



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:**

2014 STEAP Grant Application

2. **Date of submission:**

March 5, 2014

3. **Date of Board Meeting:**

March 10, 2014

4. **Individual or Entity making the submission:**

Jerome F. Shea, Town Engineer

5. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**

The Individual or Entity making the submission requests that the Board of Selectmen:

Authorization submit 2014 STEAP Grant Application for improvements at the Performing Arts Center.

6. **Individual(s) responsible for submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.):**

Jerome F. Shea, 860-658-3260

7. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

- i. Application Submission deadline is April 15, 2014.
- ii. Town of Simsbury and the State of Connecticut Office of Policy and Management.
- iii. Grant program does not require any local matching funds
- iv. N/A
- v. See Attached Letter from Town Engineer to Board of Selectmen dated 3/5/14.

8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

See Attached Letter from Town Engineer to Board of Selectmen dated 3/5/14.



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SIMSBURY, CONNECTICUT 06070

Jerome F. Shea - Town Engineer

March 5, 2014

Board of Selectmen
Simsbury Town Offices
933 Hopmeadow Street
Simsbury, CT 06070-0495

Dear Selectmen:

Subject: State of Connecticut 2014 STEAP Grant

The State is soliciting grant applications for 2014 STEAP grants. I am preparing to submit a grant for a project, as the Board may approve.

The grant provides funding at a maximum of \$500,000 with no requirements for a local match. I am recommending that an application be considered for enhancements to the Performing Arts Center. This application would in my opinion provide the strongest application for possible funding in consideration of all the improvements identified for the facility.

The Performing Arts Center plans originally included accommodations for public toilets and various amenities to support performances. These additional amenities included storage spaces, office space, a green room, dressing rooms with toilets and showers, a ticket sales office, and other miscellaneous program requirements.

Although the cost of all these program improvements exceed the grant limits, some of these items could be constructed within the \$500,000 budget with accommodations being provided for a future expansion of the facility.

I would recommend that the public rest rooms and green room program components of the original plan be considered as part of the scope of the grant application. This scope of work would in my opinion provide the strongest application for possible funding in consideration of all the needs identified for the facility.

These components could be constructed to accommodate future expansions of other spaces. The public restrooms would also compliment the other public activities in the area when performances are not scheduled.

Telephone (860) 658-3260
Facsimile (860) 658-3205

www.simsbury-ct.gov

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

Please advise me of your concurrences with this recommendation. The grant application needs to be submitted by April 15, 2014.

Sincerely,



Jerome F. Shea, P.E.
Town Engineer

cc: Thomas Cooke, Director of Administrative Services
Hiram Peck, Director of Community Planning
Thomas Roy, P.E. Director of Public Works
Richard L. Sawitzke, P.E. Transitioning Engineering