



# 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 6, 2013
2. **Date of Board Meeting:** November 13, 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 the Public Gathering Permit Application for the 2013 Simsbury Celebrates event to be held on November 30.
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.):

The annual Simsbury Celebrates event is scheduled for Saturday, November 30 from 4:00 to 8:30 p.m.. The Public Gathering Permit meeting was held on Tuesday, October 22.

Recreation Supervisor Taryn Rea has secured all the necessary sign-offs and the application is ready for approval by the Board of Selectmen.

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:*

Public Gathering Permit Application for 2013 Simsbury Celebrates.