



# 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:** January 8, 2013
2. **Date of Board Meeting:** January 14, 2013
3. **Individual or Entity making the submission:**

Gerard G. Toner, Director of Culture, Parks and Recreation

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.):

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

Approve a request by the Simsbury Women's Club to use the Iron Horse Boulevard parking lots from Friday, September 13, 2013 through Sunday, September 15, 2013 for their Arts and Crafts Fair, contingent on PAC Board approval at their January 17 meeting.

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.):

Gerard G. Toner, Director of Culture, Parks and Recreation  
860-408-4682  
gtoner@simsbury-ct.gov

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.):

As indicated in Ms. Barsness' letter of October 10, 2012, the Simsbury Women's Club would like to hold their annual arts and crafts festival on Saturday, September 14 and Sunday, September 16, 2013. The PAC Board reviewed their request and agreed to hold the date for this event. The event requires a Public Gathering Permit, which has been secured through the Planning Department.

The PAC Board will consider their request and vote to recommend approval to the BOS at their January 17 meeting. This request does not propose to use the Performing Arts Center and does not interfere with any other scheduled event.

**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 October 10, 2012 from Shirley Barsness.

# SIMSBURY WOMAN'S CLUB, INC.

P. O. Box 903  
Simsbury, Connecticut 06070

October 10, 2012

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

Dear Selectmen,

The Simsbury Woman's Club will be holding its 44th Annual Arts and Crafts Festival on Saturday, September 14<sup>th</sup> and Sunday, September 15<sup>th</sup>, 2013, our regularly scheduled weekend. We are requesting your permission to use the parking lots on Iron Horse Boulevard for that purpose. The parking lot between Mall Way and Wilcox Street is where the exhibitors will set up their tents. The area parking lots will be used for exhibitor and spectator parking with the exception of Lot D3. A food vendor will use only the south part of parking lot D3. A handicap portapotty with sink will need to be put on Lot D3 on the parking lot instead of on the grass. We will need Lot D2 to be available for setup on Friday the 13<sup>th</sup>.

In addition, we have a banner that we would like to display over Hopmeadow Street announcing our event. We would like your permission to put the banner up on Friday, August 9 and to take it down on Friday, August 23rd.

Let me know if you have any questions or need any additional information.

Sincerely,

Shirley Barsness, Festival Co-Chairman  
[simsburywomansclub@hotmail.com](mailto:simsburywomansclub@hotmail.com)  
860-658-2684

Member of General Federation of Women's Club