



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. **Date of submission: November 21, 2013**

2. **Date of Board Meeting: November 25, 2013**

3. **Individual or Entity making the submission: Richard L. Sawitzke, P.E.**

4. **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.):**
Authorize First Selectman to sign Master Municipal Agreement for Construction Projects with the State of Connecticut. This is for local projects receiving State DOT funding.

5. **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.):**

Richard L. Sawitzke, P.E.

6. **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. Approval for submission to the CT DOT for December 1, 2013.
- ii. Towns of Simsbury, State of Connecticut
- iii. None
- iv. N/A
- v. See attached letter & resolution

7. **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:

Letter dated, November 21, 2013 to BOS.
Draft resolution



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Richard Sawitzke - Town Engineer, Director of Capital Projects

November 21, 2013

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

Dear Selectmen:

**Subject: Master Municipal Agreement
For Construction Projects (MMAC)**

The Capitol Region Council of Governments, member Towns, and the State of Connecticut Department of Transportation have worked cooperatively to prepare a MMAC to fundamentally improve how the Department conducts business with its municipal partners by dramatically streamlining the agreement process.

This 10 year agreement defines the standard terms, conditions, and supporting language common to all agreements. Individual projects will be authorized by a Project Authorization Letter specific to the work to be undertaken. The preapproved MMAC will greatly simplify the individual project's agreement review and approval, resulting in a time saving, efficient process.

At this time, your authorization is needed for the First Selectman Mary Glassman to sign the MMAC. A resolution is attached for your use.

Please contact me if you have any questions. I have the full MMAC available for your review.

Sincerely,

Richard L. Sawitzke, P.E.
Town Engineer/Director of Capital Projects

cc: Tom Cooke, Director of Administrative Services.

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

rsawitzke@simsbury-ct.gov
www.simsbury-ct.gov

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



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SIMSBURY, CONNECTICUT 06070

RESOLUTION

RESOLVED, that, Mary A. Glassman, First Selectman, is hereby authorized to sign the Agreement entitled "Master Municipal Agreement for Construction Projects".

ADOPTED BY THE Board of Selectman of

THE TOWN OF SIMSBURY, CONNECTICUT, THIS 25th DAY OF

NOVEMBER, 2013.

Clerk: Carolyn D. Keily

Date