CHECKLIST FOR SUB-GRANTEE

The following forms are necessary for the timely completion of this document. Please use this aid to ensure all documents are included in your submission. More detailed information is available in the EMPG Manual.


- ☐ Section B: Application Information and Data Sheet
- ☐ Section C: Municipal Resolution
- ☐ Section D: EMPG Financial Tool Budget Tab
- ☐ Section E: Master Staffing Pattern and Training History
- ☐ Section F: NEMA Survey attached (Optional)
- ☐ Job Descriptions have been attached if applicable (Available on website)

DEMHS REGIONAL CONTACT INFO

For assistance filling out this application please contact your DEMHS Regional Coordinator.

Region 1	Robert Kenny Regional Coordinator	149 Prospect Street, Bridgeport, CT 06604 Phone: 203.696.2640 Email: Robert.Kenny@ct.gov	Fax: 203.334.1560
Region 2	Jacob Manke Regional Coordinator	1111 Country Club Road, Middletown, CT 06457 Phone: 860.685.8105 Email: Jacob.Manke@ct.gov	Fax: 860.685.8366
Region 3	William Turley Regional Coordinator	DEMHS - 360 Broad Street Hartford CT 06105 Phone: 860.529.6893 Email: William.Turley@ct.gov Mailing address: P.O. Box 1236 Glastonbury, CT 06033	Fax: 860.257.4621
Region 4	Michael Caplet Regional Coordinator	15-B Old Hartford Road Colchester, CT 06415 Phone: 860.465.5460 Email: Mike.Caplet@ct.gov	Fax: 860.465.5464
Region 5	John Field Regional Coordinator	55 West Main Street, Suite 300 Box 4 Waterbury, CT 06702 Phone: 203.591.3509 Email: John.Field@ct.gov	Fax: 203.591.3529

SECTION A. APPLICATION INSTRUCTIONS

Below are brief instructions for filling out each application form. Please fill out these forms completely and accurately. **Please be reminded that all signatures are required to be original on this document. Copies will not be accepted.** Please sign or initial where you see the following tabs: 

1. **Manual:** Please print and review the EMPG Program Manual (https://portal.ct.gov/-/media/DEMHS/_docs/Grants/EMPG/2019-Manual-Sample.pdf?la=en). The Subgrantee is responsible for the information contained in this document. More complete instructions are available in this document.
2. **Section B: Applicant Information and Datasheet:** Please fill out boxes 1-16 with the necessary information.
3. **Section C: Municipal Resolution:** Please provide a municipal resolution to grant the Chief Executive Officer the authority to sign the EMPG application package on behalf of the municipality. For more information on resolution specifics please reference the EMPG Program Manual.
4. **Section D: EMPG FINANCIAL TOOL-Budget Preparation:** Fill in your budget request for the performance period of 10/1/20-9/30/21 in the 2020 EMPG SLA Financial Tool. Please submit this budget electronically to your DEMHS Regional Office for review upon submittal of the application. Please consult the 2020 EMPG Manual for any additional forms.
5. **Section E: Master Staffing Pattern:** The Master Staffing Form comes pre-populated with the training records of local personnel who have reported completion of the IS and/or PDS course requirements. Towns may use this form to report on any additional courses completed since their last EMPG application.
6. **Additional Forms:** Please review the remaining list of forms available on our website at <https://portal.ct.gov/DEMHS/Grants/Emergency-Management-Performance-Grant/Guidance-and-Forms> to determine if any of these forms will be needed for your application:
 - Emergency Management Director Job Description** – Use this form if you have hired a new Emergency Management Director.
 - Emergency Management Deputy Director Job Description** – Use this form if you have hired a new Emergency Management Deputy Director.
 - Emergency Management Support Staff Job Description** – Use this form if you have hired new Emergency Management Support Staff (e.g. Clerical).
 - Request for Transcripts from EMI** – Use this form to request a transcript of the courses you have completed through FEMA and/or the Emergency Management Institute (EMI).

Once all of the necessary forms are filled out and signed, complete the application by signing and dating the Applicant Information and Data Sheet. Attach the Budget and all other forms and submit the Application Package to your DEMHS Regional Office.

SECTION B. EMPG APPLICATION INFORMATION AND DATA SHEET

All Forms Must Be Original - Copies Will Not Be Accepted

Mail Completed Applications To:

DEMHS Regional Coordinator (See Page 2 of this application for contact information)

SPCP Unit Use Only**1. Name of Municipality or Agency Applying for Subgrant:****2. Period of Award for this Subgrant: 10/1/20 – 9/30/21****3. Emergency Management Director Name & Address**

Name: _____ Title: _____
 Organization: _____
 Address Line 1: _____
 Address Line 2: _____
 City/State/Zip: _____
 Phone: _____ Fax: _____
 E-mail: _____

4. Official Authorized to Sign for the Applicant:

Name: _____ Title: _____
 Organization: _____
 Address Line 1: _____
 Address Line 2: _____
 City/State/Zip: _____
 Phone: _____ Fax: _____
 E-mail: _____

5. Municipal/Agency Financial Officer

Name: _____ Title: _____
 Organization: _____
 Address Line 1: _____
 Address Line 2: _____
 City/State/Zip: _____
 Phone: _____ Fax: _____
 E-mail: _____

6. Fiscal Point of Contact: (If Different than Financial Officer)

Name: _____ Title: _____
 Organization: _____
 Address Line 1: _____
 Address Line 2: _____
 City/State/Zip: _____
 Phone: _____ Fax: _____
 E-mail: _____

7. Applicant FEIN:**8. Applicant DUNS #:****9. Applicant Fiscal Year End:****10. Date of Last Audit:****11. Dates Covered by Last Audit: _____ to _____****12. Date of Next Audit:****13. Dates to be Covered by Next Audit: _____ to _____**

Please note that the information required for boxes 9 through 13 refers to the sub-grantee's audit cycle.

FEDERAL AUDIT AND DEBARMENT REQUIREMENT CERTIFICATION**14. ACKNOWLEDGEMENT OF FEDERAL SINGLE AUDIT SELF REPORTING REQUIREMENTS**

- Sub-grantees that are required to undergo a Federal Single Audit as mandated by OMB Circular A-133 must alert CT DEMHS, in writing, to any specific findings and/or deficiencies with regard to the use of federal grant funds within 45 days of receipt of their audit report. This notification must identify the finding(s) / deficiencies and a corrective action plan for each.
- All sub-grantees must submit to CT DEMHS a copy of the audit report section pertaining to use of federal grant funds regardless of any findings or deficiencies, within 45 days of the receipt of that report.

Initial to indicate that this requirement has been read and understood: _____**INITIAL****15. ACKNOWLEDGEMENT OF DEBARMENT REQUIREMENTS:**

- The sub-grantee will confirm the eligibility status (via Sam.gov) of all vendors/contractors that the sub-grantee pays with EMPG SLA funds. The subgrantee will confirm that the vendors/contractors do not appear on the SAM's Exclusion List of federally debarred or suspended vendors.

Initial to indicate that this requirement has been read and understood: _____**INITIAL**

16. I, the undersigned, for and on behalf of the named municipality, state agency, or regional planning organization, do herewith apply for this subgrant, attest that, to the best of my knowledge, the statements made herein are true, and agree to any general or special grant conditions attached to this grant application form.

SIGN & DATE

Authorized Signatory: X _____ Date: _____

SECTION C. AUTHORIZING RESOLUTION

All Forms Must Be Original - Copies Will Not Be Accepted

This Blanket Resolution Can Also Be Used to Satisfy the Requirements of the Homeland Security Grant Program

AUTHORIZING RESOLUTION OF THE

(Insert name of governing body--for example, town council)

CERTIFICATION:

I, _____, the _____ of _____,
(keeper of the records—for ex. town clerk or secretary of council)

do hereby certify that the following is a true and correct copy of a resolution adopted by
_____ at its duly called and held meeting on _____, 20____,
(name of governing body) (Month, Day)

at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the _____ may enter into with and deliver
(name of governing body)

to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that _____, as _____ of
(name and title of officer)

_____,
(Name of governing body)

is authorized and directed to execute and deliver any and all documents on behalf of the

(name of governing body)
and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that _____
(name of officer)

now holds the office of _____ and that he/she has held that office since _____.

IN WITNESS WHEREOF: The undersigned has executed this certificate this _____ day of

_____ 20____

(Name and title of record keeper)

**INSERT
TACTILE
TOWN
SEAL HERE**

The Chief Executive Officer has not changed since the
previous resolution was authorized on _____
(Date)

SECTION D. EMPG SLA FINANCIAL TOOL-BUDGET

Please Note: Applications will not be reviewed without the submittal of the EMPG Financial Tool “Application Budget” tabs.

Fill out the Application Budget portion of the tool by filling out the teal boxes for the following:

1. Award Amounts:

Per Capita Award: This amount is based on your town’s population as listed in the State Register and Manual and is entered by the applicant from a table contained in the tool.

Sub grant Allocation: This totals as you fill in the categories below.

2. Enter Categories:

- **Personnel**- Enter the total estimated cost for salaries or stipends for full or part-time EMDs, Deputy EMDs and support staff.
- **Organization**- Enter the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.
- **Equipment**-Enter the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.
- **In kind**-Enter the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match.
- **All other**- Enter the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.
- **Unallocated** – This is the remaining balance of funding that you have not yet allocated to a particular category.

EMPG Subgrant Budget (Fill In Green Cells Only)	
PER CAPITA AWARD	
Total:	\$147,216.00
Federal Per Capita Share ² :	\$73,608.00
Local Match ² :	\$73,608.00
SUBGRANT ALLOCATION	
Total:	\$0.00
Federal Per Capita Share ² :	\$0.00
Local Match (Includes In-Kind) ² :	\$0.00
Personnel:	\$0.00
Allocate (Enter) the total estimated cost for salaries or stipends for full or part-time EMD's, Deputy EMD's and support staff. If claiming fringe, please provide a fringe benefits letter from the Municipal Finance Director.	
Organization:	\$0.00
Allocate (Enter) the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.	
Equipment:	\$0.00
Allocate (Enter) the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.	
In-Kind:	\$0.00
Allocate (Enter) the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match. For a volunteer time form please visit the DEMHS website at http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692	
All Other:	\$0.00
Allocate (Enter) the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.	
Unallocated:	\$73,608.00

Section E. EMPG Master Staffing Pattern and Training History

The purpose of this form is to collect information regarding employees who will be funded under the Emergency Management Performance Grant (EMPG). Shown on the form are the current training records (completed courses are marked with their dates of completion) by your EMPG funded staff according to our records. These courses are required for all staff funded partially or fully under the EMPG.

Instructions: If you have completed additional courses please fill in the dates of completion for any courses. Please provide a copy of the course certificate(s). The deadline for new staff to complete all of the required courses is September 30, 2020.

Name	Position	Required Training Courses (Completed Courses Shown with date of completion)										
		IS-100.c	IS- 120.c	IS 200.c	IS-230.d	IS-235.c	IS-240.b	IS-241.b	IS-242.b	IS-244.b	IS-700.b	IS-800.c

If an employee funded by EMPG has yet to complete the Required FEMA IS courses at <https://training.fema.gov/is/searchis.aspx?search=PDS> (Professional Development Series) please complete the missing courses and submit your training certificate to your Division of Emergency Management and Homeland Security (DEMHS) Regional Office. If you need to request training certificates from FEMA, please request your transcript using the Transcript Request Form – EMI. You can find this form on our website at <https://training.fema.gov/emiweb/downloads/tranrqst1.pdf>

SECTION F. NEMA QUESTIONNAIRE

Each year the Division of Emergency Management and Homeland Security (DEMHS) fills out a survey from the National Emergency Management Association (NEMA). The purpose of the survey is to justify the funding we receive under the Emergency Management Performance Grant (EMPG).

To help us in filling out the survey for FY 2020, DEMHS is asking our EMPG participating towns to answer a few brief questions. Your answers will assist NEMA in justifying continued funding of the EMPG program to Congress.

1. What is your total emergency management budget: \$_____

Please provide your total budget even if these costs exceed your EMPG allocation.

2. Is your Emergency Management Director?:
(Check One)
 - ☐ Full-Time
 - ☐ Part-Time
 - ☐ Volunteer

3. Which official (if any) has the authority to issue a mandatory evacuation order?:
(Check One)
 - ☐ Mayor
 - ☐ First Selectman
 - ☐ Town Manager
 - ☐ Other



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Center for Tech and Civic Life COVID-19 Response Safe Elections Grant

2. **Date of Board Meeting:** September 29, 2020

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

Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports applying for the Center for Tech and Civic Life Grant, the following motion is in order:

Move, effective September 29, 2020 to submit the Center for Tech and Civic Life COVID-19 Response Grant and to authorize Maria E. Capriola, Town Manager, to execute the grant application.

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

Move, to accept the Center for Tech and Civic Life COVID-19 Response Grant and to authorize Maria E. Capriola, Town Manager, to execute all documents related to the grant award.

5. **Summary of Submission:**
The Center for Tech and Civic Life, a non-partisan organization that provides technical assistance to election administrators across the country, created a COVID-19 Response Grants Program to support municipalities with the administration of safe elections in the midst of the pandemic. Funding is intended to help support the costs of running a safe election in light of the fact that new protocols have resulted in added expenses for municipalities. Grant funds can be used to cover expenses incurred between June 15 and December 31 for a variety of purposes, including: personal protective equipment for poll workers, site cleaning and sanitation, additional staff and technology for ballot processing, etc.

The deadline to apply is October 1, 2020. After the grant is submitted, the certification and approval should take approximately two weeks.

6. **Financial Impact:**
Funding will be based on demographic data; the minimum award is \$5,000. There will be staff time required to complete the application, as well as to complete a report indicating how the grant funds were spent.

7. Description of Documents Included with Submission:

- a) Center for Tech and Civic Life COVID-19 Response Grant Application Questions

CTCL COVID-19 Response Grant Application – Questions

- What's your first name?
- What's your last name?
- State
- What is the jurisdiction you are submitting an application on behalf of?
- What office or official are you applying on behalf of?
- Your Title
- I certify that I am making this grant request on behalf of the office and jurisdiction listed above, that I am authorized to do so, and that no other person representing my office and jurisdiction has made an application to this program. If you have any questions about your authority to apply, we encourage you to consult your county or city attorney.
 - Yes
 - No
- Your Initials
- Date
- Phone Number
- At what address does your office receive mail?
- Email
- Share a link to your bio on your government website or other official or verified online profile. This field is preferred, but not required. However, it may speed the verification process.
- How many active registered voters are in your jurisdiction as of September 1, 2020?
- How many full-time staff members are on the election team as of September 1, 2020?
- What is your jurisdiction's total budget allocated to elections this fiscal year as of September 1, 2020?
 - Please upload a copy of your current elections budget PDF, Excel, and Word file formats are accepted
 - Attach file / Drop files here
- Please upload a W-9 for your jurisdiction PDF, Excel, and Word file formats are accepted. If needed, you can find a blank W-9 form and instructions at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.
- For which public purposes will your jurisdiction use grant funds? Select all that apply.
 - Ballot drop boxes
 - Drive-through voting
 - Personal protective equipment (PPE) for staff, poll workers, or voters
 - Poll worker recruitment funds, hazard pay, and/or training expenses
 - Polling place rental and cleaning expenses
 - Temporary staffing support
 - Election department real estate costs, or costs associated with satellite election department offices
 - Vote-by-mail/Absentee voting equipment or supplies
 - Voting materials in languages other than English
 - Non-partisan voter education
- Will acceptance of this grant require a vote of approval by your local legislature, council, or board? In many jurisdictions acceptance of grant funds requires a local approval process. For example a county commission may vote to accept the funds and then distribute them to the election department. If you have questions about how this process works in your jurisdiction, we encourage you to consult your county or city attorney.
 - No

- Yes
- Approval Body, If yes, who will the approval body be and are there any dates or other timeline considerations we should be aware of?
- Who will be your jurisdiction's grant signatory or signatories? For example, this could be the head of the election department or chair of the board of elections, the city or county attorney, the mayor or county executive, or chair of the county commission. There may be multiple officials who could fill this role, in which case we encourage you to select one who can be available to sign the agreement quickly. This will be who the grant agreement is addressed to.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Acceptance of Greater Hartford Transit District Dial-A-Ride Assistance Grant
2. **Date of Board Meeting:** September 29, 2020
4. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community and Social Services *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports accepting the grant funds from the Greater Hartford Transit District to support our Dial-A-Ride Program, the following motion is in order:

Move, effective September 29, 2020, to accept the FY 20/21 grant funds from the Greater Hartford Transit District to support our Dial-A-Ride program and to authorize Town Manager, Maria E. Capriola to execute all documents related to the grant award.
5. **Summary of Submission:**
The Town of Simsbury annually contracts with the Greater Hartford Transit District for assistance with funding the operating costs of the town's Dial-A-Ride Program. The Greater Hartford Transit District applies directly to the state for the funding and is a "pass-through" to the Town of Simsbury.

The Town Attorney has reviewed the contract.
6. **Financial Impact:**
The anticipated grant award is in the amount of \$6,660. This funding was anticipated and is budgeted in the FY 20/21 budget.
7. **Description of Documents Included with Submission:**
 - a) FY 20/21 Dial-A-Ride Operating Assistance Grant Agreement



September 16, 2020

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

RE: Fiscal Year 2021 Dial-A-Ride Operating Assistance Grant Contract

Dear Ms. Capriola,

Enclosed please find two originals of the FY2021 Operating Assistance Grant Contract.

Please have both original documents signed by an authorized signatory, witnessed, and affix the seal of your agency or municipality. The two documents should be returned to the District by October 5th, 2020. Upon receipt by GHTD, I will sign the contract and a fully executed document will be returned to your office for your records.

Best Regards,

A handwritten signature in cursive script, reading "Vicki L. Shotland".

Vicki L. Shotland
Executive Director

Enclosures

OPERATING ASSISTANCE GRANT CONTRACT

THIS CONTRACT, retroactive to July 1, 2020 by and between the Greater Hartford Transit District (the "District") and the Town of Simsbury ("Grantee"), WITNESSETH:

In consideration of the mutual covenants, promises and representations herein, the parties hereto agree as follows:

Section 1. Purpose of Contract - The purpose of this Contract is to provide for the undertaking of a mass transit operating assistance project (the "Project") with District financial assistance to the Grantee in the form of an operating grant (the "Grant"), using funds applied for by the District for such purpose under budget addendum 2021-ADA-01 Agreement No. 6.06-01(19) between the District and the Connecticut Department of Transportation ("CTDOT") (the "Agreement"), and to state the terms and conditions upon which such assistance will be provided and the manner in which the Project will be undertaken.

Section 2. The Project - The Project involves the continued or improved operation of a mass transit system, providing transportation to elderly and disabled citizens, operated by the Town of Simsbury for the time period of July 1, 2020 through June 30, 2021.

The Grantee agrees to provide for the continued or improved operation of the system, substantially as described in quarterly reports for the previous fiscal year ended June 30, 2020, filed with and approved by the District (the "Application of the Grantee"), incorporated in this Contract by reference, and in accordance with the terms and conditions of this Contract.

Section 3. The Grant - In order to assist the Grantee in financing the project's eligible operating expenses that are required to be reported under 49 U.S.C. §5335 (herein called "Eligible Project Operating Expenses"), such Eligible Project Operating Expenses being estimated to be in the amount of \$13,320.00, the District will make a Grant in an amount not to exceed 50% (fifty percent) of the Eligible Project Operating Expenses, as determined by the District and the CTDOT upon completion of the Project, or in the amount of \$6,660.00, whichever is the lesser.

Payments shall be made to the Grantee quarterly provided the Grantee has provided up-to-date quarterly reports and is in compliance with other terms and conditions of this Contract. The District shall have no obligation to make any payments under this Contract unless the District has received and has available sufficient State funds pursuant to the District's Application and the Agreement with the CTDOT for the Project.

The Grantee shall permit the authorized representatives of the District and/or the CTDOT to inspect and audit all data and records of the Grantee relating to its performance under this Contract.

For purposes of this Grant Contract, "Eligible Project Operating Expenses" must comply with reporting requirements set forth in 49 U.S.C. §5335 and with any guidelines or regulations issued by the District or CTDOT.

The Grantee agrees that it will provide from sources other than State or Federal funds or revenues from the operation of public mass transportation systems, an amount sufficient to assure payment of at least 50% (fifty percent) of all Eligible Project Operating Expenses, which is estimated to be the Local share in the amount of \$6,660.00. The Grantee further agrees that if the amount of the local share provided under this Grant Contract is less than the State share at any time, it will refund to the District an amount necessary to equalize the Total State Share and the Total Local Share.

Section 4. Use of Project Funds - The Grantee agrees that the State financial assistance provided under this Grant Contract shall be applied to the Eligible Project Operating Expenses incurred in the provision of mass transportation service within the urbanized area served by the Grantee with respect to a Project time period of July 1, 2020 through June 30, 2021. If, during such period, any State financial assistance provided pursuant to this Grant Contract is not so applied, the Grantee shall immediately notify the District.

Section 5. Records - The Grantee shall keep satisfactory records in the manner prescribed by the District with regard to the use of State financial assistance provided pursuant to this Grant Contract and shall submit upon request such information as the District or

CTDOT may require in order to assure compliance with this Section. All financial statements shall be in conformity with generally accepted accounting principles consistently applied.

Section 6. Civil Rights. The Grantee agrees and warrants that in the performance of the contract the Grantee will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless shown by such Grantee that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The Grantee further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless shown by such Grantee that such disability prevents performance of the work involved; (2) the Grantee agrees, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission (on Human Rights and Opportunities of the State of Connecticut); (3) the Grantee agrees to provide each labor union or representative of workers with which such Grantee has a collective bargaining agreement or other contract or understanding and each vendor with which such Grantee has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the Grantee's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Grantee agrees to comply with each provision of this section and Conn. Gen. Stat. §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. §§ 46a-56, 46a-68e, and 46a-68f; (5) the Grantee agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Grantee as they relate to the provisions of this section and § 46a-56.

Section 7. Nondiscrimination (Sexual Orientation). (a) Pursuant to § 4a-60 of the Connecticut General Statutes, (1) the Grantee agrees and warrants that in the performance of the contract such Grantee will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Grantee agrees to provide each labor union or representative of workers with which such Grantee has a collective bargaining agreement or other contract or understanding and each vendor with which such Grantee has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the Grantee's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Grantee agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to § 46a-56 of the general statutes; (4) the Grantee agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Grantee as they relate to the provisions of this section and § 46a-56.

Section 8. Executive Orders - This Agreement is subject to the provisions of Executive Order No 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms, Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this agreement as if they had been fully set forth in it. For complete text of said documents, please go to:
http://www.das.state.ct.us/Purchase/Info/Executive_Orders.pdf

Section 9. Termination - The District, effective 30 (thirty) days after date of written notice, may suspend, postpone, abandon, or terminate this Contract for any or no reason and such action shall in no event be deemed a breach of contract. The District, effective after five (5) days of written notice, may suspend, postpone, abandon, or terminate this Contract, and such action shall in no event be deemed a breach of contract when taken for cause including, but not limited to (a) the Grantee's failure to render the services under the Project to the satisfaction of the District or the CTDOT, (b) the termination for any reason of the operating assistance contract between the District and the CTDOT for the funding of this Project; or (c) the Grantee's failure to otherwise comply with the terms of this Contract.

Section 10. Special Conditions - The Grantee agrees and assures that the rates charged the elderly and persons with disabilities during non-peak hours for transportation utilizing or involving the facilities and equipment financed pursuant to this Grant Contract will not exceed one-half of the rates generally applicable to other persons at peak hours, whether the operation of such facilities and equipment is by the Grantee or is by another entity under lease or otherwise.

The Grantee agrees and assures that it will give the rate required herein to any person presenting a Medicare card duly issued to that person pursuant to Title II or Title XVIII of the Social Security Act.

The Grantee shall be solely responsible for all costs pertaining to the ownership, operation, use, maintenance and repair of all vehicles used in the provision of service under this Contract, so that the District will not be liable for any such costs.

Section 11. Indemnification - The Grantee, in accepting this Grant Contract, agrees that it shall indemnify and hold harmless the District, and the officers, employees, and agents of the District, from all claims, suits, actions damages and costs of every name and description resulting from or arising out of the District's Application for Grant funds, the awarding of such Grant funds to the Grantee, and the implementation of this Grant Contract. The Grantee agrees that it shall not use the defense of governmental immunity in the adjustment of any claims by the District pertaining to this contract.

Section 12. Operating Policies - The operation of all vehicles providing transportation services to the elderly and persons with disabilities under this Contract shall be in accordance with operation policies set forth or to be set forth by the State of Connecticut and the Capitol Region Council of Governments, the region's Metropolitan Planning Organization, incorporated herein by reference.

Section 13. Uniform System of Accounts and Records - The District shall not make any payment under this Contract unless the Grantee or any organization to receive benefits directly from that grant are each subject to the uniform system of accounts and records prescribed under 49 U.S.C. §5335.

Section 14. Reports of Financial and Operation Data - The Grantee agrees to file reports on forms furnished by the District of financial and operating data pursuant to 49 U.S.C. §5335, cited in Sections 3 and 13 of this Contract, on a quarterly basis during the fiscal year of this Grant. The ending dates of said fiscal quarters shall be September 30, December 31, March 31, and June 30. The Grantee further agrees to deliver the appropriate forms and information to the District within fifteen (15) business days of the close of each fiscal quarter as defined above. Failure to provide those reports by the time indicated may require the District to suspend financial assistance under this Contract until such times as said forms and information are furnished to the District.

All such exhibits and provisions and any changes or modifications thereto are incorporated hereby by reference, and the Grantee shall comply with the obligations thereunder for grant recipients and contractors and shall do nothing which would cause the District to be in violation of the requirements imposed on it by CTDOT as the recipient of State funds, and such compliance shall be a continuing obligation of the Grantee and a condition to receipt of funds pursuant to this Grant Contract.

Nothing contained in this Grant Contract is intended to or shall limit the obligations of the parties hereto under any applicable State or Federal law.

Section 15. Integrity - The Grantee hereby certifies that it, its principals, sub-recipients, or sub-contractors are not on the United States of America's Comptroller General's list or similar list maintained by the State of Connecticut of ineligible contractors and that none of the above persons or entities by defined events or behavior, potentially threaten the integrity of this State supported Contract.

GREATER HARTFORD TRANSIT DISTRICT

The District has executed this Grant Contract this _____ day of _____, 202__.

[SEAL]

Signed and Sealed in the
presence of:

Witness

Vicki L. Shotland, Executive Director

Witness

TOWN OF SIMSBURY

The Grantee has executed this Grant Contract this _____ day of _____, 202__.

[SEAL]

Signed and Sealed in the
presence of:

Witness

Maria Capriola, Town Manager

Witness

OPERATING ASSISTANCE GRANT CONTRACT

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Nothing contained in this Grant Contract is intended to or shall limit the obligations of the parties hereto under any applicable State or Federal law.

Section 15. Integrity - The Grantee hereby certifies that it, its principals, sub-recipients, or sub-contractors are not on the United States of America's Comptroller General's list or similar list maintained by the State of Connecticut of ineligible contractors and that none of the above persons or entities by defined events or behavior, potentially threaten the integrity of this State supported Contract.

GREATER HARTFORD TRANSIT DISTRICT

The District has executed this Grant Contract this _____ day of _____, 202__.

[SEAL]

Signed and Sealed in the
presence of:

Witness

Vicki L. Shotland, Executive Director

Witness

TOWN OF SIMSBURY

The Grantee has executed this Grant Contract this _____ day of _____, 202__.

[SEAL]

Signed and Sealed in the
presence of:

Witness

Maria Capriola, Town Manager

Witness



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Updates to Golf Course Superintendent Classification
2. **Date of Board Meeting:** September 29, 2020

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

Maria E. Capriola, Town Manager; Tom Tyburski, Director of Culture, Parks and Recreation; Eric Gomes, HR Coordinator

Maria E. Capriola

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

If the Board of Selectmen supports the proposed job description updates to the Golf Course Superintendent position, the following motion is in order:

Move, effective September 29, 2020 to approve the proposed changes to the job description for the Golf Course Superintendent classification as presented.

5. **Summary of Submission:**

Attached please find a proposed revised job description for the Golf Course Superintendent position. The position will become vacant in early January due to a staff member retiring after 16 years of service to the Town. The job description for this position has not been updated since 2004. The proposed job description changes are largely housekeeping to reflect modern terminology, current practices, and current duties of the position. Since the inception of this position in the 1970's, it has only been held by two people, and this will only be the second update to the job description.

The position is represented by the CSEA Administrative and Professionals unit and is currently classified at grade "A7" on that employees' pay plan. The position would stay at that pay grade, still be classified as exempt and remain at its regularly scheduled 40 hours per week.

Labor Counsel has confirmed that the Town does not need to seek approval from the Union to make these changes to the job description. However, as a courtesy, Management provided the Union with the intended changes a month ago, and allowed them an opportunity to comment.

The Director of Culture, Parks and Recreation, Management Specialist, Employee Benefits and Human Resources Coordinator and Town Manager were involved in preparing the job description.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed changes to job descriptions to the Board of Selectmen for review and approval.

Excerpted Charter language reads:

"...the Town Manager shall cause to have prepared a statement of the duties and responsibilities of each position in the Town service and of the minimum qualifications for appointment to such position. The statement so prepared shall become effective upon the approval by resolution of the Board of Selectmen and may be amended, upon recommendation of the Town Manager, by resolution of the Board."

The Personnel Sub-Committee reviewed and approved the proposed updates at their September 10, 2020 meeting.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

a) Proposed Job Description – Golf Course Superintendent

Town of Simsbury

TITLE: Golf Course Superintendent

GRADE: A7

DEPARTMENT: Culture, Parks & Recreation

DATE: ~~September 27, 2004~~

POSITION DESCRIPTION:

Plans, organizes, performs and supervises a systematic care, maintenance, and physical improvement program for an eighteen hole public golf course, adjacent practice facilities, clubhouse grounds and landscaping, parking lots; and the maintenance of related equipment and facilities such as the irrigation system and the maintenance facility.

SUPERVISION RECEIVED:

Receives general direction from the Director of Culture, Parks and Recreation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receives oral or written direction from the Director of Culture Parks and Recreation.
- Plans work according to a seasonal schedule.
- Coordinates activities with Golf Professional.
- Schedules work to accommodate tournaments, outings and other golf events.
- Assigns work to an Assistant Golf Course Superintendent, a mechanic, a maintainer and seasonal workers in the functional areas of greens and grounds preparation and maintenance; equipment maintenance and repair; and maintenance of facilities.
- Oversees the scheduling and routing of ~~personal~~ personnel and equipment to accomplish the work.
- Frequently inspects the golf course and related areas to evaluate how well management standards are being achieved and to effect changes in management programs.
- Recommends employment, promotion, and discipline of employees.
- Trains and evaluates employees in the preparation and care of greens, grounds, and equipment.
- Prepares and recommends to Director annual budget recommendations, including purchase of equipment, supplies, and materials and capital improvements ~~of club properties~~ to golf course operations.
- Administers golf course maintenance budget, and purchases materials and supplies as needed.
- Responsible for inventory control and oversees the equipment maintenance programs.
- Approves all expenditure and exercises cost control measures to keep as nearly as possible, operating and capital expenses within the approved budget.
- Keeps accurate and complete records on payroll, inventory, weather data, maintenance procedures, pesticide applications etc.

- Takes soil samples for laboratory analysis, [interprets results and implements fertility programs](#)
- Oversees and assists in the mowing and maintenance of golf course fairways, rough, greens, tee areas and other open space areas.
- Inspects irrigation system on a regular basis, and makes repairs as needed.
- Oversees and assists in the maintenance of equipment, including the referral of major repairs to private contractors.
- Follows standard safety procedures regulations.
- Prepares statistical and narrative reports for Supervisor as required.
- Reports work accomplished to Supervisor.

PERIPHERAL DUTIES:

- Coordinates activities and sharing of equipment with Parks Superintendent and Superintendent of Highways.
- Performs lead supervisor's role in spraying operation.
- Performs some or all of the duties of a Golf Course Maintenance Worker, as required.
- Operates equipment in snow removal work during winter emergency season.
- [Develops Integrated Pest Management \(IPM\) program for the golf course/school grounds and consults on the Parks IPM program](#)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of equipment, materials and supplies used in golf building and course maintenance.
- Working knowledge of equipment and supplies used to do minor repairs.
- Considerable knowledge of the business management practices of public golf courses.
- Some knowledge of municipal finance, accounting and contract administration.
- Skill in the operation of listed tools and equipment.
- Skill in coordinating course use and tournament play.
- Ability to work independently with a minimum of supervision.
- Ability to communicate effectively orally and in writing.
- Ability to coordinate course maintenance activities and major course improvements.
- Ability to effectively supervise staff.
- Ability to establish effective working relationships with employees, supervisors, golf associations and patrons, and the public.

TOOLS AND EQUIPMENT USED:

- Pickup truck [and dump truck](#)
- Turf care and landscaping equipment, including tractors, mowers, airflier, chain saw, edgers, weed trimmers, electric motors, pumps, irrigation systems.
- Miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical and cement finishing work.

- Knowledge of use of phone, copy and fax machine, ~~cash register~~, calculator, mobile or portable radio.
- Knowledge of personal computer including work processing and data bases software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to reach with hands and arms.
- The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls.
- The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee must frequently lift and /or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions.
- The employee is occasionally exposed to wet and/or humid conditions.
- The employee is occasionally exposed to vibration or risk of electrical shock.
- The noise level in the work environment is moderately quiet [to loud](#).

REQUIRED MINIMUM QUALIFICATIONS:

- The skills and knowledge required would generally be acquired with high school education; Associates Degree in turf management, and six years of increasingly responsible experience in golf course maintenance work, including some supervisory experience or any equivalent combination of relevant education and experience.

LICENSE OR CERTIFICATE:

- Connecticut Motor Vehicle Operator's License or ability to obtain such within ninety days of appointment. Must possess a current State of Connecticut Supervisor's Pesticide License, to be obtained within ninety (90) days of appointment.

Note: The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not

exclude them from the position if the work is similar, related or a logical assignment to the position.



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 – Art Trail Closing Ceremony
2. **Date of Board Meeting:** September 29, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development; Tom Hazel, 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 September 29, 2020, to approve the public gathering application for the Art Trail Closing Ceremony 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 the Art Trail Closing Ceremony. The event will be held on October 6, 2020 from 3:00 PM to 7:00 PM at the Simsbury Performing Arts Center.

The Farmington Valley Health District has reviewed and approved the application, including for COVID-19 precautions.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
a) Application, Map and Summary of Event



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

PUBLIC GATHERING PERMIT APPLICATION

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

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

Organization's Name: _____

Applicant's Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Event Location: _____

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: _____ End: _____

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

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

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

TOWN OF SIMSBURY USE ONLY:

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

Signature: _____ Date: _____

EVENT INFO

Description of Event: _____

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: **YES** ☐ **NO** ☐ **NUMBER:** _____

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

Portable toilets: **YES** ☐ **NO** ☐ **NUMBER:** _____

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

Tent: **YES** ☐ **NO** ☐ **SIZE:** _____
 OPEN SIDES ☐ **ENCLOSED** ☐

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

Lighting and/or sound equipment: **YES** ☐ **NO** ☐

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

Does your event require electrical access? **YES** ☐ **NO** ☐

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

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

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

Will alcohol be served at your event? **YES** ☐ **NO** ☐

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

Will road closure(s) be necessary? **YES** ☐ **NO** ☐

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

PLANNING & ZONING DEPARTMENT**933 HOPMEADOW STREET, SIMSBURY, CT 06070****860-658-3245****Alcohol**

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

Signage

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

Attachments:**☐ Site Map**

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

FARMINGTON VALLEY HEALTH DISTRICT**95 RIVER ROAD, CANTON, CT 06019****www.fvhd.org****860-352-2333**

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

Has a Temporary Food Permit been secured? YES ☐ NO ☐ Individually packaged takeout delivery from Fitzgerald's

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

BUILDING DEPARTMENT**933 HOPMEADOW STREET, SIMSBURY, CT 06070****860-658-3234****Tent:**

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

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

Does your event require electrical access? YES ☐ NO ☐

- Will you be utilizing portable generators? YES ☐ NO ☐

FIRE MARSHAL**871 HOPMEADOW STREET, SIMSBURY, CT 06070****860-658-1973**

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

860-658-3222

Will barricades/signage be required:

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

YES ☐ NO ☐

DATES: _____

Are DPW trucks required for use as barricades?

YES ☐ NO ☐

QUANTITY: _____

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

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

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

Please note:

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

POLICE DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES ☐ NO ☐

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

Will on-site private security be provided?

YES ☐ NO ☐

NUMBER: _____

Will on-site emergency medical services be provided?

YES ☐ NO ☐

NUMBER: _____

- *Where will they be located?* _____

SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION

64 WEST STREET, SIMSBURY, CT 06070

860-658-7213

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

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

Attendance will be:

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

CULTURE, PARKS & RECREATION

100 OLD FARMS ROAD, SIMSBURY, CT 06070

860-658-3836

Are you serving food? YES ☐ NO ☐

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

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

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

Will athletic field lighting be necessary? YES ☐ NO ☐

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

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

- ATTENDANCE: _____ / 50 = _____ PORTABLE TOILETS REQUIRED
-

**Public Gathering Permit
Required Declaration**

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

Applicant's Name (Printed): _____

Applicant's Signature: _____

Date Signed: _____

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				
Zoning Enforcement Officer				
Board of Selectmen				

EVENT SUMMARY

Simsbury Art Trail Closing Ceremony

Tuesday, October 6, 2020

(Rain Date: October 7, 2020)

Public Gathering Permit Application Submitted: 9-18-20

CONTACT INFORMATION:

Organization	Simsbury Chamber of Commerce Event website: www.simsburycoc.org
Event Contact	Morgan Hilyard Executive Director 720 Hopmeadows Street Simsbury, CT 06070 Office: 860-651-7307 Email: info@simsburycoc.org
SMPAC Contact	Missy DiNunno, Executive Director Office: 860-651-4052 Cell: 203-305-1847 Email: missy@simsburymeadowsmusic.com

TIMELINE:

Tuesday, October 6, 2020 (Rain Date October 7)	
3:00p – 4:00p	Load-in and setup
4:00p – 6:00p	Chamber After Hours
6:00p – 7:00p	Load-out

EVENT DETAILS:

Description
Simsbury Chamber of Commerce will host a closing ceremony to bid farewell to the Simsbury Art Trail statues. Up to 12 statues will be displayed throughout the performing arts center grounds. Guests are invited to enjoy beverages and individually pre-packaged food items prepared and delivered by Fitzgerald's Foods.

Ticketing Information	
\$40	https://www.simsburycoc.org/events/details/simsbury-chamber-of-commerce-art-trail-closing-ceremony-1240

Parking	
Advanced Preparation	Lot lining by Parks Department
Management	SMPAC
On-site Parking Fee	N/A

Expected Attendance	
Total Attendance Expected	60 - 100 max

Expected Attendance	
	<p>**Guests will be encouraged to provide their own seating to reduce risk associated with equipment sharing. Field marked with social distancing 8' diameter circles so that members may self-select those groups with whom they feel comfortable sitting. All will be required to wear masks when entering/exiting and moving about the facility.</p>

Stage Requirements	
Lights	N/A
Sound	SMPAC Sound system
Setup	Beverages and food pick up socially distanced on stage.

Vendor Information	
Merchandise Sales Vendors	N/A
Food Vendors	<p>SMPAC – Bar on stage (no pouring - single serve closed containers only)</p> <p>Other Vendors – Fitzgerald's food delivery pick up on stage</p>
Services/Other Activities	

Public Restrooms	
Coordinated by	SMPAC
Units	<p>Standard – 3</p> <p>Sinks - 1</p> <p>Accessible - 1</p> <p>TOTAL - 5</p>
Location	<p>North east field – N/A</p> <p>North west field – N/A</p> <p>South east field (adjacent to parking lot and birch trees) – 3/1/1</p>

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

Public Safety	
Police	No police required
Fire	N/A
EMS	N/A

Tents		
10x10	Number: N/A	Sides: N/A



Overflow seating

8' diameter circles spaced
15' apart

Google

Entry

Food and
Beverage

Portolets

Exit

Simsbury Meadows
Performing Arts Center
Temporarily closed

PARKING



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit: Simsbury Performing Arts Center – 2020 SMPAC Benefit Concert
2. **Date of Board Meeting:** September 29, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development; Tom Hazel, 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 September 29, 2020, to approve the public gathering application for the 2020 SMPAC Benefit Concert 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 the Benefit Concert, which will include performances by Organized Chaos and Codes and Keys. The concert will benefit SMPAC. The event will be held on October 10, 2020, with set-up beginning at 8:00 AM and the event concluding at 9:00 PM at the Simsbury Performing Arts Center.

The Farmington Valley Health District has reviewed and approved the application, including for COVID-19 precautions.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
a) Application, Map and Summary of Event



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

PUBLIC GATHERING PERMIT APPLICATION

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

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

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

Applicant's Name: Missy DiNunno - Executive Director

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

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

Event Location: Simsbury Meadows Performing Arts Center

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

Exact Time(s)/Date Begin: Saturday, October 10, 2020 (8a) End: Saturday, October 10, 2020 (9p)

*times above include setup/breakdown - see attached event outline
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 500 max

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

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

TOWN OF SIMSBURY USE ONLY:

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

Signature: _____ Date: _____

EVENT INFO

Description of Event: Organized Chaos and special guests Codes and Keys will play a benefit concert for SMPAC. Guests must purchase a ticket to attend and are welcome to bring their own blankets, chairs, etc. and enjoy the concert from socially distant 8' diameter circles on the field.

No outside food and beverage. Vendors and pub on site.

<https://www.eventbrite.com/e/rocktober-benefit-concert-featuring-organized-chaos-w-codes-keys-tickets-120389348783>

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES ☒ NO ☐ NUMBER: 8T/8R

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

Portable toilets: YES ☒ NO ☐ NUMBER: 5

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

Tent: YES ☒ NO ☐ SIZE: 30x30 and 10x10
OPEN SIDES ☐ ENCLOSED ☐

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

Lighting and/or sound equipment: YES ☒ NO ☐

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

Does your event require electrical access? YES ☒ NO ☐

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

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

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

Will alcohol be served at your event? YES ☒ NO ☐

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

Will road closure(s) be necessary? YES ☐ NO ☒

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

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

860-658-3245

Alcohol

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

Signage

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

Attachments:

☒ **Site Map**

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

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

www.fvhd.org
860-352-2333

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

Has a Temporary Food Permit been secured? YES ☐ NO ☒

****All vendors have annual permits**

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

*COVID safe pub setup design pre-approved by FVTID's
Jason Brown*

BUILDING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

YES ☒ NO ☐ CAPACITY: 30x30, 10x10
OPEN SIDES ☒ ENCLOSED ☐
SQUARE FOOTAGE: _____

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

Does your event require electrical access? YES ☒ NO ☐

- Will you be utilizing portable generators? YES ☐ NO ☒

FIRE MARSHAL
871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

DEPARTMENT OF PUBLIC WORKS (DPW)

66 TOWN FOREST ROAD, SIMSBURY, CT 06070

860-658-3222

Will barricades/signage be required:

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

YES ☐ NO ☒

DATES: _____

Are DPW trucks required for use as barricades?

YES ☐ NO ☒

QUANTITY: 0

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

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

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

Please note:

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

POLICE DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES ☒ NO ☐

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

Organized Chaos was the Saturday headliner for Septemberfest 2019.

Will on-site private security be provided?

YES ☐ NO ☒

NUMBER: _____

Will on-site emergency medical services be provided?

YES ☐ NO ☒

NUMBER: _____

- Where will they be located? _____

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

860-658-7213

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

Will the attendance be equal to or greater than 5000? YES ☐ NO ☒ NUMBER: 500

Attendance will be:
STAGGERED OVER COURSE OF EVENT ☐ AT A SPECIFIC TIME ☒ TIME: 4p - 7p

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 ☐ far west side away from irrigation

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: see attached / 50 = _____ PORTABLE TOILETS REQUIRED

Public Gathering Permit Required Declaration

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

Applicant's Name (Printed): Missy DiNunno

Applicant's Signature: Missy DiNunno

Digitally signed by Missy DiNunno
Date: 2020.09.18 11:03:46 -04'00'

Date Signed: 9-18-20

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				
Zoning Enforcement Officer				
Board of Selectmen				

EVENT SUMMARY

ROCKtober – featuring Organized Chaos and special guest Codes & Keys

Saturday, October 10, 2020 (rain date Oct 11)

Public Gathering Permit Application Submitted: 9/18/20

CONTACT INFORMATION:

Organization	Simsbury Meadows Performing Arts Center Website: www.simsburymeadowsmusic.com
SMPAC Contact	Missy DiNunno, Executive Director Office: 860-651-4052 Cell: 203-305-1847 Email: missy@simsburymeadowsmusic.com

TIMELINE:

Saturday, Oct 10, 2020	RD Sunday, October 11, 2020	
8:00a – 2:00p	Setup	Stage/Field
3:00p	Gates open	Field
4:00p – 4:45p	Codes and Keys	Stage
5:00p – 7:00p	Organized Chaos	Stage
7:00p – 9p	Load-out/Breakdown	Stage/Field

EVENT DETAILS:

Description

You loved them at Septemberfest 2019; now rock with them to benefit the stage that's more than a stage – the Simsbury Meadows Performing Arts Center!

Great, live, local music defines Organized Chaos – aka Shenaniganators at Large. Based in Tariffville, they've been making great music for over twenty years with one goal in mind: to make sure you have a great time! You'll hear everything from Queen to Maroon 5, modern and classic rock, and a few surprises with an original twist - bet you'll be dancing in your seat!

Tickets are \$20 in advance, and \$25 the day of at the Box Office. NO REFUNDS (rain date: October 11, 2020 from 4:00-7:00 PM).

Seating is limited to 500 in accordance with COVID restrictions.

Gates open at 3:00 pm and the concert will be from 4:00-7:00 pm.

MASKS REQUIRED and seating will reflect social distancing requirements.

A FEW IMPORTANT REMINDERS TO HELP YOU ENJOY THE EVENT:

Please do not attend if you are feeling sick or ill, have recently been in contact with someone who is sick or ill or have returned from a COVID-19 travel restricted state in the previous 14

Description

days. We encourage anyone 65 years or over with underlying COVID-19 susceptible conditions to stay home and remain safe.

Masks or face coverings must be worn by everyone, age 2 and over, while entering or exiting the facility. Everyone will be seated in a "socially distant circle" with their group up to 6 people.

NO OUTSIDE FOOD OR BEVERAGE PERMITTED. Food and beverage will be available for purchase on-site.

Portable toilets and hand washing stations will be available. Masks or face coverings are required if moving about the facility.

If there is inclement weather in the area on the day of the event please watch for social media announcements and emails regarding event status.

Parking (including accessible parking) is available in the lots behind the bandshell (first come first served) and also in the commuter parking lots along Iron Horse Blvd. Limited accessible parking spots will be reserved on the east side of the parking area closest to the red barn for those displaying a valid state issued accessible parking hang tag. Staff members will be in place to allow those with accessible needs **ONLY** access to the field direct from the parking area on the east side of the field.

Entry to the grounds will be available on the west side of the field closest to the playground. Gates open at 3:00pm. Only those who have purchased a ticket will be allowed entrance to the facility. Each group should maintain social distancing of six (6) feet while going through the check in process.

Please bring your own chairs and/or blankets to sit on.

Exits are located on the east side of the field. We suggest that you bring a flashlight to use on the walk back to your vehicle.

We suggest that you bring insect repellent to use if necessary.

<https://www.organizedchaos.rocks/>

<https://www.youtube.com/channel/UCFrVXCbmr69kQjTxmXoENAQ\>

Ticketing Information

POINTS OF SALE

Online

<https://www.eventbrite.com/e/rocktober-benefit-concert-featuring-organized-chaos-w-codes-keys-tickets-120389348783>

PRICING: \$20 in advance, \$25 day of event

Parking	
Advanced Preparation	Lining required prior to event
Management	Accessible parking marked – vols. to manage traffic direction
On-site Parking Fee	N/A

Expected Attendance	
**sales capacity not to exceed 500 attendees	

Stage Requirements	
Lights	Flood lights at portolets, exits and vendor stations
Sound	Coordinated by Organized Chaos
Setup	Coordinated by Organized Chaos

Vendor Information	
Merchandise Sales Vendors	N/A
Food Vendors	Frankie's Food Truck and TCBY (both have annual permits)
Services/Activities	Moonlight Pub for beer/wine / pizza from Iron Horse Pub

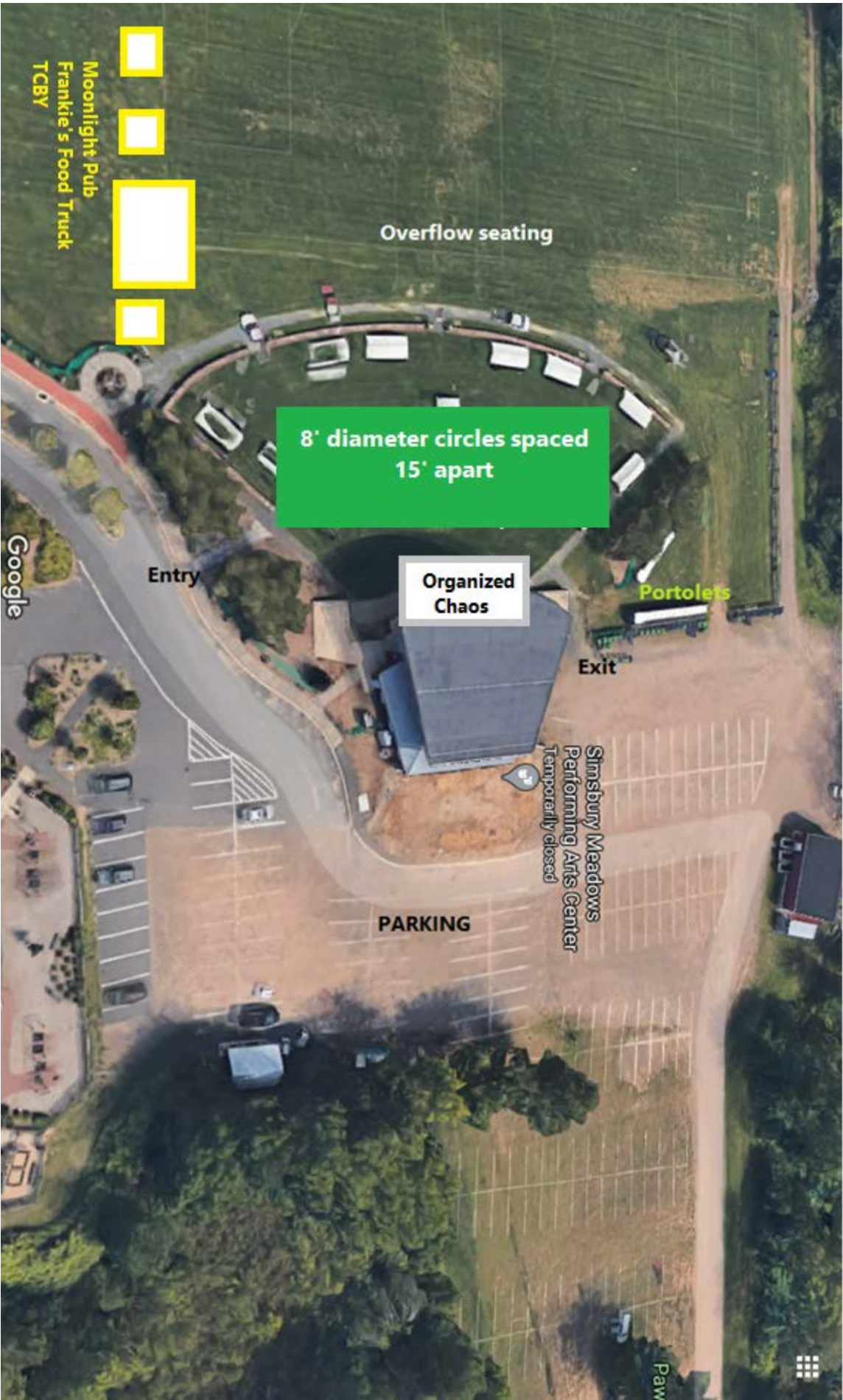
Public Restrooms	
Coordinated by	SMPAC
Units	Standard – 3 2 Station Sinks - 1 Accessible - 1 TOTAL – 5
Location	Southeast corner adjacent to parking

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

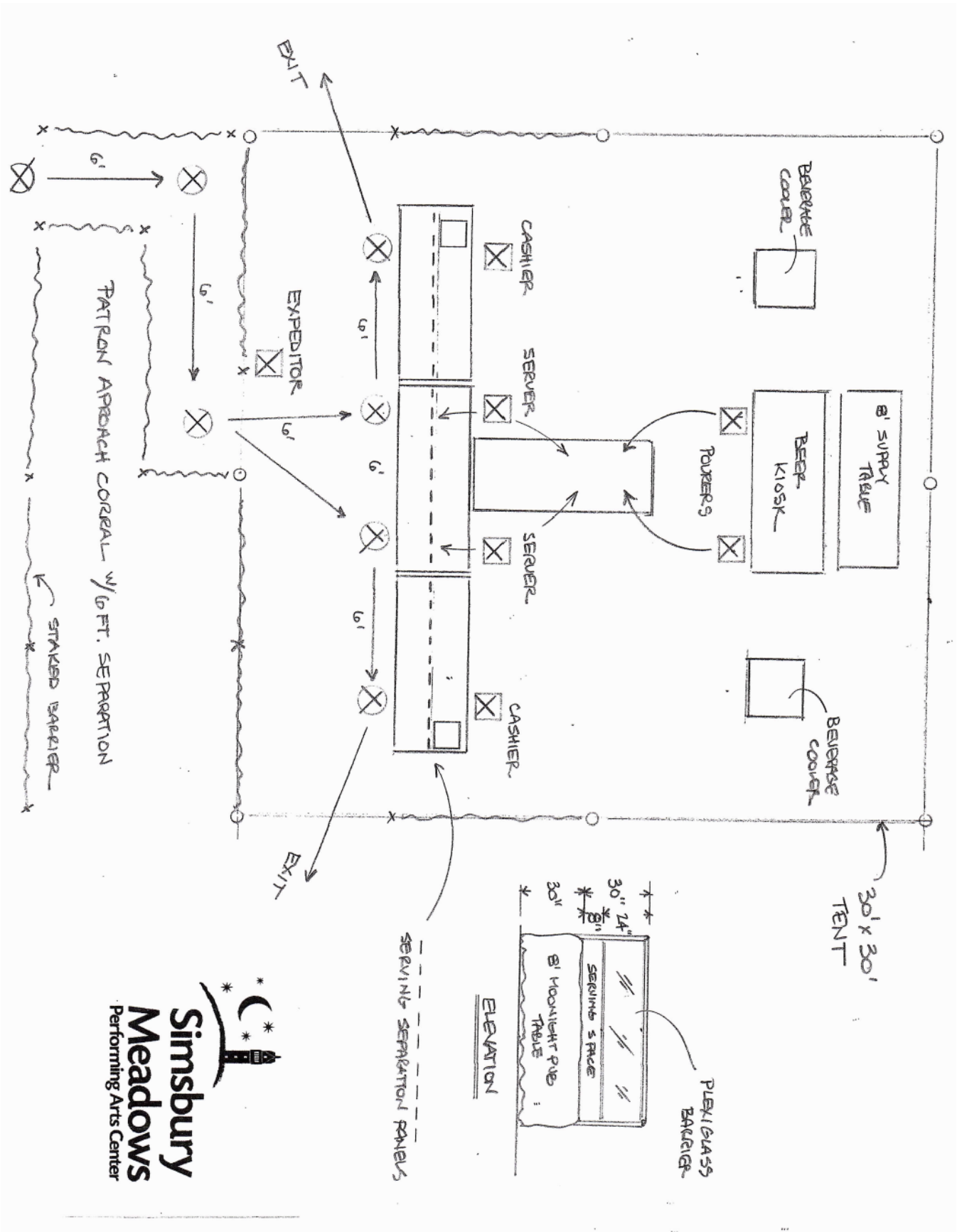
Public Safety	
Police	N/A
Fire	N/A
EMS	N/A
DPW Trucks	N/A

Tents		
10x10	Number: 2	Sides: No
12x12	Number: 0	Sides: No
9x20	Number: 0	Sides: No

Tents		
20x20	Number: 0	Sides: No
30x30	Number: 1	Sides: No



MOONLIGHT PUB COVID SETUP





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 / Iron Horse Boulevard – 2020 Spooktacular Drive-Thru
2. **Date of Board Meeting:** September 29, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development; Tom Hazel, 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 September 29, 2020, to approve the public gathering application for the 2020 Spooktacular Drive-Thru 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 the Spooktacular Drive-Thru. The event will be held on October 18, 2020 from 8:00 AM to 7:00 PM along Iron Horse Boulevard. This program is a joint effort of our Culture, Parks and Recreation Department, the Simsbury Meadows Performing Arts Center, and the Simsbury Chamber of Commerce.

The Farmington Valley Health District has reviewed and approved the application, including for COVID-19 precautions.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
a) Application, Map and Summary of Event



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

PUBLIC GATHERING PERMIT APPLICATION

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

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

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

Applicant's Name: Missy DiNunno - Executive Director

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

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

Event Location: Simsbury Meadows Performing Arts Center

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

Exact Time(s)/Date Begin: Sunday, October 18, 2020 8:00 AM End: Sunday, October 18, 2020 7:00 PM

*times above include setup/breakdown - see attached event outline
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 500 per group

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

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

TOWN OF SIMSBURY USE ONLY:

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

Signature: _____ Date: _____

EVENT INFO

Description of Event: This year Halloween in Simsbury is on the move! The Simsbury Chamber of Commerce, SMPAC and Town of Simsbury invite you to celebrate Halloween at our Spooktacular Drive-Thru Celebration. Families will collect treats from business vendors along Iron Horse Boulevard and then be invited to the performing arts center to enjoy socially distant fun with entertainment, food, beverages and activities for the whole family.

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES ☒ NO ☐ **NUMBER:** 8T/8R

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

Portable toilets: YES ☒ NO ☐ **NUMBER:** 5

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

Tent: YES ☒ NO ☐ **SIZE:** 10x10's and 1 30x30
OPEN SIDES ☒ ENCLOSURE ☐

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

Lighting and/or sound equipment: YES ☒ NO ☐

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

Does your event require electrical access? YES ☒ NO ☐

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

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

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

Will alcohol be served at your event? YES ☒ NO ☐

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

Will road closure(s) be necessary? YES ☒ NO ☐

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

PLANNING & ZONING DEPARTMENT**933 HOPMEADOW STREET, SIMSBURY, CT 06070****860-658-3245****Alcohol**

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

Signage

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

Attachments:☒ **Site Map**

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

FARMINGTON VALLEY HEALTH DISTRICT**95 RIVER ROAD, CANTON, CT 06019****www.fvhd.org****860-352-2333**

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

Has a Temporary Food Permit been secured? YES ☐ NO ☒

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

BUILDING DEPARTMENT**933 HOPMEADOW STREET, SIMSBURY, CT 06070****860-658-3234****Tent:**

YES ☒ NO ☐ CAPACITY: varies
OPEN SIDES ☒ ENCLOSED ☐
SQUARE FOOTAGE: _____

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

Does your event require electrical access? YES ☒ NO ☐

- Will you be utilizing portable generators? YES ☒ NO ☐

FIRE MARSHAL**871 HOPMEADOW STREET, SIMSBURY, CT 06070****860-658-1973**

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

860-658-3222

Will barricades/signage be required:

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

YES ☒ NO ☐

DATES: _____

Are DPW trucks required for use as barricades?

YES ☐ NO ☒

QUANTITY: 0

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

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

Please note:

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

POLICE DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES ☐ NO ☒

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

Will on-site private security be provided?

YES ☐ NO ☒

NUMBER: _____

Will on-site emergency medical services be provided?

YES ☐ NO ☒

NUMBER: _____

- Where will they be located? _____

SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION

64 WEST STREET, SIMSBURY, CT 06070

860-658-7213

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

Will the attendance be equal to or greater than 5000? YES ☐ NO ☒ NUMBER: 500/grp

Attendance will be:

STAGGERED OVER COURSE OF EVENT ☒ AT A SPECIFIC TIME ☐ TIME: 9a - 6p

CULTURE, PARKS & RECREATION

100 OLD FARMS ROAD, SIMSBURY, CT 06070

860-658-3836

Are you serving food? YES ☒ NO ☐

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

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

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

Will athletic field lighting be necessary? YES ☐ NO ☒

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

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

- ATTENDANCE: see attached / 50 = PORTABLE TOILETS REQUIRED
-

**Public Gathering Permit
Required Declaration**

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

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

Applicant's Signature: Missy DiNunno Digitally signed by Missy DiNunno
Date: 2020.09.21 15:38:15 -04'00'

Date Signed: 9-21-20

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				
Zoning Enforcement Officer				
Board of Selectmen				

EVENT SUMMARY

Spooktacular Drive Through Celebration

Sunday, October 18, 2020

Public Gathering Permit Application Submitted: 9-21-20

CONTACT INFORMATION:

Organization	Simsbury Chamber of Commerce Event website: www.simsburycoc.org Simsbury Culture Parks and Recreation Simsbury Meadows Performing Arts Center
Event Contact	Morgan Hilyard Executive Director 720 Hopmeadow Street Simsbury, CT 06070 Office: 860-651-7307 Email: info@simsburycoc.org
SMPAC Contact	Missy DiNunno, Executive Director Office: 860-651-4052 Cell: 203-305-1847 Email: missy@simsburymeadowsmusic.com

TIMELINE:

Sunday, October 18, 2020	
8:00a – 9:00a	Street Vendor Load-in and setup
9:00a – 4:00p	Spooktacular Drive Thru Celebration (see below for car assignment breakdown)
9:15a – 6:00p	Simsbury Meadows Performing Arts Center Open for activities and food/bev
4:00p – 5:00p	Street vendor load-out
6:00p – 7:00p	SMPAC load-out

EVENT DETAILS:

Description
<p>This year Halloween in Simsbury is on the move! The Simsbury Chamber of Commerce, Simsbury Meadows Performing Arts Center and Town of Simsbury invite you to celebrate Halloween at our Spooktacular Drive-Thru Celebration on October 18th.</p> <p>Pre-registration is REQUIRED and available to Simsbury residents only.</p> <p>Attendees may register for one of three available groups. Your specific start time will be sent to you along with registration confirmation and all other necessary information. Families will collect treats during the Drive-Thru which will start on Iron Horse Blvd and end at Simsbury Meadows Performing Arts Center where there will be food trucks, entertainment and activities for the family! Please bring blankets/chairs for seating in socially distant circles on the field.</p> <p>Attendees are encouraged to dress up and decorate their cars for a chance to win a prize for most creative!</p> <p>Fee to participate is \$20 per car</p>

Ticketing Information	
\$20 per car	TBD link via park and rec registration

Parking	
Advanced Preparation	Lot lining by Parks Department
Management	SMPAC
On-site Parking Fee	N/A

Expected Attendance	
Total Attendance Expected	<p>500 max per group (1500 max throughout the day)</p> <p>**Guests will be encouraged to provide their own seating to reduce risk associated with equipment sharing. Field marked with social distancing 8' diameter circles for families. All will be required to wear masks when entering/exiting and moving about the facility.</p> <p>Group 1 9:00 am 30 cars 9:15 am 30 cars 9:30 am 30 cars 9:45 am 30 cars</p> <p>10:00 am Group 1 cars parked at PAC 11:30 Wrap up announcement 11:45 am Group 1 Exits</p> <p>Group 2 12:00 pm 30 cars 12:15 pm 30 cars 12:30 pm 30 cars 12:45 pm 30 cars</p> <p>1:00 pm Group 2 parked at PAC 2:30 pm Wrap up announcement 2:45 pm Group 2 Exits</p> <p>Group 3 3:00 pm 30 cars 3:15 pm 30 cars 3:30 pm 30 cars 3:45 pm 30 cars</p> <p>4:00 pm Group 3 parked at PAC 5:30 pm Wrap up announcement 5:45 pm Group 3 Exits</p>

Stage Requirements	
Lights	N/A
Sound	SMPAC Sound system
Setup	TBD Chamber

Vendor Information	
Merchandise Sales Vendors	N/A
Food Vendors	SMPAC – Moonlight Pub and 4 food trucks (Frankie's plus 3 others TBD) west field
	Other Vendors – 8 (max) sponsor tents socially distanced east field
Services/Other Activities	Iron Horse Northbound lane between Wilcox and SMPAC main entrance - Business Vendors positioned in bike lane - 50 max

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

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

Public Safety	
Police	Standard patrol to drop barricades for 8a 2 private duty officers for street closure management on Iron Horse (8:30a – 4:30p) -Iron Horse (north bound) closed from Wilcox to SMPAC main entrance for vendor drive through portion. Drive through business vendors setup in bike lane of northbound side of Iron Horse
Fire	N/A
EMS	N/A
DPW	N/A

Tents		
10x10	Number: 50 (Iron Horse) 8 (SMPAC)	Sides: N/A
30x30	Number: 1 (SMPAC Pub)	Sides: N/A







Town of Simsbury

933 HOPMEADOW STREET

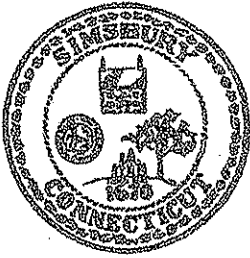
SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit: Trinity Church/First Church 2020 Pumpkin Patch Event
2. **Date of Board Meeting:** September 29, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development, Tom Hazel, 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 September 29, 2020 to approve the public gathering application on behalf of Trinity Church/First Church and to authorize the issuance of the public gathering permit for a fall 2020 pumpkin patch event.
5. **Summary of Submission:**
The Public Gathering Committee has approved the application for the Trinity Church/First Church event. The event will begin on September 30, 2020 at the Boy Scout Hall and is scheduled to run through November 7, 2020.

The Farmington Valley Health District has reviewed and approved the application, including the COVID-19 precautions
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

*Dropped off
August 14, 2020*

PUBLIC GATHERING PERMIT APPLICATION

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

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

Organization's Name: Trinity Church, Tariffville & First Church

Applicant's Name: Simsbury Amanda Lavalley

Mailing Address: 11 Church St, Tariffville CT 06081

Phone: 860.836.6129 Email: MLavalley@Trinitytariffville.org

Event Location: First Church Simsbury (in front of boy Scout Hall)

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

Exact Time(s)/Date Begin: Sept 8/10 End: November 7

Number of people expected to be present for the event (incl. staff, volunteers, attendees): Daily average b/t 804
• 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. 30 max

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

TOWN OF SIMSBURY USE ONLY:

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

Signature: _____ Date: _____

EVENT INFO

Description of Event: Pumpkin Patch
See additional page for Covid 19
Prep and precautions.

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES ☒ NO ☐ NUMBER: _____

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

Portable toilets: YES ☐ NO ☒ NUMBER: _____

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

Tent: YES ☒ NO ☐ SIZE: Carport Sized
OPEN SIDES ☒ ENCLOSED ☒

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

Lighting and/or sound equipment: YES ☒ NO ☐ lighting.

- 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 Valley Health District

Will alcohol be served at your event? YES ☐ NO ☒

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

Will road closure(s) be necessary? YES ☐ NO ☒

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

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

860-658-3245

Alcohol

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

Signage

- Will your event require temporary signs? YES ☒ NO ☐
 - No signage may be erected without written permission granted from the Zoning Enforcement Officer
- Has your organization secured permits for such? YES ☐ NO ☐ ☒ not yet.

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

but we will.
Just working on
How many
signs we need.

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

www.fvhd.org
860-352-2333

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

Has a Temporary Food Permit been secured? YES ☐ NO ☒

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

BUILDING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

YES ☒ NO ☐ CAPACITY: _____
OPEN SIDES ☒ ENCLOSED ☒ *ched*
SQUARE FOOTAGE: *Per report Sized Each*

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

Does your event require electrical access? YES ☒ NO ☐
• Will you be utilizing portable generators? YES ☐ NO ☒

FIRE MARSHAL
871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

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

860-658-3222

Will barricades/signage be required:

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

YES ☐ NO ☒

DATES: _____

Are DPW trucks required for use as barricades?

YES ☐ NO ☒

QUANTITY: _____

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

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

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

Please note:

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

POLICE DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES ☐ NO ☒

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

Will on-site private security be provided?

YES ☐ NO ☒ NUMBER: _____

Will on-site emergency medical services be provided?

YES ☐ NO ☒ NUMBER: _____

- Where will they be located? _____

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

860-658-7213

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

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

Attendance will be:

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

CULTURE, PARKS & RECREATION

100 OLD FARMS ROAD, SIMSBURY, CT 06070

860-658-3836

Are you serving food? YES ☐ NO ☒

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

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

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

Will athletic field lighting be necessary? YES ☐ NO ☒

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

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

• ATTENDANCE: _____ / 50 = 0 PORTABLE TOILETS REQUIRED

**Public Gathering Permit
Required Declaration**

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

Applicant's Name (Printed):

Amanda Lavalley

Applicant's Signature:

A Lavalley

Date Signed:

8/3/2020

REQUIRED SIGN OFFS (in order required)

	<u>Received Date:</u>	<u>Received By:</u>	<u>Approved By:</u>	<u>Action Date:</u>
Culture Parks And Rec. Director				
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief				
Dir of Public Works				
Dir of Health FVHD				
Fire Marshal	9/22/2020	Patrick Tourville	Patrick Tourville Fire Marshal	9/22/2020
Zoning Enforcement Officer				
Board of Selectmen				



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/7/2020

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

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

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

COVERAGES

CERTIFICATE NUMBER: 56939216

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBS INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		GLP-2982212-01	12/31/2019	12/31/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/PROP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		CAP 2982213-01	12/31/2019	12/31/2020	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS		UMB 2982214-01	12/31/2019	12/31/2020	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	08WBA09HK3	12/31/2019	12/31/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

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

Trinity Episcopal Church #156, 11 Church Street, Tariffville, CT 06081
 Event: The Pumpkin Patch to be held September 26, 2020 through November 7, 2020
 Location: The First Church of Christ, Simsbury, CT 06070
 The certificate holder is included as additional insured as required by written contract.

CERTIFICATE HOLDER

CANCELLATION

First Church of Christ and
 Ecclesiastical Society of Simsbury, Inc.
 689 Hopmeadow Street
 Simsbury CT 06070

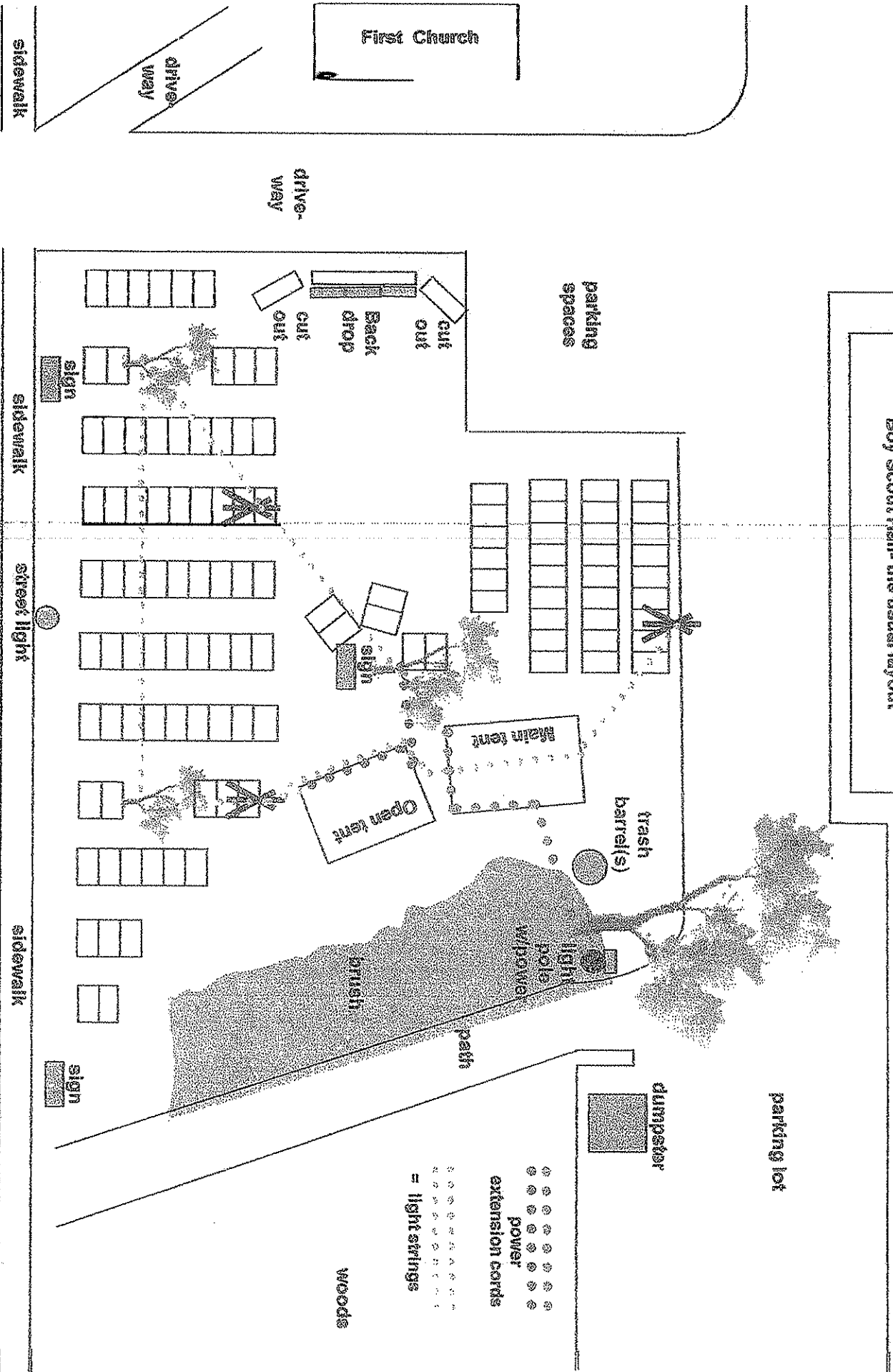
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE *Beecher Carlson Insurance Services, LLC*

Beecher Carlson Insurance Services, LLC

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Boy Scout Hall- the usual layout



RL 10/202



COVID 19 Plan for Pumpkin Patch at First Church

September 26 (Set up)- November 7 (Clean up)

Hand Sanitizer stations will be placed throughout the patch.

Volunteers will wear masks when there are customers at the patch.

There will be a sign requesting that customers wear their masks.

Anyone 65 and older will be requested NOT to volunteer.

All Volunteers will sign in for their shift.

No contact payment will be recommended through Square.

Patch Operating hours have been reduced to limit the amount of staff required per day.

Have an entrance and an exit to the Patch labeled with large signs

Minimize high touch areas to the greatest extent possible and clean remaining items hourly.

We will have a hand washing station available in the main tent for volunteers and customers.

Patch will be organized for one-way traffic.

Reopen CT Self-certification signage will be placed throughout the patch with the badge at the Cash Tent.

A volunteer will call all volunteers on the morning of their shift to make sure they are not experiencing any symptoms.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Administrative Approvals for Public Gathering Permits

2. **Date of Board Meeting:** September 29, 2020

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

Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development; Tom Hazel, Code Compliance Officer

Maria E. Capriola

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

If the Board of Selectmen supports authorizing the Town Manager approving public gathering permit applications for recurring events without substantive changes to previously approved permits as presented, the following motion is in order:

Move, effective September 29, 2020, to authorize the Town Manager to approve public gathering permits administratively for recurring events without substantive changes.

5. **Summary of Submission:**

Recently the Board has authorized the Town Manager to administratively approve recurring public gathering permits from the PAC if they are a reoccurrence from a previous year without substantive changes. This item would allow the Town Manager to similarly approve reoccurring non-PAC events as long as there are no substantive changes from previously approved public gathering permits.

As always a first time event or any event that has substantive changes from previous years would have their Public Gathering Permits sent to the Board of Selectmen for approval.

6. **Financial Impact:**

None

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

None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Amendments to the Tax Credit for Elderly and Disabled Homeowners Ordinance

2. **Date of Board Meeting:** September 29, 2020

3. **Individual or Entity making the submission:**
Maria E. Capriola, Town Manager; Francine Beland, Town Assessor

Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
The Board of Selectmen has two options for action regarding the proposed amendments to the Tax Credit for Elderly and Disabled Homeowners Ordinance:

Option A: Further consider public comment received at the public hearing and table taking action on the ordinance until a future date.

Option B: Take action on the proposed revisions to the ordinance at this evening's meeting.

If the Board supports Option A, the following motion is in order:

Move, effective September 29, 2020 to table the proposed amendments to the Tax Credit for Elderly and Disabled Homeowners Ordinance to the next regularly scheduled Board of Selectmen meeting on October 14, 2020.

If the Board supports Option B, and is in support of the ordinance as presented, the following motion is in order:

Move, effective September 29, 2020 to adopt the proposed amendments to the Tax Credit for Elderly and Disabled Homeowners Ordinance as presented, which shall be effective 21 days after publication in a newspaper having circulation within the Town of Simsbury. Further move to authorize a summary of the adopted ordinance be published.

5. **Summary of Submission:**
The primary objective of revisiting the Tax Credit for Elderly and Disabled Homeowners Ordinance is to ensure that the eligibility requirements outlined in the ordinance are consistent with changes in the State statute regarding this program. These changes became effective on October 1, 2019. An amendment to General Statutes Section 12-170aa changes the eligibility for the program such that any owner of real property held in trust is eligible for the program if the owner is the grantor and beneficiary of the trust.

While trusts were previously ineligible for the tax reduction provided under the program, they are eligible if the property owner and the beneficiary of the trust are the same person.

A summary of the revisions is as follows:

- Amend Section 141-27 (Definitions): change the tax year to October 1-September 30 to coincide with the State program
- Amend Section 141-28 (Eligible persons and property): include language to allow qualified trusts to participate in the program
- Amend Section 141-30 (Application for, and granting of, real property tax credit relief): add language to allow Assessor to collect additional documentation to verify that a trust is qualified
- Amend Section 141-31 (Prorating of credit with sale or conveyance of property; limitation on amount of credit): edit to reflect the change in tax year to October 1-September 30

These revisions have been drafted by the Town Attorney, with input from the Town Assessor.

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

A public hearing was held earlier this evening. A second hearing must be held if substantive changes are made to the ordinance (as determined by Town Counsel).

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

6. Financial Impact:

According to the statute, the change in the eligibility for the program is mandatory. Therefore, the Assessor implemented it for the October 1, 2019 Grand List taxes based on the statutory requirement while the ordinance is in the process of amendment. The financial impact of granting the previously denied exemption for FY20/21 is estimated at \$5,500. The estimated impact for FY 21/22 is \$10,000-\$20,000.

7. Description of Documents Included with Submission:

- a) Proposed Revisions to the Tax Credit for Elderly and Disabled Homeowners Ordinance (Chapter 141, Article VIII)

Town of Simsbury
Board of Selectmen

Proposed Amendment of Chapter 141, Article VIII of the Simsbury Code of Ordinances: Tax Credit for Elderly and Totally Disabled Homeowners

Draft Revisions Dated September 10, 2020

WHEREAS, Public Act 19-66 amended the enabling statute that permits towns to provide property tax credits for elderly and totally disabled taxpayers to permit eligibility for certain trusts, and

WHEREAS, The Simsbury Board of Selectmen believes that the ordinance creating the local tax credit program should match the eligibility requirements defined in the enabling state statute.

NOW, THEREFORE, BE IT RESOLVED, that Chapter 141, article VIII, Sections 141-27, 141-28, 141-30 and 141-31(A) of the Simsbury Code of Ordinances is hereby amended as follows (*amendments are indicted by underline*):

§141-27. Definitions.

Tax Year

For purposes of this article, the year beginning on the first day of ~~the Town's fiscal year~~ October, or if the due date of the first installment of tax in any fiscal year is later than the first day of ~~the Town's fiscal year~~ October, then beginning with that date, and ending 12 months later.

§141-28. Eligible persons and property.

Qualified residents shall be residents of the Town of Simsbury, with respect to real property owned and occupied by such residents as their principal residence, or unit owners of a cooperative as provided in Section 12-129n(g) of the Connecticut General Statutes, who are 65

years of age and over or whose spouses, living with them, are 65 years of age or over or 60 years of age or over and the surviving spouse of a taxpayer qualified in such municipality under this section at the time of his or her death or with respect to real property on which such residents or their spouses are liable for taxes under Section 12-48, or 2) under age 65 and eligible in accordance with applicable federal regulations to receive permanent total disability benefits under social security, or have not been engaged in employment covered by social security and accordingly have not qualified for benefits thereunder, but have become qualified for permanent total disability benefits under any federal, state or local government retirement or disability plan, including the Railroad Retirement Act and any government-related teacher's retirement plan, in which requirements with respect to qualifications for such permanent total disability benefits are comparable to such requirements under social security, provided such residents or their spouses under Subdivision s(1) or (2) above have been taxpayers of such municipality for one year immediately preceding their receipt of tax benefits under this section and meet the requirements which may be established by this article with respect to maximum income allowable during the calendar year preceding the year in which application is made for the tax relief provided in this section. Qualified residents shall include any owner of real property held in trust for such resident, provided such resident or such resident and such resident's spouse are the grantor and beneficiary of such trust and, provided further, that such resident otherwise meets the requirements of a qualified resident as provided herein.

§141-30 Application for, and granting of, real property tax credit relief.

A. Each applicant shall file an application for a tax credit under this article with the Town of Simsbury at any time during the period beginning on the first day of February and ending on the 15th day of May prior to the commencement of the tax year for which the tax

credit is sought, except that one who has applied and been granted a tax credit for one tax year shall be presumed to be qualified for the immediately following tax year without making a new application. Application shall be made in the form and manner prescribed and provided by the Assessor. [If the applicant is a trust, the Assessor will require additional documentation to verify that such trust meets the requisite qualifications.](#)

§141-31 Prorating of Credit with Sale or Conveyance of Property; Limitation on the Amount of the Credit

A. In any case where the real property for which a tax credit has been granted to a qualified resident is sold, assigned, granted, or conveyed in a tax year during which a tax credit is available, the amount of the tax credit shall be prorated by a fraction, the numerator of which shall be the number of full months from the first day of ~~July~~ [October](#) of the tax year [but prior to the first day of August in such assessment year](#) to which the tax credit is applied to the date of conveyance, and the denominator of which shall be 12.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Updates to Volunteer Firefighter and Ambulance Personnel Tax Abatement Ordinance

2. **Date of Board Meeting:** September 29, 2020

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

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

The Board of Selectmen has three options for action regarding the proposed amendments to the Volunteer Firefighter and Ambulance Personnel Tax Abatement Ordinance:

Option A: Discuss abatement scenarios further and table taking action on scheduling a public hearing until a future date.

Option B: Select an abatement scenario at this evening's meeting and schedule a public hearing for October 14, 2020.

Option C: Make no changes to the abatement values and do not amend the ordinance.

If the Board supports Option A, the following motion is in order:

Move, effective September 29, 2020 to further discuss abatement scenarios and table taking action on scheduling a public hearing until a future date.

If the Board supports Option B, the following motion is in order:

Move, effective September 29, 2020 to schedule a public hearing for 6:00 PM at the Board of Selectmen's regular meeting on October 14, 2020 to solicit public comment regarding the proposed amendments to the Volunteer Firefighter and Ambulance Personnel Tax Abatement Ordinance. Present abatement scenario INSERT as the proposed amendments to the ordinance.

If the Board supports Option C, the following motion is in order:

Move, effective September 29, 2020 to make no changes to the abatement values and do not amend the ordinance.

5. Summary of Submission:

In January 2020 the Board of Selectmen formed a work group in response to a request from then Fire District Chief of Administration, Kevin Kowalski. Mr. Kowalski informed the town that the State Legislature passed new legislation allowing towns to increase the tax abatement for volunteer first responders. Although the group was originally scheduled to meet in March to discuss this as a possibility for the July 2020 tax bills, the onset of the pandemic resulted in a delay of this discussion.

Currently the Volunteer Firefighter and Ambulance Personnel Tax Abatement allows for anyone that has between 2 and 5 years of service to receive an annual abatement of \$500 and anyone with over 5 years of service to receive an abatement of \$1,000. The State now allows a municipality the option to increase those values to \$750² and \$1,500³ for 2020 and 2021 tax bills, with another increase to \$1,000⁴ and \$2,000⁵ for 2022 tax bills.

There are currently 62 volunteer firefighters and 10 volunteer ambulance personnel participating in this tax abatement program.

In correspondence with the Town Attorney staff has learned that the abatement increases can be phased in more gradually than identified in the language from the Legislature due to the State authorizing “abatements up to” the statutory limits. We have also learned that the amounts stated are the max amount and the Board of Selectmen can create their own abatement amounts as long as they are less than the max allowed by the Legislature. We have also learned that the Fire District and/or Ambulance Association can share in the cost/funding of this program with the Town.

The work group met in September. General consensus was that an increased abatement amount should be implemented. The Fire District and Ambulance Association did not express a desire to assist in funding this program. The group discussed different scenarios for implementing potential abatement increases. These scenarios included phasing in the increase over 4 fiscal years to minimize the budgetary impact.

Below are tables representing the total costs for two sample scenarios; additional scenarios can be developed:

² 2-5 years of service

³ 5 or more years of service

⁴ 2-5 years of service

⁵ 5 or more years of service

SAMPLE SCENARIO A – INDIVIDUAL AMOUNTS				
	FY 19/20	FY 20/21	FY 21/22	FY 22/23
2-5 years of service	\$500	\$750	\$750	\$1,000
5+ years of service	\$1,000	\$1,500	\$1,500	\$2,000

SAMPLE SCENARIO A – AGGREGATE AMOUNTS				
	FY19/20	FY 20/21	FY 21/22	FY 22/23
Volunteer Firefighters				
Volunteer Firefighter Total	\$54,500	\$81,750	\$86,250	\$115,000
Increase over previous year amount	--	\$27,250	\$4,500	\$28,750
Volunteer Ambulance				
Volunteer Ambulance Total	\$8,000.00	\$14,250	\$15,000	\$20,000
Increase over previous year amount	--	\$6,250	\$750	\$5,000
Grand Total Increase over previous amount	--	\$33,500	\$5,250	\$33,750

SAMPLE SCENARIO B – INDIVIDUAL AMOUNTS					
	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
2-5 years of service	\$500	\$750	\$750	\$875	\$1,000
5+ years of service	\$1,000	\$1,500	\$1,500	\$1,750	\$2,000

SAMPLE SCENARIO B – AGGREGATE AMOUNTS					
	FY19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Volunteer Firefighters					
Volunteer Firefighter Total	\$54,500	\$81,750	\$86,250	\$100,625	\$115,000
Increase over previous year amount	--	\$27,250	\$4,500	\$14,375	\$14,375
Volunteer Ambulance					
Volunteer Ambulance Total	\$8,000	\$14,250	\$15,000	\$17,500	\$20,000
Increase over previous year amount	--	\$6,250	\$750	\$2,500	\$2,500
Grand Total Increase over previous amount	--	\$33,500	\$5,250	\$16,875	\$16,875

If the proposed amendments go into effect on or around December 1, 2020⁶ volunteer personnel who are eligible for the abatement would have the amount adjusted for their January 1, 2021 tax bills to reflect the increased abatement in FY 20/21.

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

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

6. Financial Impact:

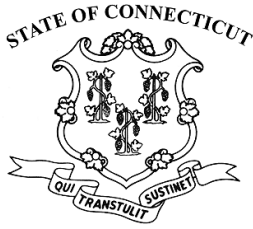
Once fully implemented, if the maximum amounts allowable are implemented, the estimated annual cost of the program would double to approximately \$135,000. As presented, Sample Scenarios A and B would result in an unbudgeted revenue loss of \$33,500 for the current fiscal year.

Scenario A represents a financial impact of \$72,500 over 3 fiscal years with the greatest impact in Fiscal Year '21 and Fiscal Year '23. Scenario B represents a financial impact also of \$72,500 but spread over 4 years, with the increase split evenly between Fiscal Year '23 and Fiscal Year '24.

7. Description of Documents Included with Submission:

- a) An Act Increasing the Property Tax Abatement for Certain First Responders
- b) Town's Current Volunteer Firefighter and Ambulance Personnel Tax Abatement Ordinance, amended May 2019

⁶ Ordinance would need to be amended by the BOS no later than the November 9, 2020 meeting.



House of Representatives

General Assembly

File No. 79

January Session, 2019

Substitute House Bill No. 5125

House of Representatives, March 21, 2019

The Committee on Planning and Development reported through REP. MCCARTHY VAHEY, C. of the 133rd Dist., Chairperson of the Committee on the part of the House, that the substitute bill ought to pass.

AN ACT INCREASING THE PROPERTY TAX ABATEMENT FOR CERTAIN FIRST RESPONDERS.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

1 Section 1. Section 12-81w of the general statutes is repealed and the
2 following is substituted in lieu thereof (*Effective July 1, 2019*):

3 The legislative body of any municipality may establish, by
4 ordinance, a program to provide property tax relief for a nonsalaried
5 local emergency management director, any individual who volunteers
6 his or her services as a firefighter, fire police officer, as defined in
7 subsection (a) of section 7-308, emergency medical technician,
8 paramedic, civil preparedness staff, active member of a volunteer
9 canine search and rescue team, as defined in section 5-249, active
10 member of a volunteer underwater search and rescue team, or
11 ambulance driver in the municipality, or any individual who is a
12 retired volunteer firefighter, fire police officer or emergency medical
13 technician and has completed at least twenty-five years of service as a

14 volunteer firefighter, fire police officer or emergency medical
15 technician in the municipality. Such tax relief may provide either (1)
16 (A) for the period commencing July 1, 2019, and ending June 30, 2021,
17 an abatement of up to one thousand five hundred dollars in property
18 taxes due for any fiscal year, and (B) on and after July 1, 2021, an
19 abatement of up to two thousand dollars in property taxes due for any
20 fiscal year, or (2) an exemption applicable to the assessed value of real
21 or personal property up to an amount equal to the quotient of one
22 million dollars divided by the mill rate, in effect at the time of
23 assessment, expressed as a whole number of dollars per one thousand
24 dollars of assessed value. Any ordinance may authorize interlocal
25 agreements for the purpose of providing property tax relief to such
26 volunteers who live in one municipality but volunteer or volunteered
27 their services in another municipality.

This act shall take effect as follows and shall amend the following sections:

Section 1	<i>July 1, 2019</i>	12-81w
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PD

Joint Favorable Subst.

The following Fiscal Impact Statement and Bill Analysis are prepared for the benefit of the members of the General Assembly, solely for purposes of information, summarization and explanation and do not represent the intent of the General Assembly or either chamber thereof for any purpose. In general, fiscal impacts are based upon a variety of informational sources, including the analyst's professional knowledge. Whenever applicable, agency data is consulted as part of the analysis, however final products do not necessarily reflect an assessment from any specific department.

OFA Fiscal Note

State Impact: None

Municipal Impact:

Municipalities	Effect	FY 20 \$	FY 21 \$
Various Municipalities	Potential Revenue Loss	Less than \$50,000 per municipality	Less than \$50,000 per municipality

Explanation

There is a potential revenue loss to municipalities resulting from the bill, which increases the maximum property tax abatement a municipality may provide to certain first responders from \$1,000 to \$1,500. Existing tax abatements to first responders are permissive, and therefore any such increase would be optional by the municipality.

If such an increase were provided, only first responders who owe property taxes above the existing \$1,000 threshold would benefit. It is unknown, of the 22,000 first responders in Connecticut, how many owe such taxes. The impact to any such municipality would vary based on how many of these first responders serve in their town.

For example, if thirty of West Haven's 45 volunteer firefighters owned homes, there would be a total estimated revenue loss to the municipality of \$15,000 resulting from the increased abatements.

The Out Years

The annualized ongoing fiscal impact identified above would continue into the future subject to inflation.

Sources: City of West Haven

OLR Bill Analysis**sHB 5125*****AN ACT INCREASING THE PROPERTY TAX ABATEMENT FOR CERTAIN FIRST RESPONDERS.*****SUMMARY**

This bill increases the maximum property tax abatement municipalities may, by ordinance, provide to certain active and retired volunteer emergency personnel from \$1,000 to \$1,500 for FYs 20 and 21, and from \$1,500 to \$2,000 for FY 22 and thereafter.

By law, a municipality may provide tax relief to qualifying volunteer emergency personnel in the form of either an abatement or an exemption. An abatement is a reduction in the amount of taxes owed; an exemption is a reduction in the property's assessed value for tax purposes.

Under current law, either form may reduce the amount a qualifying taxpayer owes by up to \$1,000. The bill increases the amount of such relief a municipality may provide via abatements but not exemptions.

EFFECTIVE DATE: July 1, 2019

BACKGROUND

By law, municipalities may provide tax relief to the following types of active and retired volunteers:

1. local emergency management directors;
2. firefighters and fire police officers;
3. emergency medical technicians;
4. paramedics;

5. civil preparedness staff;
6. active members of a volunteer canine search and rescue team;
7. active members of a volunteer underwater search and rescue team;
8. ambulance driver in the municipality; and
9. retired volunteer firefighters, police officers, or emergency medical technicians who have completed at least 25 years of service in those roles.

The tax relief ordinance may also authorize interlocal agreements for providing tax relief to certain active and retired volunteers who live in one municipality but volunteer or volunteered their services in another municipality.

COMMITTEE ACTION

Planning and Development Committee

Joint Favorable Substitute

Yea 19 Nay 0 (03/08/2019)

Chapter 141. Taxation

Article V. Tax Abatement For Volunteer Firefighters and Ambulance Personnel

[Adopted 4-23-2001]

§ 141-16. Purpose.

The Town of Simsbury is desirous of showing its appreciation for the faithful and courageous performance of the duties performed by the Simsbury Volunteer Fire Company and the Simsbury Volunteer Ambulance Association personnel in the Town of Simsbury and to encourage others to become firefighters and ambulance personnel. These reasons have provided for the Town to establish a tax abatement program pursuant to Section 12-81w of the Connecticut General Statutes as amended by Public Act No. 99-272, Section 6, for volunteer fire and ambulance personnel on the conditions set forth in this section and §§ 141-17 through 141-121.

§ 141-17. Abatement schedule.

[Amended 4-25-2016]

Each volunteer firefighter of the Simsbury Volunteer Fire Company and each volunteer of the Simsbury Volunteer Ambulance Association (collectively "volunteer") who is eligible pursuant to § 141-18 to receive a tax abatement shall have his or her real estate and/or motor vehicle property taxes owed to the Town of Simsbury for the current fiscal year abated in an amount equal to the lesser of the total amount of his or her real estate and/or motor vehicle property taxes owed to the Town of Simsbury for such fiscal year or an amount as calculated in the following schedule:

Years of Eligible Volunteer Service to Simsbury Volunteer Fire Company and/or Simsbury Volunteer Ambulance Association	Dollar Amount of Taxes Abated Per Fiscal Year
2 up to 5 years of eligible service	\$500
5 years of eligible service or more	\$1,000

§ 141-18. Eligibility.

[Amended 6-25-2007; 4-25-2016]

A.

To be eligible for the tax abatement pursuant to § 141-17 for any fiscal year, an eligible volunteer shall, on or before April 30 prior to such fiscal year, present to the Tax Collector a written statement certified by the Chief of the Simsbury Volunteer Fire Company or the President of the Simsbury Volunteer Ambulance Association, which statement shall include the name and address of said volunteer, that said volunteer has served as an active volunteer in good standing for the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association for not less than the two immediate preceding calendar years, and the total number of years of service of said volunteer. "Volunteer in good standing" for members of the Simsbury

Volunteer Fire Company shall be defined as set forth in the bylaws of the Simsbury Volunteer Fire Company. "Volunteer in good standing" for members of the Simsbury Volunteer Ambulance Association shall be defined as a regular ambulance volunteer who has done 288 qualifying hours in the year preceding October 1. "Years of service" shall not be deemed to have been interrupted by medical leave authorized by the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association, leave for military service for the United States of America, or leave covered under the Connecticut Workers' Compensation Act.

B.

A person who terminates his or her volunteer service to the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association shall, upon his or her return to volunteer service to the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association, be eligible for the tax abatement provided under Section § 141-17 only after he or she completes one full calendar year of volunteer service. Such volunteer's total years of service shall then include any previous years of volunteer service to the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association.

C.

Any volunteer who a) has served for a minimum of 25 years of service as an active volunteer in good standing as defined in § 141-18 of this Article V; and b) terminates his or her volunteer service; and c) is otherwise eligible for the tax abatement program defined in this Article V, shall continue to receive a tax abatement in the amount of \$1,000 as set forth in § 141-17 of this Article V per annum as long as they continue to (1) reside in Simsbury or (2) own a motor vehicle registered to a Simsbury address or (3) own taxable property in the Town of Simsbury.

§ 141-19. Application.

The tax abatement provided under this article shall be applied first against any real property taxes owing to the Town of Simsbury and then against any motor vehicle taxes owing to the Town of Simsbury. In the event that the tax to which the abatement is applied is paid in installments, then the abatement shall be applied 50% to each installment. The tax abatement provided under this article shall be applicable for any real property or motor vehicle owned by a volunteer and eligible for such abatement regardless of whether such property is owned individually, jointly or as tenant in common with one or more other persons, provided that said ownership interest is recorded in the name of the volunteer on the Simsbury Grand List. For property acquired by the volunteer during the Grand List Year, the abatement shall be prorated in the same manner and to the same degree as the underlying tax liability. The tax abatement provided under this article only applies to taxes owed to the Town of Simsbury by volunteers in good standing who continue to (1) reside in Simsbury or (2) own a motor vehicle registered to a Simsbury address or (3) own taxable property in the Town of Simsbury.

§ 141-20. Records.

The Tax Collector of the Town of Simsbury shall maintain a record of all taxes abated in accordance with this article.

§ 141-22. Effective date.

Revisions to this article shall take effect and shall be applicable to taxes owing beginning with taxes on the Grand List of October 1, 2018, for tax payments due July 1, 2019 – June 30, 2020.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Town Manager's Employment Agreement, 2021-2024
2. **Date of Board Meeting:** September 29, 2020
3. **Individual or Entity Making the Submission:**
Eric Wellman, First Selectman
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen is in support of authorizing the Town Manager's employment agreement as proposed, the following motion is in order:

Move, effective September 29, 2020 to execute the Town Manager's Employment Agreement between the Town of Simsbury, Connecticut and Maria E. Capriola, for a three-year term commencing on January 29, 2021 and expiring on January 29, 2024.
5. **Summary of Submission:**
Attached please find a proposed successor employment agreement with the Town Manager. The proposed agreement is for a three-year term and has been reviewed by the Town Attorney.

The Town Manager's most recently completed performance review was positive, in keeping with previous reviews. The proposed agreement extends the term of the Manager's current employment agreement which expires January 28, 2021, and incorporates the update base salary in the successor contract.

From my perspective the proposed agreement is fair and reasonable to both the Town and the Town Manager.
6. **Financial Impact:**
The Town Manager's current annual salary is \$162,212. A monthly vehicle allowance is also provided.
7. **Description of Documents Included with Submission:**
 - a) Proposed Town Manager Employment Agreement, 2021-2024

**EMPLOYMENT AGREEMENT
BETWEEN
THE TOWN OF SIMSBURY
AND
MARIA E. CAPRIOLA, TOWN MANAGER**

This Employment Agreement (the “Agreement”) is made and entered into this ____ day of _____, 2021, pursuant to Chapter V of the Charter of the Town of Simsbury (the “Charter”) as effective on December 4, 2017, by and between the Town of Simsbury, Connecticut, a municipal corporation (the “Town”), acting by its Board of Selectmen (the “Board”), and Maria E. Capriola, hereinafter referred to as the “Town Manager.”

In consideration of the promises herein contained, the parties mutually agree as follows:

WHEREAS, the Board desires to employ the services of Maria E. Capriola as Town Manager of the Town of Simsbury, pursuant to Chapter V of the Charter and in particular “Section 501. Appointment of Town Manager;” and

WHEREAS, the Board, pursuant to Section 501 of the Charter, may contract with the Town Manager for such services; and

WHEREAS, it is the desire of the Board to provide certain benefits, establish the conditions of employment, and set the salary of the Town Manager; and

WHEREAS, it is the desire of the Board to appoint the Town Manager and to provide inducement for her to remain in such employment; and

WHEREAS, the parties intend that this Agreement shall be for a term of three (3) years, but subject to renewal for successive term(s) and the earlier termination provisions set forth in Section III.

NOW, THEREFORE, in consideration of the covenants contained herein, the parties agree as follows:

SECTION I: FUNCTIONS & DUTIES

The Board agrees to employ Maria E. Capriola as Town Manager. The Town Manager shall perform the functions and duties of the Chief Executive Officer of the Town in accordance with Chapter V of the Charter of the Town of Simsbury, the position description attached hereto as Appendix A, and such other duties and functions as the Board shall, from time to time, legally assign to her.

SECTION II: TERM

- A. This Agreement shall have a term of three (3) years, beginning on January 29, 2021 and expiring on January 29, 2024 unless earlier terminated under the provisions of this Agreement and the Charter.
- B. The Board may terminate the services of the Town Manager, in accordance with the provisions set forth in Section III, paragraphs A and B of the Agreement.

SECTION III: TERMINATION & SEVERANCE PAY

- A. In the event the Town Manager is terminated by the Town prior to the expiration of the term of this Agreement or any renewal term as set forth herein, and the Town Manager is otherwise willing and able to perform the duties of Town Manager, the Town shall provide to the Town Manager severance benefits as follows:
 - a. For a termination occurring during the life of this Agreement, January 29, 2021-Janary 29, 2024, eight (8) months of base salary and eight (8) months of continued health insurance benefits with the Town maintaining the employer share of the health insurance premium. In the event of termination by the death of the Town Manager during the term of this Agreement, the Town agrees to three (3) months of continued health insurance benefits for the Town Manager's immediate family with the Town maintaining the employer share of the health insurance premium.

These severance benefits shall be in addition to any unused, accrued leave, which may be owed to the Town Manager.

- B. In the event the Town Manager is terminated for breach of this Agreement, criminal conduct, willful misconduct, refusal to perform duties, or the intentional violation of Town policies and procedures including but not limited to policies or procedures pertaining to harassment and/or discrimination, the Town shall have no obligation to pay the severance benefits designated in paragraph A above.
- C. Town Manager's receipt of the benefits enumerated in paragraph A above shall be conditioned upon the Town Manager's execution of a general release of all claims against the Town which shall be prepared by Town Counsel in a form acceptable to the Town. Such General Release may be reviewed and commented on by Town Manager's Counsel at her discretion and at her cost.
- D. In the event the Town Manager terminates her position with the Town before the expiration of the term of this Agreement, the Town Manager shall give the Town not less than sixty (60) days' written notice in advance, unless the parties agree otherwise. A copy of the resignation shall be filed with the Human Resources Office, the six members of the Board of Selectmen, and the Town Clerk. In the event the Town Manager terminates her position, the benefits enumerated in paragraph A above shall not apply.

SECTION IV: RE-APPOINTMENT

The Board and the Town Manager, provided each has notified the other in writing of their desire to commence negotiations to renew the Agreement, will endeavor to reach agreement on a successor agreement prior to the expiration of this Agreement. If the Town Manager is not re-appointed on or before the expiration date of this Agreement, nothing in this Agreement shall preclude the Town Manager from finishing the remainder of her term with its then applicable salary and benefits. It is understood that if the Board does not intend to renew this Agreement, the Town Manager shall receive at least a six (6) month notice of non-renewal.

SECTION V: COMPENSATION

- A. **Base Salary:** Pursuant to Section 501 of the Charter, the Town Manager shall be paid an annual base salary of \$162,212, less all applicable withholdings and deductions, effective January 29, 2021. The salary for the Town Manager shall be payable in weekly installments at the same time as other Town department managers. The Town Manager's salary may be adjusted in accordance with annual performance reviews and evaluations under Section VII provided the Town Manager's performance is satisfactory or better than satisfactory, and shall be consistent with the general wage increase awards for non-union full-time staff and shall further become effective on the effective date applicable to non-union full-time staff.
- B. **Reduction in Salary:** The Town Manager's salary shall not be reduced below the amount set forth in Section A, except in the event of a general reduction in salaries instituted for all Director-level employees of the Town.
- C. For the purposes of the Fair Labor Standards Act and state law, the Town Manager shall be an "exempt employee."

SECTION VI: BENEFITS

- A. **General:** A summary of the benefits available to the management-level employees of the Town who are not represented by a union is attached hereto as Appendix B. The Town Manager shall be entitled to participate in all such benefits upon the same terms and conditions as other non-represented management-level employees with the exceptions noted in this Section VI.
- B. **Health and Dental Insurance:** In the event the Town Manager is terminated by the Town under conditions pursuant to Section III A of this Agreement, the Town shall pay its normal share of premium costs for said insurance benefits pursuant to the provisions of

Section III. Terms of this subsection shall become effective on the day this contract is executed.

- C. **Vacation:** In accordance with Section 9 of the Personnel Rules entitled "Employee Benefits," the Town Manager will accrue vacation at a rate of 5 weeks per year. Should the Town Manager separate from employment with the Town the Town Manager shall be paid only for any unused vacation that would be due to the Town Manager upon separation from service in a manner consistent with that for non-union Director-level positions with the Town.

SECTION VII: GOALS & OBJECTIVES

- A. The Board shall conduct an annual review of the Town Manager and evaluate the Town Manager's accomplishment of the goals and objectives discussed below. This review and evaluation shall be in accordance with specific criteria developed jointly from time to time by the Board and the Town Manager. Further, the First Selectman/Selectwoman of the Board or his or her designee shall provide the Town Manager with a written statement of the findings of the Board and provide an adequate opportunity for the Town Manager to discuss her evaluation with the Board.
- B. On an annual basis the Board and the Town Manager shall define such goals and performance objectives as they determine necessary for the proper operation of the Town and the attainment of the Board's policy objectives, and shall further establish a relative priority among the various goals and objectives, and said goals and objectives shall be reduced to writing. They shall generally be attainable within the time limits specified, within the annual operating and capital budgets and appropriations provided by the Town and within existing circumstances and external conditions affecting the Town.

SECTION VIII: EXPENSES

- A. **Automobile Expenses:** The Town Manager shall be provided with an annual vehicle allowance of \$350.00 per month paid in monthly installments. This allowance shall provide for all necessary travel mileage, tolls, and related costs. Reimbursement for work-related parking costs shall be paid upon submittal of receipts by the Town Manager. The Town Manager will provide the Town with a certificate of insurance demonstrating insurance coverage in advance of the employment date and anniversary thereof annually.
- B. **Professional Development:** Annually, the Town and the Town Manager shall discuss appropriate professional development opportunities. The Town shall pay the Town Manager's registration fee(s) and related expenses for the International City/County Management Association's Annual Conference or for an alternative professional development opportunity, provided that professional development costs must be reasonable. Upon prior approval by the Board, the Town shall pay the Town Manager's registration fee(s) and expenses to and from short courses, institutes, and seminars that are deemed relevant and appropriate for the Town Manager's professional development and for the good of the Town, including the cost of the "credentialing" program of ICMA. The Town agrees to budget and pay for the

professional dues and subscriptions for the Town Manager necessary for membership in the ICMA and any other professional organizations deemed necessary and desirable for her continued professional participation, growth, and advancement for the good of the Town.

- C. **Cell Phone and Laptop:** The Town will issue and pay for a cell phone, a laptop with docking station and such other technology as the Board deems appropriate for the Town Manager's use in connection with Town business.
- D. **Other Expenses:** The Town Manager shall be reimbursed for any reasonable expenses incurred in the performance of her duties, or as an official representative of the Town, including attendance by her at civic events.

SECTION IX: OTHER

- A. **Succession Planning:** The Town Manager and the Board agree that succession planning for the office of the Town Manager is an important consideration. It is further agreed that, should a vacancy occur in the position of Town Manager, the Board of Selectmen may wish to consider the incumbent Deputy Town Manager for appointment as Temporary and/or Permanent Town Manager. In recognition of this, the parties agree that the Town Manager will confer with the Board of Selectmen as part of the process through which the Town Manager appoints a future Deputy Town Manager.

SECTION X: OUTSIDE ACTIVITIES

The Town Manager may accept speaking, writing, lecturing, teaching, or other paid engagements of a professional nature as he/she sees fit, provided they do not interfere with the performance and discharge of his/her duties and responsibilities as Town Manager. Any such engagements, activities, or work must be approved in advance by the Board, whose approval will not be unreasonably delayed or denied, and shall not be in violation of the Town's Conflict of Interest policies as set forth in Chapter 13, Code of Ethics, in the Town's Ordinances and Section 1003 of the Charter.

SECTION XI: HOURS OF WORK

The position of Town Manager is an exempt position under state and federal law and may require work weeks of forty (40) hours or more. As an exempt employee, the Town Manager is not entitled to overtime pay. Recognizing that the Town Manager will be devoting a great deal of time outside of the normal work schedule and provided that the Town Manager is completing her work on a timely basis, the Town Manager will be allowed to establish an appropriate work schedule and to use appropriate flex time.

The Town Manager will devote full time and attention to the business of the Town and will not engage in any other business, except with the prior approval of the Board.

SECTION XII: BONDING & INDEMNIFICATION

The Town shall indemnify and save harmless the Town Manager from any claim, loss, liability or damage including punitive damages, reasonable legal fees and costs in an amount not more than \$1,000,000 for any errors or omissions of the Town Manager within the scope of her employment with the following exceptions:

- (a) The Town Manager shall not be so indemnified for an intentional violation of civil rights. For the purposes of this Agreement, an intentional violation of civil rights shall mean bad faith conduct made with the intention to deprive an individual of his or her civil rights under as State or Federal civil rights statute. Any conduct the Town Manager performed with the knowledge and acquiescence of the Board shall not be deemed an intentional violation of civil rights under this agreement.
- (b) The Town Manager shall not be so indemnified for criminal acts.
- (c) This section shall survive any termination of this Agreement.

SECTION XIII: SEVERABILITY

If any provision or any portion thereof of this Agreement is found to be unconstitutional, invalid or unenforceable, it shall not affect the remainder of said Agreement but said remainder shall be binding and remain in full force and effect.

SECTION XIV: EXECUTION

This Agreement shall be executed in two counterparts, each of which shall be deemed to be an original, and both of which, taken together, shall be deemed one and the same instrument.

SECTION XV: GOVERNING LAW

This Agreement shall be governed by and constructed and enforced in accordance with the laws of the State of Connecticut, without regard to conflict of law principles.

SECTION XVI: COMPLIANCE WITH CODE OF ETHICS

The Town Manager shall be required to execute a Conflict of Interest disclosure as required by the Chapter 13 of the Town Ordinances and Section 1003 of the Charter and shall further be required to update that disclosure in the event of a change in circumstances resulting in a conflict or potential conflict. Any violation of the Town's conflict of interest Ordinance or Section 1003 of the Charter shall be considered cause for termination and the separation benefits set forth in Section III.A. above shall not apply.

SECTION XVII: NOTICES

Any and all notices required or permitted to be given under this Agreement will be sufficient if furnished in writing, sent in person, by certified mail, and /or by Federal Express or UPS in such fashion that a receipt for delivery is obtained. to his/her last known residence, in the case of the Town Manager, or the First Selectman/Selectwoman of the Board in the case of the Town.

IN WITNESS THEREOF, the parties have hereunto signed and sealed this Agreement and a duplicate thereof the _____ day of _____ in the year 2020, such Agreement to be effective as of January 29, 2021 until January 29, 2024.

TOWN OF SIMSBURY
by its Board of Selectmen

Maria E. Capriola
Town Manager

Eric Wellman, First Selectman

Sean Askham, Deputy First Selectman

Approved as to form only:

Jackie Battos, Selectwoman



Robert M. DeCrescenzo, Town Counsel

Wendy Mackstutis, Selectwoman

Michael Paine, Selectman

Chris Peterson, Selectman

Appendix A
Position Description

Appendix B
Benefits Summary

Appendix C
Conflict of Interest Form



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Reappointments to the Economic Development Commission
2. **Date of Board Meeting:** September 29, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the reappointments of Tom Earl and Charmaine Seavy to the Economic Development Commission, the following motion is in order:

Move effective September 29, 2020, to reappoint Tom Earl (D) and Charmaine Seavy (D) to the Economic Development Commission for three year terms effective October 10, 2020 and expiring October 10, 2023.
5. **Summary of Submission:**
The Economic Development Commission was created by the Board of Selectmen at their August 13, 2018 meeting to promote and develop the economic resources of the Town, conduct research into economic conditions and trends, as well as collaborate with the community to promote economic development.

Mr. Earl and Ms. Seavy have served on the EDC since February 2019 and August 2019 respectively. They have both expressed a desire to continue serving on the EDC. Mr. Earl was appointed to fill the membership slot designated for a person with land use experience. Ms. Seavy was appointed to fill the membership slot designated for a person with marketing experience.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
a) EDC Membership Policy Resolution

Draft EDC Membership Policy Resolution
Would Require a Separate Resolution of the Board – Not to be Included in the Ordinance

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

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

The intent of the Board is to fill the seven (7) membership slots with individuals possessing the identified skill sets and qualifications. If however, the Board is unsuccessful in identifying a qualified individual(s) to fulfill one or more of the membership slots, the Board of Selectmen may consider and appoint an individual(s) that possesses any of the desired skill sets identified above.

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

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

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

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. on Zoon due to COVID-19. Present were: First Selectman Eric Wellman; Deputy First Selectman Sean Askham; Board members Jackie Battos, Wendy Mackstutis, Mike Paine and Chris Peterson. Other in attendance included Torn Manager Maria E .Capriola; Deputy Town Manager Melissa Appleby; Culture, Parks and Recreation Director Tom Tyburski; Planning and Community Development Mike Glidden; Town Engineer Jeff Shea; Zoning Enforcement Officer Tom Hazel; Library Director Lisa Karim; Lieutenant Sheehan; Police Chief Nicholas Boulter; Mark Scully; Public Works Director Tom Roy; Finance Director Amy Meriwether; Attorney Robert DeCrescenzo; Management Specialist Tom Fitzgerald and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PRESENTATIONS

a) Review of Police Department Policies and Procedures

Mr. Wellman said over the summer the Police Chief and Police Commission conducted a review of Police policies, practices and procedures. This is quite a comprehensive document and he encouraged members of the public to read on the Police Department home page. Mr. Wellman said he looks at this as a partnership between the Police Department, Board of Selectmen, Police Commission and the Community.

Chief Boulter gave a presentation on the analysis of the Police Departments use of force policies, procedures and practices. He spoke about training for the Department, incidents with use of force, statutory requirements and Police expectations. He said the Department has a handcuff directive and the report also identifies some areas for consideration.

Chief Boulter said the Police Department has a great relationship with the Board of Selectmen, Police Commission, all Town Departments and the Community. He also said that the Police Commission accepted the Policies and Procedures on September 10, 2020.

b) Simsbury Sustainable CT Committee Update

Mr. Wellman said the Town became a member of Sustainable CT in 2019 and we received a silver rating, which is the highest that can be received. The Committee is looking at creating a map of additional activities and investments that can be made now.

Cheri Calnan, Chairperson of the Sustainable CT Committee, said the Committee presented their 2019 report to the Board in February 2020. She said we are part of 169 municipalities with natural recognition areas of what achievements were submitted. They would like to create a student club as a sub-committee to include grades 7-12 now. They would like to do some fund raising and obtain their own web page.

Mark Scully said they are also working on water conservation, clean energy planning outreach, etc. They would also like to do an educational webinar. They want to be a good resource and educator.

**TOWN OF SIMSBURY – BOARD OF SELECTMEN
REGULAR MEETING MINUTES – SEPTEMBER 14, 2020
“ D r a f t ”**

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Mr. Roy said sustainability really does benefit Simsbury. When you reduce energy you save money, all with no cost to the Town. He said solar is saving about \$12,000 a year at Simsbury Farms. At Public Works, they save \$22,000 a year with solar. He also spoke about purchasing the street lights and how much the Town now saves with a better level of service.

PUBLIC AUDIENCE

- Email written comments to ebutler@simsbury-ct.gov by 12:00 p.m. on Monday, September 14, 2020 to be read into the record; or
- Email tfitzgerald@simsbury-ct.gov by 12:00p.m. on Monday, September 14, 2020 to register to address the Board of Selectmen live through Zoom.

Dave Bush from the Culture, Parks and Recreation Commission joined on Zoom. He thanked the Board of Selectmen for all they do.

He spoke about the open space on 133 Holcomb Drive, item 1. He wants to support the acquisition of this property and wanted to implore the Board to do so. This property connects this property to the East Coast Greenway, which goes from Florida to Maine. The Rails-to-Trails cannot connect and East Coast Greenway through Simsbury without this property and this is a very unique opportunity.

Mr. Wellman read Benjamin Berger's e-mail, President of the Simsbury Soccer Club, who also spoke about open space at Meadowoods. He would like to add fields and parks for Simsbury, which are extremely important for our Town. He asked that his information be forwarded to Parks, and Recreation and the Board of Finance for review also.

Mr. Askham read an e-mail from Bryan Bulger, Simsbury Youth Lacrosse, who said he supports the Meadowoods purchase. One of the largest issues is not having enough field space availability. This space is truly need for our children. He would also like to have his letter given to the Board of Finance and Culture, Parks and Recreation.

Ms. Mackstutis read an e-mail from Joan Coe. She spoke about a special meeting for a public gathering permit, the golf course, Black Lives Matters issues, the Town Manager's contract, social distancing, pregnancy discrimination, and other issues.

Mr. Wellman read an e-mail from Steven Antonio about the orphaned property on 133 Holcomb Street. He said he has been very transparent in this purchase issue. He said he offering a conservation easement as no one can access this parcel without trespassing on his property. His neighbors agree that this should be approved and he should be allowed to purchase this land at full market value.

Mr. Askham read an e-mail from Lisa Antonio who also asked the Board to vote yes on their purchase of the orphaned land on their property. She said the Town figured out that orphaned properties don't create any value to the Town.

Mr. Wellman read an e-mail from Maria Ecke, who spoke about an ethics complaint, which was never addressed to her satisfaction. She spoke about salary increases, staff being dismissed, the Police Department, Town ethics, answering phones at Town Hall, the untimely death of her son, and other issues.

FIRST SELECTMAN’S REPORT

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

TOWN MANAGER’S REPORT

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

SELECTMEN ACTION

a) Road Acceptance for Murphy’s Turn

Mr. Wellman said the Planning Commission approved the subdivision at 46 Hildurcrest Drive in 2013. The plan called for the construction of five single family homes that would be served by a public road. The developer has completed public improvements associated with this roadway and the utilities. Town staff is recommending that this roadway is now ready for acceptance by the Town.

Mr. Paine made a motion, effective September 14, 2020 to accept Murphy’s Turn roadway and related public improvements as a Town accepted roadway. Mr. Askham seconded the motion. All were in favor and the motion passed.

b) Proposed Updates to Teen Services Librarian Classification

Mr. Wellman said the Teen Services Librarian position is now vacant due to a resignation. After review of the description, some changes were made to class and pay level.

Ms. Mackstutis made a motion, effective September 14, 2020 to approve the proposed changes to the job description and pay grade for the Teen Services Librarian classification as presented. Mr. Askham seconded the motion. All were in favor and the motion passed.

c) Tax Refund Requests

Mr. Askham made a motion, effective September 14, 2020 to approve the presented tax refunds, in the amount of 22, 291.45, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds. Ms. Battos seconded the motion. All were in favor and the motion passed.

d) Public Gathering Permit – Simsbury Performing Arts Center – Mellon Farmers Free Concert

Mr. Wellman said the Public Gathering Committee has approved the Mellon Farmers Free Concert to be held on September 27, 2020 at the Simsbury Performing Arts Center.

Ms. Battos made a motion, effective September 14, 2020 to approve the public gathering application for the 2020 Mellon Farmers free concert and to authorize the issuance of the public gathering permit for the event. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

e) Extension of Temporary Suspension of Acceptance of Cash Payments

Mr. Wellman said Town staff is asking for the extension of suspending cash payments until January 1, 2021 due to COVID-19. This could help with the spread of this pandemic. Ms. Capriola said she has only received one complaint about not accepting cash transactions.

Mr. Askham made a motion, effective September 14, 2020, to extend the suspension of the acceptance of cash payments through January 1, 2021; exceptions may be authorized by the Town Manager or Finance Director, and further to waive transaction fees of \$5 or less through January 1, 2021 if electronic payments are not practicable. Aquatics, food concession transactions and all golf fees and purchases under \$5 should not be waived. This should remain in effect until revised or rescinded. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

f) FY2019/2020 Year End Financial Results

Ms. Meriwether went through the 2019/2020 general fund revenues and expenditures. She said the general fund revenues are higher. Expenditures are under budget. She also went through the year end transfers.

Mr. Askham made a motion, effective September 14, 2020 to approve the schedule of year end transfers as presented. Mr. Paine seconded the motion. All were in favor and the motion passed.

g) Proposed General Fund and Capital Transfers

Ms. Meriwether went through the general fund and capital fund balances, which have a net increase to fund balance of \$2,996,644. She proposed General Fund and Capital Transfers.

After discussion, Mr. Askham made a motion, effective September 14, 2020 to approve the general fund and capital fund transfers as presented. Mr. Peterson seconded the motion. All were in favor and the motion passed.

h) Proposed Police Private Duty Fund Transfers

Ms. Meriwether went through the Police Private Duty Fund and how it should be closed out. She also went through some purchases that should be made for the Police Department. She said these purchases would save money for the Town if the purchases were done now.

After discussion, Mr. Askham made a motion, effective September 14, 2020 to approve using the Private Duty Fund for the purchase of three administrative vehicles for \$138,000 and car and body cameras at \$114,580. Mr. Paine seconded the motion. All were in favor and the motion passed.

i) Proposed Settlement Agreement of Pending Tax Appeal for C-Tec Solar

Mr. Wellman said this tax appeal was started two years ago for property at 1375 Hopmeadow Street. Attorney DeCrescenzo explained the settlement agreement and what happened in those two years. He said the Town Tax Collector and he discussed the settlement and how this would affect the Town.

After discussion, Ms. Mackstutis made a motion, effective September 14, 2020 to approve the attached settlement agreement for the tax appeal on the personal property located at 1375 Hopmeadow Street as

presented, and authorize Town Attorney Robert DeCrescenzo to execute the agreement. Ms. Battos seconded the motion. All were in favor and the motion passed.

j) Proposed Settlement Agreement of Pending Tax Appeal for Willow Arms Apartments

Mr. Wellman said the main contention of this appeal for 55 Elm Street is over the appropriate expense rate to be used for the valuation and below market rents and should reflect the restricted nature of the property.

Mr. Peterson made a motion, effective September 14, 2020, to approve the attached settlement agreement for the tax appeal on the property located at 55 Elm Street as presented, and authorize Town Attorney Robert DeCrescenzo to execute the agreement. Mr. Paine seconded the motion. All were in favor and the motion passed.

k) Proposed Amendments to the Tax Credit for Elderly and Disabled Homeowners Ordinance

Mr. Wellman said there were changes to the State Statutes which changed the eligibility for the program such that any owner of real property held in trust is eligible for the program if the owner is a grantor and beneficiary of the trust. Trusts were previously ineligible for the tax reduction.

Ms. Mackstutis made a motion, effective September 14, 2020 to schedule a Public Hearing at 6:00 p.m. at the Board of Selectmen's regular meeting on September 29, 2020 to solicit public comment regarding the proposed amendment to the Tax Credit for Elderly and Disabled Homeowners Ordinance. Ms. Askham seconded the motion. All were in favor and the motion passed.

l) Disposition of a Portion of Open Space Located Along the Rear/Eastern Property Line for 133 Holcomb Street

Mr. Wellman said the Town did listen to public comment on this open space property. The Board has discussed this issue several times as well.

After further discussion, Mr. Askham made a motion, effective September 14, 2020 to approve the sale of a portion of open space located along the rear/eastern property line for 133 Holcomb Street and the Board authorizes the Town Manager to negotiate sale price with the property owner of 133 Holcomb Street and further provision and sale should be tied to purchase of the easement. Ms. Battos seconded the motion. Mr. Wellman, Ms. Battos, Mr. Askham, Mr. Peterson, and Mr. Paine were in favor with Ms. Mackstutis against. Therefore, the motion passed.

APPOINTMENTS AND RESIGNATIONS

a) Resignation of Edward LaMontagne from the Aging & Disability Commission

Ms. Mackstutis made a motion, effective September 14, 2020, to accept the resignation of Edward LaMontagne as a regular member and Chairman of the Aging & Disability Commission retroactive to August 14, 2020 with thanks. Mr. Paine seconded the motion. All were in favor and the motion passed.

b) Appointment to Simsbury Police Commission

Mr. Askham made a motion, effective, September 14, 2020, to appoint Travis Schweizer (R) as a regular member to the Police Commission, with a term expiring on January 1, 2021. Ms. Battos seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of August 10, 2020

No changes were made to the Regular Meeting Minutes of August 10, 2020, and, therefore, the minutes were adopted.

b) Special Meeting of August 28, 2020

No changes were made to the Special Meeting Minutes of August 28, 2020, and, therefore, the minutes were adopted.

c) Special Meeting of September 3, 2020

No changes were made to the Special Meeting Minutes of September 3, 2020, and, therefore, the minutes were adopted.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

COMMUNICATIONS

- a) **Letter from M. Capriola and T. Roy, Re: temporary Traffic Calming Measures – Intersection of Notch and West Mountain Roads, dated August 10, 2020** – there was no discussion at this time.
- b) **Letter from M. Berry to PURA, Re: Eversource Response to Storm Isaias, dated August 19, 2020-** there was no discussion at this time.
- c) **Memorandum from M. Capriola Re: Administrative Approvals of Public Gathering Permits, dated September 2, 2020** – there was no discussion at this time.
- d) **Memorandum from M. Glidden Re: Affordable Housing Plan – Planning Commission, dated September 9, 2020** – there was no discussion at this time.

EXECUTIVE SESSION

- a) Pursuant to CGS §1-200(6)(E), discussion of a document that is exempt from disclosure under CGS §1-210(b)(10), documents that are covered by the attorney-client privilege
- b) Pursuant to CGS §1-200(6)(A): Town Manager’s Contract Renewal, January 2021 – January 2024

c) Pursuant to CGS §1-200(6)(A) Town Manager’s Annual Performance Review

Mr. Askham made a motion to adjourn to Executive Session Pursuant to CGS §1-200(6)(E), discussion of a document that is exempt from disclosure under CGS §1-210(b)(10), documents that are covered by attorney-client privilege at 9:13 p.m., and to include Mr. Tyburski, Ms. .Capriola, and Attorney Robert DeCrescenzo. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to adjourn to Executive Session Pursuant to CGS §1-200(6)(A): Town Manager’s Contract Renewal, January2021-January 2024 and Pursuant to CGS §1-200(6)(A) Town Manager’s Annual Performance Review. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

ADJOURN

Mr. Askham made a motion to adjourn at 10:12 p.m. Mr. Wellman seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk



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: Mike Glidden, Director of Planning and Community Development; Tom Tyburski, Director of Culture, Parks and Recreation; Nick Boulter, Chief of Police
Date: September 23, 2020
Subject: Administrative Approval of Public Gathering Permit

This memo is to inform the Board of Selectmen of the public gathering permit I have approved for the Performing Arts Center (PAC) 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 has been approved by me:

Name of Event	Date	Type
Hartt Community Division Orchestra (addition of an Oct. 17 th date to the previously approved Sept. 26 event)	October 17, 2020	Entertainment Event

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