



# 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: August 9, 2013**
2. **Date of Board Meeting: August 12, 2013**
3. **Individual or Entity making the submission: Hiram Peck, Director of Planning**
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.):**

Request BOS vote to agree to allow the First Selectman to sign the contract with Gateway Planning for The Hartford land use study subject to final review and recommendation of Town Counsel.

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.):**

Hiram Peck, Director of Planning and Community Development

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 draft contract document was reviewed by Town Attorney and The Hartford. The contract was revised in accordance with those comments. The final contract document was produced and is being reviewed by Town Attorney at this time. The document will also need to be signed by The Hartford in accordance with the Town Attorney's direction.

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

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:*

Attachments include:

1. Copy of Town Attorney's comments.
2. Copy of revised contract in accord with Town Attorney's revisions.

Thank you for your consideration of this matter.