



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN

Main Meeting Room – Simsbury Town Hall – 933 Hopmeadow Street, Simsbury

Regular Meeting – April 22, 2019 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATIONS

- a) Proclamation – Autism Awareness Month
- b) Proclamation – 50th Anniversary of Municipal Clerks Week
- c) Medical Equipment Loan Program

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) Tax Refund Requests
- b) Proposed FY 2019/2020 Historic Documents Preservation Program Grant
- c) Proposed Elderly and Disabled Demand Responsive Transportation Grant
- d) American Society of Radiologic Technologist's National Library Partnership Grant
- e) Proposed Eagle Scout Project - Sun Shelter at Gifts of Love Farm
- f) Request for Temporary Liquor Permit Fee Waiver for Burgers on the Bridge Event
- g) Proposed Public Gathering Permit – 2019 CT Volley DIG Tournament
- h) Proposed Public Gathering Permit – 2019 Septemberfest
- i) Proposed Public Gathering Permit – 2019 Hopmeadow Nursery School Graduation
- j) Proposed Public Gathering Permit – 2019 Spooktacular Chili Challenge
- k) Proposed Public Gathering Permit – 2019 Valley Battle of the Bands
- l) Capital Region Council of Governments (CRCOG) Transportation Alternatives Set-Aside
- m) Proposed Capital Project Transfers
- n) Proposed Volunteer Firefighter and Ambulance Personnel Tax Abatement Ordinance Amendments
- o) Proposed Revisions to Hopmeadow Street Banner Display Policy
- p) Proposed Final Tax Abatement Agreement for 690 Hopmeadow Street
- q) Proposed State Legislation Follow-up

APPOINTMENTS AND RESIGNATIONS

- a) 350th Anniversary Steering Committee Proposal
- b) Resignation of Kevin Crimmins from the Ethics Board



REVIEW OF MINUTES

- a) Regular Meeting of March 25, 2019

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) Personnel
- b) Finance
- c) Welfare
- d) Public Safety
- e) Board of Education

COMMUNICATIONS

- a) Memo from Director of Public Works Tom R. re: Increase in MIRA Tip Fees
- b) Memo from Simsbury Aging and Disability Commission Chairman Edward LaMontagne re: Update
- c) Letter and Recognition of Simsbury as an AARP Network of Age-Friendly Community

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proclamation - 50th Anniversary of Municipal Clerks Week

2. **Date of Board Meeting:** April 22, 2019

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Eric Wellman, First Selectman
Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
The following motion is in order:

Move, effective April 22, 2019 to authorize First Selectman Eric Wellman to issue a Proclamation in honor of the 50th Anniversary of Municipal Clerks Week.

5. **Summary of Submission:**
May 5 -11, 2019 marks the 50th anniversary of Municipal Clerks Week. Initiated in 1969 by the International Institute of Municipal Clerks and endorsed by all of its members throughout the United States, Canada and 15 other countries, the week is a time of celebration and reflection on the importance of the Clerk's Office. In 1984, President Ronald Reagan signed a proclamation that officially declared Municipal Clerks Week the first full week of May. In 1994 and 1996, President Bill Clinton also signed proclamations confirming Municipal Clerks Week. Town Clerk Ericka Butler is a Certified Connecticut Town Clerk, and a member of the Connecticut Town Clerks Association, Hartford County Town Clerks Association and the New England Association of City and Town Clerks. Ms. Butler will be present to accept the proclamation.

6. **Financial Impact:**
None

7. **Description of Documents Included with Submission:**
a) Proclamation in Honor of the 50th Anniversary of Municipal Clerks Week

Proclamation

50th ANNIVERSARY OF MUNICIPAL CLERKS WEEK
May 5 - 11, 2019

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Now, Therefore, I, Eric Wellman, First Selectman of the Town of Simsbury, do recognize the week of May 5 through May 11, 2019, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Ericka L. Butler, her Assistant Town Clerks, Anita Schwager & Janet Brady, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 22nd day of April, 2019

First Selectman

Attest: _____



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Medical Equipment Loan Program

2. **Date of Board Meeting:** April 22, 2019

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**

This presentation is informational. However, if the Board of Selectmen is in support of creating a Medical Equipment Loan program, the following motion is in order:

Move effective, April 22, 2019 to approve the creation of a Medical Equipment Loan Program to be coordinated by the Aging and Disability Commission.

5. **Summary of Submission:**

Simsbury's Aging and Disability Commission has approached the First Selectman and staff about creating a Medical Equipment Loan Program. This service would loan equipment such as wheelchairs, walkers, canes, bath chairs, and related items to Simsbury residents.

The new assisted living facility, Anthology of Simsbury at 142 Cooper Ave, has expressed an interest in providing space to store equipment for this program. Our IT department will be setting up a designated phone line, which will go directly to a voicemail box that the Aging and Disability Commission volunteers can check remotely. The Commission plans to solicit donations for the medical equipment, and has confirmed that a physical therapist has volunteered to inspect the donated equipment. The Aging and Disability Commission will be responsible for recruiting, retaining, and coordinating volunteers to support the program. Sample duties of volunteers will include cleaning, maintaining, inventorying, collecting, and distributing the equipment.

We have confirmed with our LAP insurance carrier that we would not be required to pick up special coverage for this program. Borrowers will be required to sign a liability waiver prior to checking out any items. The Town Attorney is reviewing the draft liability waiver.

Ed LaMontagne, Chair of the Aging and Disability Commission, and Alan Needham will be conducting the presentation this evening.

6. **Financial Impact:**

Staff time will be required to help support this initiative, particularly around marketing the program, referrals for donated items, referrals for clients to receive items, and risk

management related tasks. The costs associated with adding a new phone line are negligible.

7. Description of Documents Included with Submission:

- a) Medical Equipment Loan Program Presentation Slides
- b) Draft Participant Waiver

SIMSBURY LOAN LOCKER

April 22, 2019

THE WHAT

- ▶ The Simsbury Loan Locker is proposed as a local source for used serviceable Durable Medical Equipment (DME) and occasionally donated new equipment.
- ▶ The Loan Locker is being formed to meet some of the growing needs of those in the community who are experiencing temporary or permanent disability.
- ▶ The DME will be loaned free of charge on an as needed basis.
- ▶ Popular items such as wheelchairs may be loaned for a limited time.
- ▶ New unopened supplies such as, medical gloves or bed pads may be made available to give away.
- ▶ Volunteers will be drawn from the Simsbury Aging and Disability Commission, Simsbury Granby Rotary Club and the community.

THE NEED FOR A LOAN LOCKER

- ▶ A 2015 survey from the National Health and Aging Study shows that at least 60% of seniors use at least one device most commonly for bathing, toileting and moving around. 20% use two or more devices. There are those who are younger that have needs because of illness or injury.
- ▶ More people are now being cared for at home.
- ▶ It is time that this service be provided locally.

Items Accepted for Donation

(Partial List)

- ▶ Wheelchairs, walkers, wheeled walkers, knee scooters, slide boards, bed rails, reachers, grabbers, commodes, transport chairs, bath chairs, canes, adapted eating utensils, over the bed tables, grab bars, canes.
- ▶ Large amounts of equipment is wasting away in basements, garages and in storage areas in Rehab. Facilities.

Items Not Accepted

- ▶ Items that are upholstered, motorized, soiled or stained, gas canisters (oxygen tanks), hospital beds, or damaged items.

Equipment Condition/Cleaning

- ▶ All donated equipment will be examined by our Registered Physical Therapist, who has been practicing home care PT for over 20 years, to verify that the equipment is safe and in proper condition.
- ▶ We have developed a strict cleaning protocol in conjunction with professionals for all donated equipment. This protocol will be taught to all volunteers and be available in writing at our location.

Loan Locker Needs

- ▶ We have secured a \$500.00 donation from the Simsbury Granby Rotary Club to assist with our modest start up costs.
- ▶ The Town of Simsbury has agreed to incorporate the Loan Locker into the town's liability insurance.
- ▶ We have a group of volunteers who are dedicated to bring this idea to fruition, but we need a centralized location for drop off and distribution of the equipment.

Space Requirements

- ▶ Space is needed to store equipment and to provide a location for the pick-up and return of the equipment. (By appointment)
- ▶ Approximately 500 sq. feet is needed.
- ▶ The space does not need to be furnished, but access to water would be helpful to assist with the cleaning of the equipment.

QUESTIONS?

**THANK YOU FOR YOUR
TIME!**



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

**TOWN OF SIMSBURY
MEDICAL EQUIPMENT LOAN CLOSET
Waiver, Hold Harmless Agreement and Release of Liability**

The Simsbury Aging and Disability Commission accepts clean, used medical equipment to loan out to residents in need, either on a short or long-term basis. The Town of Simsbury is not responsible for injuries or damage caused by this medical equipment. The Town of Simsbury offers this service free of charge to Simsbury residents. Any training needed for use of any medical equipment is the responsibility of the borrower.

In consideration for participating in the Medical Equipment Loan Closet program, the undersigned hereby agrees that:

1. The borrower assumes all risk associated with the use of this medical equipment and agrees, to the fullest extent of the law, to release, indemnify and hold harmless the Town of Simsbury from all liability and claims.
2. The borrower has inspected the equipment, and understands that the equipment is presented as is and should be returned to us in the same condition.

Borrower's Name (Print): _____ Date: _____

Borrower's Address: _____ Phone #: _____

Borrower's Signature: _____

FOR OFFICE USE ONLY: Check off items borrowed

- Bath Bench
- Shower Chair
- Commode
- Toilet riser
- Cane (quad or regular)
- Wheelchair
- Walker
- Transport chair — available for limited time—1 to 3 weeks maximum.

Other: _____

Staff/Volunteer Signature: _____ **Date:** _____



Town of Simsbury

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SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** April 22, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

Move, effective April 22, 2019 to approve the presented tax refunds in the amount of \$8,809.21, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds.

5. **Summary of Submission:**

Tax refunds need to be issued from time to time for motor vehicles, real property, and personal property. Some of the most common reasons tax refunds need to be issued for motor vehicles include: sale of the vehicle; the vehicle is destroyed; the vehicle is donated; the owner has moved out of state; or, the owner has successfully appealed the taxes. Real estate refunds are typically due to the fact that during the sale or refinancing of a property, both a bank and an attorney's office have paid taxes owed, resulting in an overpayment to the Town. Overpayments of personal property taxes are rare; often overpayments of personal property are due to a person or entity forgetting that they paid in full in July, then also sending the January installment.

In a legal opinion from the Town Attorney dated May 22, 2001, he stated that CGS §12-129 "requires that all applications for tax refunds be referred to the Board (of Selectmen) for their consideration and action." Once approved by the Board of Selectmen, the Town Manager will sign off on tax refund applications. As a reminder, the Tax Collector's Office is responsible for collecting revenue for the Fire District pursuant to Special Act #264 of the Legislature in 1945. However, tax refunds for the Fire District are not under the jurisdiction of nor approved by the Board of Selectmen and are therefore not included in the requested tax refunds presented.

6. **Financial Impact:**

The aggregate amount of all tax refunds as presented is \$8,809.21. The attachment dated April 22, 2019 has a detailed listing of all requested tax refunds.

7. **Description of Documents Included with Submission:**

- a) Requested Tax Refunds, dated April 22, 2019

REQUESTED TAX REFUNDS
APRIL 22, 2019

	BILL NUMBER	TAX	TOTAL
List 2013			
Civitillo, Stephanie	13-03-53137	\$85.57	\$85.57
Total 2013			
		\$85.57	\$85.57
List 2015			
Schrank Joseph A	15-01-7252	\$888.29	\$888.29
Morrisette Danielle	15-01-05549	\$1,446.19	\$1,446.19
Total 2015			
		\$2,334.48	\$2,334.48
List 2016			
Schrank Joseph A	16-01-7221	\$927.54	\$927.54
Morrisette Danielle	16-01-05512	\$1,510.10	\$1,510.10
Nissan Infiniti LT	16-03-62825	\$37.82	\$37.82
Total 2016			
		\$2,475.46	\$2,475.46
List 2017			
Morrisette Danielle	17-01-05509	\$551.31	\$551.31
Schrank, Joseph A	17-01-07219	\$973.52	\$973.52
Heubner Philip A	17-02-05509	\$874.17	\$874.17
ACAR Leasing Ltd	17-03-50040	\$375.12	\$375.12
Prevo, Steven L	17-03-65315	\$213.13	\$213.13
Cirikovic, Sadeta	17-04-80628	\$471.64	\$471.64
Honda Lease Trust	17-04-81530	\$84.97	\$84.97
JP Morgan Chase	17-04-81699	\$144.04	\$144.04
Peterson, Dwight M	17-04-82586	\$5.75	\$5.75
Peterson, Elizabeth A	17-04-82587	\$20.79	\$20.79
Vroom, Henry H	17-04-83384	\$199.26	\$199.26
Total 2017			
		\$3,913.70	\$3,913.70
TOTAL 2013			
		\$85.57	\$85.57
TOTAL 2015			
		\$2,334.48	\$2,334.48
TOTAL 2016			
		\$2,475.46	\$2,475.46
TOTAL 2017			
		\$3,913.70	\$3,913.70
TOTAL ALL YEARS			
		\$8,809.21	\$8,809.21



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed FY 2019/2020 Historic Documents Preservation Program Grant
2. **Date of Board Meeting:** April 22, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports applying for the Historic Documents Preservation Program Grant, the following motion is in order:

Move, effective April 22, 2019 to authorize Maria E. Capriola, Town Manager to submit the 2019/2020 Historic Documents Preservation Program Grant application and to designate Ericka L. Butler, Town Clerk, as the agent for making the above application.

In the event that the grant is awarded, the following additional motion is in order:

Move, to accept the 2019/2020 Historic Documents Preservation Program Grant and to authorize Maria E. Capriola, Town Manager, to execute all documents related to the grant award.

5. **Summary of Submission:**
Each year the Town Clerk has an opportunity to apply for the Historic Documents Preservation Program Grant. This year, the Town of Simsbury expects to receive \$7,500. If the grant is awarded, the funds will be used to help digitize our land records.

Currently, the Town of Simsbury's Electronic Land Record Index goes back to July 1st, 1976 (Vol. 221 Pg. 439), but the images attached to the index only go back to December 30th, 1983 (Vol. 271 Pg. 1). The FY 19/20 grant money will be used for Cott Systems to come into the office, scan pages from our land record books, and then attach them to the index. Cott has a process in place that is efficient, accurate and time friendly. The goal is for these images to be available to the public as soon as possible, providing protection of our permanent land record books. The more images available electronically, the less the hard copies will be disturbed, preserving them for years to come.

If this project is completed, Simsbury's Town Clerk's Office will reach its goal of attaching images to the electronic index back to July 1st, 1976 providing the Town of Simsbury with a complete index with images that dates back over 40 years. This will allow for title searchers, attorneys, residents, etc. to print directly from the electronic

index, rather than pulling the books and removing the pages to make copies. We will also be cutting expenditures when users are able to print the documents from home or office, because the subscribers are using their own computers, printers, ink and paper instead of ours, while the Town Clerk's Office still collects electronic "printing" fees.

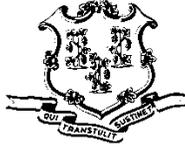
6. Financial Impact:

The total estimated cost of the above referenced land records project is \$11,000. \$7,500 would be funded by the grant, with the remaining \$3,500 funded by the Town Clerk's special revenue fund. Established by statute, funds in the Town Clerk's special revenue fund can be used towards Town Clerk preservation projects.

7. Description of Documents Included with Submission:

- a) FY 2019/2020 Historic Documents Preservation Program, CT Municipalities Application

APPLICATION
TARGETED GRANT FY 2020
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 1/2019)



STATE OF CONNECTICUT
 Connecticut State Library
 PUBLIC RECORDS ADMINISTRATOR
 231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at ctstatelibrary.org/publicrecords/hdpp

Name of Municipality <small>Indicate 'Town of' or 'City of'</small>	Town of Simsbury		
Name of Municipal CEO:	Maria E. Capriola	Title:	Town Manager
Phone with Area Code:	860-658-3230		
Email:	mcapriola@simsbury-ct.gov		
Name of Town Clerk:	Ericka L. Butler	Title:	Town Clerk
Phone with Area Code:	860-658-3261		
Email:	ebutler@simsbury-ct.gov	Check if Designated Applicant:	<input checked="" type="checkbox"/>
TC Mailing Address:	933 Hopmeadow Street, Simsbury, CT 06070		
MCEO Address if Different:	(same)		

Grant Application Deadline: Cycle 1: April 30, 2019 Cycle 2: September 30, 2019

Grant Contract Period: The contract period begins after July 1, 2019 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2020.

Maximum Grant Allowed:

\$5,500	Small Municipality	Population less than 20,000
\$7,500	Medium Municipality	Population between 20,000 and 69,999
\$10,500	Large Municipality	Population of 70,000 or greater

Amount Requested: \$ 7,500

Grant Category(ies):

<input type="checkbox"/> Inventory and Planning	<input checked="" type="checkbox"/> Organization and Indexing
<input type="checkbox"/> Program Development	<input type="checkbox"/> Storage and Facilities
<input type="checkbox"/> Preservation/Conservation	

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 7,500	\$ 2,598	\$ 10,098
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$	\$	\$
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$	² \$	\$
5. Other (Please specify on a separate sheet)	\$	\$	\$
6. TOTAL	\$ 7,500	\$ 2,598	\$ 10,098

¹ Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.
² Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documentation

- Answer on an attached page, numbering the answers for questions 1 through 3; and question 4 if required.
 - If applying for more than one project, questions 1 through 3 must address each project separately; for example, number the answers 1a and 1b, 2a and 2b, 3a and 3b.
 - Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.
- 1. Describe the project.** State what will be done and why. Identify the specific records involved, including volume numbers and date range.
 - 2. Identify the vendors or town personnel; and the project timeframe.** **For Vendors:** Identify the company and the timeframe for completing the work. **For Town Personnel:** Follow specific instructions on **page 12** of the **Grant Guidelines** under **Section D, Town Personnel Costs**.
 - 3. State what the municipality hopes to accomplish.** Explain how the project will impact the records, the office and/or the municipality.
 - 4. Provide a detailed budget.** Show the specific project expenses to be included under each line item (*Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs*). Show the split between grant and local funds where applicable. If applying for only one project with one vendor, you may **omit** this question.
 - 5. Attach supporting documentation.** For vendors: provide a copy of the proposal or quote. For direct purchases of equipment or supplies: provide a copy of the product information/pricing.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, Ericka L. Butler, the Town Clerk, as the agent for making the above application.

Signature of MCEO

Date

Maria E. Capriola, Town Manager
Name and Title of MCEO

Certification of the Application

This section must be signed by the applicant.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2020 Targeted Grant Guidelines* have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

Date (must be same as or later than above date)

Ericka L. Butler, Town Clerk
Name and Title of Applicant

For State Library Use Only

Grant Disposition: Approved Denied

Grant Award: \$ _____

Grant Number: _____ - _____ - _____

Signature of Public Records Administrator

Date

Narrative

Describe the project:

1. Currently, the Town of Simsbury's Electronic Land Record Index goes back to July 1st, 1976 (Vol. 221 Pg. 439), but the images attached to the index only go back to December 30th, 1983 (Vol. 271 Pg. 1). The Targeted Grant FY 2020 money will be used to allow for Cott Systems to come into the office, scan pages from our land record books and then attach them to the index. Cott has a process in place that is efficient, accurate and time friendly. Having Town Clerk staff perform this work would not be cost effective. It would take us far too much time and the accuracy would not be as great. The goal is to get these images available to the public as soon as possible, providing protection of our permanent land record books. The more images available electronically, the less the hard copies will be disturbed, preserving them for years to come.

Identify the vendors or town personnel:

2. Cott Systems, Inc., 2800 Corporate Exchange Drive, Suite 300, Columbus, OH 43231, will be completing the above described work by the end of June, 2020.

State what the municipality hopes to accomplish:

3. Simsbury Town Clerk's Office will reach its goal of attaching images to the electronic index back to July 1st, 1976 providing the Town of Simsbury with a complete index with images that dates back 40 years plus. This will allow for title searchers, attorneys, residents, etc. to print directly from the electronic index, rather than pulling the books and removing the pages to make copies. This will prevent wear and tear of our permanent land record books. Replacing damaged books and old land record pages can be very costly, so being proactive in protecting them can cut expenditures in the future. We will also be cutting expenditures when users are able to print the documents from home or office, because the subscribers are using their own computers, printers, ink and paper instead of ours, while the Town Clerk's office still collects the printing fees.

It is also important to stay on top of modern practices and technology in the Town Clerk's Office as not to fall far behind. Accomplishing a little bit at a time is affordable and less overwhelming than trying to play catch up.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Elderly and Disabled Demand Responsive Transportation Grant
2. **Date of Board Meeting:** April 22, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community & Social Services *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports applying for the state matching grant for elderly and disabled demand responsive transportation, the following motion is in order:

Move, effective April 22, 2019 to submit the state matching grant application for elderly and disabled demand responsive transportation and to authorize Maria E. Capriola, Town Manager, to execute the grant application.

In the event that the grant is awarded, the following additional motion is in order:

Move, to accept the state matching grant for elderly and disabled demand responsive transportation and to authorize Maria E. Capriola, Town Manager, to execute all documents related to the grant award.
5. **Summary of Submission:**
The state of Connecticut Department of Transportation (ConnDOT) offers a grant program that provides funding for out-of-town medical transportation for our seniors and disabled residents and Jump On Board Trips in conjunction with the Canton Senior Center. Eligible participants can utilize up to two out-of-town medical trips per passenger per month. The Senior Center offers 15-30 Jump-On-Board trips per year to various locations within the state. These trips help to promote socialization and decrease isolation. This grant program supplements our existing Dial-A-Ride Program.
6. **Financial Impact:**
If approved, this grant provides the Community and Social Services Department with funding in the amount of \$34,051 for senior and disabled transportation. \$166,150 is budgeted for senior transportation in FY 19/20 in the General Fund, including the anticipated grant revenue. The main revenue source for this program is the Town's General Fund with additional support coming from the Greater Hartford Transit District and participant contributions.

7. Description of Documents Included with Submission:

- a) State Matching Grant Application For Elderly and Disabled Demand Responsive Transportation

STATE MATCHING GRANT PROGRAM APPLICATION
ELDERLY AND DISABLED DEMAND RESPONSIVE TRANSPORTATION
CONNECTICUT GENERAL STATUTES (CGS) 13B-38BB
STATE FISCAL YEAR (SFY) 2020 THRU SFY 2022



MARCH 2019

CONNECTICUT DEPARTMENT OF TRANSPORTATION (CTDOT)

OFFICE OF TRANSIT AND RIDESHARING

ROOM 1137 NE

P.O. BOX 317546

NEWINGTON, CT 06131-7546

CTDOT website

<https://www.ct.gov/dot/site/default.asp>

STATE MATCHING GRANT PROGRAM (MGP)
ELDERLY AND DISABLED DEMAND RESPONSIVE TRANSPORTATION

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CONNECTICUT GENERAL STATUTES (CGS) 13b-38bb

STATE MATCHING GRANT PROGRAM STATE MANAGEMENT PLAN

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2.0 | DESCRIPTION OF APPLICANT

3.0 | DESCRIPTION OF TRANSPORTATION SERVICES

4.0 | COORDINATION

5.0 | FLEET VEHICLE INVENTORY

6.0 | TRAINING

7.0 | MARKETING

8.0 | BUDGETS

ATTACHMENT 1 - MAINTENANCE OF EFFORT CERTIFICATION

ATTACHMENT 2 - GRANT ASSIGNMENT CERTIFICATION

APPENDIX A - APPORTIONMENTS

Andover-Darien

Deep River-Killingworth

Lebanon-Old Lyme

Old Saybrook-Thomaston

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STATE MATCHING GRANT PROGRAM (MGP)
ELDERLY AND DISABLED DEMAND RESPONSIVE TRANSPORTATION

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OVERVIEW

The Connecticut Department of Transportation (CTDOT) is the agency designated to administer the elderly and disabled demand responsive transportation program (Municipal Grant Program (MGP)) enacted under Connecticut General Statutes (CGS) 13b-38bb. Funds under this program are made available to provide new and expansion of transportation services for elderly and disabled individuals.

This application has been developed to assist eligible applicants in applying for funds under this program. The information provided by the applicant is intended to justify their request for funding. It is used by CTDOT to evaluate and fund transportation services which will enhance statewide access for elderly and disabled individuals.

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ELIGIBLE APPLICANTS

Municipalities are eligible to receive a grant from CTDOT for their annual allocation from the appropriated funds. If a Regional Planning Organization (RPO) or transit district submits a coordinated regional application, the funds for the coordinating municipalities will be granted to the coordinating entity. In this case, the municipality must certify that they are assigning their grant apportionment to the coordinating entity.

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ELIGIBLE ASSISTANCE CATEGORIES

The following costs are **eligible** under MGP:

- (1) **Operating expenses** are those costs directly related to dial-a-ride operations which may include, but are not limited to:
 - a. Salaries and fringe benefits of drivers and mechanics.
 - b. Salaries of dispatchers.
 - c. Fuel and oil.
 - d. Tires.
 - e. Vehicle maintenance and repairs.
 - f. Purchased (contracted) services.

- (2) **Administrative expenses**¹ incurred by the applicant directly related to dial-a-ride operations may include, but are not limited to, general administrative expenses and overhead costs such as:
 - a. Salaries of the project director, bookkeeper, or other personnel performing job duties of an administrative nature.

¹ Administrative expenses cannot account for more than 10 percent of the total grant.

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- b. Office supplies.

The following costs are **not eligible** under MGP:

- (1) Capital Equipment.
- (2) General public transportation.
- (3) School bus transportation.

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[TECHNICAL ASSISTANCE](#)

Questions regarding the application contents or requests for technical assistance may be directed to Ms. Aimee Marques at (860) 594-2840 aimee.marques@ct.gov. Applicants may also contact their RPO for assistance with the MGP application.

Additional information on how CTDOT administers the MGP Program can be found in its State Management Plan located at www.ct.gov/dot/cwp/view.asp?a=1386&q=415258

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[APPLICATION INSTRUCTIONS](#)

Please read and follow all directions carefully. **Complete the entire application, provide responses to all the questions and do not leave any blank spaces.** The majority of your responses will be entered by either choosing an item denoted with **Choose an item.** or entering text denoted with **Click here to enter text.** Do not remove pages from the application. **Simply write "N/A" if an item does not apply.** When formulating your responses strong, concise statements are preferred over lengthy, vague descriptions.

Please feel free to enter additional information on those sections throughout the application denoted with **ADDITIONAL COMMENTS**. Submittal of an incomplete application or after the deadline will delay the review of your application

Please ensure all required documentation is included, and all signatures are in place as requested. This will allow the earliest approval of your application.

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[APPLICATION DUE DATE & SUBMITTAL](#)

The completed application, including all supporting documentation, is due to CTDOT's Office of Transit and Ridesharing by Friday, May 3, 2019. Please e-mail the completed application package to aimee.marques@ct.gov. The application package must be submitted via five (5) attachments. **Please use the [CHECKLIST \(last page\)](#) as a guide to ensure all documentation is completed and submitted in the required format (i.e., WORD, Excel, pdf).**

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An applicant submitting an incomplete application will be notified by CTDOT and required to resubmit its application with any necessary revisions. Failure on the part of the applicant to meet the submission due date of Friday, May 3, 2019 or provide supplemental information and/or documentation, as requested by CTDOT, may delay the review of the application.

CTDOT will review the final application and notify the applicant of its approval or disapproval by Friday, June 28, 2019.

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[TIMELINE](#)

In order to assist the applicant in completing and submitting its application in a timely manner, listed below is the recommended timeline. CTDOT encourages the applicant to begin reviewing and preparing its application as soon as possible to meet the application due date of Friday, May 3, 2019.

Agency	Task	Suggested Completion Date
CTDOT	Application package is forwarded to RPOs for distribution to municipalities.	March 2019
RPO	Collaboration begins with municipalities on potential for coordination.	April 2019
Applicant	Submits completed application to RPO.	
RPO	Submits completed application to CTDOT.	May 2019
CTDOT	Reviews application, announces award (via e-mail) (<i>an application that is not approved must be resubmitted with updated information</i>).	
	Prepares agreement and/or Transit Operating Documents (TOD) for signature.	
CTDOT	Notifies applicant of application approval/disapproval.	June 2019
	CTDOT prepares/executes agreement with applicant (<i>new applicants only</i>).	July 2019
Applicant	Once a TOD is signed, the approved applicant can submit a request for payment.	
		Current applicants provide SFY 2019 tri-annual reporting to CTDOT.

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[FAQ \(FREQUENTLY ASKED QUESTIONS\)](#)

Please click on the following link: https://www.ct.gov/dot/lib/dot/FAQs_MGP.pdf

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CONNECTICUT GENERAL STATUTES (CGS) 13b-38bb

Please click on the following link: https://www.cga.ct.gov/current/pub/chap_242.htm

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STATE MATCHING GRANT PROGRAM STATE MANAGEMENT PLAN

Please click on the following link: <https://www.ct.gov/dot/cwp/view.asp?a=1386&q=415258>

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1.0 | APPLICANT INFORMATION

Name	<i>Simsbury Community & Social Services/Town of Simsbury</i>
Status	<i>Current Applicant</i>
Type	<i>Municipality</i>
Acting as Coordinating Entity	<i>Yes</i>
Mailing Address	<i>754 Hopmeadow Street</i>
City, State, Zip	<i>Simsbury CT 06070</i>
Phone Number	<i>860 658-3283</i>
Website	<i>Simsbury-ct.gov</i>
Federal Employment Identification Number	<i>06 6002085</i>
Contact Person	<i>Kristen Formanek</i>
Title	<i>Director of Community & Social Services</i>
E-mail Address	<i>kformanek@simsbury-ct.gov</i>

Amount of MGP Funds Awarded ² (<i>current applicants only</i>)	
SFY 2017	<i>\$ 34,051</i>
SFY 2018	<i>\$ 34,051</i>
SFY 2019	<i>\$ 34,051</i>

Amount of MGP Funds Applying For			
	Operating	Administrative	Total
SFY 2020	<i>\$ 34,051</i>	<i>\$ 0</i>	<i>\$ 34,051</i>
SFY 2021	<i>\$ 34,051</i>	<i>\$ 0</i>	<i>\$ 34,051</i>
SFY 2022	<i>\$ 34,051</i>	<i>\$ 0</i>	<i>\$ 34,051</i>
Total	<i>\$ 102,153</i>	<i>\$ 0</i>	<i>\$ 102,153³</i>

ADDITIONAL COMMENTS

Click here to enter text.

² Per approved SFY Transit Operating Document (TOD)

³ Total amount of 'MGP Funds Applying For' must equal the total amount of 'MGP Funds Applying For' shown in the table in question number 2 of [Section 2.0 | DESCRIPTION OF APPLICANT](#)

STATE MATCHING GRANT PROGRAM (MGP)

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2.0 | DESCRIPTION OF APPLICANT

1. Please list all key personnel (i.e., dispatcher, finance manager, etc.) in the table below along with their assigned responsibilities for your organization’s transportation related activities.

Name	Title	Assigned Responsibility
<i>Kristen Formanek</i>	<i>Director of Community & Social Services</i>	<i>Program oversight</i>
<i>Charlotte Barth</i>	<i>Human Service Aide</i>	<i>All record keeping/ reports/disbursements/ handles any complaints/pass transactions/assistance/ information</i>
<i>Click here to enter text.</i>	<i>Click here to enter text.</i>	<i>Click here to enter text.</i>
<i>Click here to enter text.</i>	<i>Click here to enter text.</i>	<i>Click here to enter text.</i>
<i>Click here to enter text.</i>	<i>Click here to enter text.</i>	<i>Click here to enter text.</i>
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ADDITIONAL COMMENTS

Click here to enter text.

2. Please list in the below table all the municipalities included in the application and indicate whether those towns provide, do not provide, or contract for Dial-a-Ride transportation services. Also, please enter the amount of MGP Funds each municipality is applying for.

Town	Town Population	Provision of Service	Amount of MGP Funds Applying For
<i>Simsbury (including Tariffville, Weatogue and West Simsbury)</i>	<i>23,600+</i>	<i>Contracts for service</i>	<i>\$ 34,051</i>
<i>Click here to enter text.</i>	<i>Click here to enter text.</i>	<i>Choose an item.</i>	<i>\$ Click here to enter text.</i>
<i>Click here to enter text.</i>	<i>Click here to enter text.</i>	<i>Choose an item.</i>	<i>\$ Click here to enter text.</i>
<i>Click here to enter text.</i>	<i>Click here to enter text.</i>	<i>Choose an item.</i>	<i>\$ Click here to enter text.</i>
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<i>Click here to</i>	<i>Click here to</i>	<i>Choose an item.</i>	<i>\$ Click here to enter</i>

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<i>enter text.</i>	<i>enter text.</i>		<i>text.</i>
<i>Click here to enter text.</i>	<i>Click here to enter text.</i>	<i>Choose an item.</i>	<i>\$ Click here to enter text.</i>
<i>Click here to enter text.</i>	<i>Click here to enter text.</i>	<i>Choose an item.</i>	<i>\$ Click here to enter text.</i>
<i>Click here to enter text.</i>	<i>Click here to enter text.</i>	<i>Choose an item.</i>	<i>\$ Click here to enter text.</i>
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<i>Click here to enter text.</i>	<i>Click here to enter text.</i>	<i>Choose an item.</i>	<i>\$ Click here to enter text.</i>
<i>Click here to enter text.</i>	<i>Click here to enter text.</i>	<i>Choose an item.</i>	<i>\$ Click here to enter text.</i>
		Total	<i>\$ Click here to enter text.</i> ⁴

ADDITIONAL COMMENTS

Click here to enter text.

- For those municipalities that contract for Dial-a-Ride transportations services (as listed in the table in question 2.), please provide the name of the company, address (street, town, zip), phone number, website, and contact person including title.

Martel Transportation LLC – PO Box 273, 146 Powder Mill Road, Collinsville CT 06022 – Dean Martel, President/ Ann Martel, Office Manager – 860 693-8941

- Please describe how your organization monitors, evaluates, and improves its Dial-a-Ride transportation program. Please include outreach efforts (i.e., advisory groups, monthly meetings, public hearings) made by your organization to inform seniors and persons with disabilities.

We monitor our riders by using daily schedule sheet. We are fortunate that the contractor’s drivers notify us of any and all changes in our passengers’ needs or requests. We make it clear that any passenger or family member is welcome to contact us with regard to concerns. An example of our on-going improvements was the realization that some of our rider population have gained girth and are unable to use the regular size transport chair we provide for easier access to the vehicles for those who require such assistance. Thus, we have purchased an extra-large transport chair to accommodate their size, and continue to allow them access to transportation and trips. Our Dial-

⁴ Total amount of ‘MGP Funds Applying For’ must equal the total amount of ‘MGP Funds Applying For’ shown in [Section 1.0 | APPLICANT INFORMATION](#)

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A-Ride information is available through our Dial-A-Ride brochure, our town web site under Community & Social Services, our Senior Center bi-monthly newsletter, notices and posters placed in the vehicles, and verbally.

5. If currently receiving MGP funds from CTDOT has your organization spent all MGP funds assigned to its State Fiscal Year (SFY) 2018 Transit Operating Document? **(current applicants only)**

No, all SFY 2018 MGP funds have not been spent.

If no, please specify the amount/balance and explain/describe how your organization will be using these funds during SFY 2019.

As of this writing (04/16/19), we currently have a usable grant balance of \$20,428.75. These funds will be used on our medical transportation for the months of March, April, May and June (the March invoice from the contractor has not been received). In addition, the Senior Center has many trips planned between now and June 30th. We anticipate that all funds will be exhausted by June 30th.

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3.0 | DESCRIPTION OF TRANSPORTATION SERVICES

6. Please provide in the table below the core service operating hours during the week in which Dial-a-Ride transportation is provided to seniors and persons with disabilities.

	Starting Time (i.e., 7:00)	a.m./p.m.	Ending Time (i.e., 2:30)	a.m./p.m.
Sunday	<i>Click here to enter text.</i>	<i>Choose an item.</i>	<i>Click here to enter text.</i>	<i>Choose an item.</i>
Monday	<i>8:30</i>	<i>a.m.</i>	<i>4:00</i>	<i>p.m.</i>
Tuesday	<i>8:30</i>	<i>a.m.</i>	<i>4:00</i>	<i>p.m.</i>
Wednesday	<i>8:30</i>	<i>a.m.</i>	<i>4:00</i>	<i>p.m.</i>
Thursday	<i>8:30</i>	<i>a.m.</i>	<i>4:00</i>	<i>p.m.</i>
Friday	<i>8:30</i>	<i>a.m.</i>	<i>4:00</i>	<i>p.m.</i>
Saturday	<i>Click here to enter text.</i>	<i>Choose an item.</i>	<i>Click here to enter text.</i>	<i>Choose an item.</i>

ADDITIONAL COMMENTS

On occasion, a medical appointment may require an earlier start time or a later end time, such requests are accommodated if possible.

7. Does your organization charge a fee to an individual using the Dial-a-Ride transportation service?

Yes, a fee is charged to the individual.

If yes, please explain.

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An annual donation is requested: \$25.00 for an individual/\$35.00 for a couple. In the event the passenger has an aide, we do not charge for the aide to ride. All passes are annual to the individual passenger.

8. Does your organization collect donations from individuals using the Dial-a-Ride transportation service.

Yes, donations are collected.

If yes, please explain.

An annual donation is requested: \$25.00 for an individual/\$35.00 for a couple.

9. Please describe how seniors and persons with disabilities currently receive transportation services in each municipality included in the grant application. For example, are volunteer drivers used, does the senior center provide the service, are town-owned vehicles used, what types of trips (i.e., medical, recreational) are provided, etc? **(please give detailed information)**

Our contractor uses our two Dial-A-Ride vehicles on a daily basis. The contractor supplies a vehicle such as a Suburban or Minivan to transport passengers to out-of-town medical trips. In the event wheelchair transportation is required for an out-of-town medical appointment, the contractor will provide such a vehicle for the purpose. The contractor also supplies alternative vehicles for Jump On Board Senior Center trips. Trips are provided for grocery shopping, hairdresser-barber, physical therapy, lunch programs, special activities in and around town, Library and other municipal buildings, Senior Center trips, Senior Center activities, Social Services business, medical appointments, voting, socialization, and places of employment .

10. How will this change with the addition of the grant funds? Please describe the actual service that will be provided. **(new applicant only)**

The grant funds allow us to provide necessary out-of-town medical transportation. We are finding that many disabled residents and seniors do not have family members available to assist them. Without this funding, these residents would not have the ability to get to these necessary appointments. In addition, these grant funds allow us to offer exciting and interesting Jump On Board trips around the state. Many of our passengers would not be able to enjoy a trip to the Chowder Pot Restaurant or such places without this service as many of these passengers have limited access to travel.

11. Please provide in the table below the percentage for the types of Dial-a-Ride trips currently being provided on an annual basis by your organization for seniors and persons with disabilities. **(please ensure the total percentage of medical, shopping, recreation, employment, and other trips when added equals one-hundred)**

Type of Dial-a-Ride Trip	Percentage (%)
--------------------------	----------------

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Medical	45%
Shopping	30%
Recreation	15%
Employment	2%
Other	8%

ADDITIONAL COMMENTS

Click here to enter text.

12. Please provide in the table below the actual annual total number of individual clients served during the period indicated in providing Dial-a-Ride transportation services. **(individual clients served represents individuals that have received numerous trips throughout the period, but are only counted once in the following categories)**

Period	Number of Individuals with Disabilities 59 and under	Number of Individuals with Disabilities 60 and over	Number of Seniors (over 60)
July 1, 2015 thru June 30, 2016	128	258	968
July 1, 2016 thru June 30, 2017	81	293	1017
July 1, 2017 thru June 30, 2018	58	288	1096

ADDITIONAL COMMENTS

Click here to enter text.

13. What kind of operational obstacles has your organization encountered in providing transportation service to seniors and persons with disabilities?

None that we have not been able to overcome; i.e. provision of transport chairs for those unable to climb the vehicle stairs and explaining to riders about service animals.

14. Has your organization taken any steps to address and resolve these operational obstacles? If so, please explain.

As an example: a few of our regular passengers sizes have increased, so an extra-large transport chair was purchased to allow them access to the vehicles without undue inconvenience/a deaf mute passenger has been provided special reservation services/passengers are reminded that service animals are permitted to be on the vehicle.

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4.0 | COORDINATION

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15. How does the applicant propose to coordinate their transportation needs and services within a greater region? If none, what efforts have been made by your organization to examine the feasibility or cost effectiveness of coordination?

Simsbury's Senior Center works with the Canton Senior Center to provide exciting and informative trips. Since Canton and Avon use the same contractor as Simsbury, whenever possible the out-of-town medical trips may include passengers from those towns.

16. Please describe your organization's efforts during the last three (3) years (January 2016 through December 2018) to coordinate its system with other public and private transportation providers and users, including social service agencies capable of purchasing service. Identify the providers and social agencies your organization initiated coordination with, describe their response and the type of agreement (written/oral) and explain general provisions contained in each agreement such as service area, hours and days of operation, types of trips being provided, etc.

Since the inception of this grant, the towns of Simsbury and Canton have been able to join together to provide exciting and informative trips around the state. Also, we have been able to work with Avon and Canton to provide medically necessary out-of-town transportation.

17. Has your organization been approached by any other public or private non-profit agencies during the last three (3) years (January 2016 through December 2018) to coordinate services?

No, our organization has not been approached by other public or private non-profit agencies during the last three years to coordinate services.

If so, please describe the coordination request(s) and your organization's response(s).

N/A

18. How will the applicant inform the target population about the availability of your organization's transportation services?

Brochures, newsletters, posters, verbally

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5.0 | FLEET VEHICLE INVENTORY

19. How many vehicles are in your organization's and/or contractor's fleet?

Number of Vehicles in Organization's Fleet	Number of Vehicles in Contractor's Fleet
<i>less than or equal to five (5)</i>	<i>greater than or equal to ten (10), but less than twenty (20)</i>

ADDITIONAL COMMENTS

Click here to enter text.

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20. If your organization directly provides Dial-a-Ride transportation services who performs the preventative maintenance and repairs on your organization's vehicles (i.e. town, contractor(s))?

Contactor

If contractor(s), please provide the name(s).

Martel Transportation, LLC

21. Should your organization anticipate growth in its provision of Dial-a-Ride transportation services how many additional vehicles does your organization plan to acquire in the next three years (July 2019 thru June 2022)?

None as we are not in a position to be able to expand our services at this time.

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6.0 | TRAINING

22. Training and educational programs are vital components in an organization's ability to administer its transportation services. It is imperative that an organization take a proactive approach in continually identifying, promoting, and developing its employees' skills.

Please list the types of training courses, workshops, conferences, and seminars that your organization's employees anticipate to attend in the next three (3) fiscal years (July 2019 through June 2022). If your organization does not plan to attend any training during this period, please indicate none or indicate whether your organization has encountered difficulties in sending key personnel (employees, volunteers) to training sessions.

The Town of Simsbury does participate in the Title VI training and informative seminar. The contractor participates in various training courses and workshops on an annual basis.

23. How interested would your organization be if CTDOT were to provide opportunities for your organization to attend future training sessions which would cover, but not be limited to the following topics: Wheelchair Lift and Securement, Defensive Driving, and Customer Relations?

Somewhat interested if CTDOT were to provide opportunities to attend future training sessions.

ADDITIONAL COMMENTS

The Town of Simsbury encourages the contractor to keep abreast of current training and improvements.

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7.0 | MARKETING

24. Please describe all marketing efforts during the last three (3) calendar years (January 2016 through December 2018) showing how your organization has made its transportation services known and available to seniors and persons with disabilities. Please cite dates of public notices, radio and television interviews/ads, public speaking engagements, frequency of newspaper articles/advertisements, public service announcements made, etc. Please include locations of flyers that were placed making seniors and persons with disabilities aware of these services.

Information regarding the Simsbury Dial-A-Ride program is provided on a regular basis through the bi-monthly Senior newsletter, posters placed in the vehicles, Dial-A-Ride brochures, and verbally.

25. Please describe any customer surveys conducted by your organization including any surveys conducted by your local RPO during the last three (3) calendar years (January 2016 through December 2018). Please describe the results and attach samples of these surveys. If no surveys were conducted during this period, please indicate none.

A customer survey has not been completed in the designated time period.

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8.0 | BUDGETS

MGP Budget (SFY 2018 thru SFY 2022)

Please complete ATTACHMENT 3 - MGP BUDGET by entering your organization's annual actual, projected, and estimated expenses and revenues for the transportation services subsidized with MGP funds covering the period of July 1, 2017 through June 30, 2022. ***(please ensure the 'Expenses' and 'Revenues' sections of the worksheet are completed)***

ADDITIONAL COMMENTS

Click here to enter text.

Proposed Municipality Budget (SFY 2020)

Each applicant including each municipality participating in a regionally coordinated transportation system applying for funds must submit its annual SFY 2020 proposed budget. The budget submittal should reflect only the financials associated with providing transportation services.

ADDITIONAL COMMENTS

Click here to enter text.

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ATTACHMENT 1 - MAINTENANCE OF EFFORT CERTIFICATION

An applicant (i.e., municipality) acting on its own or each municipality participating in a regionally coordinated transportation system applying for funds must submit an annual

STATE MATCHING GRANT PROGRAM (MGP)

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certification that MGP funds are in addition to current municipal levels of spending on transportation programs for seniors and persons with disabilities. The Chief Fiscal Officer must sign ATTACHMENT 1 - MAINTENANCE OF EFFORT CERTIFICATION acknowledging either there will be no cuts to funding used to match the MGP or there will be a reduction in local funding requiring state funds to be reduced accordingly.

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ATTACHMENT 2 - GRANT ASSIGNMENT CERTIFICATION

Each municipality participating in a regionally coordinated transportation system must certify that they are assigning their grant apportionment to the coordinating entity. The Chief Executive Officer must sign ATTACHMENT 2 - GRANT ASSIGNMENT CERTIFICATION. ***(please complete only if the municipality is participating in a regionally coordinated transportation system)***

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APPENDIX A - APPORTIONMENTS (Andover-Darien)

Municipality							Total Percent		Percent				Total Apportionment
	60-64	65-69	70-74	75-79	80-84	over 85	over 60	of Total	Allocation	Sq. Miles	Sq. Miles	Allocation	
Andover	206	120	81	47	43	47	544	0.077%	\$1,916	15.6	0.311%	\$7,779	\$9,694
Ansonia	1001	762	546	443	422	419	3,593	0.506%	\$12,654	6.2	0.124%	\$3,091	\$15,745
Ashford	260	177	116	70	59	57	739	0.104%	\$2,603	40.3	0.804%	\$20,095	\$22,697
Avon	1250	806	644	537	465	547	4,249	0.599%	\$14,964	23.5	0.469%	\$11,718	\$26,682
Barkhamsted	273	197	128	90	52	51	791	0.111%	\$2,786	39	0.778%	\$19,446	\$22,232
Beacon Falls	394	314	179	122	80	88	1,177	0.166%	\$4,145	9.8	0.195%	\$4,887	\$9,032
Berlin	1362	960	684	636	625	569	4,836	0.681%	\$17,032	27	0.539%	\$13,463	\$30,495
Bethany	353	266	161	131	128	97	1,136	0.160%	\$4,001	21.6	0.431%	\$10,770	\$14,771
Bethel	1096	769	476	426	339	357	3,463	0.488%	\$12,196	17	0.339%	\$8,477	\$20,673
Bethlehem	315	197	108	94	77	63	854	0.120%	\$3,008	19.7	0.393%	\$9,823	\$12,831
Bloomfield	1584	1197	968	825	787	972	6,333	0.892%	\$22,304	26.4	0.527%	\$13,164	\$35,468
Bolton	342	257	184	114	104	68	1,069	0.151%	\$3,765	15.5	0.309%	\$7,729	\$11,494
Bozrah	160	142	75	73	53	52	555	0.078%	\$1,955	20	0.399%	\$9,972	\$11,927
Branford	2123	1570	1070	905	865	977	7,510	1.058%	\$26,449	27.9	0.556%	\$13,912	\$40,361
Bridgeport	6068	4382	3192	2528	2124	2262	20,556	2.896%	\$72,395	17.5	0.349%	\$8,726	\$81,121
Bridgewater	174	157	92	68	57	42	590	0.083%	\$2,078	16.3	0.325%	\$8,128	\$10,205
Bristol	3414	2483	1810	1661	1438	1634	12,440	1.752%	\$43,812	27	0.539%	\$13,463	\$57,275
Brookfield	1006	799	515	375	335	297	3,327	0.469%	\$11,717	19.8	0.395%	\$9,873	\$21,590
Brooklyn	428	350	290	195	137	209	1,609	0.227%	\$5,667	28.7	0.572%	\$14,311	\$19,977
Burlington	593	426	189	156	98	88	1,550	0.218%	\$5,459	30.6	0.610%	\$15,258	\$20,717
Canaan	94	59	59	39	43	101	395	0.056%	\$1,391	33.4	0.666%	\$16,654	\$18,045
Canterbury	380	238	129	97	69	56	969	0.137%	\$3,413	40	0.798%	\$19,945	\$23,358
Canton	702	526	335	261	215	232	2,271	0.320%	\$7,998	25	0.499%	\$12,466	\$20,464
Chaplin	129	102	83	45	38	33	430	0.061%	\$1,514	19.8	0.395%	\$9,873	\$11,387
Cheshire	1844	1200	748	667	680	807	5,946	0.838%	\$20,941	33	0.658%	\$16,455	\$37,396
Chester	316	222	113	89	162	243	1,145	0.161%	\$4,033	15.9	0.317%	\$7,928	\$11,961
Clinton	975	720	473	332	244	244	2,988	0.421%	\$10,523	17.2	0.343%	\$8,576	\$19,100
Colchester	840	574	359	289	220	284	2,566	0.361%	\$9,037	48.7	0.971%	\$24,283	\$33,320
Colebrook	105	80	51	39	26	29	330	0.046%	\$1,162	33	0.658%	\$16,455	\$17,617
Columbia	404	300	199	130	109	101	1,243	0.175%	\$4,378	21.8	0.435%	\$10,870	\$15,248
Cornwall	127	86	71	58	45	37	424	0.060%	\$1,493	46.8	0.933%	\$23,336	\$24,829
Coventry	776	537	292	198	161	141	2,105	0.297%	\$7,413	37.3	0.744%	\$18,599	\$26,012
Cromwell	910	571	379	396	390	548	3,194	0.450%	\$11,249	13.5	0.269%	\$6,731	\$17,980
Danbury	3882	2701	1893	1579	1329	1476	12,860	1.812%	\$45,291	44	0.878%	\$21,939	\$67,230
Darien	899	771	481	388	373	365	3,277	0.462%	\$11,541	14.9	0.297%	\$7,429	\$18,971

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APPENDIX A - APPORTIONMENTS (Deep River-Killingworth)

Municipality	60-64	65-69	70-74	75-79	80-84	over 85	Total over 60	Percent of Total	Allocation	Sq. Miles	Percent Sq. Miles	Allocation	Total Apportionment
Deep River	350	236	138	126	88	97	1,035	0.146%	\$3,645	14.2	0.283%	\$7,080	\$10,726
Derby	728	549	420	354	305	387	2,743	0.386%	\$9,660	5.3	0.106%	\$2,643	\$12,303
Durham	456	353	191	151	133	115	1,399	0.197%	\$4,927	23.3	0.465%	\$11,618	\$16,545
East Granby	314	237	193	135	77	86	1,042	0.147%	\$3,670	17.4	0.347%	\$8,676	\$12,346
East Haddam	645	444	265	186	132	159	1,831	0.258%	\$6,449	57.6	1.149%	\$28,721	\$35,169
East Hampton	871	557	372	248	192	178	2,418	0.341%	\$8,516	36.8	0.734%	\$18,349	\$26,865
East Hartford	2674	2041	1566	1275	1086	1077	9,719	1.369%	\$34,229	18.7	0.373%	\$9,324	\$43,553
East Haven	1796	1336	950	948	829	1073	6,932	0.977%	\$24,413	12.6	0.251%	\$6,283	\$30,696
East Lyme	1209	1077	779	547	482	459	4,553	0.641%	\$16,035	34.8	0.694%	\$17,352	\$33,387
East Windsor	674	538	416	310	266	219	2,423	0.341%	\$8,533	26.8	0.535%	\$13,363	\$21,897
Eastford	150	77	56	37	38	28	386	0.054%	\$1,359	28.6	0.570%	\$14,261	\$15,620
Easton	470	363	239	204	153	171	1,600	0.225%	\$5,635	28.8	0.574%	\$14,360	\$19,995
Ellington	918	693	392	313	232	198	2,746	0.387%	\$9,671	34.8	0.694%	\$17,352	\$27,023
Enfield	2216	1920	1453	1417	1038	935	8,979	1.265%	\$31,623	33.8	0.674%	\$16,853	\$48,476
Essex	546	427	288	252	210	300	2,023	0.285%	\$7,125	12.2	0.243%	\$6,083	\$13,208
Fairfield	3005	2374	1638	1553	1477	1878	11,925	1.680%	\$41,998	30.6	0.610%	\$15,258	\$57,256
Farmington	1643	1170	811	781	703	869	5,977	0.842%	\$21,050	28.7	0.572%	\$14,311	\$35,361
Franklin	124	112	70	50	27	29	412	0.058%	\$1,451	20	0.399%	\$9,972	\$11,423
Glastonbury	2189	1512	1058	783	767	818	7,127	1.004%	\$25,100	52.5	1.047%	\$26,178	\$51,278
Goshen	275	177	123	93	68	56	792	0.112%	\$2,789	45.6	0.909%	\$22,737	\$25,527
Granby	746	475	360	284	232	188	2,285	0.322%	\$8,047	41.3	0.824%	\$20,593	\$28,641
Greenwich	3468	2794	2173	1819	1540	1742	13,536	1.907%	\$47,672	50.6	1.009%	\$25,230	\$72,902
Griswold	669	457	246	253	174	146	1,945	0.274%	\$6,850	37.6	0.750%	\$18,748	\$25,598
Groton	1943	1522	1077	969	829	930	7,270	1.024%	\$25,604	38.3	0.764%	\$19,097	\$44,701
Guilford	1840	1384	817	665	493	554	5,753	0.810%	\$20,261	47.7	0.951%	\$23,784	\$44,046
Haddam	585	466	275	152	125	136	1,739	0.245%	\$6,124	46.7	0.931%	\$23,286	\$29,410
Hamden	3309	2207	1765	1645	1541	2013	12,480	1.758%	\$43,953	33	0.658%	\$16,455	\$60,407
Hampton	162	95	52	43	34	35	421	0.059%	\$1,483	25.3	0.505%	\$12,615	\$14,098
Hartford	5256	3646	2655	1983	1391	1428	16,359	2.305%	\$57,614	18.4	0.367%	\$9,175	\$66,789
Hartland	146	118	43	59	30	36	432	0.061%	\$1,521	34.5	0.688%	\$17,203	\$18,724
Harwinton	439	328	187	145	124	122	1,345	0.189%	\$4,737	31.4	0.626%	\$15,657	\$20,394
Hebron	620	368	232	138	89	106	1,553	0.219%	\$5,469	37.5	0.748%	\$18,698	\$24,168
Kent	248	174	156	108	99	96	881	0.124%	\$3,103	49.5	0.987%	\$24,682	\$27,785
Killingly	967	683	563	437	332	402	3,384	0.477%	\$11,918	50	0.997%	\$24,931	\$36,849
Killingworth	570	384	255	170	146	91	1,616	0.228%	\$5,691	36	0.718%	\$17,950	\$23,642

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APPENDIX A - APPORTIONMENTS (Lebanon-Old Lyme)

Municipality	60-64	65-69	70-74	75-79	80-84	over 85	Total over 60	Percent of Total	Allocation	Sq. Miles	Percent Sq. Miles	Allocation	Total Apportionment
Lebanon	475	315	180	151	103	89	1,313	0.185%	\$4,624	56.1	1.119%	\$27,973	\$32,597
Ledyard	910	689	454	326	266	185	2,830	0.399%	\$9,967	40.5	0.808%	\$20,194	\$30,161
Lisbon	280	219	132	100	73	90	894	0.126%	\$3,149	16.5	0.329%	\$8,227	\$11,376
Litchfield	676	521	353	275	228	281	2,334	0.329%	\$8,220	57.3	1.143%	\$28,571	\$36,791
Lyme	237	190	120	91	95	72	805	0.113%	\$2,835	33	0.658%	\$16,455	\$19,290
Madison	1366	1008	732	591	507	480	4,684	0.660%	\$16,496	36.3	0.724%	\$18,100	\$34,596
Manchester	3248	2257	1544	1201	1170	1455	10,875	1.532%	\$38,300	27.2	0.543%	\$13,563	\$51,863
Mansfield	754	605	411	349	323	344	2,786	0.392%	\$9,812	45.2	0.902%	\$22,538	\$32,350
Marlborough	475	319	151	121	83	119	1,268	0.179%	\$4,466	23.5	0.469%	\$11,718	\$16,183
Meriden	3305	2235	1593	1430	1195	1381	11,139	1.569%	\$39,230	24	0.479%	\$11,967	\$51,197
Middlebury	502	408	272	212	201	209	1,804	0.254%	\$6,353	18	0.359%	\$8,975	\$15,329
Middlefield	274	207	145	145	119	91	981	0.138%	\$3,455	13.3	0.265%	\$6,632	\$10,087
Middletown	2415	1798	1315	1056	989	1127	8,700	1.226%	\$30,640	42.9	0.856%	\$21,391	\$52,031
Milford	3494	2644	1726	1517	1336	1362	12,079	1.702%	\$42,540	23.5	0.469%	\$11,718	\$54,258
Monroe	1143	782	619	489	390	319	3,742	0.527%	\$13,179	26.4	0.527%	\$13,164	\$26,342
Montville	1086	855	611	521	370	308	3,751	0.528%	\$13,210	43.9	0.876%	\$21,890	\$35,100
Morris	178	132	74	51	68	46	549	0.077%	\$1,933	18.8	0.375%	\$9,374	\$11,308
Naugatuck	1729	1191	813	619	543	640	5,535	0.780%	\$19,493	16.2	0.323%	\$8,078	\$27,571
New Britain	3260	2175	1622	1469	1577	1889	11,992	1.689%	\$42,234	13.3	0.265%	\$6,632	\$48,866
New Canaan	1126	813	574	516	457	427	3,913	0.551%	\$13,781	23.3	0.465%	\$11,618	\$25,399
New Fairfield	811	614	417	272	199	155	2,468	0.348%	\$8,692	25.3	0.505%	\$12,615	\$21,307
New Hartford	521	333	213	134	104	87	1,392	0.196%	\$4,902	38.3	0.764%	\$19,097	\$24,000
New Haven	5072	3737	2709	2040	1716	1794	17,068	2.404%	\$60,111	21.1	0.421%	\$10,521	\$70,632
New London	1230	816	571	466	435	476	3,994	0.563%	\$14,066	7.3	0.146%	\$3,640	\$17,706
New Milford	1666	1152	777	560	469	469	5,093	0.717%	\$17,937	64.4	1.284%	\$32,111	\$50,048
Newington	2018	1540	1166	964	939	1028	7,655	1.078%	\$26,960	13.2	0.263%	\$6,582	\$33,542
Newtown	1492	1143	770	638	507	451	5,001	0.705%	\$17,613	60.4	1.205%	\$30,117	\$47,730
Norfolk	126	109	72	58	40	36	441	0.062%	\$1,553	46.7	0.931%	\$23,286	\$24,839
North Branford	970	725	550	405	399	443	3,492	0.492%	\$12,298	26.8	0.535%	\$13,363	\$25,661
North Canaan	200	152	132	107	94	142	827	0.117%	\$2,913	19.6	0.391%	\$9,773	\$12,686
North Haven	1600	1252	1064	902	780	794	6,392	0.900%	\$22,512	21	0.419%	\$10,471	\$32,983
North Stonington	371	280	191	143	117	65	1,167	0.164%	\$4,110	56.3	1.123%	\$28,073	\$32,183
Norwalk	4553	3356	2399	2029	1633	1536	15,506	2.184%	\$54,610	27.7	0.552%	\$13,812	\$68,422
Norwich	2238	1505	1073	944	874	901	7,535	1.061%	\$26,537	27.1	0.541%	\$13,513	\$40,050
Old Lyme	623	528	341	336	216	209	2,253	0.317%	\$7,935	27.1	0.541%	\$13,513	\$21,447

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APPENDIX A - APPORTIONMENTS (Old Saybrook-Thomaston)

Municipality	60-64	65-69	70-74	75-79	80-84	over 85	Total over 60	Percent of Total	Allocation	Sq. Miles	Percent Sq. Miles	Allocation	Total Apportionment
Old Saybrook	838	721	557	513	415	388	3,432	0.483%	\$12,087	18.3	0.365%	\$9,125	\$21,212
Orange	924	664	495	527	487	491	3,588	0.505%	\$12,636	17.6	0.351%	\$8,776	\$21,412
Oxford	888	645	435	277	192	163	2,600	0.366%	\$9,157	33	0.658%	\$16,455	\$25,611
Plainfield	794	582	473	349	249	267	2,714	0.382%	\$9,558	42.7	0.852%	\$21,291	\$30,850
Plainville	1109	835	614	487	400	415	3,860	0.544%	\$13,594	9.6	0.191%	\$4,787	\$18,381
Plymouth	738	496	342	268	215	246	2,305	0.325%	\$8,118	22.4	0.447%	\$11,169	\$19,287
Pomfret	232	197	114	84	65	63	755	0.106%	\$2,659	40.6	0.810%	\$20,244	\$22,903
Portland	618	430	319	266	236	214	2,083	0.293%	\$7,336	23.7	0.473%	\$11,817	\$19,153
Preston	318	272	199	137	126	79	1,131	0.159%	\$3,983	31.3	0.624%	\$15,607	\$19,590
Prospect	590	485	301	258	202	179	2,015	0.284%	\$7,097	14.3	0.285%	\$7,130	\$14,227
Putnam	564	380	274	254	228	303	2,003	0.282%	\$7,054	20.1	0.401%	\$10,022	\$17,077
Redding	646	429	274	233	248	359	2,189	0.308%	\$7,709	32.2	0.642%	\$16,056	\$23,765
Ridgefield	1444	1005	761	626	511	479	4,826	0.680%	\$16,996	34.8	0.694%	\$17,352	\$34,349
Rocky Hill	1388	901	652	622	546	772	4,881	0.688%	\$17,190	13.9	0.277%	\$6,931	\$24,121
Roxbury	231	187	101	58	49	38	664	0.094%	\$2,339	27.4	0.546%	\$13,662	\$16,001
Salem	270	193	83	48	39	35	668	0.094%	\$2,353	29.9	0.596%	\$14,909	\$17,261
Salisbury	360	301	223	167	124	198	1,373	0.193%	\$4,836	60.6	1.209%	\$30,217	\$35,052
Scotland	130	94	52	32	22	14	344	0.048%	\$1,212	18.3	0.365%	\$9,125	\$10,336
Seymour	986	651	431	398	375	495	3,336	0.470%	\$11,749	14.7	0.293%	\$7,330	\$19,079
Sharon	249	197	138	123	94	116	917	0.129%	\$3,230	60.3	1.203%	\$30,067	\$33,297
Shelton	2648	2018	1469	1197	1013	1206	9,551	1.345%	\$33,637	31.4	0.626%	\$15,657	\$49,294
Sherman	254	227	151	100	61	68	861	0.121%	\$3,032	23.5	0.469%	\$11,718	\$14,750
Simsbury	1431	977	697	607	484	588	4,784	0.674%	\$16,849	34.5	0.688%	\$17,203	\$34,051
Somers	601	501	334	267	192	179	2,074	0.292%	\$7,304	28.7	0.572%	\$14,311	\$21,615
South Windsor	1490	1107	839	834	593	598	5,461	0.769%	\$19,233	28.5	0.568%	\$14,211	\$33,444
Southbury	1435	1193	837	975	1002	1228	6,670	0.940%	\$23,491	40.9	0.816%	\$20,394	\$43,884
Southington	2919	2344	1572	1313	1122	1092	10,362	1.460%	\$36,493	36.9	0.736%	\$18,399	\$54,893
Sprague	142	117	82	59	44	28	472	0.066%	\$1,662	13.8	0.275%	\$6,881	\$8,543
Stafford	696	467	369	236	255	308	2,331	0.328%	\$8,209	60.8	1.213%	\$30,316	\$38,526
Stamford	6170	4497	3309	2907	2624	2756	22,263	3.136%	\$78,407	39.9	0.796%	\$19,895	\$98,302
Sterling	186	134	69	50	32	20	491	0.069%	\$1,729	27.2	0.543%	\$13,563	\$15,292
Stonington	1379	1064	794	686	612	635	5,170	0.728%	\$18,208	42.7	0.852%	\$21,291	\$39,499
Stratford	3100	2383	1793	1622	1550	1626	12,074	1.701%	\$42,523	18.7	0.373%	\$9,324	\$51,847
Suffield	889	658	419	406	338	393	3,103	0.437%	\$10,928	43.1	0.860%	\$21,491	\$32,419
Thomaston	472	309	240	187	144	167	1,519	0.214%	\$5,350	12	0.239%	\$5,983	\$11,333

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APPENDIX A - APPORTIONMENTS (Thompson-Woodstock)

Municipality	60-64	65-69	70-74	75-79	80-84	over 85	Total Percent		Allocation	Percent		Allocation	Total Apportionment
							over 60	of Total		Sq. Miles	Sq. Miles		
Thompson	544	449	313	242	203	173	1,924	0.271%	\$6,776	48.7	0.971%	\$24,283	\$31,059
Tolland	886	656	421	267	196	197	2,623	0.370%	\$9,238	40.4	0.806%	\$20,144	\$29,382
Torrington	2093	1540	1087	1007	961	1265	7,953	1.120%	\$28,009	40	0.798%	\$19,945	\$47,954
Trumbull	1956	1592	1277	1275	1082	1361	8,543	1.203%	\$30,087	23.5	0.469%	\$11,718	\$41,805
Union	73	58	30	26	15	20	222	0.031%	\$782	29.9	0.596%	\$14,909	\$15,691
Vernon	1741	1408	957	805	658	725	6,294	0.887%	\$22,167	18.6	0.371%	\$9,274	\$31,441
Voluntown	152	113	56	54	38	29	442	0.062%	\$1,557	39.7	0.792%	\$19,795	\$21,352
Wallingford	2793	2019	1400	1261	1265	1491	10,229	1.441%	\$36,025	39.8	0.794%	\$19,845	\$55,870
Warren	124	111	61	47	33	23	399	0.056%	\$1,405	28	0.558%	\$13,961	\$15,367
Washington	325	242	174	140	94	85	1,060	0.149%	\$3,733	38.7	0.772%	\$19,297	\$23,030
Waterbury	5233	3880	2838	2512	2101	2612	19,176	2.701%	\$67,535	28.2	0.562%	\$14,061	\$81,596
Waterford	1270	1060	772	710	643	740	5,195	0.732%	\$18,296	36.7	0.732%	\$18,299	\$36,596
Watertown	1509	1082	783	670	544	558	5,146	0.725%	\$18,123	29.8	0.594%	\$14,859	\$32,982
West Hartford	3772	2445	1993	1872	1912	2598	14,592	2.056%	\$51,391	22.2	0.443%	\$11,069	\$62,460
West Haven	3058	2045	1373	1209	1124	1161	9,970	1.405%	\$35,113	10.6	0.211%	\$5,285	\$40,398
Westbrook	522	468	307	235	215	181	1,928	0.272%	\$6,790	16.2	0.323%	\$8,078	\$14,868
Weston	609	443	234	188	148	102	1,724	0.243%	\$6,072	20.8	0.415%	\$10,371	\$16,443
Westport	1576	1296	881	751	670	628	5,802	0.817%	\$20,434	22.4	0.447%	\$11,169	\$31,603
Wethersfield	1672	1326	1097	1066	1019	1001	7,181	1.012%	\$25,290	13	0.259%	\$6,482	\$31,773
Willington	342	246	131	116	87	67	989	0.139%	\$3,483	34.8	0.694%	\$17,352	\$20,835
Wilton	1003	754	501	432	362	441	3,493	0.492%	\$12,302	26.8	0.535%	\$13,363	\$25,665
Winchester	734	510	393	335	276	269	2,517	0.355%	\$8,864	34	0.678%	\$16,953	\$25,818
Windham	1195	847	563	521	469	507	4,102	0.578%	\$14,447	28	0.558%	\$13,961	\$28,408
Windsor	1983	1372	939	749	626	745	6,414	0.904%	\$22,589	31.1	0.620%	\$15,507	\$38,096
Windsor Locks	691	522	430	437	351	346	2,777	0.391%	\$9,780	9.2	0.183%	\$4,587	\$14,368
Wolcott	898	770	573	433	356	408	3,438	0.484%	\$12,108	20.6	0.411%	\$10,272	\$22,380
Woodbridge	648	480	316	284	271	367	2,366	0.333%	\$8,333	19.3	0.385%	\$9,623	\$17,956
Woodbury	811	584	393	283	226	217	2,514	0.354%	\$8,854	36.8	0.734%	\$18,349	\$27,203
Woodstock	523	385	225	188	142	125	1,588	0.224%	\$5,593	61.6	1.229%	\$30,715	\$36,308
							709,854	100.000%	\$2,500,000	5013.8	100.000%	\$2,500,000	\$5,000,000

TABLE OF CONTENTS
CHECKLIST

Section	Completed	Documentation to be submitted via five (5) attachments	Submittal Format
1.0 APPLICANT INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	WORD
2.0 DESCRIPTION OF APPLICANT	<input type="checkbox"/>		
3.0 DESCRIPTION OF TRANSPORTATION SERVICES	<input type="checkbox"/>		
4.0 COORDINATION	<input type="checkbox"/>		
5.0 FLEET VEHICLE INVENTORY	<input type="checkbox"/>		
6.0 TRAINING	<input type="checkbox"/>		
7.0 MARKETING	<input type="checkbox"/>		
8.0 BUDGETS ATTACHMENT 3 - MGP BUDGET	<input type="checkbox"/>	<input type="checkbox"/>	Excel
8.0 BUDGETS Proposed SFY 2020 Municipality Budget	<input type="checkbox"/>	<input type="checkbox"/>	pdf
ATTACHMENT 1 - MAINTENANCE OF EFFORT CERTIFICATION	<input type="checkbox"/> <i>signed/dated</i>	<input type="checkbox"/>	WORD or pdf
ATTACHMENT 2 - GRANT ASSIGNMENT CERTIFICATION	<input type="checkbox"/> <i>signed/dated</i>	<input type="checkbox"/>	WORD or pdf

ADDITIONAL COMMENTS
Click here to enter text.

STATE MATCHING GRANT PROGRAM
ELDERLY AND DISABLED DEMAND RESPONSIVE TRANSPORTATION

ATTACHMENT 1 – MAINTENANCE OF EFFORT CERTIFICATION

SFY 2020 (JULY 1, 2019 THRU JUNE 30, 2020)	
Name of Municipality	<i>Town of Simsbujry</i>
<p>The municipality (named above) hereby certifies that State of Connecticut 13b-38bb Elderly and Disabled Demand Responsive Municipal Grant Program (MGP) funds on transportation programs for seniors and persons with disabilities will be</p> <p style="text-align: center;"><i>in addition to current municipal levels of spending.</i></p> <p>If municipal levels of funding will be reduced, please enter below the percentage of applicant funding that will be reduced.</p> <p style="text-align: center;"><i>Click here to enter text.</i></p>	

You may digitally enter your signature on the following line (please submit in WORD) or

DIGITAL SIGNATURE

X

You may enter your name, title, and date below then printout and sign (please submit in pdf):

Amy Meriwether

Name

X

Signature

Director of Finance

Title (i.e., Chief Fiscal Officer)

Tuesday, April 23, 2019

Date

ADDITIONAL COMMENTS

Click here to enter text.

STATE MATCHING GRANT PROGRAM
ELDERLY AND DISABLED DEMAND RESPONSIVE TRANSPORTATION

MGP BUDGET

Applicant Name: **Simsbury Community & Social Services/Town of Simsbury**

		SFY 2018 Actuals	SFY 2019 Projected	SFY 2020 Estimated	SFY 2021 Estimated	SFY 2022 Estimated
EXPENSES						
Operators Salaries & Wages		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance Salaries & Wages		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Director's Salaries & Wages		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Salaries		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringe Benefits		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fuel		\$11,933.00	\$12,000.00	\$12,200.00	\$12,325.00	\$12,500.00
Lubricants		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tires & Tubes		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cell Phone		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contract Services		\$121,214.00	\$123,621.00	\$126,000.00	\$129,150.00	\$132,379.00
In-Kind		\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00
Other expense	please specify	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other expense	please specify	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other expense	please specify	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other expense	please specify	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other expense	please specify	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
total expenses		\$141,147.00	\$143,621.00	\$146,200.00	\$149,475.00	\$152,879.00

		SFY 2018 Actuals	SFY 2019 Projected	SFY 2020 Estimated	SFY 2021 Estimated	SFY 2022 Estimated
REVENUES						
Municipal (Local Share)		\$123,532.00	\$123,621.00	\$126,000.00	\$129,150.00	\$132,379.00
Federal (non-USDOT)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MGP Funds Applying For		\$34,051.00	\$34,051.00	\$34,051.00	\$34,051.00	\$34,051.00
MGP Funds Unspent		\$6,902.00	\$0.00			
Donations		\$4,390.00	\$3,500.00	\$3,600.00	\$3,700.00	\$3,800.00
Fares		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
In-Kind		\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00
Other revenue	Greater Htfd Transit District	\$6,674.00	\$6,674.00	\$6,674.00	\$6,674.00	\$6,674.00
Other revenue	please specify	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other revenue	please specify	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other revenue	please specify	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other revenue	please specify	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
total revenues		\$183,549.00	\$175,846.00	\$178,325.00	\$181,575.00	\$184,904.00

\$102,153.00 ¹

¹ Total Amount of 'MGP Funds Applying For' must equal the total amount of 'MGP Funds Applying For' shown in Section 1.0 | APPLICANT INFORMATION



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** American Society of Radiologic Technologist's National Library Partnership Grant Program
2. **Date of Board Meeting:** April 22, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Lisa Karim, Library Director
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports accepting the American Society of Radiologic Technologist's National Library Partnership Grant, the following motion is in order:

Move, effective April 22, 2019, to accept the American Society of Radiologic Technologist's National Library Partnership Grant and to authorize library staff to execute the tasks associated with the grant award.
5. **Summary of Submission:**
The American Society of Radiologic Technologists created a National Library Partnership program to help make resources available to the public highlighting radiologic technologists, the role they play on the health care team and the use of radiology in diagnostic testing. Simsbury Public Library has been awarded \$500 to purchase material for the library collection.
6. **Financial Impact:**
The awarded amount is \$500 for the purchase of books and educational resources for both adult and children related to the topic of radiology.
7. **Description of Documents Included with Submission:**
 - a) Award Notification dated March 28, 2019



Lisa Karim <lkarim@libraryconnection.info>

Fwd: Congratulations on your National Library Partnership grant of \$500

3 messages

Susan Ray <rray@libraryconnection.info>
To: Lisa Karim <lkarim@libraryconnection.info>

Thu, Mar 28, 2019 at 11:23 AM

FYI

----- Forwarded message -----

From: **Greg Crutcher** <GCrutcher@asrt.org>

Date: Thu, Mar 28, 2019 at 10:51 AM

Subject: Congratulations on your National Library Partnership grant of \$500

To: rray@libraryconnection.info <rray@libraryconnection.info>

Cc: Jake Buehler <JBuehler@asrt.org>, Laura Niel <LNiel@asrt.org>, ASRT Public Relations <pr@asrt.org>

Dear Susan Ray,

Thank you for your interest in the American Society of Radiologic Technologist's National Library Partnership grant program. We have received your application and we are pleased to inform you that the Simsbury Public Library has been selected to receive a grant of \$500. The amount was determined by the Legal Service Area population you serve.

Please respond right away to indicate that you have accepted the grant. If you have multiple branches or locations, please let us know the names and addresses of each library in which you will mount a display.

The funds will be distributed in August. Please use the funds to purchase books from the attached list, but note the list will be updated soon with many new books and some educational toys. The selected books and other educational resources will serve to highlight radiologic technologists and the important role they play on the health care team..

In October, you will receive some additional materials from us including posters, fliers, mounted images, bookmarks and bookplates, which you will use to help create a display during the week of Nov. 3-9 in recognition of National Radiologic Technology Week®.

Please look for additional information from us in the weeks to come about how you can use the hashtag #ASRTLovesLibraries to promote your display through social media and other techniques you may use to spread the word in your area.

Congratulations, and thanks for your participation. Please contact me if you have any questions or need additional information. We're thrilled we can provide libraries across the nation with funds to educate the public about medical imaging and radiation therapy.

Sincerely,

Greg Crutcher

Greg Crutcher | Public Relations Manager

American Society of Radiologic Technologists

15000 Central Ave SE

Albuquerque, NM 87123-3909

Phone: 800-444-2778, Ext.1248

Direct Line: 505-816-1846

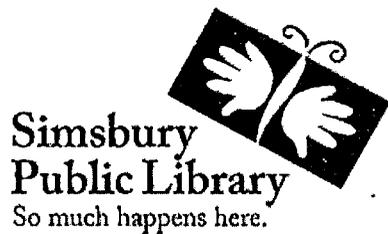
Fax: 505-289-5069

gcrutcher@asrt.org

www.asrt.org

Attachment: NPL 2018 Book List

--
Susan Ray, MLS
Head of Adult Services, Simsbury Public Library
CLA Region 2 Representative
725 Hopmeadow Street
Simsbury, CT 06070
860-658-7663 ext. 2108





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Eagle Scout Project – Sun Shelter at Gifts of Love Farm

2. **Date of Board Meeting:** April 22, 2019

3. **Individual or Entity Making the Submission:**

Maria E. Capriola, Town Manager; Thomas J. Roy, Director of Public Works; Michael Glidden, Director of Planning and Community Development

Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**

If the Board of Selectmen supports accepting the Eagle Scout project/donation on the condition that the Planning and Zoning Commissions also approve the project, the following motion is in order:

Move, effective April 22, 2019, to support the Sun Shelter at the Gifts of Love Farm Eagle Scout project as presented and to accept the donation on the condition that the project is approved by both the Planning and Zoning Commissions.

5. **Summary of Submission:**

The Town has been approached by Patrick Aldrich, a Simsbury resident, looking to do his Eagle Scout project at the Gifts of Love Farm. Patrick is planning on building a sun shelter that can be used as an outdoor learning space that will shield people from the sun's rays.

This project will be submitted to the Planning Commission as a referral for CGS 8-24 at their meeting on April 23rd. This project will also have to be submitted to the Zoning Commission for a site plan modification for adding a new structure to Town owned land. Because the property is within 500 feet of the town line, the application is required to be referred to the Town of East Granby. The Zoning Commission process will take 2 meetings due to the referral requirement; the decision on approval would happen at their May 20th meeting.

Chapter 100 of our Code of Ordinances, "Gift Policy," Section 100-3 "Nonmonetary Donations," states that nonmonetary gifts can't be accepted without the prior approval of the Board of Selectmen.

6. **Financial Impact:**

The estimated value of the project, not including donated labor is \$2,000. Patrick will be fundraising to raise the funds.

7. Description of Documents Included with Submission:

- a) Eagle Scout Service Proposal

Contact Information

Eagle Scout Candidate

Full legal name: Patrick Dennison Aldrich	Birth date: ██████████	BSA PID No.*: 123435835	
Email address: ██████████			
Address: ██████████	City: ██████████	State: ██████	Zip: ██████
Preferred phone Nos.: ██████████		Life board of review date: 6/2/2016	

**Personal ID No., found on the BSA membership card*

Current Unit Information

Check one: <input checked="" type="checkbox"/> Troop <input type="checkbox"/> Team <input type="checkbox"/> Crew <input type="checkbox"/> Ship	Unit No. 175
District name: Matianuck	Council name: CT RIVERS

Unit Leader Check one: Scoutmaster Varsity Coach Crew Advisor Skipper

Name: Brad Mead	Preferred phone Nos.: ██████████		
Address: ██████████	City: ██████████	State: ██████	Zip: ██████
Email address: ██████████		BSA PID No.: 106976141	

Unit Committee Chair

Name: Lori Boyko	Preferred phone Nos.: ██████████		
Address: ██████████	City: ██████████	State: ██████	Zip: ██████
Email address: ██████████		BSA PID No.:	

Unit Advancement Coordinator

Name: Derek Aldrich	Preferred phone Nos.: ██████████		
Address: ██████████	City: ██████████	State: ██████	Zip: ██████
Email address: ██████████			

Project Beneficiary *(Name of religious institution, school, or community)*

Name: Gifts of Love	Preferred phone Nos.: ██████████		
Address: ██████████	City: Avon	State: CT	Zip: 06001
Email address: ██████████			

Project Beneficiary Representative *(Name of contact for the project beneficiary)*

Name: Jonni Marshall	Preferred phone Nos.: ██████████		
Address: ██████████	City: ██████████	State: ██████	Zip: ██████
Email address: ██████████			

Your Council Service Center

Council name: CT Rivers Council	Phone No.: ██████████		
Address: ██████████	City: East Hartford	State: CT	Zip: 06108
Email address:			

Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name: Jackie McColgan	Preferred phone Nos.: ██████████		
Address: ██████████	City: ██████████	State: ██████	Zip: ██████
Email address: ██████████			

Project Coach

(Your council or district project approval representative may help you learn who this will be.)

Name: N/A	Preferred phone Nos.:		
Address:	City:	State:	Zip:
Email address:			



Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's name Patrick Dennison Aldrich

Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

Eagle Scout Service Project Proposal

Project Description and Benefit

Eagle Scout candidate: Patrick Dennison Aldrich

Briefly describe the project. Attach sketches or "before" photographs if these will help others visualize it.

I will design and construct an outdoor classroom so that campers/students can learn how to plant flowers and understand what it is like to work on a farm. There will also be space to put a picnic table underneath.

Tell how your project will be helpful to the beneficiary. Why is it needed?

They want to teach the campers/students in an outdoor environment, however, on hot days they are unable to do this. My project will allow lessons to be taught outside, but out of the hot summer sun.

When do you plan to begin work on the project? As soon as it is approved, I will begin work on my project.

How long do you think it will take to complete? The project will probably take 3 - 4 weeks to complete.

Giving Leadership

Approximately how many people will be needed to help on your project? 5 - 6 people will be needed to help work on the project

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

I will ask my fellow scouts to volunteer through troop emails and at the weekly troop meetings.

What do you think will be most difficult about leading them?

The most difficult thing about leading them will be making sure they stay on task and get the project done on time.

Materials

(Materials are things that become part of the finished project, such as lumber, nails, and paint.)

What types of materials, if any, will you need? You do not yet need a detailed list of exact quantities, but you must show you have a reasonable idea of what is required.

Wood, Concrete, and Shingles

Supplies

(Supplies are things you use up, such as masking tape, tarps, and garbage bags.)

What kinds of supplies, if any, will you need? You do not yet need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Tools such as screwdrivers, hammers, saws, eye Protection, Ear protection, Gloves, Nails, and Screws.

Eagle Scout Service Project Proposal

Tools

What kinds of tools, if any, will you need?

Shovels, Pencil, Tape Measure, Hammers, Drills, and Saws

Permits and Permissions

(Note that property owners normally secure permits.)

Will you need to secure permissions or permits (for example, building permits)? Who will obtain them?
How much will they cost? How long will it take to secure them?

I will not need building permits to work on this project.

Preliminary Cost Estimate

(You do not need exact costs. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses.)

(Enter your estimated expenses) **Fundraising** *Explain where you will get the money for total costs indicated below, left.*

Items	Cost	I will get the money from family and friend donations as well as raising money through car washes.
Materials	1500	
Supplies	150	
Tools	150	
Other*	200	
Total costs:	2000	

**Such costs as food, water, gasoline, parking, permits, equipment rental, sales tax, etc.*

Project Phases

Think of your project in terms of phases and list what they might be. The first might be to complete your final plan. Others might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated.

1. Develop Final Plan

2. Fundraising

3. Troop Recruitment

4. Execution

5.

6.

7.

8.

Logistics

(A Tour Plan has also been called a "Tour Permit." Check with your council service center to determine if one is required.)

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour Plan?

I will not need a Tour Plan for this project. Transportation will be provided by volunteers, myself, and family members.

Eagle Scout Service Project Proposal, continued

Safety Issues

(The Guide to Safe Scouting is an important resource in considering safety issues.)

Describe the hazards and safety concerns you and your helpers should be aware of as this project is conducted.

My volunteers should use the provided protection while using the equipment so that there are no lost body parts.

Further Planning

(You do not have to list every step, but it must be enough to show you have a reasonable idea of how to complete a final plan.)

List some action steps you will take to complete a final plan. For example, "Complete a more detailed set of drawings."

I will develop a better estimation of cost and complete a more detailed drawing so that the project can be seen from multiple angles and will have exact dimensions as needed.

Candidate's Promise

(Signed before approvals below are granted)

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 21. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed _____

Date _____

Unit Leader Approval*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed _____

Date _____

Unit Committee Approval*

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed _____

Date _____

Beneficiary Approval*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fundraising he conducts will be in our name and that funds left over will come to us. We will provide receipts to donors as required.

Signed _____

Date _____

Council or District Approval

I have read sections 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout Service Project, in the *Guide to Advancement*, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to complete a final plan and further encourage him to share it with a project coach.

Signed _____

Date _____

**While it makes sense to obtain them in the order they appear, there shall be no required sequence for the order of obtaining approvals marked with an asterisk (*). However, council or district approval must come after the others.*



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- Title of Submission:** Request for Temporary Liquor Permit Fee Waiver for Burgers on the Bridge Event
- Date of Board Meeting:** April 22, 2019
- Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Old Drake Hill Flower Bridge Committee
Maria E. Capriola
- Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the request from Old Drake Hill Flower Bridge Committee to waive the temporary liquor permit fee for its Burgers on the Bridge fundraising event, the following motion is in order:

Move, effective April 22, 2019 to approve the temporary liquor permit fee waiver for the Old Drake Hill Flower Bridge in the amount of \$180 for the 2019 Burgers on the Bridge fundraising event.

- Summary of Submission:**
The Old Drake Hill Flower Bridge is making a request to the Town that the \$180 fee for a temporary liquor permit for their annual Burgers on the Bridge fundraiser event be waived. The annual fundraiser is scheduled for May 29, 2019 with a rain date of May 30, 2019. The Old Drake Hill Flower Bridge is a non-profit, tax exempt organization that provides funding and support for the maintenance and care of the Flower Bridge, including the flower displays. The Flower Bridge is owned by the Town.

The Town does not have a fee waiver ordinance or policy. However, from time to time the Town has granted fee waiver requests to non-profit agencies and individuals conducting community service projects, or to non-profit groups maintaining or adding to the Town's infrastructure and assets. A similar request was granted to the Old Drake Hill Flower Bridge Committee last year.

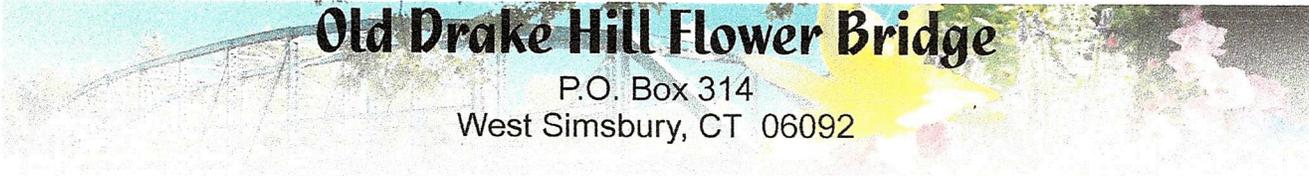
- Financial Impact:**
Old Drake Hill Flower Bridge is seeking that the temporary liquor permit fee of \$180 be waived for the annual Burgers on the Bridge fundraising event.

The table below illustrates the fees that would be subject to the waiver request:

<u>Application</u>	<u>Local Fee</u> <i>(Can be Waived)</i>	<u>State Fee</u> <i>(Can't be Waived)</i>
Zoning Commission Application	\$180.00	\$60.00

7. Description of Documents Included with Submission:

- a) Letter from D. Mackay and S. Wassell, Old Drake Hill Flower Bridge, dated April 1, 2019



Old Drake Hill Flower Bridge

P.O. Box 314
West Simsbury, CT 06092

April 1, 2019
Board of Selectmen
933 Hopmeadow Street
Simsbury, CT 06070

Re: Burgers on the Bridge May 29, 2019 (Raindate May 30, 2019) 4:30-7pm

Our annual fundraiser Burgers is coming up soon! We have completed the State of CT permit application to serve beer and wine by TIPS trained staff and have submitted a Special Exemption application to the Simsbury Zoning Commission for approval. Since we are a 501C3 charitable, all volunteer organization, we request that the Special Exemption fee of \$290 be waived for this event. One hundred percent of the proceeds go directly to pay for flowers, irrigation, maintenance to support the beauty of the Bridge. This year we are thrilled to celebrate the bridge, as it will be closed from June 2 on, and excited about the Hudson Park Project going forth.

Thank you very much for your consideration.



Deeg Mackay



Sharene Wassell

CoChairwomen
cc: Maria Capriola



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – 2019 CT Volley DIG Tournament

2. **Date of Board Meeting:** April 22, 2019

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Robin Newton, Assistant Town Planner
Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

Move, effective April 22, 2019 to approve the public gathering application for the CT Volley DIG Tournament as presented and to authorize the issuance of the public gathering permit.

5. **Summary of Submission:**
On March 28, 2019 the Public Gathering Committee met with the applicant Missy DiNunno, SMPAC Executive Director. This event is a two day volleyball tournament which is open to the public. It will include a Men's and Women's division. Spectators are welcome to watch for free. There will be food and beverage vendors on site. Parking will be utilized on the Simsbury Meadows site. This event will take place on Saturday August 3rd and Sunday August 4th, 2019. This event will be the same as last year.

6. **Financial Impact:**
None

7. **Description of Documents Included with Submission:**
a) Application and Maps Presented to the Public Gathering Committee



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

PUBLIC GATHERING PERMIT APPLICATION

A Public Gathering Permit (PGP) is required when a proposal is made for a gathering of a number of people on Town property which may cause questions or raise concerns regarding traffic circulation and access issues involving local or state roadways, public safety, or issues regarding a required Special Exception permit from the Zoning Commission.

Application should be completed in full, including original signatures, before submitting to the Zoning Enforcement Officer at the Simsbury Town Offices, Planning & Zoning Department, 933 Hopmeadow Street, Simsbury, Connecticut 06070. The application must be received in office at least **6 WEEKS** prior to the date of the proposed event. The Board of Selectmen has the final authority to approve or deny public gathering permit applications. The Town reserves the right to cancel an event that does not obtain complete approval, as specified herein.

Organization's Name: Simsbury Performing Arts Center, Inc.

Applicant's Name: Missy DiNunno - Executive Director

Mailing Address: 22 Iron Horse Blvd (PO Box 245) Simsbury, CT 06070

Phone: 860-651-4052 Email: missy@simsburymeadowsmusic.com

Event Location: Simsbury Meadows Performing Arts Center

Exact Date(s) of proposed Public Gathering: (MUST include all required "set up" and "tear down" time, as well as the actual dates of the Public Gathering.)

Exact Time(s)/Date Begin: Friday, August 2 11:00 AM End: Monday, August 5 2:00 PM

*times above include setup/breakdown - see attached event outline
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 320/day

- *The Town of Simsbury reserves the right to limit the number of attendees. The maximum number of permitted attendees will be determined after consultation with the Town of Simsbury.*

A Certificate of Insurance made out to the Applicant AND Town of Simsbury, evidencing coverage of \$1,000,000 in force for the duration of the event, must be submitted with this application. This Certificate of Insurance must include a hold harmless agreement for the Town.

TOWN OF SIMSBURY USE ONLY:

Fee Received: YES NO N/A
Insurance Received: YES NO N/A
Request Approved: YES NO MORE INFO: _____

Signature: _____ Date: _____

EVENT INFO

Description of Event: Grass 2x2 volleyball tournament. Saturday is men's and
and women's and Sunday is reverse co-ed tournament play. Anyone can
participate in The Dig. Divisions available from Juniors & B divisions (for
beginners) all the way up to Pro. This is an open registration tournament, all
you need is a Volley America membership (\$15/yr). Spectators welcome for free!

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES NO NUMBER: 19T/19R

- You are responsible for proper collection and removal of all waste generated by your event.

Portable toilets: YES NO NUMBER: 15

- If yes, please show locations on attached site plan.

Tent: YES NO SIZE: 10x10
OPEN SIDES ENCLOSED

- Tents must be in compliance with State of Connecticut tent regulations. The Town of Simsbury's Building Official or Fire Marshal can advise on tent requirements.

Lighting and/or sound equipment: YES NO

- If yes, please attach a list of the equipment you plan to use along with a stage plot with locations for the equipment.
- Lighting must meet the requirements of the Town of Simsbury Fire Marshal.

Does your event require electrical access? YES NO

- If so, a plan for electrical access will need to be reviewed with the Town of Simsbury Building Official or Fire Marshal.

Will food be sold or given away at your event? YES NO

- If food is to be served, whether prepared on- or off-site, you must obtain a Temporary Food Permit from the Farmington Valley Health District (www.fvhd.org).

Will alcohol be served at your event? YES NO

- If alcohol is to be served, you must obtain all pertinent State permits and abide by all Town and State laws and regulations. An additional list of policies applies if alcohol is to be served.

Will road closure(s) be necessary? YES NO

- Details of proposed traffic circulation and closings must be presented to the Chief of Police prior to his signing of the PGP application. If State roads are proposed for closing, a permit from the CT DOT may be necessary.

PLANNING & ZONING DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3245

Alcohol

- Does your event require a Special Exception? YES NO
- Has the Zoning Commission approved a S.E.? YES NO
- Have you obtained a State of CT liquor license? YES NO

Signage

- Will your event require temporary signs? YES NO
 - No signage may be erected without written permission granted from the Zoning Enforcement Officer
- Has your organization secured permits for such? YES NO

Attachments:

Site Map

- The site plan/map of the proposed Public Gathering should be to-scale and show exactly:
 - Layout of the Event (tents, booths/vendors, rides, aisles, etc.)
 - Location of Lighting
 - Parking Layout

FARMINGTON VALLEY HEALTH DISTRICT

95 RIVER ROAD, CANTON, CT 06019

www.fvhd.org

860-352-2333

If food will be prepared or dispensed at your event, you must obtain a Temporary Food Permit from Farmington Valley Health District.

Has a Temporary Food Permit been secured? YES NO

<http://www.fvhd.org/food-protection1.html>

BUILDING DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

YES NO CAPACITY: 10x10
OPEN SIDES ENCLOSED
SQUARE FOOTAGE: 100

- Tents may require a Building Permit, depending on square footage, capacity, enclosure (or not), and if there will be heat and/or electrical. You should contact the Building Official to determine if a permit will be necessary.

Does your event require electrical access? YES NO

- Will you be utilizing portable generators? YES NO

FIRE MARSHAL

871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

DEPARTMENT OF PUBLIC WORKS (DPW)
66 TOWN FOREST ROAD, SIMSBURY, CT 06070

860-658-3222

Will barricades/signage be required:

- For the day of the event?
- In advance?

YES NO

DATES: _____

Are DPW trucks required for use as barricades?

YES NO

QUANTITY: 0

- The fee schedule below is for one (1) Truck and one (1) staff member.
- All fees will begin when Public Works Trucks leave the DPW Campus.
- Each Truck will be filled with sand and operated by a single staff member.
- The number and positioning of the Trucks shall be determined by the Simsbury Police Department.
- The fees for using DPW trucks as barricades are as follows:
 - \$250 for first four (4) hours
 - \$50/hour for each additional hour during regular hours
 - \$75/hour for each additional hour on Federal holidays and Sundays

TOTAL FEE DUE: \$250 + (_____ hours x \$50/\$75) = \$ N/A
Fee is payable by check made out to the Town of Simsbury

Please note:

- No markings on the roadways or custom signage is allowed.
- Traffic cones shall not be provided by DPW.

POLICE DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES NO

If yes, please list recent prior venues that have hosted this concert/festival:

Will on-site private security be provided? YES NO NUMBER: 3 / day

Will on-site emergency medical services be provided? YES NO NUMBER: 2-4

- *Where will they be located?* First aid tent w/ certified volunteers from ski patrol

SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION

64 WEST STREET, SIMSBURY, CT 06070

860-658-7213

Will there be any athletic competitions or other activity/activities that could increase the likelihood of injury or illness? YES NO

Will the attendance be equal to or greater than 5000? YES NO NUMBER: 300

Attendance will be:

STAGGERED OVER COURSE OF EVENT AT A SPECIFIC TIME TIME: 9a - 8p

CULTURE, PARKS & RECREATION

100 OLD FARMS ROAD, SIMSBURY, CT 06070

860-658-3836

Are you serving food? YES NO

- *If so, trash recycling barrels are required at Permittee's expense*

Will you require any special field lining or set up? YES NO

Do you intend to use "staked" tents on athletic fields? YES NO

Will athletic field lighting be necessary? YES NO

Have you provided a parking plan on your site map? YES NO

Portable toilets must be provided at the rate of 1 toilet per 50 patrons, at the Permittee's expense.

- ATTENDANCE: 300 / 50 = 6 PORTABLE TOILETS REQUIRED

**Public Gathering Permit
Required Declaration**

I declare that the information provided on this application is true and correct to the best of my knowledge and belief. I understand that if the information I have provided is a misrepresentation of the actual event, or that the actual event digresses in a manner from the approved permit, that the permit will be revoked.

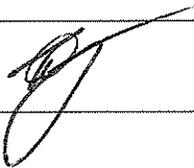
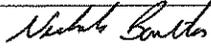
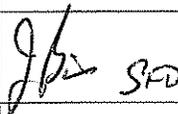
Applicant's Name (Printed): Missy DiNunno on behalf of rental client

Applicant's Signature: 

Date Signed: 2/21/19

Volleyball Tournament

REQUIRED SIGN OFFS (In required order of sign offs)

	<u>Received Date:</u>	<u>Received by:</u>	<u>Approved By:</u>	<u>Action Date:</u>
Performing Arts Center Board				
Culture Parks And Rec. Director				2/28/19
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief				3/12/19
Dir of Public Works				
Dir of Health FVHD				
Fire Marshal			 SFD	2-28-19
Zoning Enforcement Officer				
Board of Selectmen				

EVENT SUMMARY

CT Volley Dig

Saturday, August 3 & Sunday, August 4, 2019

Public Gathering Permit Application Submitted: 2-21-19

CONTACT INFORMATION:	
Organization	CT Volley Event website: www.ctvolley.com
Event Contact	Roger Parent (Tournament Director) 210 Holcomb Street Simsbury, CT 06070 Cell: 860-402-0335 Email: info@ctvolley.com
SMPAC Contact	Missy DiNunno, Executive Director Office: 860-651-4052 Cell: 203-305-1847 Email: missy@simsburymeadowsmusic.com

TIMELINE:

Friday, August 2, 2018		
11a – 7p	Load-in and setup	Field
Saturday, August 18, 2018		
8:00a – 9:00a	Registration	Stage
9a – 8p	Tournament Play	Field
8p – 10p	Net Shift for Day 2	Field
Sunday, August 19, 2018		
8:00a – 9:00a	Registration	Stage
9a – 8p	Tournament Play	Field
Sunday, August 19, 2018		
10:00a – 2:00p	Load out	Field

EVENT DETAILS:

Description
Dig is an annual doubles tournament run by CT Volley. Teams compete over a two-day period for the chance to win division level prizes. The event will also feature food and beverage vendors for players and spectators to enjoy.

Ticketing Information	
Registration for event at ctvolley.com	ALL PLAYERS MUST HAVE AN ACTIVE VOLLEY AMERICA MEMBERSHIP TO PARTICIPATE \$15 - one year VA membership \$80 per team (pros), \$60 per team (non-pro)

Ticketing Information	
	\$30 per team (Juniors: high school or younger)

Parking	
Advanced Preparation	TBD following Smirkus - Lining may be required prior to event
Management	SMPAC to manage
On-site Parking Fee	N/A

Expected Attendance	**Figures are estimated and subject to change
Total Attendance Expected	Approx. 300 players per day

Stage Requirements	
	NO STAGE USE FOR THIS EVENT
Lights	Basic stage lighting
Sound	Provided by CT Volley
Setup	8' tables w/ chairs for registration on stage

Vendor Information	
Merchandise Sales Vendors	Event related merchandise available
Food Vendors	SMPAC – Standard beverage sales and 1-2 food vendors Location – adjacent to center court Either within wall or south west field by circle garden
Services/Activities	Massage tent at Center Court

Public Restrooms	
Coordinated by	SMPAC
Units	Standard – 10
<i>**65 HSO units still on site.</i>	Sinks - 2
<i>Excess units to be locked.</i>	Accessible - 3
	TOTAL - 15
Location	North east field – 0 North west field – 0 South east field (adjacent to parking) – 10/2/3

Security	
Stage Security	N/A
Field Security	Yes – provided by SMPAC
Overnight Security	N/A
Security Notes	Roam field to enforce following policies: - No outside alcohol - No Pets allowed on-site (service animals ONLY)

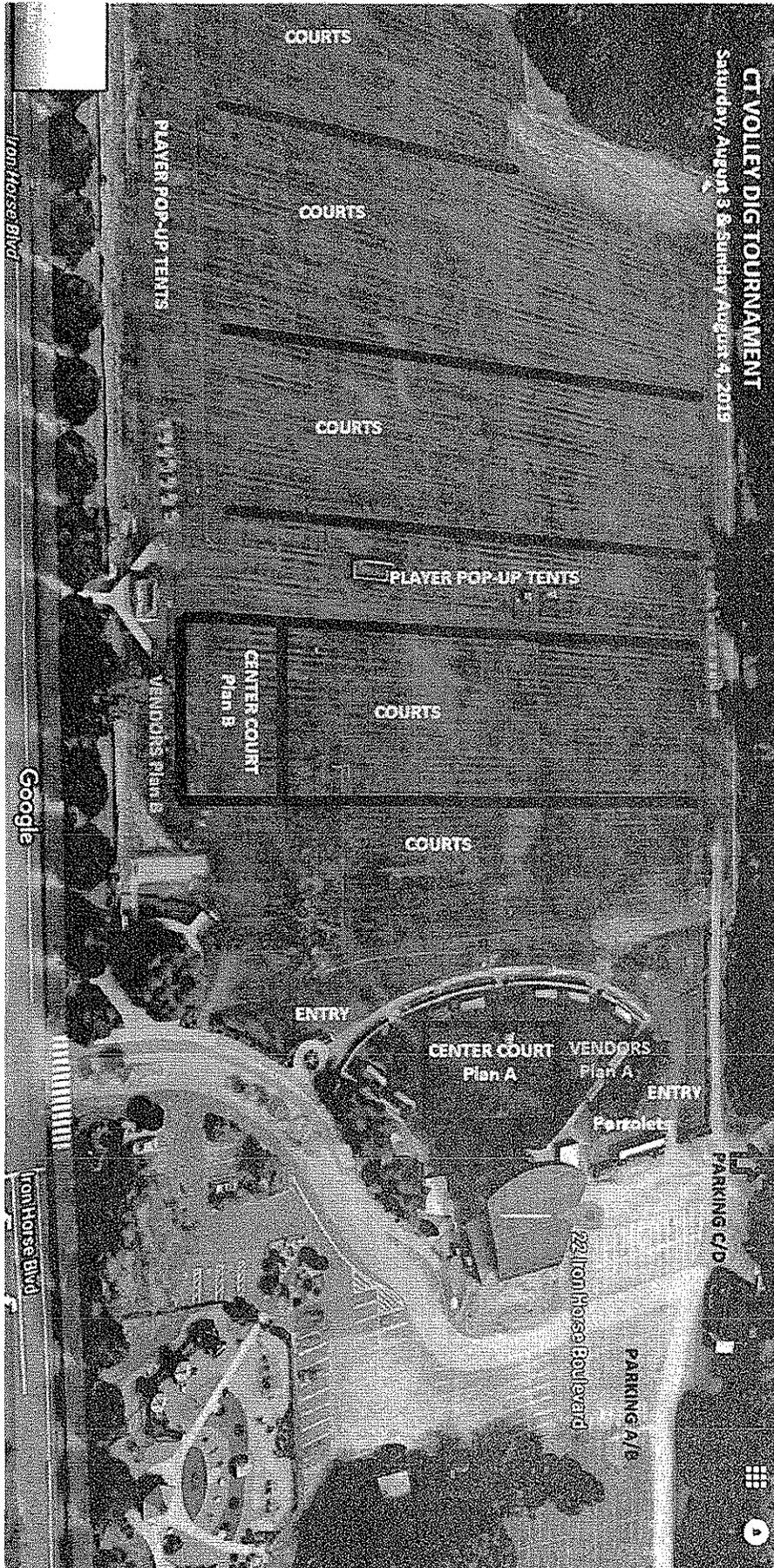
Public Safety	
Police	N/A
Fire	N/A
EMS	SMPAC provides First Aid tent at center court staffed with certified ski patrol volunteers

Public Safety	
DPW	N/A

Tents			
10x10	players provide	Number: 50+ non-stake pop-up	Sides: No
9x20	beer/wine	Number: 1	Sides: No
12x20	center court	Number: 1	Sides: No

CT VOLLEY DIG TOURNAMENT

Saturday, August 3 & Sunday, August 4, 2013



COURTS

COURTS

COURTS

PLAYER POP-UP TENTS

CENTER COURT
Plan B

COURTS

COURTS

ENTRY

CENTER COURT
Plan A

VENDORS
Plan A

ENTRY

Parolets

PARKING C/D

222 Iron Horse Boulevard

PARKING A/B

Iron Horse Blvd

Google

Iron Horse Blvd





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/20/19

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BERGIN INSURANCE AGENCY, INC. 100 E Thousand Oaks Blvd 249 Thousand Oaks, CA 91360	CONTACT NAME: THOMAS BERGIN	FAX (A/C. No.):	
	PHONE (A/C. No., Ext.): (805)496-3600	E-MAIL ADDRESS: tom@isutba.com	
INSURED EAS ENTERPRISES LLC, AOS GROUP LP DBA AVPAMERICA 1300 QUAIL ST, SUITE 200 NEWPORT BEACH, CA 92660	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: SPECIALTY INSURANCE GROUP		10120
	INSURER B: UNITED STATES FIRE INSURANCE COMPANY		21113
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y		S18ML01690-191	02/06/2019	02/06/2020	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> PARTICIPANT LIABILITY HOST LIQUOR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC						MED EXP (Any one person) \$
	<input checked="" type="checkbox"/> OTHER: ABUSE & MOLESTATION						PERSONAL & ADV INJURY \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY			S18ML01690-191	02/06/2019	02/06/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED RETENTION S						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
B	EXCESS ACCIDENT INSURANCE	N	N	SIML01690-191	02/06/2019	02/06/2020	100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

EVENT LOCATION: SIMSBURY PERFORMANCE ARTS CENTER, INC. 22 IRON HORSE BLVD (P.O. BOX 245) SIMSBURY, CT 06070 EVENT DATES IN & OUT 08/03-08/04/2019
DESCRIPTION OF EVENT/OPERATIONS: GRASS VOLLEYBALL TOURNAMENT EVENT HOST/PROMOTER/ORGANIZER: CT VOLLEY, LLC. IS AN ADDITIONAL INSURED UNDER THE TERMS, CONDITIONS AND EXCLUSIONS OF THE POLICY.
CERTIFICATE HOLDER IS AN ADDITIONAL INSURED PER THE TERMS, CONDITIONS AND EXCLUSIONS OF THE POLICY
EVENT NAME: THE CT VOLLEY DIG

CERTIFICATE HOLDER

CANCELLATION

TOWN OF SIMSBURY
933 HOPMEADOW STREET
SIMSBURY, CT 06070

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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DATE (MM/DD/YYYY)

03/20/19

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PRODUCER BERGIN INSURANCE AGENCY, INC. 100 E Thousand Oaks Blvd 249 Thousand Oaks, CA 91360	CONTACT NAME: THOMAS BERGIN	FAX (A/C, No):	
	PHONE (A/C, No, Ext): (805)496-3600	E-MAIL ADDRESS: tom@isutba.com	
INSURED EAS ENTERPRISES LLC, AOS GROUP LP DBA AVPAMERICA 1300 QUAIL ST, SUITE 200 NEWPORT BEACH, CA 92660	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: SPECIALTY INSURANCE GROUP		10120
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	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDSUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PARTICIPANT LIABILITY <input type="checkbox"/> HOST LIQUOR	Y	SI8ML01690-191	02/06/2019	02/06/2020	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: ABUSE & MOLESTATION					DAMAGE TO RENTED PREMISES (If a occurrence) \$ 300,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY		SI8ML01690-191	02/06/2019	02/06/2020	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000
	<input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY					BODILY INJURY (Per person) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB					EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	DED RETENTIONS					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A			PER STATUTE \$
						OTH-ER \$
B	EXCESS ACCIDENT INSURANCE	N N	SIML01690-191	02/06/2019	02/06/2020	E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
						100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

EVENT LOCATION: SIMSBURY PERFORMANCE ARTS CENTER, INC. 22 IRON HORSE BLVD (P.O. BOX 245) SIMSBURY, CT 06070 EVENT DATES IN & OUT 08/03-06/04/2019
DESCRIPTION OF EVENT/OPERATIONS: GRASS VOLLEYBALL TOURNAMENT EVENT HOST/PROMOTER/ORGANIZER: CT VOLLEY, LLC. IS AN ADDITIONAL INSURED UNDER THE TERMS, CONDITIONS AND EXCLUSIONS OF THE POLICY.
CERTIFICATE HOLDER IS AN ADDITIONAL INSURED PER THE TERMS, CONDITIONS AND EXCLUSIONS OF THE POLICY
EVENT NAME: THE CT VOLLEY BIC

CERTIFICATE HOLDER

CANCELLATION

SIMSBURY PERFORMING ARTS CENTER, INC
22 IRON HORSE BLVD (P.O. BOX 245)
SIMSBURY, CT 06070

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – 2019 Septemberfest
2. **Date of Board Meeting:** April 22, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Robin Newton, Assistant Town Planner
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

Move, effective April 22, 2019 to approve the public gathering application for the 2019 Septemberfest as presented and to authorize the issuance of the public gathering permit.
5. **Summary of Submission:**
On March 28, 2019 the Public Gathering Committee met to discuss the above referenced public gathering permit application. 2019 marks the 30th anniversary of Septemberfest. This is a 3 day event scheduled to take place on September 6, 2019 through September 8, 2019 at the Performing Arts Center. This year's event will include a Fire Truck Parade on Iron Horse Boulevard in celebration of the Fire Department's 75th Anniversary. There will be no fireworks at the event this year.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Application and Maps Presented to the Public Gathering Committee



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

PUBLIC GATHERING PERMIT APPLICATION

A Public Gathering Permit (PGP) is required when a proposal is made for a gathering of a number of people on Town property which may cause questions or raise concerns regarding traffic circulation and access issues involving local or state roadways, public safety, or issues regarding a required Special Exception permit from the Zoning Commission.

Application should be completed in full, including original signatures, before submitting to the Zoning Enforcement Officer at the Simsbury Town Offices, Planning & Zoning Department, 933 Hopmeadow Street, Simsbury, Connecticut 06070. The application must be received in office at least **6 WEEKS** prior to the date of the proposed event. The Board of Selectmen has the final authority to approve or deny public gathering permit applications. The Town reserves the right to cancel an event that does not obtain complete approval, as specified herein.

Organization's Name: Simsbury Performing Arts Center, Inc.

Applicant's Name: Missy DiNunno - Executive Director

Mailing Address: 22 Iron Horse Blvd (PO Box 245) Simsbury, CT 06070

Phone: 860-651-4052 Email: missy@simsburymeadowsmusic.com

Event Location: Simsbury Meadows Performing Arts Center

Exact Date(s) of proposed Public Gathering: (MUST include all required "set up" and "tear down" time, as well as the actual dates of the Public Gathering.)

Exact Time(s)/Date Begin: Wednesday, September 4, 2019 End: Monday, September 9, 2019

*times above include setup/breakdown - see attached event outline
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 3500

- The Town of Simsbury reserves the right to limit the number of attendees. The maximum number of permitted attendees will be determined after consultation with the Town of Simsbury.

A Certificate of Insurance made out to the Applicant AND Town of Simsbury, evidencing coverage of \$1,000,000 in force for the duration of the event, must be submitted with this application. This Certificate of Insurance must include a hold harmless agreement for the Town.

TOWN OF SIMSBURY USE ONLY:			
Fee Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Insurance Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Request Approved:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	MORE INFO: _____
Signature: _____		Date: _____	

EVENT INFO

Description of Event: Septemberfest is a 3 day festival of family fun, food and great entertainment. Festival will be open 9/6/19 from 5p - 10p, 9/7/19 from 11a - 10p, and 9/8/19 from 11a - 5p. New for 2019 to celebrate Fire Department 75th Anniversary - Iron Horse Blvd. Fire Truck Parade on Sunday, September 8th at noon.

2019 event marks the 30th anniversary of Septemberfest!

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES NO NUMBER: 19T/19R

- You are responsible for proper collection and removal of all waste generated by your event.

Portable toilets: YES NO NUMBER: 22

- If yes, please show locations on attached site plan.

Tent: YES NO SIZE: multiple
OPEN SIDES ENCLOSED

- Tents must be in compliance with State of Connecticut tent regulations. The Town of Simsbury's Building Official or Fire Marshal can advise on tent requirements.

Lighting and/or sound equipment: YES NO

- If yes, please attach a list of the equipment you plan to use along with a stage plot with locations for the equipment.
- Lighting must meet the requirements of the Town of Simsbury Fire Marshal.

Does your event require electrical access? YES NO

- If so, a plan for electrical access will need to be reviewed with the Town of Simsbury Building Official or Fire Marshal.

Will food be sold or given away at your event? YES NO

- If food is to be served, whether prepared on- or off-site, you must obtain a Temporary Food Permit from the Farmington Valley Health District (www.fvhd.org).

Will alcohol be served at your event? YES NO

- If alcohol is to be served, you must obtain all pertinent State permits and abide by all Town and State laws and regulations. An additional list of policies applies if alcohol is to be served.

Will road closure(s) be necessary? YES NO

- Details of proposed traffic circulation and closings must be presented to the Chief of Police prior to his signing of the PGP application. If State roads are proposed for closing, a permit from the CT DOT may be necessary.

PLANNING & ZONING DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3245

Alcohol

- Does your event require a Special Exception? YES NO
- Has the Zoning Commission approved a S.E.? YES NO
- Have you obtained a State of CT liquor license? YES NO

Signage

- Will your event require temporary signs? YES NO
 - No signage may be erected without written permission granted from the Zoning Enforcement Officer
- Has your organization secured permits for such? YES NO

Attachments:

Site Map

- The site plan/map of the proposed Public Gathering should be to-scale and show exactly:
 - Layout of the Event (tents, booths/vendors, rides, aisles, etc.)
 - Location of Lighting
 - Parking Layout

FARMINGTON VALLEY HEALTH DISTRICT

95 RIVER ROAD, CANTON, CT 06019

www.fvhd.org

860-352-2333

If food will be prepared or dispensed at your event, you must obtain a Temporary Food Permit from Farmington Valley Health District.

Has a Temporary Food Permit been secured? YES NO

<http://www.fvhd.org/food-protection1.html>

BUILDING DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

YES NO CAPACITY: multiple
 OPEN SIDES ENCLOSED
 SQUARE FOOTAGE: _____

- Tents may require a Building Permit, depending on square footage, capacity, enclosure (or not), and if there will be heat and/or electrical. You should contact the Building Official to determine if a permit will be necessary.

Does your event require electrical access? YES NO

- Will you be utilizing portable generators? YES NO

FIRE MARSHAL

871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

DEPARTMENT OF PUBLIC WORKS (DPW)

66 TOWN FOREST ROAD, SIMSBURY, CT 06070

860-658-3222

Will barricades/signage be required:

- For the day of the event?
- In advance?

YES NO

DATES: Sunday, September 8, 2019 - parade

Are DPW trucks required for use as barricades?

YES NO

QUANTITY: 0

- The fee schedule below is for one (1) Truck and one (1) staff member.
- All fees will begin when Public Works Trucks leave the DPW Campus.
- Each Truck will be filled with sand and operated by a single staff member.
- The number and positioning of the Trucks shall be determined by the Simsbury Police Department.
- The fees for using DPW trucks as barricades are as follows:
 - \$250 for first four (4) hours
 - \$50/hour for each additional hour during regular hours
 - \$75/hour for each additional hour on Federal holidays and Sundays

TOTAL FEE DUE: \$250 + (_____ hours x \$50/\$75) = \$ N/A - Fire Dept. provides
Fee is payable by checks made out to the Town of Simsbury

Please note:

- No markings on the roadways or custom signage is allowed.
- Traffic cones shall not be provided by DPW.

POLICE DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES NO

If yes, please list recent prior venues that have hosted this concert/festival:

Septemberfest has been held annually for past 30 years.

Will on-site private security be provided?

YES NO

NUMBER: 1 ^{overnight}

Will on-site emergency medical services be provided?

YES NO

NUMBER: 2

- Where will they be located? Simsbury PD roaming

SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION
64 WEST STREET, SIMSBURY, CT 06070

860-658-7213

Will there be any athletic competitions or other activity/activities that could increase the likelihood of injury or illness? YES NO

Will the attendance be equal to or greater than 5000? YES NO NUMBER: 3500

Attendance will be:

STAGGERED OVER COURSE OF EVENT AT A SPECIFIC TIME TIME: _____

CULTURE, PARKS & RECREATION

100 OLD FARMS ROAD, SIMSBURY, CT 06070

860-658-3836

Are you serving food? YES NO

• If so, trash recycling barrels are required at Permittee's expense

Will you require any special field lining or set up? YES NO

Do you intend to use "staked" tents on athletic fields? YES NO

Will athletic field lighting be necessary? YES NO

Have you provided a parking plan on your site map? YES NO

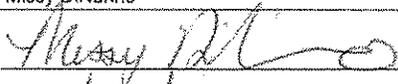
Portable toilets must be provided at the rate of 1 toilet per 50 patrons, at the Permittee's expense.

• ATTENDANCE: see attached / 50 = Per 2018 PORTABLE TOILETS REQUIRED

**Public Gathering Permit
Required Declaration**

I declare that the information provided on this application is true and correct to the best of my knowledge and belief. I understand that if the information I have provided is a misrepresentation of the actual event, or that the actual event digresses in a manner from the approved permit, that the permit will be revoked.

Applicant's Name (Printed): Missy DiNunno

Applicant's Signature: 

Date Signed: 3/25/19

EVENT SUMMARY

Septemberfest

Friday, September 6 – Sunday, September 8, 2019

Public Gathering Permit Application Submitted: 3-25-19

CONTACT INFORMATION:	
Organization	Simsbury Performing Arts Center, Inc. Event website: www.simsburymeadowsmusic.com
SMPAC Contact	Missy DiNunno, Executive Director Office: 860-651-4052 Cell: 203-305-1847 Email: missy@simsburymeadowsmusic.com

TIMELINE:

Wednesday, September 4, 2019	
12p – 5p	Load-in and setup
Thursday, September 5, 2019	
9a - 7p	Load-in and setup
Friday, September 6, 2019	
9a – 5p	Load-in and setup
5p – 10p	Septemberfest
Saturday, September 7, 2019	
11a – 10p	Septemberfest
Sunday, September 8, 2019	
11a – 5p	Septemberfest
12p	Fire Truck Parade – Iron Horse Boulevard <u>Start:</u> 12p <u>Duration:</u> approx. 30 mins. <u>Location:</u> Iron Horse Blvd. <u>Street Closures:</u> Iron Horse Blvd between Owens Brook/Rt 10 and Drake Hill <u>Barricades:</u> Provided by Simsbury Fire Department (no DPW trucks required) <u>Departments Participating:</u> approx. 15 <u>Truck Staging:</u> Water pollution control off Drake Hill
5p – 7p	Breakdown and load-out
Monday, September 9, 2019	
9a – 5p	Breakdown and load-out continued

EVENT DETAILS:

Description
Septemberfest is a 3 day festival of family fun, food and great entertainment. We have a packed, three-day agenda of children's activities, live musical entertainment, great food selection, Business Expo, and retailers, services and organizations from the greater Hartford area. Leave the cooking to us! Visit our food court where we feature local area restaurants serving up signature dishes for your alfresco dining under the stars. Join all your friends and neighbors at Simsbury Meadows' Moonlight Pub, where we will feature a large selection of beer from regional craft brewers, imported favorites, and more. The Pub will also feature white and red wines. Soda, water, lemonade and ice tea are also available. ALL NEW FOR 2019 – Sunday Fire Truck Parade on Iron Horse Boulevard

Ticketing Information	
Price \$5 (13 & Up) FREE (12 & under)	Point of Sale: At the gate

Parking	
Advanced Preparation	Lining required prior to event
Management	SMPAC to manage
On-site Parking Fee	N/A

Expected Attendance	
Total Attendance Expected	<i>**Figures are estimated and subject to change</i> 3500+ over 3 day period

Stage Requirements	
Lights	Stages, field, vendor power provided by SMPAC (Show Lighting)
Sound	Provided by SMPAC (Ace Audio)
Setup	See map

Vendor Information	
Merchandise Sales Vendors	Business Expo and craft vendors
Food Vendors	SMPAC – Standard beverage sales and food vendors Location – per map
Services/Activities	Children's Activities (Bounce houses, railroad, slot car racing, magician, mascots, balloon animals, stunt bike show, etc)

Public Restrooms	
Coordinated by	SMPAC
Units	Standard – 15 Sinks - 5 Accessible - 2 TOTAL – 22

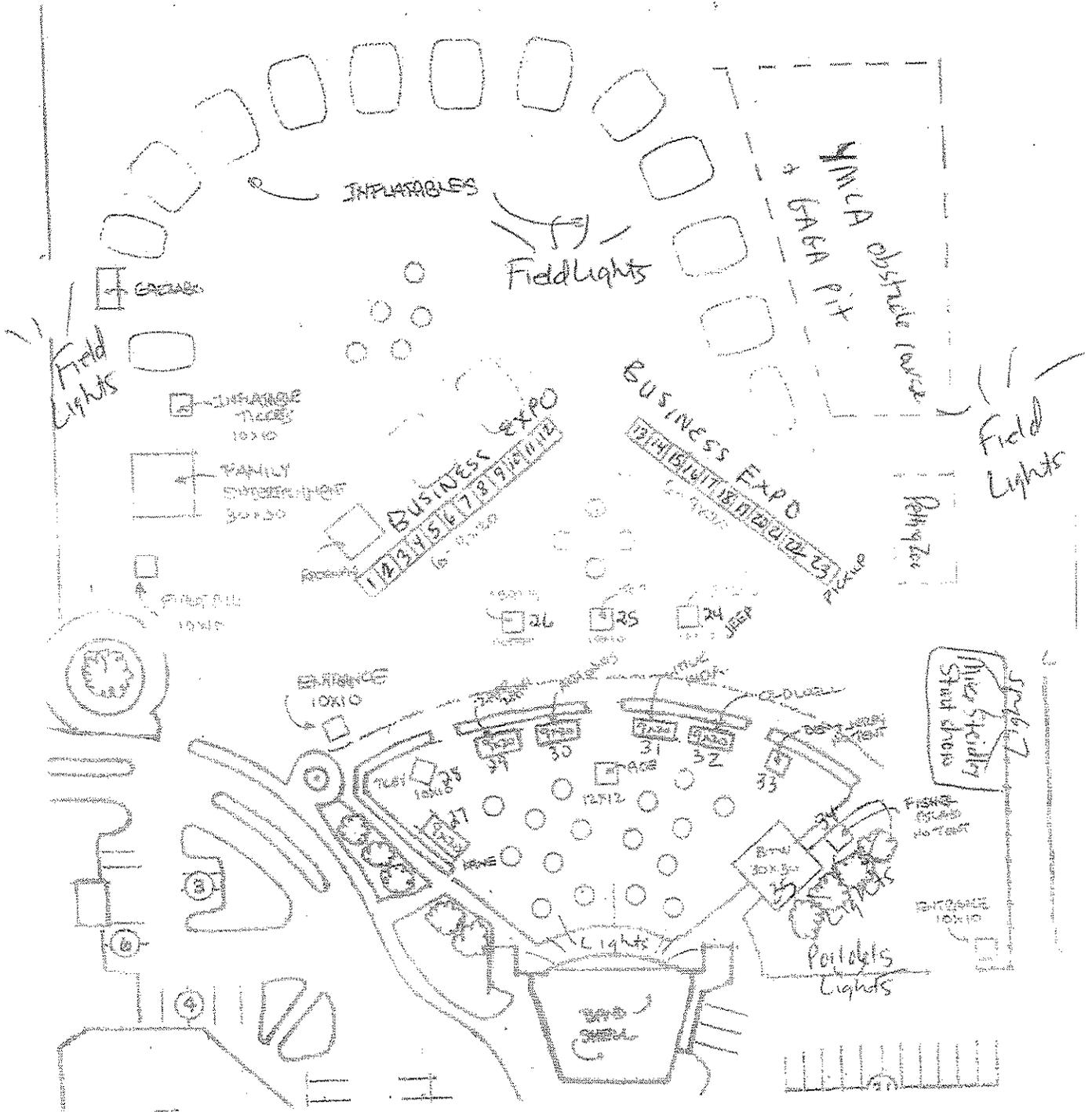
Public Restrooms	
	Daily cleaning 9/7 by 8a and 9/8 by 8a
Location	South east field (adjacent to parking) – 15/5/2

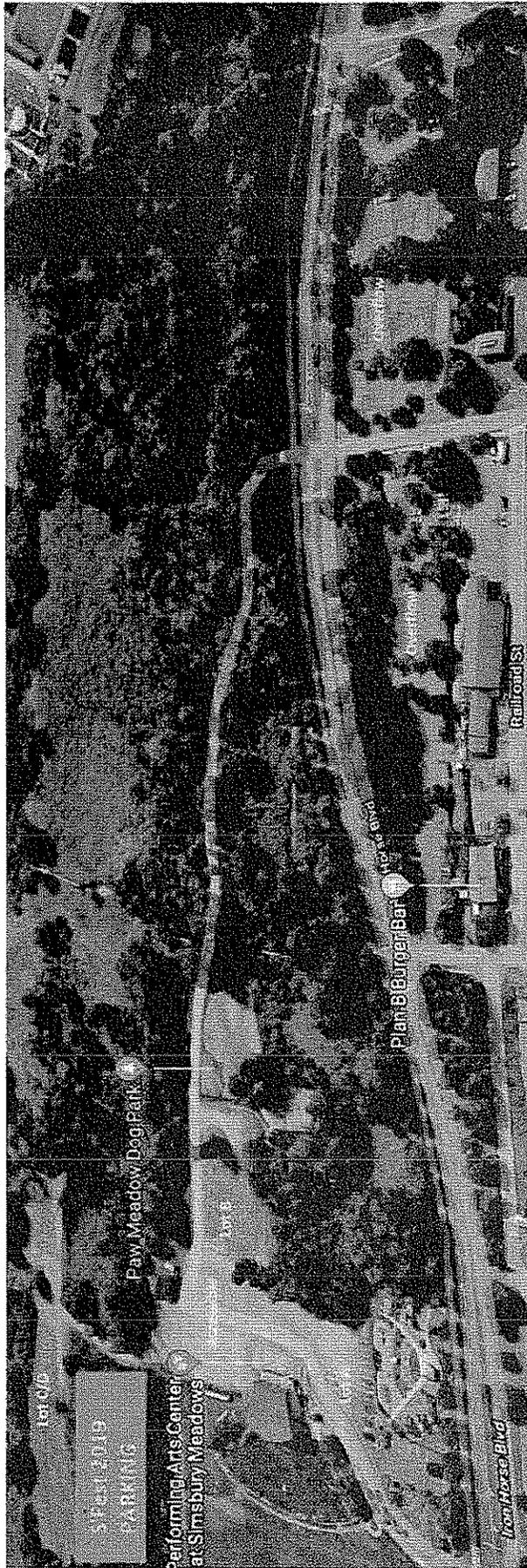
Security	
Stage Security	N/A
Field Security	N/A
Overnight Security	Yes, 1 guard 9/6 10p – 10a & 9/7 10p – 10a
Security Notes	

Public Safety	
Police	S'Fest Grounds detail per 2018 schedule – on-site PD supports first aid needs. Additional street closure fire truck parade detail Sunday.
Fire	Provide barricades for Firetruck parade
DPW Trucks	N/A – Fire to provide required barricades

Tents		
10x10	Number: 10 - 20	Sides: No
9x20	Number: 20 - 25	Sides: Yes (not all)
20x20	Number: 2 - 4	Sides: Yes
30x30	Number: 2 - 4	Sides: Yes (not all)

Septemberfest







CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/25/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Kerr Agency, Inc. 736 Hopmeadow Street P.O. Box 516 Simsbury CT 06070		CONTACT NAME: Elizabeth Bianca PHONE (A/C, No. Ext): (860) 651-3325 FAX (A/C, No.): (860) 760-6988 E-MAIL ADDRESS: ebianca@kerrinsurance.com	
INSURED Simsbury Performing Arts Center, Inc. PO Box 245 Simsbury CT 06070-0033		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Insurance Cos INSURER B: Amguard Ins.Co. INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: Master 2019-20 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			PHPK1942118	04/01/2019	04/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor Liability \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB664815	04/01/2019	04/01/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	R2WC063391	01/15/2019	01/15/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Special Ford, 80%, RC			PHPK1942118	04/01/2019	04/01/2020	Business Property \$90,000 Deductible \$1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

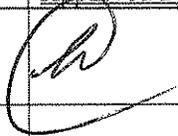
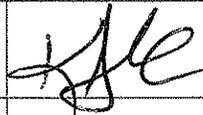
RE: Septemberfest Sept 6th, 7th & 8th
 Town of Simsbury is listed as additional insured as required by written contract.

CERTIFICATE HOLDER Town of Simsbury 933 Hopmeadow Street Simsbury CT 06070	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---

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Septemberfest

REQUIRED SIGN OFFS (in order required)

	Received Date:	Received By:	Approved By:	Action Date:
Culture Parks And Rec. Director				3/28/19
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief				
Dir of Public Works				
Dir of Health FVHD				
Fire Marshal				3/28/19
Zoning Enforcement Officer				
Board of Selectmen				

September Fest
 9/6/19 - 9/8/19

REQUIRED SIGN OFFS
 (in order required)

	<u>Received Date:</u>	<u>Received By:</u>	<u>Approved By:</u>	<u>Action Date:</u>
Culture Parks And Rec. Director				
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief	3/28/2019	Chief / Lt. Sheehan	Chief Nick Bowles	3/28/2019
Dir of Public Works				
Dir of Health FVHD				
Fire Marshal				
Zoning Enforcement Officer				
Board of Selectmen				



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Public Gathering Permit – 2019 Hopmeadow Nursery School Graduation
2. **Date of Board Meeting:** April 22, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Robin Newton, Assistant Town Planner
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

Move, effective April 22, 2019 to approve the public gathering application for the 2019 Hopmeadow Nursery School Graduation as presented and to authorize the issuance of the public gathering permit.
5. **Summary of Submission:**
On March 28, 2019 the Public Gathering Committee met to discuss the above referenced public gathering permit application. This is a small gathering of the preschool graduates, teachers and parents. This will take place on Wednesday, May 22, 2019 at the Performing Arts Center. The estimated number of people for the event is 150.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Application and Maps Presented to the Public Gathering Committee



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

PUBLIC GATHERING PERMIT APPLICATION

A Public Gathering Permit (PGP) is required when a proposal is made for a gathering of a number of people on Town property which may cause questions or raise concerns regarding traffic circulation and access issues involving local or state roadways, public safety, or issues regarding a required Special Exception permit from the Zoning Commission.

Application should be completed in full, including original signatures, before submitting to the Zoning Enforcement Officer at the Simsbury Town Offices, Planning & Zoning Department, 933 Hopmeadow Street, Simsbury, Connecticut 06070. The application must be received in office at least **6 WEEKS** prior to the date of the proposed event. The Board of Selectmen has the final authority to approve or deny public gathering permit applications. The Town reserves the right to cancel an event that does not obtain complete approval, as specified herein.

Organization's Name: Simsbury Performing Arts Center, Inc.

Applicant's Name: Missy DiNunno - Executive Director

Mailing Address: 22 Iron Horse Blvd (PO Box 245) Simsbury, CT 06070

Phone: 860-651-4052 Email: missy@simsburymeadowsmusic.com

Event Location: Simsbury Meadows Performing Arts Center

Exact Date(s) of proposed Public Gathering: (MUST include all required "set up" and "tear down" time, as well as the actual dates of the Public Gathering.)

Exact Time(s)/Date Begin: Wednesday, May 22, 2019 11:45a End: Wednesday, May 22, 2019 1:30p

*times above include setup/breakdown - see attached event outline
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 150

- *The Town of Simsbury reserves the right to limit the number of attendees. The maximum number of permitted attendees will be determined after consultation with the Town of Simsbury.*

A Certificate of Insurance made out to the Applicant AND Town of Simsbury, evidencing coverage of \$1,000,000 in force for the duration of the event, must be submitted with this application. This Certificate of Insurance must include a hold harmless agreement for the Town.

TOWN OF SIMSBURY USE ONLY:			
Fee Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Insurance Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Request Approved:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	MORE INFO: _____
Signature: _____		Date: _____	

EVENT INFO

Description of Event: Hopmeadow Nursery School will invite families of their 2019 graduates to gather within the wall in front of the stage to enjoy a graduation ceremony. Children will process in with their teachers, sing songs and the be called 1 by 1 to receive their certificates. Families will bring lunch to enjoy on the lawn and cake will be served. Families will be invited to enjoy Rotary Park following the graduation activities.

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES NO NUMBER: 19T/19R

- You are responsible for proper collection and removal of all waste generated by your event.

Portable toilets: YES NO NUMBER: 22

- If yes, please show locations on attached site plan.

Tent: YES NO SIZE: _____
OPEN SIDES ENCLOSED

- Tents must be in compliance with State of Connecticut tent regulations. The Town of Simsbury's Building Official or Fire Marshal can advise on tent requirements.

Lighting and/or sound equipment: YES NO

- If yes, please attach a list of the equipment you plan to use along with a stage plot with locations for the equipment.
- Lighting must meet the requirements of the Town of Simsbury Fire Marshal.

Does your event require electrical access? YES NO

- If so, a plan for electrical access will need to be reviewed with the Town of Simsbury Building Official or Fire Marshal.

Will food be sold or given away at your event? YES NO

- If food is to be served, whether prepared on- or off-site, you must obtain a Temporary Food Permit from the Farmington Valley Health District (www.fvhd.org).

Will alcohol be served at your event? YES NO

- If alcohol is to be served, you must obtain all pertinent State permits and abide by all Town and State laws and regulations. An additional list of policies applies if alcohol is to be served.

Will road closure(s) be necessary? YES NO

- Details of proposed traffic circulation and closings must be presented to the Chief of Police prior to his signing of the PGP application. If State roads are proposed for closing, a permit from the CT DOT may be necessary.

PLANNING & ZONING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3245

Alcohol

- Does your event require a Special Exception? YES NO
- Has the Zoning Commission approved a S.E.? YES NO
- Have you obtained a State of CT liquor license? YES NO

Signage

- Will your event require temporary signs? YES NO
 - No signage may be erected without written permission granted from the Zoning Enforcement Officer
- Has your organization secured permits for such? YES NO

Attachments:

Site Map

- The site plan/map of the proposed Public Gathering should be to-scale and show exactly:
 - Layout of the Event (tents, booths/vendors, rides, aisles, etc.)
 - Location of Lighting
 - Parking Layout

FARMINGTON VALLEY HEALTH DISTRICT
95 RIVER ROAD, CANTON, CT 06019

www.fvhd.org
860-352-2333

If food will be prepared or dispensed at your event, you must obtain a Temporary Food Permit from Farmington Valley Health District.

Has a Temporary Food Permit been secured? YES NO

<http://www.fvhd.org/food-protection1.html>

BUILDING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

YES NO CAPACITY: _____
OPEN SIDES ENCLOSED
SQUARE FOOTAGE: _____

- Tents may require a Building Permit, depending on square footage, capacity, enclosure (or not), and if there will be heat and/or electrical. You should contact the Building Official to determine if a permit will be necessary.

Does your event require electrical access? YES NO

- Will you be utilizing portable generators? YES NO

FIRE MARSHAL
871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

DEPARTMENT OF PUBLIC WORKS (DPW)
66 TOWN FOREST ROAD, SIMSBURY, CT 06070

860-658-3222

Will barricades/signage be required:

- For the day of the event? YES NO
- In advance? DATES: _____

Are DPW trucks required for use as barricades? YES NO
QUANTITY: 0

- The fee schedule below is for one (1) Truck and one (1) staff member.
- All fees will begin when Public Works Trucks leave the DPW Campus.
- Each Truck will be filled with sand and operated by a single staff member.
- The number and positioning of the Trucks shall be determined by the Simsbury Police Department.
- The fees for using DPW trucks as barricades are as follows:
 - \$250 for first four (4) hours
 - \$50/hour for each additional hour during regular hours
 - \$75/hour for each additional hour on Federal holidays and Sundays

TOTAL FEE DUE: \$250 + (_____ hours x \$50/\$75) = \$ N/A
Fee is payable by check made out to the Town of Simsbury

Please note:

- No markings on the roadways or custom signage is allowed.
- Traffic cones shall not be provided by DPW.

POLICE DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival? YES NO

If yes, please list recent prior venues that have hosted this concert/festival:

Will on-site private security be provided? YES NO NUMBER: _____

Will on-site emergency medical services be provided? YES NO NUMBER: _____

- Where will they be located? _____

SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION
64 WEST STREET, SIMSBURY, CT 06070

860-658-7213

Will there be any athletic competitions or other activity/activities that could increase the likelihood of injury or illness? YES NO

Will the attendance be equal to or greater than 5000? YES NO NUMBER: 150

Attendance will be:

STAGGERED OVER COURSE OF EVENT AT A SPECIFIC TIME TIME: 12p - 1:30p

CULTURE, PARKS & RECREATION

100 OLD FARMS ROAD, SIMSBURY, CT 06070

860-658-3836

Are you serving food? YES NO

• If so, trash recycling barrels are required at Permittee's expense

Will you require any special field lining or set up? YES NO

Do you intend to use "staked" tents on athletic fields? YES NO

Will athletic field lighting be necessary? YES NO

Have you provided a parking plan on your site map? YES NO

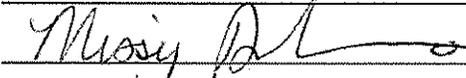
Portable toilets must be provided at the rate of 1 toilet per 50 patrons, at the Permittee's expense.

• ATTENDANCE: 150 / 50 = 3 PORTABLE TOILETS REQUIRED

**Public Gathering Permit
Required Declaration**

I declare that the information provided on this application is true and correct to the best of my knowledge and belief. I understand that if the information I have provided is a misrepresentation of the actual event, or that the actual event digresses in a manner from the approved permit, that the permit will be revoked.

Applicant's Name (Printed): Missy DiNunno on behalf of rental client

Applicant's Signature: 

Date Signed: 3/25/19

Stage Requirements	
Sound	Will use pre-existing stage outlet to provide power for CD playback
Setup	N/A

Vendor Information	
Merchandise Sales Vendors	N/A
Food Vendors	No Food Vendors – Families will be invited to bring lunch and enjoy cake provided by the school following the ceremony.
Services/Other Activities	Following lunch and cake families will be invited to enjoy Rotary Park

Public Restrooms	
Coordinated by	SMPAC
Units	Standard – 15 Sinks - 5 Accessible - 2 TOTAL - 22
Location	North east field – N/A North west field – N/A South west field (adjacent to circle garden)

Security	
Stage Security	N/A
Field Security	N/A
Overnight Security	N/A
Security Notes	

Public Safety	
Police	N/A
Fire	N/A
EMS	N/A

Tents		
10x10	Number: 0	Sides:
20x20	Number: 0	Sides:

Portlets

22 Iron Horse Boulevard

PARKING

Graduation Ceremony

Paw Meadow

HOPMEADOW NURSERY SCHOOL GRADUATION

Wednesday, May 22, 2019 (12p - 1:30p)

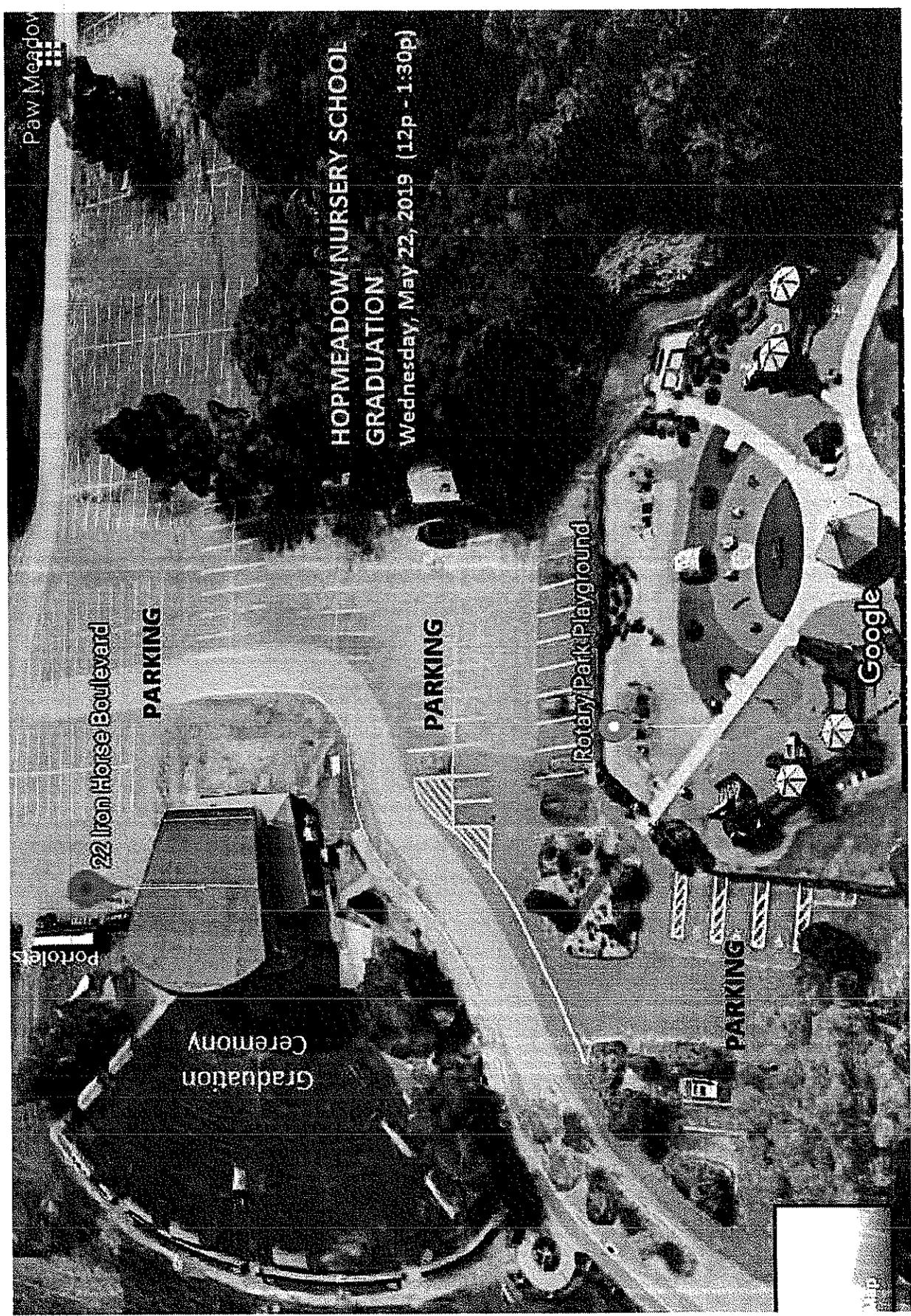
PARKING

Rotary Park Playground

PARKING

Google

Map



Preschool Graduation

REQUIRED SIGN OFFS (in order required)

	Received Date:	Received By:	Approved By:	Action Date:
Culture Parks And Rec. Director				3/28/19
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief				
Dir of Public Works				
Dir of Health FVHD				
Fire Marshal				3/28/19
Zoning Enforcement Officer				
Board of Selectmen				

Hopmeadow Nursery School
5/22/19

REQUIRED SIGN OFFS
(in order required)

	Received Date:	Received By:	Approved By:	Action Date:
Culture Parks And Rec. Director				
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief	3/28/2019	Chief / off. Shukan	Chief Nick Boultin	3/28/2019
Dir of Public Works				
Dir of Health FVHD				
Fire Marshal				
Zoning Enforcement Officer				
Board of Selectmen				



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – 2019 Spooktacular Chili Challenge
2. **Date of Board Meeting:** April 22, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Robin Newton, Assistant Town Planner
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

Move, effective April 22, 2019 to approve the public gathering application for the 2019 Spooktacular Chili Challenge as presented and to authorize the issuance of the public gathering permit.
5. **Summary of Submission:**
On March 28, 2019 the Public Gathering Committee met to discuss the above referenced public gathering permit application. This event is scheduled to take place on Sunday, October 20, 2019 at the Performing Arts Center. This event will include a chili competition and tasting, live entertainment, beer and wine service, retail vendors, costume contest, touch-a-truck and more. This event will be the same as last year.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Application and Maps Presented to the Public Gathering Committee



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

PUBLIC GATHERING PERMIT APPLICATION

A Public Gathering Permit (PGP) is required when a proposal is made for a gathering of a number of people on Town property which may cause questions or raise concerns regarding traffic circulation and access issues involving local or state roadways, public safety, or issues regarding a required Special Exception permit from the Zoning Commission.

Application should be completed in full, including original signatures, before submitting to the Zoning Enforcement Officer at the Simsbury Town Offices, Planning & Zoning Department, 933 Hopmeadow Street, Simsbury, Connecticut 06070. The application must be received in office at least **6 WEEKS** prior to the date of the proposed event. The Board of Selectmen has the final authority to approve or deny public gathering permit applications. The Town reserves the right to cancel an event that does not obtain complete approval, as specified herein.

Organization's Name: Simsbury Performing Arts Center, Inc.

Applicant's Name: Missy DiNunno - Executive Director

Mailing Address: 22 Iron Horse Blvd (PO Box 245) Simsbury, CT 06070

Phone: 860-651-4052 Email: missy@simsburymeadowsmusic.com

Event Location: Simsbury Meadows Performing Arts Center

Exact Date(s) of proposed Public Gathering: (MUST include all required "set up" and "tear down" time, as well as the actual dates of the Public Gathering.)

Exact Time(s)/Date Begin: Saturday, October 19, 2019 12p End: Sunday, October 20, 2019 9p

*times above include setup/breakdown - see attached event outline
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 3000

- The Town of Simsbury reserves the right to limit the number of attendees. The maximum number of permitted attendees will be determined after consultation with the Town of Simsbury.*

A Certificate of Insurance made out to the Applicant AND Town of Simsbury, evidencing coverage of \$1,000,000 in force for the duration of the event, must be submitted with this application. This Certificate of Insurance must include a hold harmless agreement for the Town.

TOWN OF SIMSBURY USE ONLY:

Fee Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Insurance Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Request Approved:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	MORE INFO: _____

Signature: _____ Date: _____

EVENT INFO

Description of Event: The Spooktacular Chili Challenge will include chili competition and tasting, live entertainment, beer and wine, shopping among vendors costume contest, touch-a-truck, and more!

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES NO NUMBER: 19T/19R

- You are responsible for proper collection and removal of all waste generated by your event.

Portable toilets: YES NO NUMBER: 12

- If yes, please show locations on attached site plan.

Tent: YES NO SIZE: multiple
OPEN SIDES ENCLOSED

- Tents must be in compliance with State of Connecticut tent regulations. The Town of Simsbury's Building Official or Fire Marshal can advise on tent requirements.

Lighting and/or sound equipment: YES NO

- If yes, please attach a list of the equipment you plan to use along with a stage plot with locations for the equipment.
- Lighting must meet the requirements of the Town of Simsbury Fire Marshal.

Does your event require electrical access? YES NO

- If so, a plan for electrical access will need to be reviewed with the Town of Simsbury Building Official or Fire Marshal.

Will food be sold or given away at your event? YES NO

- If food is to be served, whether prepared on- or off-site, you must obtain a Temporary Food Permit from the Farmington Valley Health District (www.fvhd.org).

Will alcohol be served at your event? YES NO

- If alcohol is to be served, you must obtain all pertinent State permits and abide by all Town and State laws and regulations. An additional list of policies applies if alcohol is to be served.

Will road closure(s) be necessary? YES NO

- Details of proposed traffic circulation and closings must be presented to the Chief of Police prior to his signing of the PGP application. If State roads are proposed for closing, a permit from the CT DOT may be necessary.

PLANNING & ZONING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3245

Alcohol

- Does your event require a Special Exception? YES NO
- Has the Zoning Commission approved a S.E.? YES NO
- Have you obtained a State of CT liquor license? YES NO

Signage

- Will your event require temporary signs? YES NO
 - No signage may be erected without written permission granted from the Zoning Enforcement Officer
- Has your organization secured permits for such? YES NO

Attachments:

Site Map

- The site plan/map of the proposed Public Gathering should be to-scale and show exactly:
 - Layout of the Event (tents, booths/vendors, rides, aisles, etc.)
 - Location of Lighting
 - Parking Layout

FARMINGTON VALLEY HEALTH DISTRICT
95 RIVER ROAD, CANTON, CT 06019

www.fvhd.org
860-352-2333

If food will be prepared or dispensed at your event, you must obtain a Temporary Food Permit from Farmington Valley Health District.

Has a Temporary Food Permit been secured? YES NO

<http://www.fvhd.org/food-protection1.html>

BUILDING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

YES NO CAPACITY: multiple
OPEN SIDES ENCLOSED
SQUARE FOOTAGE: _____

- Tents may require a Building Permit, depending on square footage, capacity, enclosure (or not), and if there will be heat and/or electrical. You should contact the Building Official to determine if a permit will be necessary.

Does your event require electrical access? YES NO
• Will you be utilizing portable generators? YES NO

FIRE MARSHAL
871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

DEPARTMENT OF PUBLIC WORKS (DPW)
66 TOWN FOREST ROAD, SIMSBURY, CT 06070

860-658-3222

Will barricades/signage be required:

- For the day of the event?
- In advance?

YES NO

DATES: _____

Are DPW trucks required for use as barricades?

YES NO

QUANTITY: 0

- The fee schedule below is for one (1) Truck and one (1) staff member.
- All fees will begin when Public Works Trucks leave the DPW Campus.
- Each Truck will be filled with sand and operated by a single staff member.
- The number and positioning of the Trucks shall be determined by the Simsbury Police Department.
- The fees for using DPW trucks as barricades are as follows:
 - \$250 for first four (4) hours
 - \$50/hour for each additional hour during regular hours
 - \$75/hour for each additional hour on Federal holidays and Sundays

TOTAL FEE DUE: \$250 + (_____hours x \$50/\$75) = \$ N/A
Fee is payable by check made out to the Town of Simsbury

Please note:

- No markings on the roadways or custom signage is allowed.
- Traffic cones shall not be provided by DPW.

POLICE DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES NO

If yes, please list recent prior venues that have hosted this concert/festival:

Chili Fest held annually at SMPAC since 2015

Will on-site private security be provided?

YES NO

NUMBER: _____

Will on-site emergency medical services be provided?

YES NO

NUMBER: 2

- Where will they be located? Simsbury PD roaming

SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION
64 WEST STREET, SIMSBURY, CT 06070

860-658-7213

Will there be any athletic competitions or other activity/activities that could increase the likelihood of injury or illness? YES NO

Will the attendance be equal to or greater than 5000? YES NO NUMBER: 3000

Attendance will be:
STAGGERED OVER COURSE OF EVENT AT A SPECIFIC TIME TIME: _____

CULTURE, PARKS & RECREATION
100 OLD FARMS ROAD, SIMSBURY, CT 06070

860-658-3836

Are you serving food? YES NO

• *If so, trash recycling barrels are required at Permittee's expense*

Will you require any special field lining or set up? YES NO

Do you intend to use "staked" tents on athletic fields? YES NO

Will athletic field lighting be necessary? YES NO

Have you provided a parking plan on your site map? YES NO

Portable toilets must be provided at the rate of 1 toilet per 50 patrons, at the Permittee's expense.

• ATTENDANCE: see attached / 50 = Per previous years PORTABLE TOILETS REQUIRED

**Public Gathering Permit
Required Declaration**

I declare that the information provided on this application is true and correct to the best of my knowledge and belief. I understand that if the information I have provided is a misrepresentation of the actual event, or that the actual event digresses in a manner from the approved permit, that the permit will be revoked.

Applicant's Name (Printed): Missy DiNunno on behalf of rental client

Applicant's Signature: *Missy DiNunno*

Date Signed: 3/25/19

EVENT SUMMARY

Spooktacular Chili Challenge

Sunday, October 20, 2019

Public Gathering Permit Application Submitted: 3-25-19

CONTACT INFORMATION:	
Organization	Simsbury Chamber of Commerce Event website: www.simsburychili.com www.simsburycoc.org
Event Contact	Lisa Gray (Executive Director) 720 Hopmeadow St. Simsbury, CT 06070 Cell: 860-305-0605 Office: 860-651-7307 Email: info@simsburycoc.org
SMPAC Contact	Missy DiNunno, Executive Director Office: 860-651-4052 Cell: 203-305-1847 Email: missy@simsburymeadowsmusic.com

TIMELINE:

Saturday, October 19, 2019	
12p – 5p	Load-in and setup
Sunday, October 20, 2018	
7a – 11a	Load-in and setup continued
12p – 5p	Spooktacular Chili Challenge
5p – 9p	Breakdown and load-out

EVENT DETAILS:

Description
<p><u>SPOOKTACULAR CHILI CHALLENGE</u></p> <p>The Simsbury Chamber of Commerce is excited to announce the Spooktacular Chili Challenge to be held on Sunday, October 20, 2019 at the Simsbury Meadows Performing Arts Center, 22 Iron Horse Boulevard. Please join us for some fantastic chili and wonderful entertainment, vendors and Halloween events!</p>

Ticketing Information
<p>Price \$10 (11 & Up) Point of Sale: www.simsburychili.com and at the gate</p> <p>FREE (10 & under)</p>

Parking	
Advanced Preparation	Lining required prior to event
Management	Chili Challenge to manage
On-site Parking Fee	N/A

Expected Attendance	**Figures are estimated and subject to change
Total Attendance Expected	3000

Stage Requirements	
Lights	SMPAC provided basic stage lights, client provides field lighting
Sound	Provided by client
Setup	Map attached

Vendor Information	
Merchandise Sales Vendors	Yes - # TBD
Food Vendors	SMPAC – Standard beer/wine sales Location – Inside wall Other – Multiple Chili and local restaurant booths
Services/Activities	Trick or treating, touch a truck, etc.

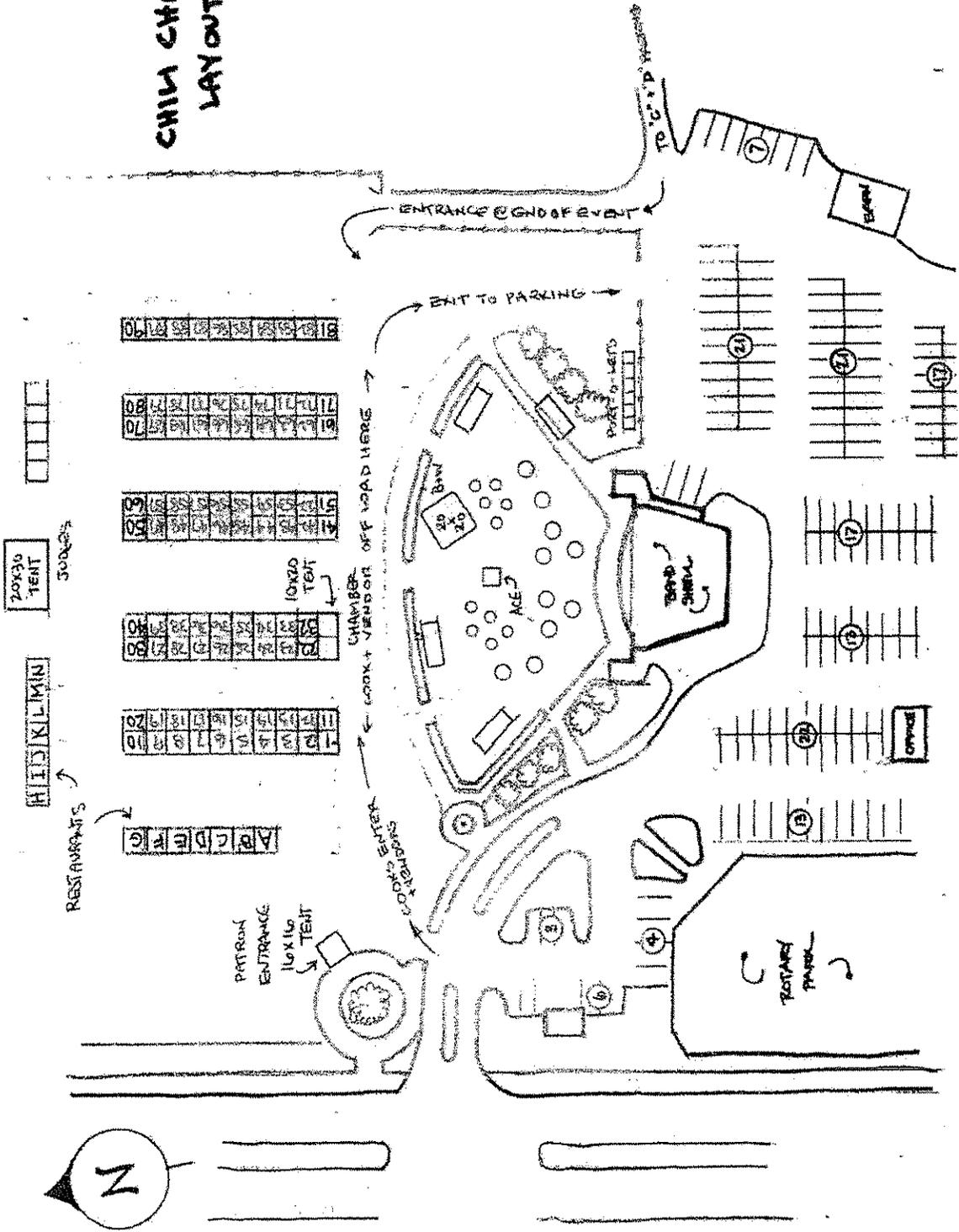
Public Restrooms	
Coordinated by	Client
Units	Standard – 8 Sinks - 2 Accessible – 2 TOTAL - 12
Location	South east field (adjacent to parking)

Security	
Stage Security	N/A
Field Security	N/A
Overnight Security	N/A
Security Notes	

Public Safety	
Police	2 officers 10:30a – 6:30p
Fire	N/A
	N/A

Tents		
10x10	Number: 90	Sides: No
9x20	Number: 2	Sides: Yes
16x16	Number: 1	Sides: No
20x20	Number: 1	Sides: Yes
20x30	Number: 1	Sides: Yes

CHIM CHALLENGE LAYOUT



01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
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16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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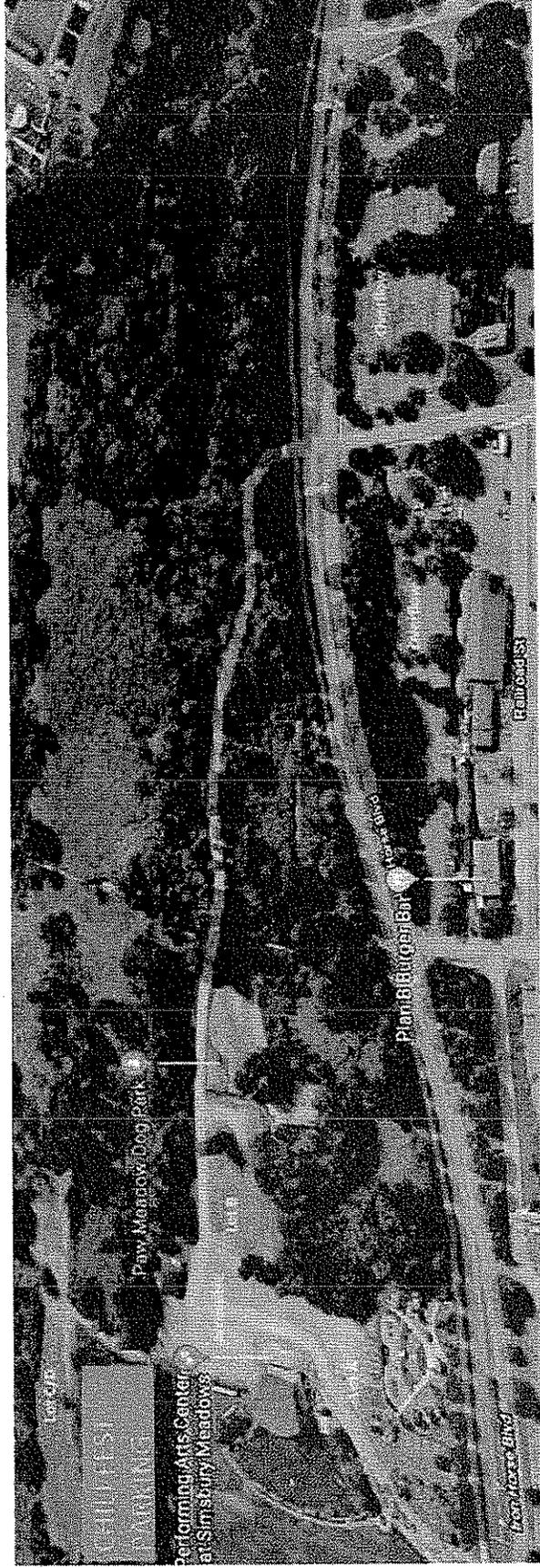
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
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46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
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61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
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A B C D E F G

LONG TEST



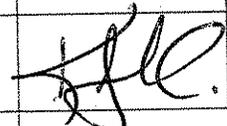
Spooktacular Chili
10/20/19

REQUIRED SIGN OFFS
(in order required)

	<u>Received Date:</u>	<u>Received By:</u>	<u>Approved By:</u>	<u>Action Date:</u>
Culture Parks And Rec. Director				
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief	3/28/2019	Det. Sheehan	Chief Mark Boulter	3/29/2019
Dir of Public Works				
Dir of Health FVHD				
Fire Marshal				
Zoning Enforcement Officer				
Board of Selectmen				

Spooktacular Chili

REQUIRED SIGN OFFS (in order required)

	<u>Received Date:</u>	<u>Received By:</u>	<u>Approved By:</u>	<u>Action Date:</u>
Culture Parks And Rec. Director				7/28/19
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief				
Dir of Public Works				
Dir of Health FVHD				
Fire Marshal				3/28/19
Zoning Enforcement Officer				
Board of Selectmen				



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – 2019 Valley Battle of the Bands
2. **Date of Board Meeting:** April 22, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Robin Newton, Assistant Town Planner
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

Move, effective April 22, 2019 to approve the public gathering application for the 2019 Simsbury Freemason's Valley Battle of the Bands, as presented and to authorize the issuance of the public gathering permit.
5. **Summary of Submission:**
On March 28, 2019 the Public Gathering Committee met to discuss the above referenced public gathering permit application. This event will be held on Saturday, June 8, 2019 at the Performing Arts Center. It will be a day long festival presented by the Simsbury Freemason's Valley Lodge 36 to benefit the Dana Farber Institute. This event will include a battle of the bands, petting zoo, bounce house, face painting, tethered hot air balloon rides, and axe throwing. There will be a beer and wine tasting and food vendors will be on site.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Application and Maps Presented to the Public Gathering Committee



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

PUBLIC GATHERING PERMIT APPLICATION

A Public Gathering Permit (PGP) is required when a proposal is made for a gathering of a number of people on Town property which may cause questions or raise concerns regarding traffic circulation and access issues involving local or state roadways, public safety, or issues regarding a required Special Exception permit from the Zoning Commission.

Application should be completed in full, including original signatures, before submitting to the Zoning Enforcement Officer at the Simsbury Town Offices, Planning & Zoning Department, 933 Hopmeadow Street, Simsbury, Connecticut 06070. The application must be received in office at least **6 WEEKS** prior to the date of the proposed event. The Board of Selectmen has the final authority to approve or deny public gathering permit applications. The Town reserves the right to cancel an event that does not obtain complete approval, as specified herein.

Organization's Name: Simsbury Performing Arts Center, Inc.

Applicant's Name: Missy DiNunno - Executive Director

Mailing Address: 22 Iron Horse Blvd (PO Box 245) Simsbury, CT 06070

Phone: 860-651-4052 Email: missy@simsburymeadowsmusic.com

Event Location: Simsbury Meadows Performing Arts Center

Exact Date(s) of proposed Public Gathering: (MUST include all required "set up" and "tear down" time, as well as the actual dates of the Public Gathering.)

Exact Time(s)/Date Begin: 7:00 AM June 8, 2019 End: 10:00 PM June 8, 2019

*times above include setup/breakdown - see attached event outline
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 1,000

- *The Town of Simsbury reserves the right to limit the number of attendees. The maximum number of permitted attendees will be determined after consultation with the Town of Simsbury.*

A Certificate of Insurance made out to the Applicant AND Town of Simsbury, evidencing coverage of \$1,000,000 in force for the duration of the event, must be submitted with this application. This Certificate of Insurance must include a hold harmless agreement for the Town.

TOWN OF SIMSBURY USE ONLY:

Fee Received: YES NO N/A
Insurance Received: YES NO N/A
Request Approved: YES NO MORE INFO: _____

Signature: _____ Date: _____

EVENT INFO

Description of Event: A day long festival hosted by Simsbury Freemason's Valley Lodge 36 to benefit the Dana Farber Institute. Featuring a Valley Battle of the Bands, petting zoo, bounce house, face painting for the kids, tethered hot air balloon rides, axe throwing, beer/wine tastings and food vendors.

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES NO NUMBER: 19T/19R

- You are responsible for proper collection and removal of all waste generated by your event.

Portable toilets: YES NO NUMBER: 22

- If yes, please show locations on attached site plan.

Tent: YES NO SIZE: 10x10 / 9x20
OPEN SIDES ENCLOSED

- Tents must be in compliance with State of Connecticut tent regulations. The Town of Simsbury's Building Official or Fire Marshal can advise on tent requirements.

Lighting and/or sound equipment: YES NO

- If yes, please attach a list of the equipment you plan to use along with a stage plot with locations for the equipment.
- Lighting must meet the requirements of the Town of Simsbury Fire Marshal.

Does your event require electrical access? YES NO

- If so, a plan for electrical access will need to be reviewed with the Town of Simsbury Building Official or Fire Marshal.

Will food be sold or given away at your event? YES NO

- If food is to be served, whether prepared on- or off-site, you must obtain a Temporary Food Permit from the Farmington Valley Health District (www.fvhd.org).

Will alcohol be served at your event? YES NO

- If alcohol is to be served, you must obtain all pertinent State permits and abide by all Town and State laws and regulations. An additional list of policies applies if alcohol is to be served.

Will road closure(s) be necessary? YES NO

- Details of proposed traffic circulation and closings must be presented to the Chief of Police prior to his signing of the PGP application. If State roads are proposed for closing, a permit from the CT DOT may be necessary.

PLANNING & ZONING DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3245

Alcohol

- Does your event require a Special Exception? YES NO
- Has the Zoning Commission approved a S.E.? YES NO
- Have you obtained a State of CT liquor license? YES NO

Signage

- Will your event require temporary signs? YES NO
 - No signage may be erected without written permission granted from the Zoning Enforcement Officer
- Has your organization secured permits for such? YES NO

Attachments:

Site Map

- The site plan/map of the proposed Public Gathering should be to-scale and show exactly:
 - Layout of the Event (tents, booths/vendors, rides, aisles, etc.)
 - Location of Lighting
 - Parking Layout

FARMINGTON VALLEY HEALTH DISTRICT

95 RIVER ROAD, CANTON, CT 06019

www.fvhd.org

860-352-2333

If food will be prepared or dispensed at your event, you must obtain a Temporary Food Permit from Farmington Valley Health District.

Has a Temporary Food Permit been secured? YES NO

<http://www.fvhd.org/food-protection1.html>

BUILDING DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

YES NO CAPACITY: multiple
OPEN SIDES ENCLOSED
SQUARE FOOTAGE: multiple - see attached

- Tents may require a Building Permit, depending on square footage, capacity, enclosure (or not), and if there will be heat and/or electrical. You should contact the Building Official to determine if a permit will be necessary.

Does your event require electrical access? YES NO

- Will you be utilizing portable generators? YES NO

FIRE MARSHAL

871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

DEPARTMENT OF PUBLIC WORKS (DPW)
66 TOWN FOREST ROAD, SIMSBURY, CT 06070

860-658-3222

Will barricades/signage be required:

- For the day of the event?
- In advance?

YES NO

DATES: _____

Are DPW trucks required for use as barricades?

YES NO

QUANTITY: 0

- The fee schedule below is for one (1) Truck and one (1) staff member.
- All fees will begin when Public Works Trucks leave the DPW Campus.
- Each Truck will be filled with sand and operated by a single staff member.
- The number and positioning of the Trucks shall be determined by the Simsbury Police Department.
- The fees for using DPW trucks as barricades are as follows:
 - \$250 for first four (4) hours
 - \$50/hour for each additional hour during regular hours
 - \$75/hour for each additional hour on Federal holidays and Sundays

TOTAL FEE DUE: \$250 + (_____ hours x \$50/\$75) = \$ N/A

Fee is payable by check made out to the Town of Simsbury

Please note:

- No markings on the roadways or custom signage is allowed.
- Traffic cones shall not be provided by DPW.

POLICE DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES NO

If yes, please list recent prior venues that have hosted this concert/festival:

CT Valley Fest 2018 was held at Meadow Pond Park in West Simsbury.

Will on-site private security be provided?

YES NO

NUMBER: 6

Will on-site emergency medical services be provided?

YES NO

NUMBER: 2 PD

- Where will they be located? SPD officers to serve as medical support

SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION

64 WEST STREET, SIMSBURY, CT 06070

860-658-7213

Will there be any athletic competitions or other activity/activities that could increase the likelihood of injury or illness? YES NO

Will the attendance be equal to or greater than 5000? YES NO NUMBER: 1,000

Attendance will be:

STAGGERED OVER COURSE OF EVENT AT A SPECIFIC TIME TIME: _____

CULTURE, PARKS & RECREATION

100 OLD FARMS ROAD, SIMSBURY, CT 06070

860-658-3836

Are you serving food? YES NO

• *If so, trash recycling barrels are required at Permittee's expense*

Will you require any special field lining or set up? YES NO

Do you intend to use "staked" tents on athletic fields? YES NO

Will athletic field lighting be necessary? YES NO

Have you provided a parking plan on your site map? YES NO

Portable toilets must be provided at the rate of 1 toilet per 50 patrons, at the Permittee's expense.

• ATTENDANCE: 1000 / 50 = 20 PORTABLE TOILETS REQUIRED

**Public Gathering Permit
Required Declaration**

I declare that the information provided on this application is true and correct to the best of my knowledge and belief. I understand that if the information I have provided is a misrepresentation of the actual event, or that the actual event digresses in a manner from the approved permit, that the permit will be revoked.

Applicant's Name (Printed): Missy DiNunno on behalf of rental client

Applicant's Signature: 

Date Signed: 3/25/19

EVENT SUMMARY

CT Valley Fest 2019

Saturday, June 8, 2019

(Rain Date: N/A)

Public Gathering Permit Application Submitted: 3-25-19

CONTACT INFORMATION:	
Organization	Simsbury Freemasons – Valley Lodge 36 991 Hopmeadow Street Simsbury, CT 06070 Event website: www.CTValleyFest.com
Event Contact	Seth Brickman Cell: 860-459-8067 Email: sbrickman@businessriskpartners.com
SMPAC Contact	Missy DiNunno, Executive Director Office: 860-651-4052 Cell: 203-305-1847

TIMELINE:

Saturday, June 8, 2019	
7:00 AM – 12:00 PM	Load-in / Setup
12:00 PM – 7:00 PM	Event open to public
7:00 PM – 10:00 PM	Load-out / Breakdown

EVENT DETAILS:

Description
Valley Fest is a day long family festival to benefit the Dana Farber Institute. Featured activities include Valley Battle of the Bands, petting zoo, bounce house, face painting, tethered hot air balloon rides, group yoga, axe throwing, silent auction, craft and antique vendors, food vendors and beer and wine tastings.

Ticketing / Event Fee Information
General admission - \$10.00 Point of Sale: At the gate
Kids 9 and under - free

Parking	
Advanced Preparation	Lining required prior to event
Management	Traffic Pattern: Enter dirt road, exit onto Iron Horse via main gate. USA Security to manage parking and traffic direction / flow.
On-site Parking Fee	N/A

Expected Attendance	**Figures are estimated and subject to change
Total Attendance Expected	Approximately 1000 *staggered arrival/departure throughout day

Stage Requirements	
Lights	Basic included with band shell – client to supplement
Sound	Client to provide
Production Setup	Client to provide – Valley Battle of the Bands on stage

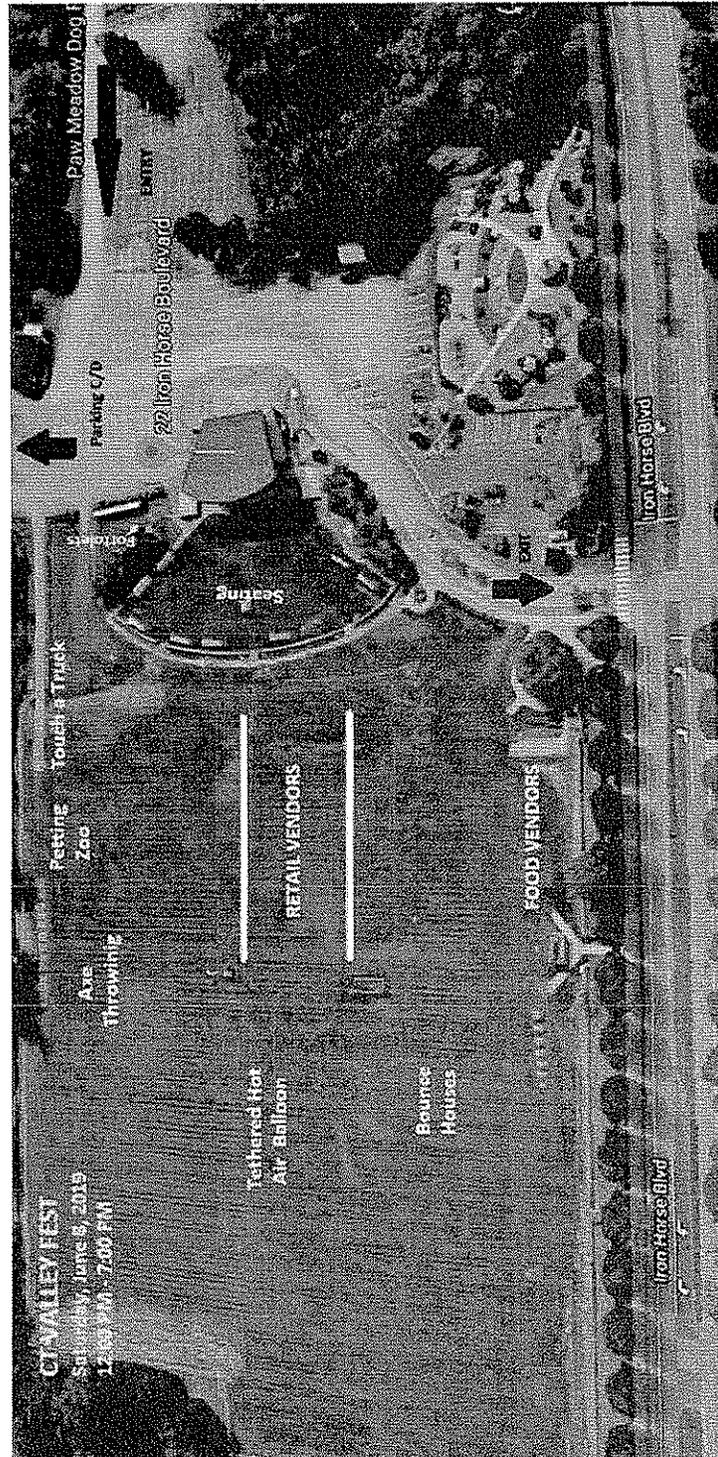
Vendor Information	
Merchandise Sales Vendors	Craft and Antique
Food Vendors	SMPAC – Standard Beer, Wine, Soda Location – on field East Side Approx. 3 Food Vendors- Vendors to be confirmed by Freemasons closer to event date
Services/Activities	Petting Zoo, Bounce Houses, Face Painting, Touch a Truck, Tethered Hot Air Balloon Axe Throwing Silent Auction

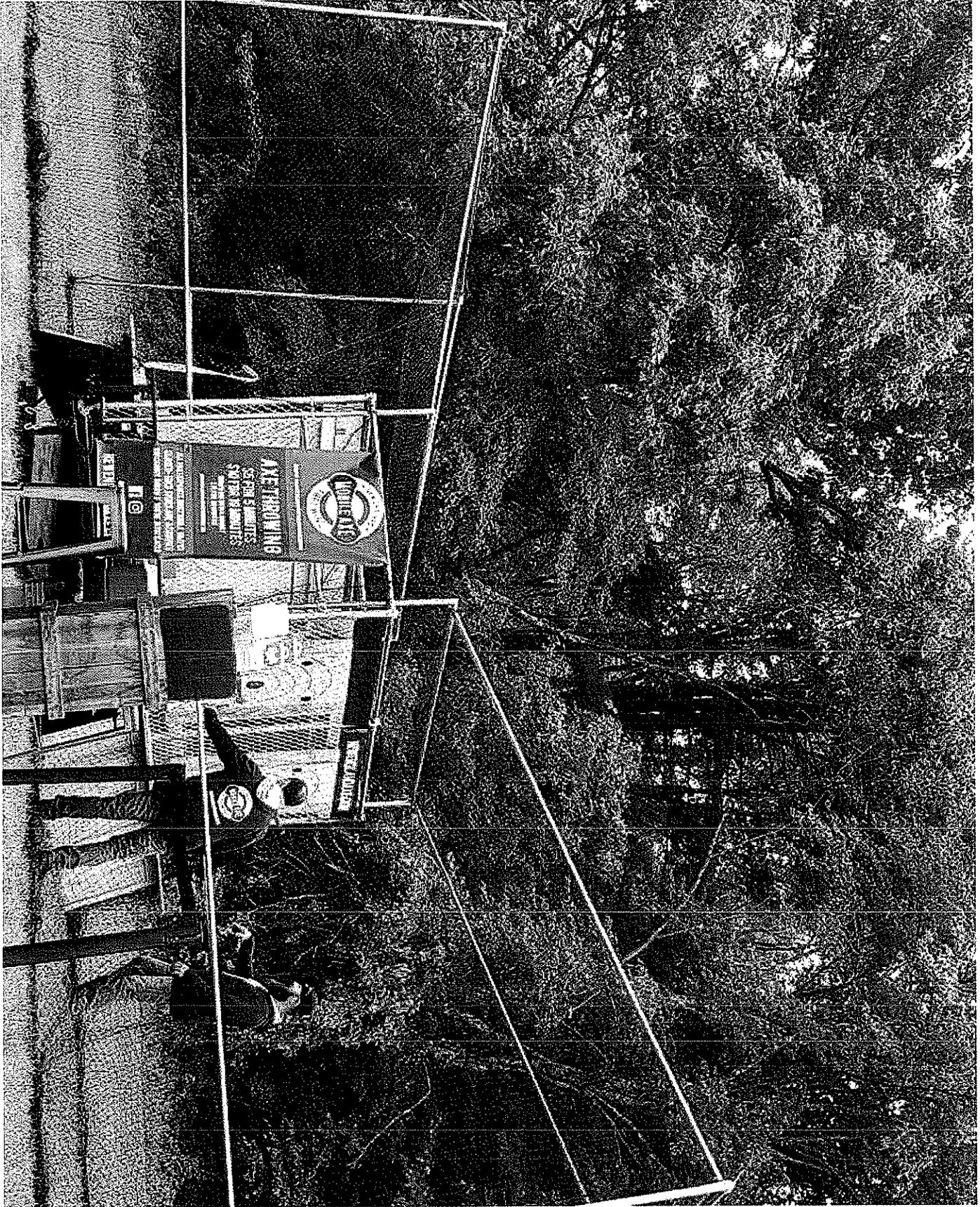
Public Restrooms	
Coordinated by	SMPAC
Units	Standard – 15 Sinks - 5 Accessible - 2 TOTAL - 22
Location	North east field – N/A North west field – N/A South east field (adjacent to parking) – 15/5/2

Security	
Stage Security	N/A
Field Security	Parking – 6 guards, 1 supervisor (roaming)
Overnight Security	N/A
Security Notes	Traffic flow notes: VEHICLE ENTRY – Dirt road at intersection of Wilcox and Iron horse VEHICLE EXIT – Main drive by Ticket Depot

Public Safety Services	
Police	2 private duty officers 11:30 AM – 7:30 PM
Fire	N/A
EMS	On-site SPD to provide services as needed

Public Safety Services		
DPW Trucks	N/A	
Tents		
10x10	Number: TBD (approx. 20), self-provided by vendors	Sides: No
9x20	Number: 1 – SMPAC Beverage Sales	Sides: No
<i>** subject to change as date gets closer</i>		





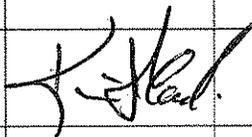
Valley Fest
6/8/19

REQUIRED SIGN OFFS
(in order required)

	<u>Received Date:</u>	<u>Received By:</u>	<u>Approved By:</u>	<u>Action Date:</u>
Culture Parks And Rec. Director				
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief	3/28/2019	H. Sheehan	Chief Nick Boulters	3/28/2019
Dir of Public Works				
Dir of Health FVHD				
Fire Marshal				
Zoning Enforcement Officer				
Board of Selectmen				

Valley Fest

REQUIRED SIGN OFFS (in order required)

	Received Date:	Received By:	Approved By:	Action Date:
Culture Parks And Rec. Director				3/28/19
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief				
Dir of Public Works				
Dir of Health FVHD				
Fire Marshal				3/28/19
Zoning Enforcement Officer				
Board of Selectmen				



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Capitol Region Council of Governments (CRCOG)
Transportation Alternatives Set-Aside
2. **Date of Board Meeting:** April 22, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Jerome F. Shea, Town Engineer; Thomas Roy, Director of Public Works; Adam Kessler, Engineer

Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**

If the Board of Selectmen supports submitting a transportation alternatives project funding request to CRCOG for the construction of approximately 3,700 linear feet of new multi-use trail along Tariffville Road (State Route 315), the following motion is in order:

Move, effective April 22, 2019 to submit a proposal and funding request to CRCOG under the Transportation Alternatives Set-Aside Solicitation to fund the construction of approximately 3,700 linear feet of new multi-use trail along Tariffville Road and to authorize Town Manager, Maria E. Capriola to execute the application documents.

In the event that the grant is awarded, the following additional motion is in order:

Move, to accept the Transportation Alternatives Set-Aside Solicitation funding should it be awarded to the town, and to authorize Town Manager, Maria E. Capriola, to execute all documents related to the grant award.

5. **Summary of Submission:**

CRCOG is currently soliciting proposals for municipal transportation projects that would be funded by the Transportation Alternatives (TA) Set-Aside and funded with federal funding. While Fixing America's Surface Transportation Act (FAST Act) will expire in 2020, CRCOG has decided to proceed with preparing and submitting proposals in the event that funding levels are continued for federal fiscal years 2021 through 2025. Municipal proposals are due to CRCOG by May 6, 2019. CRCOG staff will review project proposals and identify 5-7 projects by May 20, 2019 that will be invited to participate in the second phase of the process that will include a brief presentation to the CRCOG Transportation Committee on June 3, 2019. At least three CRCOG projects will be selected.

Tom Roy, Director of Public Works, Jeff Shea, Town Engineer, Mike Glidden, Director of Planning, and Adam Kessler, Engineer, analyzed which of Simsbury's transportation projects were most suitable for the Transportation Alternative Set-Aside program. Of the possible projects, it was determined that the construction of approximately 3,700 linear feet of new multi-use trail along Tariffville Road (see attached map) was the most feasible

option. This determination was based on: project's advanced design; use of the DEEP Recreational Trails Grant as a portion of the Town's matching funds; community need for the project; and amount of staff time needed to complete the grant application.

6. Financial Impact:

If awarded, the grant will provide funding for a maximum of 80% of the design and construction cost for the project, which is estimated at \$1.9 million. The Town is responsible for a minimum 20% contribution (\$380,000). The Town currently has two existing appropriations for this project that could be used towards the local match: a DEEP Recreational Trails grant (\$305,000) that was accepted by the Board of Selectmen on November 28, 2016 and a FY16/FY17 Capital Improvement Program allocation for this project (\$80,000).

7. Description of Documents Included with Submission:

- a) Memo from A. Kessler re: CRCOG Transportation Alternatives (TA) Set-Aside Recommendation, dated April 17, 2019



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

MEMORANDUM

To: Board of Selectmen
From: Adam D. Kessler, Engineer *AK*
CC: Jerome F. Shea, Town Engineer
Thomas J. Roy, Director of Public Works
Subject: **CRCOG Transportation Alternatives (TA) Set-Aside
Project Recommendations**
Date: April 17, 2019

The Capitol Region Council of Governments (CRCOG) issued a Transportation Alternative (TA) Set-Aside Request for Proposals on March 15, 2019. Jeff Shea, Tom Roy, Mike Glidden, and Adam Kessler met on April 2, 2019, to discuss potential projects and determine a recommendation for consideration.

It must be noted that this funding would not be available until Federal Fiscal Year 2021 through 2025 and is contingent upon CRCOG's assumption that current funding levels and project eligibility continue after the Fixing America's Surface Transportation Act (FAST Act) expires in 2020. Future legislation will dictate the number and type of projects that will be initiated under this program, and selection under this solicitation does not guarantee project eligibility or funding.

Project Funding: *Maximum federal share for TA Set-Aside projects is 80% for all phases (Design, ROW, and Construction), and therefore a minimum local funding commitment of 20% of project costs is required. Municipalities should plan to fund the entire local share. (...) CTDOT requires a minimum of \$500,000. All projects that meet or exceed this threshold will be considered. However, in order to fully utilize the available funding across approximately four projects, a project cost of \$1.5-\$2 million (federal share of \$1.2-\$1.6 million) is encouraged.*

The following is our recommended project for this solicitation:

Tariffville Connection: Route 10 to Curtiss Park (Multi-Use Trail)

The Town received and accepted a DEEP Recreational Trails Grant (\$305,000) in November of 2016 for the design and construction of this section of multi-use trail. The project begins at the Farmington Canal Heritage Trail (FCHT) and runs along the shoulder of Tariffville Road to Curtiss Park. Per discussions with CRCOG and DEEP, the project is eligible under the TA Set-Aside program. It is not uncommon for DEEP Recreational Trails Grants to be used as part of the "local match" for larger grant programs such as the TA Set-Aside federal program.

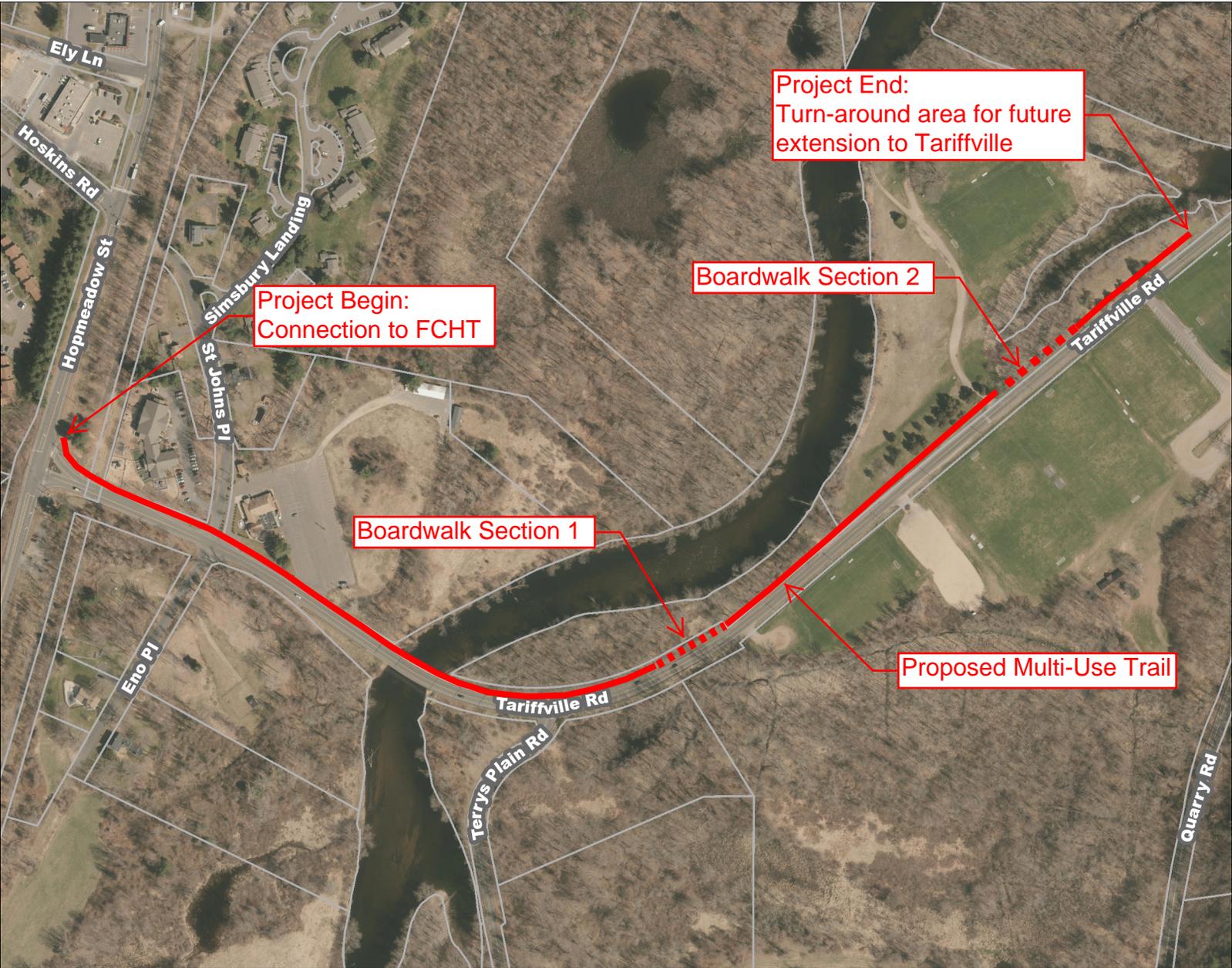
This section of trail will impact environmentally sensitive areas such as State and Federal wetland areas and the floodplain and floodway. To address these impacts, the design includes multiple sections of retaining wall, two

sections of boardwalk (303 linear feet total), and compensatory storage areas. The current construction estimate for the preliminary design that includes these elements is \$1.78 million. Total project cost including consultant fees is \$1.9 million. The environmental and floodplain considerations will require the project to be permitted through State and Federal agencies and is anticipated to occur during 2019 and may extend into 2020.

Meetings with DOT District 4 and DEEP staff have occurred to coordinate the design and permitting requirements. A letter of support will be provided by DEEP Recreational Trails staff to bolster the application. A preliminary meeting with Army Corps of Engineers will be scheduled in the near future to coordinate permitting requirements and address initial concerns prior to submission.

In coordination with DEEP, submission of this project for consideration and utilizing the DEEP Recreational Trails grant as the local match is feasible and recommended to complete this section of trail. CRCOG has agreed that the Recreational Trails grant can be used as the local match. However, applications perform better with larger local contributions.

Multi-Use Trail: Rt. 10 (FCHT) to Curtiss Park



Project Begin:
Connection to FCHT

Boardwalk Section 1

Boardwalk Section 2

Project End:
Turn-around area for future extension to Tariffville

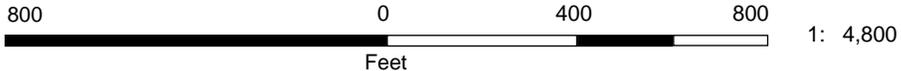
Proposed Multi-Use Trail

Legend

-  Parcels
-  Street Labels
-  Town Border

Location

Notes



This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Capital Project Transfers
2. **Date of Board Meeting:** April 22, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Amy Meriwether, Finance Director/Treasurer; Tom Roy, Public Works Director; Jeff Shea, Town Engineer; Ericka Butler, Town Clerk; Michael Glidden, Director of Planning and Community Development

Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports moving forward with the proposed capital transfers as outlined below, the following motion is in order:

Move, effective April 22, 2019, to approve and recommend to the Board of Finance the proposed capital project transfer requests as presented.

Should FEMA and DEEP approvals not be received by the time construction, demolition, and abatement begins at 1 Old Bridge Road, and if the Board of Selectmen supports the rescission of a FEMA grant in the amount of \$41,978.48 as a result, the following motion is in order:

Move, to authorize the rescission of a FEMA grant in the amount of \$41,978.48 for the demolition and abatement of the existing structure on town owned property located at 1 Old Bridge Road if all necessary FEMA and DEEP approvals are not received by the time construction, demolition, and abatement begins on the 1 Old Bridge Road project.

5. **Summary of Submission:**
Public Works Complex Infrastructure
During the FY16/17 and FY17/18 budgeting processes, the Board of Finance appropriated a total of \$830,000 to make infrastructure improvements to the public works complex, including: installation of a permanent lift station; installation of a sanitary sewer force main connecting to the sewage pump station on Long View Drive; replacement of existing water service to provide for the truck wash facility; installation of replacement unit heaters in the Vehicle Maintenance Garage; improvements to the storm drainage system; security gate replacement; electrical upgrades and installation of emergency generator; maintenance building roof replacement; installation of emergency sprinkler system in the maintenance building; expansion of administrative space; development of a cold storage facility; and related work.

Expenditures to date total \$184,093, which were used to complete the above listed items, excluding the improvements to the storm drainage system, development of the

cold storage facility, and expansion of the facility to include administrative space. This administrative space includes appropriate desk space for Crew Leaders and Mechanics, office space for Public Works staff, sleeping quarters and a department training room.

The Town conducted an RFP for design build services and selected PDS Engineering and Construction. PDS Engineering in conjunction with Town management determined the best plan to meet our needs will result in a total cost of \$870,000 for building improvements. This proposed design cost is in excess of the remaining designated capital project funds by \$250,000 (including bonding costs). The increase in cost is the result of several factors, including an extended amount of time between project conception, minor over runs in the wide range of smaller projects that encompassed the larger project, prevailing wage and code requirements. Therefore, management is seeking approval by the Boards of Selectmen and Finance for an additional appropriation of the \$250,000 to allow for the construction of the building addition and appropriate furnishings and improvements to other portions of the building to create a modern and functional public works facility.

Management is proposing that \$250,000 in FY 18/19 General Fund operating expenditures for salt and small paving repairs be reallocated to Town Aid Road, which will provide operating fund savings of \$250,000 to be transferred to the Public Works Complex Infrastructure Project Fund.

One Old Bridge Park Project

During prior year budgeting processes, there were appropriations for the acquisition of the One Old Bridge property and construction of the park. Approximately \$445,000 is currently available to be utilized for the transformation of the One Old Bridge property including demolition of the existing structure, removal of the retaining wall and site restoration, various site improvements, mill and overlay improvements, fencing, and plantings.

Based on our RFP process, consulting services, and other project costs, the total project budget is estimated at \$640,724 (with full contingencies). Based on current funding, this leaves the Town with a project deficit of \$155,724 (not including full contingencies). Due to the shortage in funding, a contract has not yet been awarded. Construction is slated to begin June 3rd. Due to the need to close the Flower Bridge for the season to accommodate construction, as well as to be able to open the Bridge and Park for our 350th Anniversary celebration, it is critical to maintain our construction schedule. If we do not secure the additional funding for the project, the full adopted concept plan will be scaled down to work within our budget.

Management is proposing the additional funding for this project come from three sources. As previously reported to the Boards of Selectmen and Finance during quarterly budget status reports, the Town is in receipt of a \$120,000 FEMA reimbursement related to the October 2011 winter storm. These revenues were unanticipated funds and in excess of FY18/19 budgeted revenues. Management is proposing the unanticipated FEMA revenue be transferred to the One Old Bridge Capital Project.

Included within Simscroft's proposal is \$20,410 in mill and overlay improvements. This scope of work falls within the approved uses of the Horace Belden Trust. Management

is proposing \$20,410 be transferred from the Horace Belden Trust fund to the One Old Bridge Capital Project.

The One Old Bridge Park Project is going to be a great addition to the Simsbury cycling and walking community. Included within the scope of the project is a drinking fountain, a pavilion that will provide shade and picnic tables to passersby, park benches with river views, additional bicycle racks and improved portalet conditions. This park will provide respite for the cycling community due to its close proximity to the Farmington Canal Heritage Trail where there are few such opportunities or rest areas. Therefore, management is proposing an amount not to exceed \$25,000 be transferred from the FY18/19 Greenway Improvements fund to the One Old Bridge Capital Project.

Lastly, additional permitting requirements and review by FEMA were required for this project as a result of accepting a \$41,978.48 FEMA grant for demolition and abatement of 1 Old Bridge Road (formerly Betty Hudson house). Staff has been awaiting FEMA and DEEP review and approvals on materials submitted in August 2018. If we do not accept this FEMA grant, staff currently possesses all necessary permits to proceed with the project and would be able to maintain our construction schedule. If the FEMA and DEEP approvals are not received by the time we are ready to proceed with construction, demolition, and abatement, staff recommends that the Town not accept the FEMA grant approved for the 1 Old Bridge Road project. Our estimates above and the recommended transfers account for this anticipated loss in revenue.

Land Record Consolidation and Vault Carpeting Project

The Town of Simsbury currently stores property records in a variety of places, including the Town vault, planning and building department, engineering, etc. Many of these records need to be maintained as part of our permanent collection. Based on limited space, there is a pressing need for high density shelving units. Attached are some drawings that provide the basic concept of high density shelving units. The total cost of this project is expected to be about \$19,200.

The carpeting in the Town vault was cited in violation of Section 11-8-4 a.3 of the Standard for Fire-Resistive Vaults and Safes, in the CT Public Records Administration site visit report dated March 4, 2006. At this time the Town was informed that the carpeting must be replaced with non-combustible flooring at the next scheduled replacement. Staff is looking to move out all the old filing cabinets from the vault and replace them with the high density shelving units. As a result, management feels this would be the most opportune time to replace the existing vault carpeting in violation. The estimated cost to replace the carpeting with non-combustible flooring is \$8,500.

In accordance with State guidelines, the Town of Simsbury allocates \$3 of each collected land recording fee to the Town Clerk LOCIP special revenue fund. These are restricted funds that need to be used for local capital improvement projects. The specified projects noted above fall within this intended use. Therefore, management is proposing a transfer of \$27,700 from the Town Clerk LOCIP Fund to the Capital Non-Recurring Fund to fund the replacement vault flooring and high density shelving for the Town vault, Planning/Building, and Engineering. This will leave a balance of approximately \$66,809 in the Town Clerk LOCIP Fund.

6. Financial Impact:

Public Works Complex Infrastructure

Town Aid Road Fund expenditures would increase by \$250,000 via transfer out of the General Fund to cover the cost of salt and small paving repairs. (See attached Town Aid Road Summary for further impact on the Town Aid Road Fund)

The Public Works Complex Infrastructure Fund revenues would increase by \$250,000 via transfer in from the General Fund.

One Old Bridge Park Project

General Fund expenditures would increase by \$120,000 via a transfer out to the One Old Bridge Park Project Fund.

The Horace Belden Trust Fund expenditures would increase by \$20,410 via a transfer out to the One Old Bridge Park Project Fund.

The FY18/19 Greenway Improvements Fund expenditures would increase by \$25,000 via a transfer out to the One Old Bridge Park Project Fund. (Note: Any unspent funds related to the \$25,000 will be returned to the Greenway Improvements Fund upon completion of the project)

The One Old Bridge Park Project Fund revenues would increase \$165,410 via transfers in from the General Fund, Horace Belden Trust Fund and FY18/19 Greenway Improvements Fund.

Land Record Consolidation and Vault Carpeting Project

Town Clerk LOCIP Fund expenditures would increase by \$27,700 via a transfer out to the Capital Non-Recurring Fund.

7. Description of Documents Included with Submission:

- a) Town Aid Road Summary
- b) Letter from Jerome F. Shea, dated April 17, 2019
- c) High Density Shelving Drawings

**Town of Simsbury
Town Aid Road Summary**

Fund Balance as of 7/1/18	\$	752,028.00
FY18/19 Anticipated Revenue		368,399.00
FY18/19 Anticipated Expenditures		(85,500.00)
<i>Proposed Capital Transfer Request</i>		<u>(250,000.00)</u>
Projected Fund Balance as of 6/30/19		784,927.00
FY19/20 Anticipated Revenue		368,399.00
FY19/20 Anticipated Expenditures		<u>(343,500.00)</u>
Projected Fund Balance as of 6/30/20		809,826.00



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

April 17, 2019

To: Maria E. Capriola, Town Manager

From: Jerome F. Shea, Town Engineer

**Subject: Project Update
One Old Bridge Road Park**

The purpose of this communication is to update you on the status of the One Old Bridge Road project. The project was advertised for bids on March 7, 2019. Three bids were received for the project on March 28, 2019 with bids ranging from \$451,599 to \$769,000. The estimated cost for the demolition and hazardous material removal were significantly lower than anticipated, ranging from \$35,600 to \$52,840 for bids currently under consideration for award. As you are aware, a FEMA grant administered by the State of Connecticut Department of Emergency Services and Public Protection (DESPP) in the amount of \$41,978.48 was obtained for the cost of demolition and hazardous material removal.

In August of 2018, a request was forwarded to DESPP for a change of the scope of work and a budget increase for the FEMA grant. This scope change request was to allow removal of the existing timber retaining wall on the property along with a budget increase to pay for the anticipated increase in costs associated with the wall removal and the removal of hazardous materials. We recently received a verbal response from DESPP in response to our August 28, 2018 request for a scope and budget change. Both requests were denied.

The removal of the timber wall is crucial to the long term stability of the site in consideration of the significant investment being made in the proposed improvements to the site. The current design depends on the timber wall removal to appropriately balance cut and fills in the floodplain under our current local approvals. The DESPP delay in responding to our request for a scoping change also delayed the submission of our Flood Management Certification (FMC) permit application to DEEP that is required when using state funds. The FMC permit cannot be issued on a timely basis in consideration of our plan to start the construction phase of the project in early June of 2019.

We are recommending that the FEMA grant be rescinded in consideration of the scheduling constraints for completing the project. If local funding is the only funding source for the project, there are no requirements for obtaining the Flood Management Certification that is required when state administered funding is provided for the project.

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

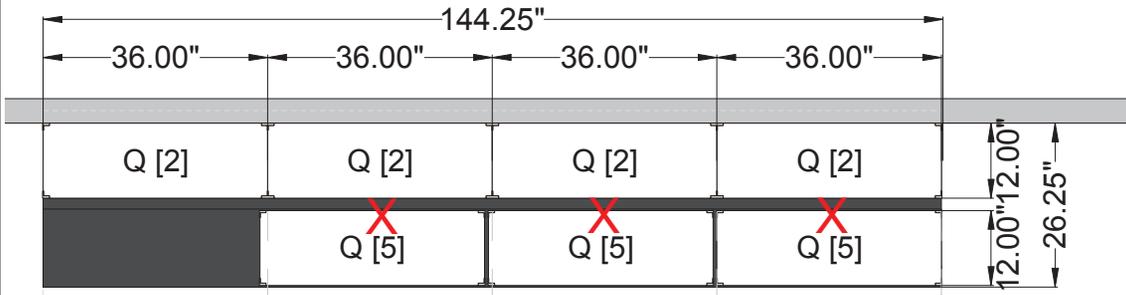
jshea@simsbury-ct.gov
www.simsbury-ct.gov

An Equal Opportunity Employer
8:30 - 7:00 Monday
8:30 - 4:30 Tuesday through Thursday
8:30 - 1:00 Friday

We have reviewed the local funding available for the project and feel confident that we can move forward with the project as schedule with the exclusive use of these local funds subject to BOF approval of pending funding transfers. All other required permits have been secured for the project.

I am available to answer any questions you may have on the project. Please feel free to contact me at 860-658-3260 if you have any questions.

Section A

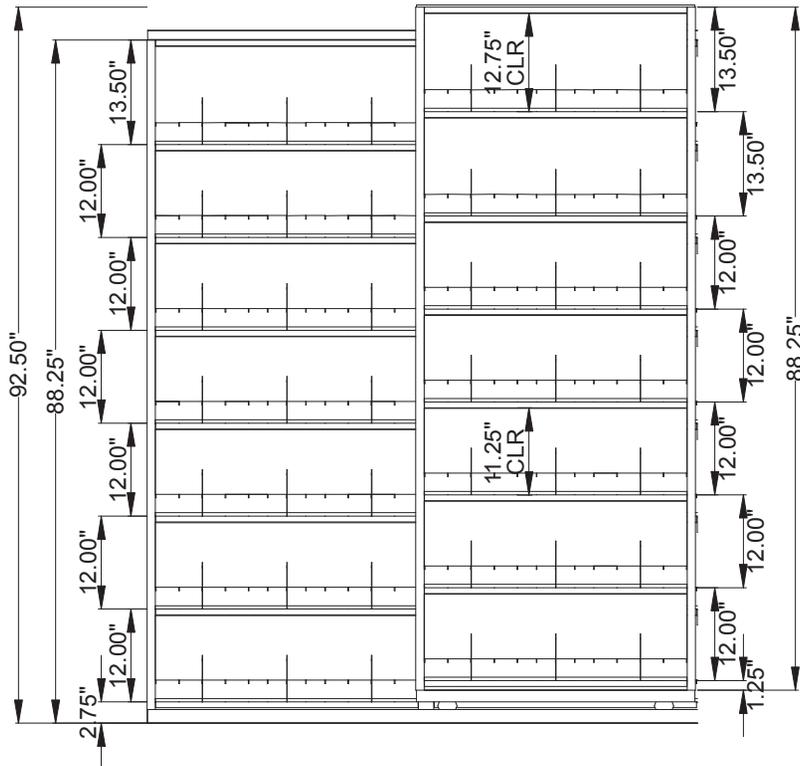


- Aurora Side-To-Side**
- Starter Base includes Deck & Overhead Anti-tip
 - Adder Base includes Deck, Overhead Anti-tip & Carriage

- Aurora 4-Post Shelving**
- Shelves Adjustable in 1-1/2" Increments
 - 12" Deep Slotted Shelves
 - 7 Openings Per Section
 - 3 Dividers Per Shelf
 - Back Panels (X) Where Noted On Drawing
 - All Closed Uprights

- Finish:**
- Eco-Friendly Gloss-Tek
 - 28 Standard Colors Available
 - Plus 3 Metallic Finishes Available at Upcharge

*Back Row Units Must Be Anchored To The Wall



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**Simsbury Town Hall
Dupont Storage Systems**

DRAWN BY: NRJ
DATE: 01/07/19



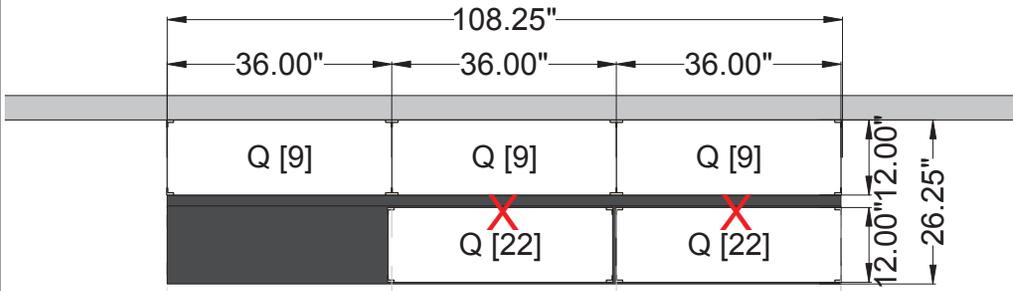
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Simsbury Town Hall
Dupont Storage Systems

DRAWN BY: NRJ
DATE: 01/07/19



Section B



Aurora Side-To-Side

- Starter Base includes Deck & Overhead Anti-tip
- Adder Base includes Deck, Overhead Anti-tip & Carriage

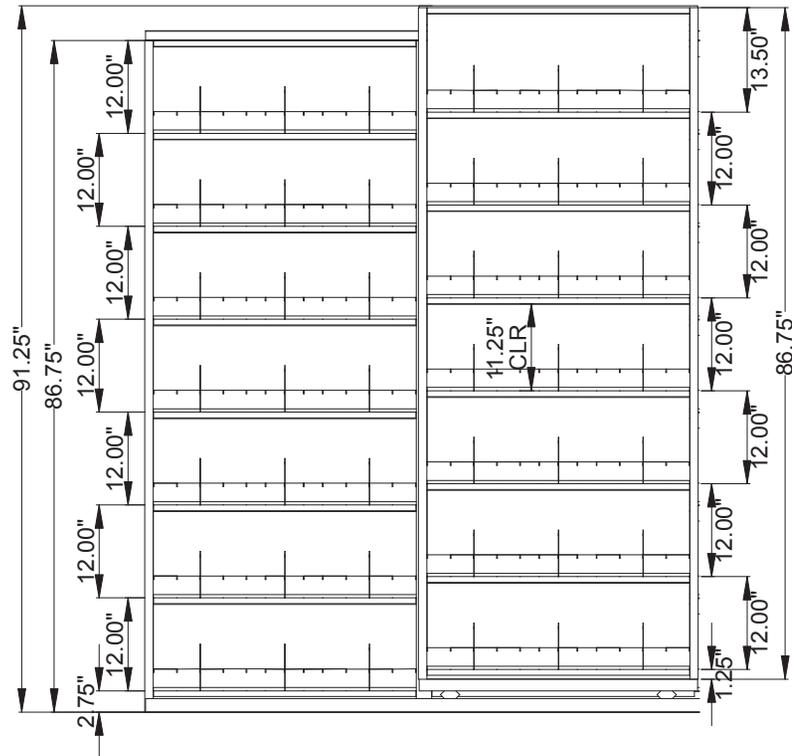
Aurora 4-Post Shelving

- Shelves Adjustable in 1-1/2" Increments
- 12" Deep Slotted Shelves
- 7 Openings Per Section
- 3 Dividers Per Shelf
- Back Panels (X) Where Noted On Drawing
- All Closed Uprights

Finish:

- Eco-Friendly Gloss-Tek
- 28 Standard Colors Available
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*Back Row Units Must Be Anchored To The Wall



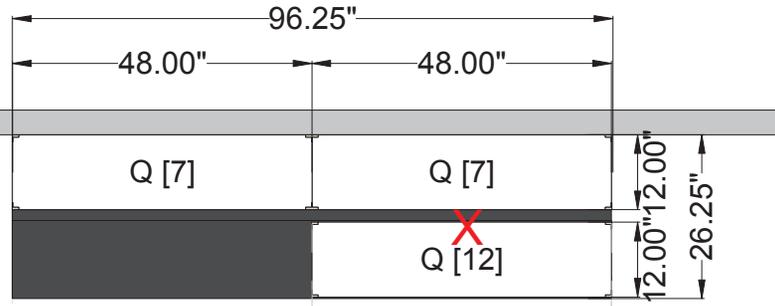
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Simsbury Town Hall
Dupont Storage Systems

DRAWN BY: NRJ
DATE: 01/07/19



Section C

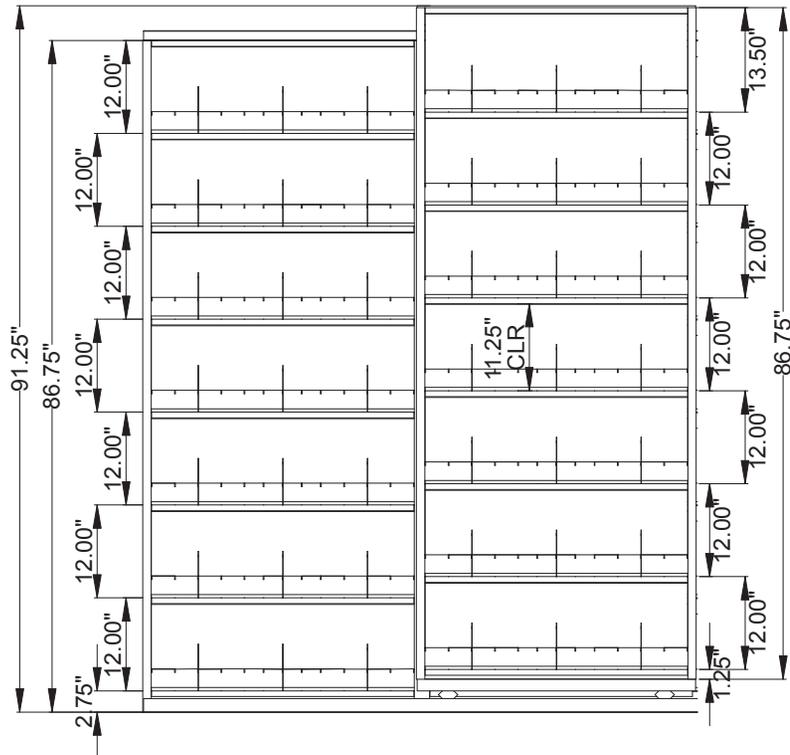


- Aurora Side-To-Side
- Starter Base includes Deck & Overhead Anti-tip
- Adder Base includes Deck, Overhead Anti-tip & Carriage

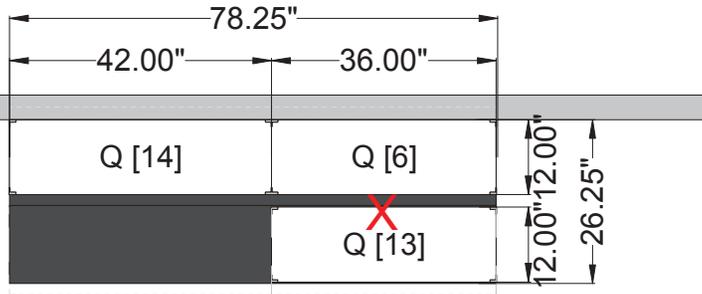
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- 12" Deep Slotted Shelves
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- 3 Dividers Per Shelf
- Back Panels (X) Where Noted On Drawing
- All Closed Uprights

- Finish:
- Eco-Friendly Gloss-Tek
 - 28 Standard Colors Available
 - Plus 3 Metallic Finishes Available at Upcharge

*Back Row Units Must Be Anchored To The Wall



Section D



Aurora Side-To-Side

- Starter Base includes Deck & Overhead Anti-tip
- Adder Base includes Deck, Overhead Anti-tip & Carriage

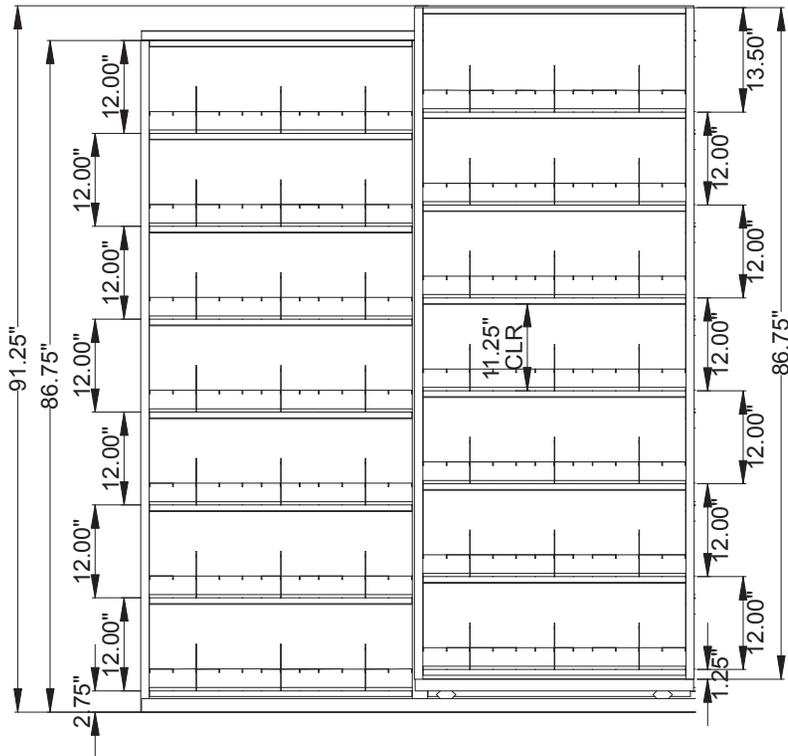
Aurora 4-Post Shelving

- Shelves Adjustable in 1-1/2" Increments
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Finish:

- Eco-Friendly Gloss-Tek
- 28 Standard Colors Available
- Plus 3 Metallic Finishes Available at Upcharge

*Back Row Units Must Be Anchored To The Wall



NOTICE:
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Simsbury Town Hall
Dupont Storage Systems

DRAWN BY: NRJ
DATE: 01/07/19



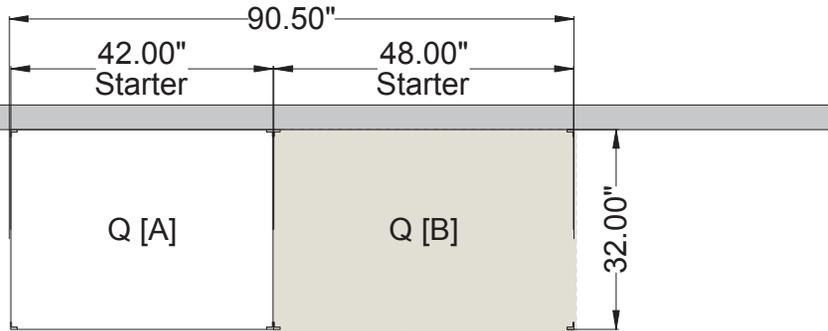
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Simsbury Town Hall
Dupont Storage Systems

DRAWN BY: NRJ
DATE: 01/07/19



Section E

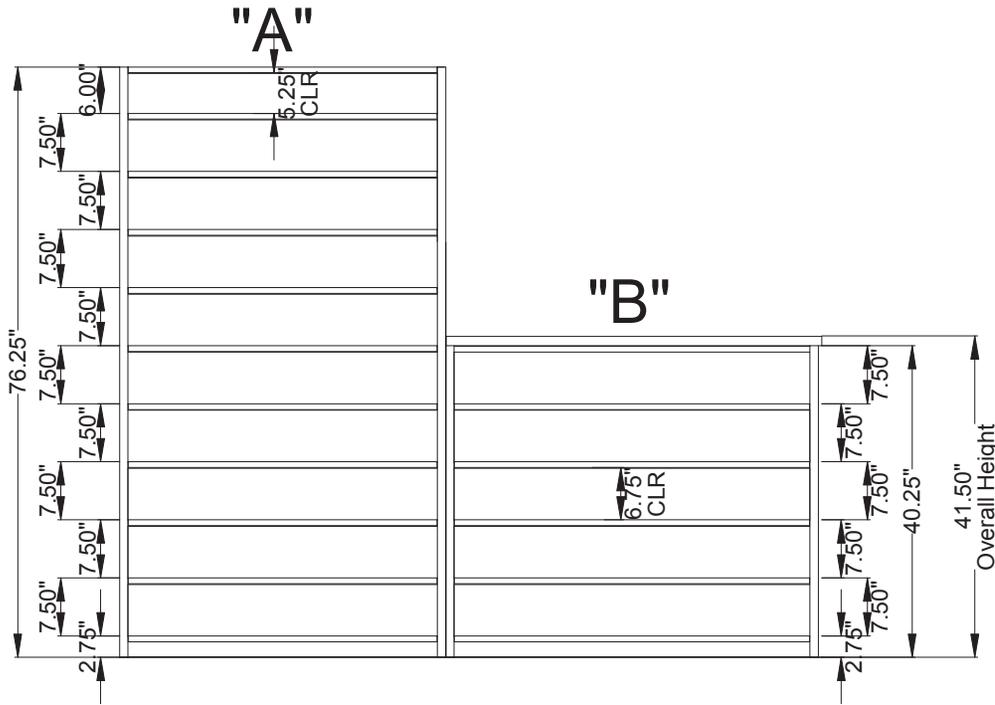


Aurora 4-Post Shelving

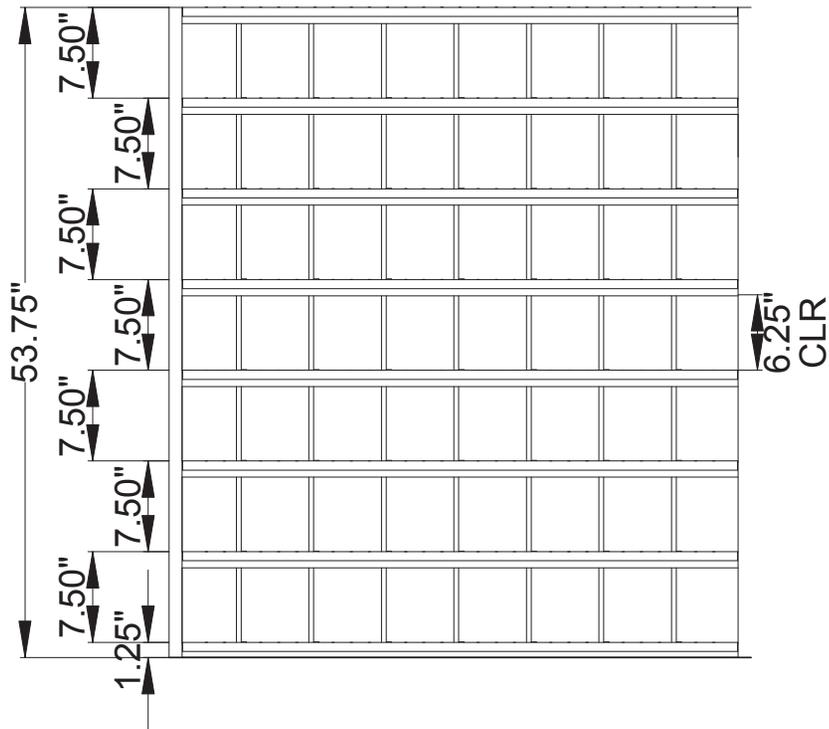
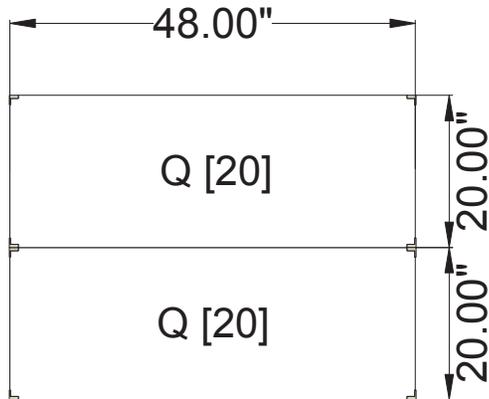
- Shelves Adjustable in 1-1/2" Increments
- 32" Deep Non-Slotted Shelves
- 10 Openings Per Section Type "A"
- 5 Openings Per Section Type "B"
- Laminate Top Included On Type "B"
- Back Panels Not Included
- All Closed Uprights

Finish:

- Eco-Friendly Gloss-Tek
- 28 Standard Colors Available
- Plus 3 Metallic Finishes Available at Upcharge



Section F

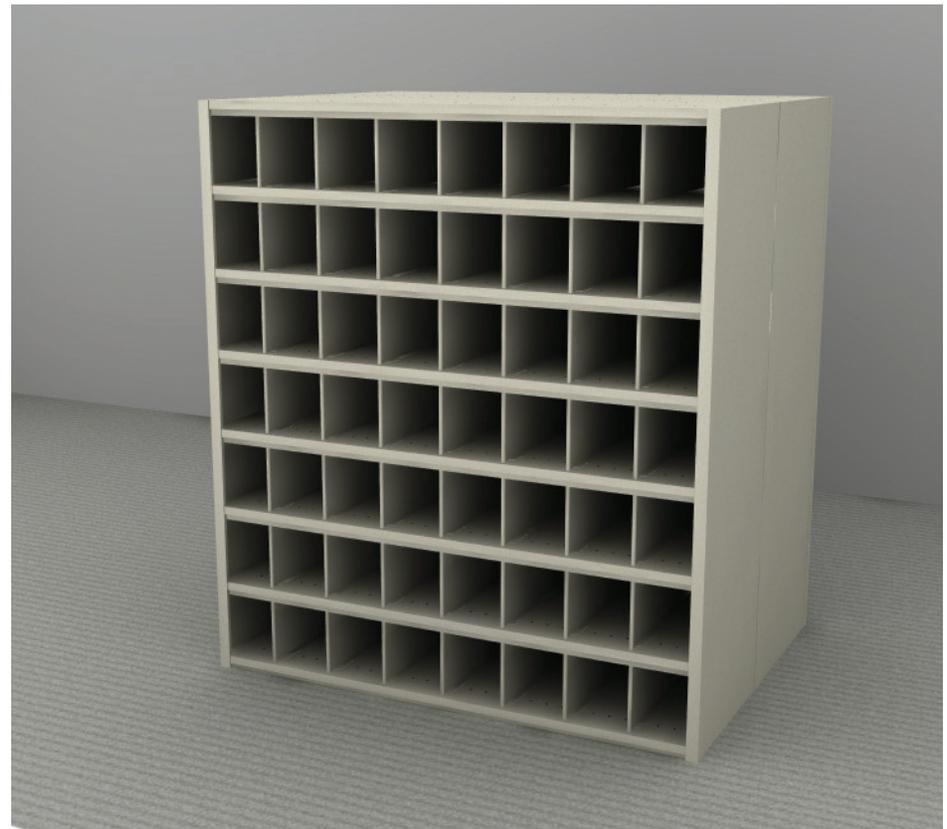


- Aurora 4-Post Shelving
- Shelves Adjustable in 1-1/2" Increments
 - 20" Deep Punched Shelves
 - 7 Openings Per Section
 - 7 Bin Dividers Per Shelf
 - Back Panels Not Included
 - All Closed Uprights

Finish:

- Eco-Friendly Gloss-Tek
- 28 Standard Colors Available
- Plus 3 Metallic Finishes Available at Upcharge

*Units Must Be Bolted Together and Anchored To The Wall and Unit Below



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Simsbury Town Hall
Dupont Storage Systems

DRAWN BY: NRJ
DATE: 01/07/19





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Volunteer Firefighter and Ambulance Personnel Tax Abatement Ordinance Amendments
2. **Date of Board Meeting:** April 22, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**

If the Board of Selectmen supports forwarding the proposed amendments to the Volunteer Firefighter and Ambulance Personnel Tax Abatement Ordinance as presented to public hearing, the following motion is in order:

Move, to schedule a public hearing for 6:00PM at the Board of Selectmen's regular meeting on May 13, 2019 to solicit public comment regarding the proposed amendments to the Volunteer Firefighter and Ambulance Personnel Tax Abatement Ordinance (Article V, Chapter 141).

5. **Summary of Submission:**

At your January 28th meeting the Board of Selectmen established a workgroup to review the Tax Abatement for Volunteer Firefighters and Ambulance Personnel Ordinance (Article V, Chapter 141). The workgroup met on April 2nd. The workgroup consists of Selectmen Chris Peterson and Sean Askham. Also participating were Town Manager Maria Capriola, Deputy Town Manager Melissa Appleby, Fire District Chief of Administration Kevin Kowalski, Fire District Chief Jim Baldis, Fire District President Gary Wilcox and Executive Director of the Simsbury Volunteer Ambulance Association Karin Stewart.

Proposed changes are attached. The two substantive changes are 1) correcting a scrivener's error from the 2016 ordinance update in which an omission regarding retiree benefits occurred (new 141-18C) and 2) removing 141-21 and no longer providing a benefit to residents providing service to non-Simsbury fire departments or ambulance companies. The Town Attorney has reviewed the draft amendments and has made some additional proposed wording changes as presented.

Due to the scrivener's error going unnoticed, eligible retirees (new 141-18C) had continued to receive the benefit for the last two fiscal years despite it not being referenced in the Ordinance. After consulting with the Town Attorney, by acknowledging the accidental omission and intended correction, we do not need to retroactively collect the value of the abatements given to retirees that received the benefit in recent years.

Section 404 of the Town Charter sets forth the requirements for a public hearing on and publication of an ordinance. The Board of Selectmen is required to have at least one public hearing on a new or amended ordinance. We are required to give at least 7 days' notice in a newspaper having general circulation in the town. The Town Clerk also posts the notice in a public place, and copies of the ordinance must be available at the Town Clerk's Office. We also post the ordinance on the Town's webpage. A second hearing must be held if substantive changes are made to the ordinance (as determined by Town Counsel).

Once the amendment to the ordinance is passed, it must be filed with the Town Clerk and posted in its entirety or in summary form within 10 days after final passage. The Board of Selectmen would have to approve use of a summary. The ordinances would become effective on the twenty-first day after final publication.

6. Financial Impact:

Removing 141-21 and no longer providing a benefit to residents providing service to non-Simsbury fire departments or ambulance companies would save the Town approximately \$1,500 - \$3,000 per year.

The 2017 tax abatement list of volunteer firefighters and ambulance members consisted of 12 ambulance volunteers and 61 volunteer firefighters, for a 2017 total abatement value of \$62,326.38.

7. Description of Documents Included with Submission:

- a) Draft Amendments to Tax Abatement for Volunteer Firefighter and Ambulance Personnel Ordinance, adopted April 23, 2001, revised June, 25, 2007 and April 25, 2016

Chapter 141. Taxation

Article V. Tax Abatement For Volunteer Firefighters and Ambulance Personnel

[Adopted 4-23-2001]

§ 141-16. Purpose.

The Town of Simsbury is desirous of showing its appreciation for the faithful and courageous performance of the duties performed by the Simsbury Volunteer Fire Company and the Simsbury Volunteer Ambulance Association personnel in the Town of Simsbury and to encourage others to become firefighters and ambulance personnel. These reasons have provided for the Town to establish a tax abatement program pursuant to Section 12-81w of the Connecticut General Statutes as amended by Public Act No. 99-272, Section 6, for volunteer fire and ambulance personnel on the conditions set forth in this section and §§ 141-17 through 141-121.

§ 141-17. Abatement schedule.

[Amended 4-25-2016]

Each volunteer firefighter of the Simsbury Volunteer Fire Company and each volunteer of the Simsbury Volunteer Ambulance Association (collectively "volunteer") who is eligible pursuant to § 141-18 to receive a tax abatement shall have his or her real estate and/or motor vehicle property taxes owed to the Town of Simsbury for the current fiscal year abated in an amount equal to the lesser of the total amount of his or her real estate and/or motor vehicle property taxes owed to the Town of Simsbury for such fiscal year or an amount as calculated in the following schedule:

Column-A	Column-B
Years of Eligible Volunteer Service to Simsbury Volunteer Fire Company and/or Simsbury Volunteer Ambulance Association	Dollar Amount of Taxes Abated Per Fiscal Year
2 up to 5 years of eligible service	\$500
5 years of eligible service or more	\$1,000

§ 141-18. Eligibility.

[Amended 6-25-2007; 4-25-2016]

A.

To be eligible for the tax abatement pursuant to § 141-17 for any fiscal year, an eligible volunteer shall, on or before April 30 prior to such fiscal year, present to the Tax Collector a written statement certified ~~to~~ by the Chief of the Simsbury Volunteer Fire Company or the President of the Simsbury Volunteer Ambulance Association, which statement shall include the name and address of said volunteer, that said volunteer has served as an active volunteer in good standing for the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association for not less than the two immediate preceding calendar years, and the total number of years of service of said volunteer. "Volunteer in good standing" for members of the Simsbury

Volunteer Fire Company shall be defined as set forth in the bylaws of the Simsbury Volunteer Fire Company. "Volunteer in good standing" for members of the Simsbury Volunteer Ambulance Association shall be defined as a regular ambulance volunteer who has done 288 qualifying hours in the year preceding October 1. "Years of service" shall not be deemed to have been interrupted by medical leave authorized by the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association, leave for military service for the United States of America, or leave covered under the Connecticut Workers' Compensation Act.

B.

A person who terminates his or her volunteer service to the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association shall, upon his or her return to volunteer service to the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association, be eligible for the tax abatement provided under Section § 141-17 only after he or she completes one full calendar year of volunteer service. Such volunteer's total years of service shall then include any previous years of volunteer service to the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association.

~~C.~~

~~Any person who terminates his or her volunteer service to the Simsbury Volunteer Fire Company or the Simsbury Volunteer Ambulance Association for five or more years shall lose any credit for any previous years of service.~~

C.

Any volunteer who a) has served for a minimum of 25 years of service as an active volunteer in good standing as defined in § 141-18 of this Article V; and b) terminates his or her volunteer service; and c) is otherwise eligible for the tax abatement program defined in this Article V, shall continue to receive a tax abatement in the amount of \$1,000 as set forth in § 141-17 of this Article V per annum as long as they continue to (1) reside in Simsbury or (2) own a motor vehicle registered to a Simsbury address or (3) own taxable property in the Town of Simsbury. ~~{Added 6-25-2007}~~

§ 141-19. Application.

The tax abatement provided under this article shall be applied first against any real property taxes owing to the Town of Simsbury and then against any motor vehicle taxes owing to the Town of Simsbury. In the event that the tax to which the abatement is applied is paid in installments, then the abatement shall be applied 50% to each installment. The tax abatement provided under this article shall be applicable for any real property or motor vehicle owned by a volunteer and eligible for such abatement regardless of whether such property is owned individually, jointly or as tenant in common with one or more other persons, provided that said ownership interest is recorded in the name of the volunteer on the Simsbury Grand List. For property acquired by the volunteer during the Grand List Year, the abatement shall be prorated in the same manner and to the same degree as the underlying tax liability. The tax abatement provided under this article only applies to taxes owed to the Town of Simsbury by volunteers in good standing who continue to (1) reside in Simsbury or (2) own a motor vehicle registered to a Simsbury address or (3) own taxable property in the Town of Simsbury.

§ 141-20. Records.

The Tax Collector of the Town of Simsbury shall maintain a record of all taxes abated in accordance with this article.

§ 141-21. Interlocal agreements.

~~The Town of Simsbury may enter into interlocal agreements with other municipalities for the purpose of providing tax relief to volunteer firefighters or ambulance personnel who live in one municipality but who volunteer their services in another municipality.~~

§ 141-22. Effective date.

[Amended 4-25-2016]

~~Revised §§ 141-17 and 141-18 of this article shall take effect and shall be applicable to taxes owing beginning with taxes on the Grand List of October 1, 2015. For the October 1, 2014, Grand List, the tax abatement schedule that was in effect prior to this amendment shall remain in full force and effect.~~

Revisions to this article shall take effect and shall be applicable to taxes owing beginning with taxes on the Grand List of October 1, 2018, for tax payments due July 1, 2019 – June 30, 2020.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Revisions to Hopmeadow Street Banner Display Policy
2. **Date of Board Meeting:** April 22, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports revising the Hopmeadow Street Banner Policy, the following motion is in order:

Move, effective April 22, 2019 to approve the Banner Display Policy as presented.
5. **Summary of Submission:**
At your March 26, 2018 meeting, the Board approved the Hopmeadow Street Banner Display Policy, which transferred responsibility for hanging banners for various Town and civic events across Hopmeadow Street adjacent to Shultz Park from the long-time volunteers to Town staff. This policy also replaced the prior Route 10 Light Post Banner Display Policy, which applied to the 19 bracketed poles between Massaco Street and Wilcox Street. The new policy guides the hanging and removal of all banners along Hopmeadow Street, including the bracketed poles and the individual banner.

In addition to the Hopmeadow Street banners, long-time volunteers had also previously hung banners over Iron Horse Boulevard near the intersection of Hopmeadow Street. Past practice has been that the Performing Arts Center manages the banners on Iron Horse Boulevard, including the single banner across the street and the bracketed poles. The PAC has requested that they be removed from the process of hanging the banner over Iron Horse Boulevard, but that they wish to maintain responsibility for scheduling the pole banners along Iron Horse Boulevard. The PAC hires Culture, Parks and Recreation staff to install and remove the pole banners along Iron Horse Boulevard.

A revised banner display policy, attached here, adds the banners over Iron Horse Boulevard near the intersection with Hopmeadow Street.
6. **Financial Impact:**
Staff previously provided a cost estimate of \$150 associated with the hanging of the banners. When the policy was adopted in March 2018, the Board decided not to include a fee for this service.

7. Description of Documents Included with Submission:

- a) Revised Banner Display Policy



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY

HOPMEADOW STREET BANNER DISPLAY POLICY

Adopted by the Simsbury Board of Selectmen on March 26, 2018

Revised Date: April 22, 2019

I. Purpose

The Town of Simsbury affords Simsbury based organizations and other governmental agencies the opportunity to display banners along Hopmeadow Street for events using attachments to decorative street lights, ~~or a single banner hung over and across the Hopmeadow Street adjacent to Shultz Park,~~ or a single banner hung over and across Iron Horse Boulevard near the intersection with Hopmeadow Street. The pole mounted banners utilize 19 designated bracketed poles (DBP). These poles are located on both sides of the roadway between Massaco Street and Wilcox Street. ~~The individual banner is across Hopmeadow Street and utilizes rigging at Pole 130-CL&P and 131 HELCO,~~

“Events” are to include those scheduled on particular dates and times or for specific time periods for which those events are scheduled. General information for youth and adult sports leagues are not considered to be events.

II. Applicability

All organizations listed under Section IV of this policy wishing to display banners along Hopmeadow Street using attachments to decorative street lights or a single banner hung over Hopmeadow Street adjacent to Shultz Park or Iron Horse Boulevard are expected to comply with the provisions of this policy.

III. Effective Date

This policy shall be effective immediately and shall remain in effect until revised or rescinded. The Town reserves the right to amend this policy as necessary. This policy replaces the Route 10 Light Post Banner Display Policy approved by the Board of Selectmen on November 25, 2013.

IV. Authorized Users, *In order of Priority*

- A. **Town of Simsbury:** The Town of Simsbury, one of its Departments, or an event receiving direct or in-direct support from the Town in the form of co-sponsorship.

- B. **Non-Profit Organizations Serving Simsbury Residents:** A 501(c)(3) not-for-profit organization as defined by the Internal Revenue Service or the State of Connecticut, serving Simsbury residents, and promoting an event taking place in Simsbury.
- C. **Not-for-Profit Organizations, Civic Organizations, and Other Governmental Agencies:** A not-for-profit organization, civic group, or another governmental agency, serving Simsbury residents, and promoting an event taking place in Simsbury.

V. Requirements and Application

- A. Use of the banners is limited to Authorized Users, as listed above in Section IV of this policy.
- B. All proposed banners must comply with the terms of this policy.
- C. An application for display of banners is available from and shall be made to the Town of Simsbury Planning Department. Applications shall include the following:
- Documentation demonstrating that the organization meets the definition of an Authorized User as outlined in Section IV of this policy.
 - Information demonstrating that the banner is promoting an event as defined in Section I of this policy.
 - A clear statement of the purpose of the banner and a description of the content, size, location, and tenure of the proposed banner.
 - A scaled picture rendition of the content of the proposed banner along with any sponsorships.
 - Name and contact information of the person responsible for coordinating the drop-off and pick-up of the banners.

Applications for each calendar year may be submitted starting on January 1st of the same calendar year.

- D. The Town will administer the display and removal of the banners. Only Town of Simsbury staff will be permitted to put up and take down the banners.
- E. All Authorized Users must obtain a certificate of insurance (COI) naming **both** the Town of Simsbury ~~and the State of Connecticut~~ as additional insured, with minimum coverage limits of \$1,000,000. **For banners hung on Hopmeadow Street, the COI must also name the State of Connecticut as additional insured.**

- F. At the writing of this policy, Authorized Users should be aware that DOT regulations allow the sponsor name to be placed on the [Hopmeadow Street](#) banners (subordinate to the message), but no further commercial content/advertising is allowed.
- G. No banners will be displayed between the dates of December 1st and March 31st, with the exception of the banner for the Martin Luther King, Jr. event in January.
- H. If approved, the individual banner across Hopmeadow Street banner may be authorized for up to a two-week period, once per year for any organization. If approved, lamp post banners may be authorized for up to an eight-week period, once per year.
- I. All banners shall be dropped off at the designated Town Hall location (933 Hopmeadow Street) by 6am on the Friday preceding the date in which the banner(s) will be hung. Banner(s) must be picked up within one week of removal or they will be disposed. The Town of Simsbury assumes no responsibility for damage to banners, banners that are ill-fitting, loss, fading, inappropriate designs, banners that are delivered late, late installations, wind or storm damage or craftsmanship.
- J. Installation of the banners will be made as close as possible to the approved dates; however, the Town reserves the right to alter the hanging schedule in the event of exigent circumstances such as but not limited to inclement weather, a public emergency, or available staff resources. Deviations from the hanging schedule shall be granted by the Town Manager, or his/her designee.
- K. In the event of approval of an application, a Temporary Sign Permit shall be issued by the Zoning Enforcement Officer (ZEO).



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- Title of Submission:** Proposed Final Tax Abatement Agreement for 690 Hopmeadow Street
- Date of Board Meeting:** April 22, 2019
- Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
- Action Requested of the Board of Selectmen:**
Should the Board of Selectmen approve the final proposed Tax Abatement Agreement for 690 Hopmeadow Street, the following motion is in order:

Move effective, April 22, 2019 to approve the finalized Tax Abatement Agreement for 690 Hopmeadow Street as presented and authorize Town Manager Maria E. Capriola to execute the agreement.

- Summary of Submission:**
On September 24, 2018 the Town received an application for business development assistance for the property located at 690 Hopmeadow Street. The application requested a ten year tax abatement from Grand List Year 2020 through Grand List Year 2029. This item was discussed at the November 26, 2018 meeting and the December 17, 2018 Board of Selectmen meetings. The Board agreed on a ten year graduated abatement (table below), with a value not to exceed \$540,000. The Board also agreed to waive 50% of the cost of the construction, HVAC equipment, plumbing, electrical, fire sprinkler, and demolition permit fees incurred by the property owners, at an estimated value of \$16,969.

The Town Manager and Town Attorney negotiated the final proposed agreement that is presented to the Board of Selectmen tonight. I believe this Agreement reflects the Board of Selectmen's guidance and intent on the matter. The Town Attorney has recommended that the Board review and authorize the final proposed agreement prior to me executing the document.

- Financial Impact:**
The property is currently valued at \$1,105,000 (full value) and the assessed (taxable) value is \$773,500. Following construction, the total anticipated full value will be about \$2.1 million and the assessed (taxable) value will be \$1,470,000. The estimated total cost of investment into rehabilitating the property is in the range of \$3.5M to \$3.745M.

The real estate taxes associated with this property for FY 18/19 and estimated FY 19/20 is \$28,171 and \$28,734, respectively. Under the proposed abatement request it will take

about 7 years to attain the same value of tax revenue the town is currently receiving. Any revenue generated from personal property taxes of business leasing space at 690 Hopmeadow Street are not part of this analysis or the applicant's request.

The Board agreed on an abatement value not to exceed \$540,000. The total agreed upon 10-year tax abatement is as follows:

- 100% reduction in the tax bill for years 1 & 2 (FY 21/22, FY 22/23)
- 95% reduction in the tax bill for year 3 (FY 23/24)
- 90% reduction in the tax bill for year 4 (FY 24/25)
- 85% reduction in the tax bill for year 5 (FY 25/26)
- 75% reduction in the tax bill for year 6 (FY 26/27)
- 65% reduction in the tax bill for year 7 (FY 27/28)
- 55% reduction in the tax bill for year 8 (FY 28/29)
- 35% reduction in the tax bill for year 9 (FY 29/30)
- 15% reduction in the tax bill for year 10 (FY 30/31)

The Board also agreed to waive 50% of certain permit fees, at an estimated value of \$16,969.

7. Description of Documents Included with Submission:

- a) Proposed Final Tax Abatement Agreement, 690 Hopmeadow Street

TOWN OF SIMSBURY
FIXED ASSESSMENT AGREEMENT

THIS AGREEMENT made effective as of April ____, 2019 (the “Effective Date”), by and among **Town of Simsbury**, Connecticut, a governmental body organized under the laws of the State of Connecticut, 933 Hopmeadow Street, Simsbury, Connecticut, 06070 (“**Town**”), **Solectran, LLC** (“**Owner**”), having an address of 29 Notch Road, West Simsbury, Connecticut 06092.

RECITALS

- A. Owner has purchased the property located at 690 Hopmeadow Street, Simsbury, Connecticut known as the Ensign Mansion and Annex (“the Property”).
- B. Owner has applied to the Town for a tax abatement and fee waiver to assist it in developing the Property in a manner that preserves the historic character of the Ensign Mansion.
- C. Town has adopted a Policy, in accordance with Section 12-65b of the Connecticut General Statutes, as amended, (the “Policy”), which provides for a written agreement fixing the assessment of real property and improvements thereon.
- D. Under the Policy, the assessed value of the real property and improvements thereon may be fixed for a period of up to ten (10) years if the cost of the new improvements is not less than Three Million Dollars (\$3,000,000).
- E. Owner has provided Town information regarding the estimated cost of the renovation to the Property.
- F. The Simsbury Business Development Committee has determined that the Property qualifies for a fixed assessment of up to ten (10) years under the Policy and desires to offer a ten (10) year assessment schedule on the Property and a partial fee waiver as an inducement for Owner to develop and renovate the Property within Town.
- G. The Board of Selectmen of the Town has adopted a resolution authorizing the Town to enter into this Agreement.
- H. The parties now desire to enter into this Agreement to effect a Fixed Graduated Assessment of the Property.

NOW, THEREFORE, in consideration of the mutual promises contained herein, Town and Owner hereby agree as follows:

ARTICLE 1 - DEFINITIONS

Capitalized terms used and not defined herein shall have the definitions ascribed to them as set forth below:

Section 1.1 - Commencement Date. The term “Commencement Date” shall mean the date the Grand List is executed and confirmed by Town Assessor immediately following the date when both the final certificate of occupancy for the Property has been issued and the Owner has completed the conditions included in Sections 3.1 and 3.2 of this Agreement.

Section 1.2 - Property. The term “Property” shall mean shall mean the premises generally and collectively known as 690 Hopmeadow Street, Simsbury, Connecticut (Assessor ID number 30372350), based on the Fixed Assessment and the Fixed Assessment Increase for the Property including the land, buildings, structures, HVAC systems, foundations, fencing, curbing, light standards, walkways, access drives, landscaping, external facade and parking areas owned by the Owner, but otherwise exclusive of any personal property and motor vehicles of any Business located on the Property. The Property shall be renovated in conformity with the Town of Simsbury Zoning Regulations and Building Codes.

Section 1.3 - Fixed Assessment: The term "Fixed Assessment" shall refer to Town's authority, under Connecticut General Statutes section 12-65b and the Policy, to fix the assessment on the Property, which shall be equal to assessed value of the Property as set forth in Section 2.1 below. The fair market value and assessment of the Property shall be determined by the Assessor in accordance with law.

Section 1.4 - Fixed Assessment Period. The term "Fixed Assessment Period" shall refer to the earlier of (a) a full ten (10) assessment year period that shall begin on the first day (July 1) of the first tax year (expected to be 2021 based on the October 1, 2020 Grand List) following the Commencement Date and ending on the last day of the tenth tax year following the Commencing Date (expected to be June 30, 2031), subject to the provisions of Section 2.1 hereof, or (b) the assessment year in which the full value of the abatement in the aggregate is \$540,000. Upon the aggregate value of the abatement equaling \$540,000 or the completion of such ten (10) year period, the Fixed Assessment Period shall automatically expire.

Section 1.5 - Investment In Property. The term “Investment In Property” shall mean all costs incurred by Owner in development, renovation and reconstruction of the Property including the cost of materials, labor, fixtures, and all other hard costs capitalized as part of the Property, excluding land cost.

ARTICLE 2 - TAX MATTERS

Section 2.1 - Assessment of the Property. Town and Owner agree that the assessment of the Property shall be fixed during the Fixed Assessment Period, up to the earlier of the year in which the total aggregate tax value of the abatement in the Fixed Assessment equals \$540,000, or ten years. During the Fixed Assessment Period, the Town shall establish the Fixed Assessment of the Property at an amount equal to:

- (i) zero percent (0%) of the tax normally due on the assessed value of the Property for year one of the Fixed Assessment Period,
- (ii) zero percent (0%) of the tax normally due on the assessed value of the Property for year two of the Fixed Assessment Period,
- (iii) five percent (5%) of the tax normally due on the assessed value of the Property for year three of the Fixed Assessment Period,
- (iv) ten percent (10%) of the tax normally due on the assessed value of the Property for year four of the Fixed Assessment Period, and
- (v) fifteen percent (15%) of the tax normally due on the assessed value of the Property for year five of the Fixed Assessment Period,
- (vi) twenty-five percent (25%) of the tax normally due on the assessed value of the Property for year six of the Fixed Assessment Period,
- (vii) thirty-five five (35%) of the tax normally due on the assessed value of the Property for year seven of the Fixed Assessment Period.
- (viii) forty-five percent (45%) of the tax normally due on the assessed value of the Property for year eight of the Fixed Assessment Period,
- (ix) sixty-five percent (65%) of the tax normally due on the assessed value of the Property for year nine of the Fixed Assessment Period,
- (x) eighty-five five (85%) of the tax normally due on the assessed value of the Property for year ten of the Fixed Assessment Period.

The assessed value of the Property is determined each year and is based on the assessed value of the property on the grand list on October first of the prior year. The Fixed Assessment of the Property may change during a revaluation year or if additions or modifications are made to the building.

This Agreement does not include any taxes levied by the fire district or other taxing entity. The assessment value of the Fixed Assessment as of the Effective Date, any personal property, and any motor vehicles shall be determined by the Assessor in the normal course pursuant to state and local laws.

Section 2.2 - Minimum Real Estate Tax Payment. During the Fixed Assessment Period, Owner agrees to pay for each tax year the ad valorem real estate tax payment for the Property on the Fixed Assessment as set forth in Section 2.1 above. Owner shall be responsible for the payment of these real estate taxes and shall make or shall cause such payment to be made no later than the applicable due dates of the tax billing or otherwise shall be subject to penalty interest for late payment.

Section 2.3 - Fire District Tax, Personal Property and Motor Vehicle Taxes. Owner agrees to pay full taxes levied by the Simsbury Fire District and on all personal property and motor vehicles or leased motor vehicles of the Owner by Town during the Fixed Assessment Period. Owner shall make such payment no later than the applicable due dates of the tax billing or otherwise shall be subject to penalty interest for late payment.

Section 2.4 - Waiver of Fees. The Town agrees to waive fifty percent (50%) of the Town permit fees resulting from the renovation work, including, but not limited to, construction, HVAC equipment, plumbing, electrical, fire sprinkler, and demolition permits. The permit fees are estimated to be \$33,938.

Section 2.5 - Assessment and Revaluation. The Owner shall have the right to appeal any increase in assessment due to a Town-wide property revaluation pursuant to Connecticut General Statutes, sections 12-117a and 12-119, as amended. The assessment of the Land for the period prior to the Commencement Date was determined in the normal course pursuant to state and local laws.

ARTICLE 3 - MINIMUM INVESTMENTS

Section 3.1 - Minimum Investment In The Property. Owner has commenced renovation of Property. Owner agrees to make an Investment in Property of approximately \$3,745,000.

Section 3.2 - Schedule. No later than October 1, 2020 or at the end of any approved extension period, Owner shall furnish Town with a certificate confirming Owner's satisfaction of the obligations contained in Sections 3.1 and 3.2 hereof. Owner, at the request of Town, shall furnish Town with general information substantiating the expenditure of such investment. Town acknowledges that any certification from a third-party architect, managing contractor, engineer, general contractor, vendor or manufacturer, which certifies such investment will satisfy any request by Town for additional evidence verifying the expenditure of such investment. Owner shall permit the town at reasonable times and upon reasonable notice during the term of this Agreement to inspect the Property for purposes of confirming that its use continues to comply with one or more of the uses set forth in Section 12-65b of the Connecticut General Statutes and the Ordinance.

Section 3.3 - Failure to Comply. In the event the Owner has not provided the anticipated Investment in the Property as set forth in Sections 3.1 and 3.2 above by October 1, 2020 or at the end of any extension periods as provided in Section 3.1 and Section 3.2, the Town shall be entitled to terminate this Agreement. In the event of such termination by Town, then Town and Owner shall not have any further obligation under this Agreement and the assessment of the Property shall revert to 70% of its fair market value as determined by the Assessor retroactive to the Commencement Date and the Town shall thereafter have its rights defined in Section 7.2.

ARTICLE 4 - OPERATION OF PROPERTY

Section 4.1 - Operation. During the Fixed Assessment Period and for a period of two (2) consecutive years thereafter, the Owner agrees that it shall not:

- 4.1.1. Change, suffer or allow the use of the Property to be changed to a use that does not comply with one or more of the uses set forth in Section 12-65b of the Connecticut General Statutes and the Ordinance;
- 4.1.2. Fail to pay the taxes contemplated under this Agreement when due; or
- 4.1.3. Declare bankruptcy.

Section 4.2 - Remedies. In the event the Owner is in default under Sections 3.1, 3.2, 3.4, 4.1 and 5.2.1 through 5.2.7, or in material default of any other obligation contained in this Agreement, the Town shall have the right to recover all tax benefits provided to the Owner during the Fixed Assessment Period and terminate this Agreement and the Fixed Assessment. In the event that the Owner has instituted appropriate administrative or legal proceedings challenging the amount of the statutory assessment of the Property and Land, payment of any and all taxes shall be in accordance with Connecticut General Statutes section 12-117 and other applicable law.

ARTICLE 5 - REPRESENTATIONS AND WARRANTIES

Section 5.1 - Town Representations and Warranties. Town hereby represents and warrants to the Owner as follows:

- 5.1.1. This Agreement is in material compliance with Town Charter and with the Connecticut General Statutes, et seq.
- 5.1.2. Town is a municipality duly organized and operating under the laws of the State.
- 5.1.3. Town has the power to enter into this Agreement and to carry out its obligations hereunder.

- 5.1.4. The execution and delivery of this Agreement, the conferral of the Fixed Assessment to Owner, the performance of its other obligations contained in this Agreement, the consummation of the other transactions contemplated hereby, and the fulfillment of the compliance with the terms and conditions of this Agreement, by Town are not prevented by or result in a breach of, the terms, conditions or provisions of Town Charter, any statute, law, ordinance or regulation by which Town is bound.
- 5.1.5. This Agreement has been duly authorized by Board of Selectmen, and is a valid and binding obligation of Town, and is enforceable in accordance with its terms against Town.
- 5.1.6. The representative of Town executing this Agreement is in good standing with Town, and is authorized to execute and deliver this Agreement, in such capacity.
- 5.1.7. There is no claim or litigation, or to the best of Town's knowledge, threat of any claim or litigation, against Town with respect to its execution and delivery of this Agreement or otherwise pertaining to the conferral of the Fixed Assessment or any other matter contained in this Agreement.

Section 5.2 - Owner Representations and Warranties. Owner hereby represents and warrants to Town as follows:

- 5.2.1. Owner is qualified and licensed to transact business in the State of Connecticut.
- 5.2.2. Owner is the fee owner of the Property and has the power to enter into this Agreement and to carry out its obligations hereunder.
- 5.2.3. The execution and delivery of this Agreement, the performance of the obligations of Owner contained in this Agreement, the consummation of the other transactions contemplated hereby, and the fulfillment of the compliance with the terms and conditions of this Agreement by Owner are not prevented by or result in a breach of, the terms, conditions or provisions of any statute, law, ordinance or regulation by which Owner is bound, or any contractual restriction, financing, agreement or instrument of whatever nature to which Owner is now a party by which it is bound, nor do they constitute default under any of the foregoing.
- 5.2.4. This Agreement has been duly authorized by Owner, and is a valid and binding obligation of Owner and is enforceable in accordance with its terms against Owner.

- 5.2.5. The officer of Owner executing this Agreement is in good standing with Owner and is authorized to execute and deliver this Agreement, in such capacity.
- 5.2.6. There is no claim or litigation, threat of any claim or litigation, against Owner with respect to its execution and delivery of this Agreement, the conferral of the Fixed Assessment or any other matter contained in this Agreement.
- 5.2.7. There are no actions, suits or proceedings pending or, threatened against or affecting the Owner or before any arbitrator or any governmental body in which there is a reasonable possibility of an adverse decision which could materially affect the ability of Owner to perform its obligations under this Agreement.

ARTICLE 6 - DEFAULT

Section 6.1 - Town Default. In the event that Town fails to perform under Section 2.1 of this Agreement and Owner furnishes notice to that effect to Town, and Town fails substantially to rectify the same within thirty (30) days after receipt of notice, and such an additional reasonable time period as is necessary to rectify the matter if the nature of such non-compliance cannot be reasonably cured within said thirty (30) day period so long as Town initiates the curing thereof within said thirty (30) day period and thereafter diligently prosecutes such curing, then Town shall be deemed to be in default of this Agreement. In the event of Town's default under this Agreement beyond applicable cure periods, Owner shall be entitled to all rights and remedies at law or in equity.

Section 6.2 - Owner Default. In the event that Owner fails to perform a covenant or agreement, or to observe a term or condition, contained in this Agreement and Town furnishes notice to that effect to Owner, and Owner fails substantially to rectify the same within thirty (30) days after receipt of notice, and such an additional reasonable time period as is necessary to rectify the matter if the nature of such non-compliance cannot be reasonably cured within said thirty (30) day period so long as Owner initiates the curing thereof within said thirty (30) day period and thereafter diligently prosecutes such curing, then Owner shall be deemed to be in default of this Agreement. In the event of Owner's default under this Agreement beyond applicable cure periods, this Agreement shall be null and void and the Owner shall reimburse the Town for all tax relief provided to Owner, its predecessors and/or its assigns and the Town shall be under no obligation to grant further tax relief hereunder. Further, the Town, in addition to any remedies provided herein, shall be entitled to all rights and remedies at law or in equity, including the right to assess all penalties and to exercise all rights accorded to it as a taxing authority under the Connecticut General Statutes for the non-payment of taxes and the

payment of all legal fees and expenses incurred by the Town relating to the Owner's default.

ARTICLE 7 - MISCELLANEOUS

Section 7.1 - Notices. All notices and requests required pursuant to this Agreement shall be sent by personal delivery, overnight courier, or certified mail as follows:

To Town: Town of Simsbury
 Simsbury Town Hall
 933 Hopmeadow Street
 Simsbury, CT 06070
 Attention: Town Manager

With a copy to: Robert M. DeCrescenzo, Esq.
 Updike, Kelly & Spellacy, P.C.
 P.O. Box 231277, 100 Pearl Street
 Hartford, CT 06123-1277

To Owner: Mark Scully, Manager
 Solectron, LLC
 29 Notch Road
 West Simsbury, CT 06092

With a copy to: Louis George, Esq.

or at such other addresses as the parties may indicate in writing to the other by personal delivery, overnight courier, or registered mail, return receipt requested, with proof of delivery thereof. Notices and requirements shall be deemed delivered to the address set forth above (a) when delivered in person on a business day, or (b) on the same business day received if delivered by overnight courier or by registered mail, return receipt requested.

Section 7.2 Successors and Assigns; Assignment. Owner shall not assign its rights and obligations under this Agreement except with the written consent of the Simsbury Board of Selectmen. All of the terms and provisions of this Agreement shall be binding on and inure to the benefit of all of the successors and assigns of the parties hereto.

Section 7.3 - Amendment. This Agreement sets forth all the promises, inducements, agreements, conditions, and understandings between Owner and Town relative to the fixing the assessments on the Property and there are no promises, agreements, conditions, or understandings, either oral or written, express or implied, between them related thereto, other than as herein set forth. No subsequent alteration, amendment, change, or

addition to this Agreement shall be binding on the parties hereto unless authorized in accordance with law and reduced in writing and signed by them.

Section 7.4 - Counterparts. This Agreement (or any exhibit or addendum to it) may be executed by facsimile or using an e-signature format such as DocuSign, and in counterparts, each of which (including signature pages) will be deemed an original, but all of which together will constitute one and the same instrument.

Section 7.5 - No Admission as to Value. The parties acknowledge and agree that the values placed upon the Property, and/or the Improvements as a result of this Fixed Assessment Agreement shall not now or at any other time be construed as an admission by any party or as evidence of any kind as to the true fair market value of the Property, the Property and/or the Improvements.

Section 7.6 - No Further Abatement: Owner acknowledges and agrees that the Abatement offered pursuant to this Agreement is not binding upon the Town beyond the ten-year Abatement Term agreed to herein.

[NEXT PAGE IS SIGNATURE PAGE]

IN WITNESS WHEREOF, this Agreement has been executed by authorized representatives of the parties hereto and is effective as of the aforesaid date.

TOWN OF SIMSBURY

By: _____

Maria E. Capriola
Its Town Manager

Date: _____, 2019

**OWNER
SOLECTRAN, LLC**

By: _____

Mark Scully, Manager
Duly Authorized

Date: _____, 2019



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed State Legislation Follow-up
2. **Date of Board Meeting:** April 22, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
This item is informational; no action is needed this evening. If however, there is proposed legislation that the Board either strongly supports or opposes, I can prepare draft resolutions and correspondence on your behalf for review and consideration at an upcoming meeting.
5. **Summary of Submission:**
The Connecticut Council of Small Towns (COST) has provided us with a legislative update on House and Senate proposed bills that may have an impact on Simsbury (attached). While I encourage you to read the full COST update, I have highlighted some proposed legislation below that may be of particular interest to the Board of Selectmen.

HB-7150 An Act Concerning Education: Section 6 of this proposed bill states that at a minimum of 25% of the normal teachers' pension cost as calculated by the Office of Policy and Management will be shifted to the towns. This is to cover the future pensions of present day teachers. Towns that have teacher salaries above the median pay rate will have an added percentage to pay, while distressed municipalities are capped at 5% instead of 25%. *COST opposes this section.*

Under this proposal, Simsbury would be required to contribute \$304,466 in FY 19/20, \$628,751 in FY 20/21, and \$953,036 in FY 21/22 to the Teachers Retirement System. Based on our overall anticipated state revenue, this contribution in FY 19/20 has a net impact of a loss of \$244,401 in state revenue, or a decrease of -3.6%. I have a number of concerns with this proposal and will monitor the issue closely. Should this proposal be implemented some of my concerns include: challenges with collective bargaining and interest arbitration and their impact on determining salaries; municipalities lack of governance or ability to negotiate the pension benefits granted to our teachers; and the burden of shifting this cost to the property tax. Local governments in Connecticut are heavily reliant on the property tax and municipalities lack the statutory authority to diversify our revenue base in a meaningful way. *Status: Teachers' pension provisions were stripped out of the bill, which was sent to Appropriations Committee for further action. However, Governor*

Lamont continues to push for provisions requiring towns to pick up a percentage of the normal pension costs.

SB-738 An Act Concerning the Creation of Regional School Districts: This would require towns with populations under 40,000 (e.g. Simsbury) to join a new or existing regional school district. There is an exception for regional districts that provide K-12. *Status: Died in the Education Committee.*

SB-2 An Act Increasing the Minimum Fair Wage: This bill would gradually increase the minimum fair wage in the state of Connecticut over the next 3 years. Starting in January 1, 2020 the minimum wage would be \$12.00, followed by an increase of \$1.50 on January 1st, 2021 and again on January 1st, 2022 to get the minimum wage up to \$15.00. *Status: Approved by the Labor Committee, sent to the respective chamber.*

This proposal would have a devastating financial impact on our Culture, Parks and Recreation Department special revenue fund which is already struggling. The Department employs a large number of seasonal workers throughout the year such as day camp staff, lifeguards, and ice rink guards. These employees are critical to our service delivery of recreational programs and operation of the Simsbury Farms complex. This proposal would increase wages and payroll taxes by \$23,156 in FY 19/20, by \$86,104 in FY 20/21, and by \$115,479 in FY 21/22, or an aggregate amount of \$224,739 over three fiscal years¹.

SB-1 An Act Concerning Paid Family and Medical Leave: This bill creates the Family and Medical Leave Insurance (FMLI) program that provides wage replacement for certain employees taking leave for reasons under the Family and Medical Leave Act or the Family Violence Leave Law. Employees would get up to 12 weeks of FMLI benefits over a 12 month period. This bill excludes municipal employees from participating in FMLI, but they would be able to opt-in through the collective bargaining process. *Status: Approved by the Labor and Finance Committees, sent to the Senate.*

HB-5254 An Act Establishing A Pilot Program Authorizing Municipalities To Impose A Buyer's Conveyance Fee On Real Property To Fund The Purchase And Stewardship Of Open Space: If passed this would allow municipalities, but not require, the ability to establish a dedicated source of land conservation and stewardship funding through a local conveyance fee on buyers up to 1% on the purchase of real estate. The first \$150,000 of the purchase price, or more, at the discretion of the municipality would be exempt from the fee. *Status: Died in the Environment Committee.*

Based on the average selling price of useable sales² of a home in Simsbury, and the number of usable sales³ from October 1, 2016 through September 30, 2017, this fee if implemented would generate approximately \$634,788.89 for open space acquisition⁴. Our Conservation Commission and the Simsbury Land Trust previously

¹ Cost increases in Years 2 and 3 also reflect the impact of the new base established from the prior wage increase.

² \$322,967

³ 367

⁴ Does not include an estimate for commercial properties.

corresponded with the Board of Selectmen seeking support of this bill. The Open Space Committee was not supportive at this time for a number of reasons, but believes the Town should research other funding options for open space management at a later date.

SB-856 An Act Concerning the Control of Nuisance Wildlife: This bill was amended in committee to allow DEEP to issue permits to kill wildlife that are causing unreasonable damage to agricultural crops to also include damage to livestock, poultry and bees. The wildlife that can be killed under this bill includes bears. The bill also allows farmers who do not hunt to assign their permit to someone who does. *Status: Approved by the Environment Committee, sent to the Senate.*

SB-894 An Act Concerning the Nonlethal Management of the Black Bear Population in Connecticut: This bill identified nonlethal management practices to deter black bears from habituating in densely populated areas of humans. *Status: Approved by the Environment Committee, sent to the Senate.*

SB 431 An Act Concerning Property Tax Reform: This bill establishes a statewide mill rate on real property with an adjustment for the homestead exemption, establishes a \$50,000 homestead exemption for 1-4 family owner-occupied residents; repeals the Car Tax and replaces it with a statewide car tax of between 15 and 19 mills; redistributes statewide mill rate and statewide car tax revenues to 1) fund PILOT reimbursements; 2) increase special education grants; and 3) education funding for Alliance School Districts; and exempts the first \$25,000 of assessed value of business personal property from municipal property tax. *Status: Died in the Finance Committee although some of these provisions may be revisited in other bills prior to the Finance Committee's deadline.*

Without additional new legislation providing municipalities with a meaningful way to diversify our revenue base, this legislation would have a crippling effect on our revenue, mill rate, and our ability to fund services.

6. Financial Impact:

Included within the summary section.

7. Description of Documents Included with Submission:

a) COST Legislative Update Dated April 17, 2019



LEGISLATIVE UPDATE

Board of Selectmen, Town of Simsbury

April 17, 2019

BUDGET

HB-7148 - STATE BUDGET FOR THE BIENNIUM ENDING JUNE THIRTIETH, 2021 AND MAKING APPROPRIATIONS THEREFOR – To implement the governor’s budget proposal. Status: Public hearings being held this week and next. *Status: Awaiting action by the Appropriations Committee, which must act prior to its JF deadline of May 3.*

SB-876 – BOND PACKAGE – Maintains level funding for Town Aid Road, Local Capital Improvement Program, Local Bridge Program, Local Capital Transportation Program, and includes language authorizing the use of LoCIP funds for hazardous non-utility tree removal or trimming. COST is requesting that lawmakers reinstate funding for the Small Town Economic Assistance Program (STEAP), although there is an unallocated balance of \$30 million in STEAP funds available. *Status: Awaiting action by the Finance Committee, which must act prior to its deadline of May 2.*

EDUCATION

HB-7150 – AN ACT CONCERNING EDUCATION

- **Teachers’ Pension Costs** (*COST opposes*)
 1. Shifts *at least* 25% of the "normal" teachers' pension costs to towns/school boards over a three-year period. The “normal cost”, an actuarial term, is the full amount that must be set aside annually to cover the future pensions of present-day teachers. This does not include any of the unfunded pension liabilities that had been shifted in proposals from previous years.
 2. Requires towns that pay teacher salaries > median to pay an additional percentage;
 3. Caps distressed municipalities at 5% of the normal cost;
 4. Unclear whether the costs must be borne by the town or the Board of Education;
 5. Fails to include any provisions allowing a town to negotiate changes in teachers’ pensions to control costs going forward. Instead, benefit levels and contribution rates are set in statute; and
 6. Fails to address binding arbitration issues that make it difficult for towns/boards of education to control salary and benefit levels, which drive up pension costs.

Status: Teachers’ pension provisions stripped out of the bill, which was sent to Appropriations Committee for further action. However, Governor Lamont continues to push for provisions requiring towns to pick up a percentage of the normal pension costs.
- **ECS Formula** (*COST opposes*)
 - Section 20 accelerates the reductions included in the changes to the Education Cost Sharing (ECS) formula adopted in 2017, which were intended to be phased in over 10 years. Instead, the bill accelerates the phase in by reducing ECS funding by 25% each



year through FY 22. Many towns that must pick up more than 25% of teachers' pension costs due to salaries above the median will also face steep reductions in ECS funding.

Status: Approved by the Education Committee and referred to the Appropriations Committee for further action.

- **Minimum Budget Requirement** (*COST supports with revisions*)
 - Section 5 revises the **Minimum Budget Requirement** to allow for MBR relief for districts that enter into cooperative arrangements for shared services/school consolidation, subject to approval by the state Department of Education (SDE). The reduction is phased in over a planning and implementation year, with full implementation in the 3rd and 4th year, although SDE may require funding to be restored.

Status: Approved by the Education Committee and referred to the Appropriations Committee for further action.

SB-738 – AN ACT CONCERNING THE CREATION OF REGIONAL SCHOOL DISTRICTS – To realign those towns with a total population of fewer than 40,000, except those regional school districts that provide instruction for grades K-12, in manner similar to the probate districts and require such towns to join a regional school district. *Status: Died in the Education Committee. (COST opposed)*

SB-457 – AN ACT CONCERNING THE SIZE OF SCHOOL DISTRICTS – To require school districts serving less than 2,000 students to join a new or existing regional school district so that the total student population of such new or expanded regional school district is greater than 2,000 students. *Status: Died in the Education Committee. (COST opposed)*

SB-874 – AN ACT CONCERNING EDUCATION INITIATIVES AND SERVICES IN CONNECTICUT – Establishes a Commission on Shared School Services (COSSS) to “develop recommendations for the sharing of school services and additional collaborations within and among school districts.” The Education Committee amended the charge of the commission, which had originally called for the development of a “plan for the redistricting or consolidation of school services and school districts”. *Status: Amended by the Education Committee, referred to the Appropriations Committee. (COST opposes)*

HB- 7319 - AN ACT CONCERNING FISCAL INDEPENDENCE OF SCHOOL DISTRICTS – To require that local and regional school districts serving < 15,000 students become taxing authorities, separate from any municipality, for the provision of educational service. *Status: Died in the Planning & Development Committee. (COST opposed)*

PROPERTY TAXES

SB-431 – AN ACT CONCERNING PROPERTY TAX REFORM – Establishes a statewide mill rate on real property with an adjustment for the homestead exemption, establishes a \$50,000 homestead exemption for 1-4 family owner-occupied residents; repeals the Car Tax and replaces it with a statewide car tax of between 15 and 19 mills; redistributes statewide mill rate and statewide car tax revenues to 1) fund PILOT reimbursements; 2) increase special education grants; and 3) education funding for Alliance School Districts; and exempts the first \$25,000 of assessed value of business personal property from municipal property tax. *Status: Died in the Finance Committee although some of these provisions may be revisited in other bills prior to the Finance Committee's deadline. (COST opposes)*



MANDATES

SB-2, HB- 5004, and HB-7191 – AN ACT INCREASING THE MINIMUM FAIR WAGE - Increases the minimum wage to \$15 over a 3 to 4 year period. According to the Office of Fiscal Analysis, increasing the minimum wage could cost municipalities as much as \$24 million by 2022. Nonpartisan analysts released four projections on how the minimum wage hike would affect Connecticut’s 169 cities and towns.

- Large cities, with populations greater than 100,000, would face \$800,000 to \$1 million in added costs.
- Medium-sized cities with populations between 50,000 and 80,000 would face \$400,000 to \$600,000 in additional expenses.
- Small cities with populations between 30,000 and 50,000 would face \$100,000 to \$300,000 in added costs.
- Small towns with less than 20,000 people would face \$50,000 or less in increased expenses.

Status: Approved by the Labor Committee, sent to the respective chamber. (COST opposes)

SB-1 - AN ACT CONCERNING PAID FAMILY AND MEDICAL LEAVE - Creates the Family and Medical Leave Insurance (FMLI) program to provide wage replacement benefits to certain employees taking leave for reasons allowed under the state's Family and Medical Leave Act (FMLA) or the family violence leave law, as amended by the bill. It provides them with up to 12 weeks of FMLI benefits over a 12- month period in an amount equal to 100% of the employee's weekly earnings, up to a maximum of \$1,000 per week (or an inflation adjusted equivalent). The bill allows municipal employees to opt-in through collective bargaining. To the extent that municipal employees choose to collectively bargain for the FMLI benefits established by the underlying bill, there is a cost to municipal employers associated with the expansion of leave benefits. Once a municipal employer or BOE collectively bargains to include one of its bargaining units in the program, any of the municipality’s or BOE’s employees who are not part of a collective bargaining unit also become covered public employees. *Status: Approved by the Labor and Finance Committees, sent to the Senate. (COST opposes)*

HB-5003 - AN ACT IMPLEMENTING A PAID FAMILY MEDICAL LEAVE PROGRAM – Includes the same provisions as SB-1. *Status: Approved by the Labor and Finance Committees, sent to the House. (COST opposes)*

MANDATE RELIEF

SB-882 – AN ACT CONCERNING MUNICIPAL ARBITRATION AND MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (Governor’s bill)

- Increases the employee contribution rate under MERS by 1% for each of the next 3 fiscal years beginning July 1, 2019.
- Requires a newly constituted ACIR to make recommendations to OPM on a new tier for MERS modeled after the State Employees Retirement System
- Calls for the neutral arbitrator on municipal arbitration panels to be selected at random rather than by 2 other members of the arbitration panel, which will provide a more level playing field. *Status: Amended and approved by the Planning & Development Committee, sent to the Senate. (COST supports)*



HB- 7208 - AN ACT CONCERNING THE PUBLICATION OF LEGAL NOTICES BY MUNICIPALITIES –

Authorizes towns to post a summary of required legal notices in the newspaper and full notices on the town website. *Status: Died in the Planning & Development Committee. (COST supported)*

SB-1081 – AN ACT CONCERNING MUNICIPAL SET ASIDE REQUIREMENTS – Increases the project threshold from \$50,000 to \$500,000 to exempt smaller projects from the set aside mandate. *Status: Approved by the Planning & Development Committee, sent to the Senate. (COST supports)*

ENVIRONMENT

HB-5254 - AN ACT ESTABLISHING A PILOT PROGRAM AUTHORIZING MUNICIPALITIES TO IMPOSE A BUYER'S CONVEYANCE FEE ON REAL PROPERTY TO FUND THE PURCHASE AND STEWARDSHIP OF OPEN SPACE – Enables, but does not require, municipalities to establish their own dedicated source of land conservation and stewardship funding by adopting a local conveyance fee on buyers of up to 1% on the purchase of real estate. The first \$150,000 of the purchase price, or more, at the discretion of the municipality, would be exempt from the fee. *Status: Died in the Environment Committee. (COST supported)*

SB-586 - AN ACT CONCERNING THE CONTROL OF NUISANCE WILDLIFE – Amended in committee to extend the current law which allows the Department of Energy and Environmental Protection to issue a permit to kill wildlife causing unreasonable damage to an agricultural crop to include damage to livestock, poultry or bees. The legislation also allows the person approved to kill the wildlife, which could be a bear, to keep it. A farmer, who doesn't hunt, is allowed to assign the permit to someone who does hunt. *Status: Approved by the Environment Committee, sent to the Senate.*

SB-894 - AN ACT CONCERNING THE NONLETHAL MANAGEMENT OF THE BLACK BEAR POPULATION IN CONNECTICUT – Identifies nonlethal management practices that can be employed to deter black bears from habituating in areas densely populated by humans. *Status: Approved by the Environment Committee, sent to the Senate.*

SB-1060 AN ACT CONCERNING THE REGULATION OF STORMWATER - Calls for the state Department of Energy & Environmental Protection (DEEP) to develop best practices and recommendations for mitigating costs associated with compliance with the Stormwater General Permit. *Status: Approved by the Environment Committee, sent to the Senate. (COST supports)*

HB- 7294 - AN ACT CONCERNING BOTTLE REDEMPTION IN THE STATE – To amend the bottle bill to increase deposits and handling fees, redistribute escheats from unredeemed bottles, include additional beverage containers under the deposit law, and encourage additional independent redemption centers. *Status: Approved by the Environment Committee, sent to the House. (COST supports)*

SB-753 - AN ACT CONCERNING THE STATEWIDE BAN ON FRACKING WASTE - Expands the state-wide fracking ban to apply to all gas and oil extraction activities and to assure that such ban is permanent. *Status: Amended and approved by the Environment Committee, sent to the Senate. (COST supports)*



HOUSING

HB-6749 - AN ACT TO REORGANIZE THE ZONING ENABLING ACT AND PROMOTE MUNICIPAL COMPLIANCE

- Sanctions towns that fail to meet certain housing goals by making them ineligible for discretionary municipal aid, such as Clean Water funding, open space, and farmland preservation.

Status: Approved by the Planning & Development Committee, referred to the Housing Committee. (COST opposes)

REGIONALIZATION

HB-7192 – AN ACT CONCERNING MUNICIPAL AND REGIONAL OPPORTUNITIES & EFFICIENCIES

- **PSAP Consolidation**
 - Promotes the consolidation of Public Safety Answering Points by providing additional transition grant money from the Emergency 911 program and provides that any PSAP that serves a population of less than 40,000 that does not consolidate will no longer receive annual subsidies from the program in 2024.
- **Property Revaluation/Tax Collection & Assessment**
 - Requires Councils of Government (COGs) to establish a regional assessment division responsible for collecting and processing certain data for each municipality within its region with 15,000 parcels or less (146 municipalities)
 - Coordinates revaluation cycles for towns within 5 revaluation zones
- **Collective Bargaining Agreements**
 - Requires the bargaining representative for a board of education to submit any collective bargaining agreement to the Municipal Accountability Review Board (MARB) within 14 days of the date the agreement was reached, and MARB must act upon such agreement within 30 days of submission.
- **Fire Marshals**
 - Decreases the number of mandated inspections by Fire Marshals.
- **Advisory Council on Intergovernmental Relations (ACIR)**
 - Empowers a newly constituted ACIR to analyze and create work plans to promote shared services and make local governments more efficient.

Status: Amended and approved by the Planning & Development Committee, sent to the House.

SB-1082 – AN ACT CONCERNING THE CONSOLIDATION OF PUBLIC SAFETY ANSWERING POINTS –

Requires the Division of State-Wide Emergency Telecommunications to develop additional incentives for the regionalization of public safety answering points and make recommendations to the General Assembly for how to remove barriers to the consolidation of such answering points. *Status: Approved by the Planning & Development Committee, sent to the Senate. (COST supports)*

HB-6643 - AN ACT CONCERNING REGIONAL ANIMAL CONTROL SHELTERS –

To increase the population threshold from 25,000 to 50,000 that may be served by a regional animal control shelter. *Status: Approved by the Environment Committee, sent to the House. (COST supports)*



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** 350th Anniversary Steering Committee Proposal

2. **Date of Board Meeting:** April 22, 2019

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports creating a 350th Anniversary Steering Committee, the following motion is in order:

Move, effective April 22, 2019 to create the 350th Anniversary Steering Committee.

Further move to appoint the following people to the 350th Anniversary Steering Committee:

Cheryl Cook, representing the Board of Selectmen

Steven Antonio, representing Main Street Partnership

Joe Buda, representing the Simsbury Tourism Committee

Jeff Dornenburg, representing the Simsbury Meadows Performing Arts Center

Lisa Gray, representing the Simsbury Chamber of Commerce

Judy Knight, representing the Friends of the Simsbury Library

Deeg Mackay/ Sharene Wassell/Jan Lintner, representing the Old Drake Hill

Flower Bridge on a rotating basis

Nick Parisi, representing the Simsbury Theatre Guild

Polly Rice, Representing the Library Board of Trustees

Ieke Scully, representing the Simsbury Historical Society

Tara Willerup, representing the Simsbury Free Library

Kris Barnett, Community member

Wendy LaMontagne, Community member

Anita Mielert, Community member

Richard Ostop, Community member

5. **Summary of Submission:**

Recently staff met with the community-based 350th Anniversary Committee to explore their interest in becoming an official Town Committee. The Committee consists of numerous community volunteers and local organizations with a shared interest in planning events to celebrate the Town's 350th anniversary in 2020. Since the Committee was not incorporated as a 501c3 they were encountering a number of logistical challenges related to items such as insurance coverage, temporary liquor permits, and certain financial duties. The Committee has decided to pursue becoming an official Town Committee, which should assist in resolving some of the logistical

challenges noted above. We will update and notify our LAP insurance carrier, CIRMA, in the event that this proposal is approved.

If the group becomes an official Town Committee, they will be subject to FOIA posting requirements (i.e. agendas, minutes) and the meetings of the Committee and any work groups will be open to the public. As an official Town Committee, they will be subject to the Town's purchasing policies and procedures; purchases will need to be approved by the assigned department head prior to being expended and I will be the signatory on any contracts. A special revenue account would need to be established, similar to what exists for Simsbury Celebrates, and the Town's Finance Department would be responsible for accounting functions of the funds.

Proposed tasks for the Town 350th Anniversary Steering Committee are as follows:

- Maintaining a master calendar of community-wide 350th anniversary related events
- Developing a logo and assisting with marketing efforts
- Coordinating an opening ceremonies event
- Coordinating "River Day," an outdoor event celebrating our Town's water resources
- Hosting a closing ceremonies or gala type event
- Assisting and complimenting the work of community organizations conducting 350th anniversary events

Cheryl Cook is currently the Selectmen liaison to the community-based 350th Anniversary Committee. Lisa Karim, Library Director, with assistance from Stephanie Pratto, Head of Children's Services, will be assigned as the lead staff members to the Committee. Tom Tyburski, Culture, Parks and Recreation Director will be the secondary assigned staff member to the Committee. We will ask a member of the Committee to serve as Secretary to perform minute taking duties.

Many existing Committee members have expressed a desire to continue to assist with the Town 350th Anniversary Steering Committee. We have prepared a proposed Committee appointment list for your review and consideration, noted above. The list includes Simsbury residents and many community organizations. Additional recommendations for members may be presented at a future date.

6. Financial Impact:

Staff time will be required to help support this initiative. Similar to Simsbury Celebrates, a special revenue fund would be set up for the 350th Anniversary celebration. Donations and other revenues would be deposited into the account, and associated expenditures would be charged to the special revenue fund.

If the Committee ultimately needs start-up funds or other funds, staff will work with them to develop a budget request proposal to the Boards of Selectmen and Finance.

7. Description of Documents Included with Submission:

None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Kevin Crimmins from the Board of Ethics

2. **Date of Board Meeting:** April 22, 2019

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk
Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
The following motion is in order:

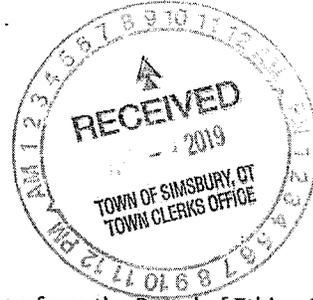
Move, effective April 22, 2019, to accept the resignation of Kevin Crimmins as a regular member of the Board of Ethics retroactive to April 9, 2019.

5. **Summary of Submission:**
The Town Clerk has received the resignation of Kevin Crimmins as a regular member of the Board of Ethics.

6. **Financial Impact:**
None

7. **Description of Documents Included with Submission:**
a) Kevin Crimmins' Resignation Letter, dated April 9, 2019

Butler Ericka



Dear Ms. Butler,

After more than six years of service, I feel the time has come for me to move on from the Board of Ethics. So, I am tendering my resignation from that Board, effective immediately.

I am grateful to have had the opportunity to serve my community in this capacity.

Regards,

Kevin Crimmins

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order in the Main Meeting Room of the Simsbury Town Offices at 6:00 p.m. Present were: First Selectman Eric Wellman; Board members: Michael Paine, Cheryl Cook, Chris Peterson, Sean Askham and Christopher Kelly. Others in attendance included: Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby, Finance Director/Treasurer Amy Meriwether; Director of Culture, Parks and Recreation Tom Tyburski; Director of Social Services Kristen Formanek; Library Director Lisa Karim; Police Chief Nicholas Boulter; SMPAC Executive Director Missy DiNunno; Library Head of Borrowing and Tech Services Rachel Gravel, and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive, spoke about the Town Manager form of government, diversity in the workplace, taxes, SMPAC, a FOI inquiry, paddle courts, cost sharing, the 350th celebration, and other issues.

Mark Orenstein, 82 Old Meadow Plain Road, spoke about SCTV being a part of PEG access TV channels, a website petition for upgrades and other issues.

Steve Antonio, chair of the 350th Celebration Committee, spoke about four keys to their success. They need funding, waiver of rental fees at the PAC, to be an official Simsbury Committee for insurance purposes, etc. They are asking the Board for help so this Celebration can be terrific.

Susan Masino, 41 Madison Lane, spoke about bear awareness in Simsbury. She also showed a poster of a free film on old growth forest issues on March 27th at 7:30 p.m.

PRESENTATIONS

a) Library Fine Free Proposal

Ms. Gravel spoke about overdue book fines as being a barrier to access for many people wanting to use library resources. She said eliminating overdue fines is a national public library initiative, which has been implemented by many libraries with success. Ms. Gravel said the Library is recommending that they pilot a Fine Free program for one year beginning July 1, 2019. Fines would remain in place for museum passes, pronto books, and Library of Things items.

Mr. Kelly made a motion, effective March 25, 2019, to authorize the Simsbury Public Library to pilot, for one year, beginning July 1, 2019, eliminating overdue fines except for museum passes, Library of Things items, and pronto books, and instead making available a Library support jar with collected funds being deposited into the General Fund. Mr. Askham seconded the motion. All were in favor and the motion passed.

b) StoryWalk Proposal (Library and Culture, Parks and Recreation)

Ms. Karim spoke about the proposed Story Walk, which would allow families to enjoy reading while being outdoors. This StoryWalk would be unveiled as part of the 350th Celebration in the spring of 2020. She gave

four proposed locations for the stands to be placed. Ms. Karim said the Angels of the Friends of the Simsbury Public Library have gifted up to \$5,000 to help fund the purchase of the StoryWalk panels. Mr. Tyburski spoke about where to put the reading boards and how to make sure they are away from the biking lane.

Ms. Cook made a motion, effective March 25, 2019, to accept the gift of up to \$5,000 from the Investor Angels of the Friends of Simsbury Public Library to fund the purchase of StoryWalk panels and to authorize the Town Manager and staff to determine the location of the placement of the StoryWalk. Mr. Kelly seconded the motion. All were in favor and the motion passed.

c) Council of Small Towns (COST) Presentation of Proposed State Legislation

Betsy Gara, Executive Director of COST, gave a legislative update on some House and Senate proposed bills that could possibly impact Simsbury. She went through some of the proposed bills such as HB-7150 An Act Concerning Education, SB-738; An Act Concerning the Creation of Regional School Districts; SB-2 An Act Increasing Minimum Fair Wages; SB-1 An Act Concerning Paid Family and Medical Leaves; SB-586 An Act Concerning the Control of Nuisance Wildlife; SB 431 An Act Concerning Property Tax Reform, etc.

Amy Paterson, Executive Director of the Connecticut Land Conservation Council spoke on HB-5254, the Municipal Open Space Funding Bill. She said if passed, this would allow municipalities, but not require the, the ability to establish a dedicated source of land conservation and stewardship funding through a local conveyance fee on buyers up to 1% on the purchase of real estate. No motion was needed at this time.

FIRST SELECTMAN’S REPORT

First Selectman, Wellman, reviewed his First Selectman’s report.

TOWN MANAGER’S REPORT

Town Manager, Capriola, reviewed her Town Manager’s report.

SELECTMEN ACTION

a) FY 19/20 Budget Discussion

Mr. Wellman said the Board of Selectmen’s budget was presented to the Board of Finance at their March 19th meeting. The Board of Finance moved this budget to a public hearing with two changes: revised the health insurance figure (Major Medical account); and returned the items previously accounted for in the Simsbury Farms Special Revenue Fund back to the fund.

Ms. Capriola went through the budgets and, after a lot of discussion and prioritizing, the Board decided what they should include in the proposed Operating Budget, CIP and CNR proposed budgets.

Mr. Askham made a motion to recommend to the Board of Finance the proposed Operating, CIP and CNR budgets, with the revisions read by Maria E. Capriola, and agreed upon at the Board of Selectmen’s meeting of March 25, 2019. Mr. Paine seconded the motion. All were in favor and the motion passed.

b) Tax Refund Requests

Ms. Cook made a motion, effective March 25, 2019, to approve the presented tax refunds in the amount of \$4,475.25, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds. Mr. Askham seconded the motion. All were in favor and the motion passed.

c) Proposed Donation to Simsbury Food Closet Program

Ms. Cook made a motion, effective March 25, 2019, to accept a donation from St. Catherine of Sienna in the amount of \$7,500 for the purpose of supporting our Food Closet Program with our thanks. Mr. Paine seconded the motion. All were in favor and the motion passed.

d) Simsbury Clean Up Day

Mr. Askham made a motion, effective March 25, 2019, to grant permission to State Representative John Hampton to use the Simsbury Town Hall Parking Lot (933 Hopmeadow Street) for the temporary placement of large dumpsters and recycling bins for Simsbury Clean Up Day on April 25, 2019. Mr. Kelly seconded the motion. All were in favor and the motion passed.

e) Proposed Public Gathering Permit – 2019 Hartford Marathon Foundation High Intensity Interval Training Event

Mr. Kelly made a motion, effective March 25, 2019, to approve the public gathering permit application for the 2019 Hartford Marathon Foundation High Intensity Interval Training event as presented and to authorize the issuance of the public gathering permit.

f) Proposed Public Gathering Permit – 2019 Talcott Mountain Music Festival

Ms. Cook made a motion, effective March 25, 2019, to approve the public gathering application for the 2019 Talcott Mountain Music Festival as presented and to authorize the issuance of the public gathering permit. Mr. Paine seconded the motion. All were in favor and the motion passed.

g) Proposed Public Gathering Permit – 2019 Simsbury Volunteer Fire Department Chicken Barbeque

Ms. Cook made a motion, effective March 25, 2019, to approve the public gathering application for the Simsbury Volunteer Fire Department Chicken Barbeque, as presented and to authorize the issuance of the public gathering permit. Mr. Askham seconded the motion. All were in favor and the motion passed.

h) Proposed Public Gathering Permit – 2019 Tootin Hills PTO Duck Race

Ms. Cook made a motion, effective March 25, 2019, to approve the public gathering application for the 2019 Tootin Hills PTO Duck Race, as presented and to authorize the issuance of the public gathering permit. Mr. Askham seconded the motion. All were in favor and the motion passed.

i) Proposed Public Gathering Permit – 2019 Simsbury Mimi Maker Faire

Mr. Paine made a motion, effective March 25, 2019, to approve the public gathering application for the 2019 Simsbury Mini Maker Faire, as presented and to authorize the issuance of the public gathering permit. Mr. Kelly seconded the motion. All were in favor and the motion passed.

j) Proposed Public Gathering Permit -2019 2019 Walk MS

Mr. Askham made a motion, effective March 25, 2019, to approve the public gathering application for the 2019 Walk MS, as presented and to authorize the issuance of the public gathering permit. Ms. Cook seconded the motion. All were in favor and the motion passed.

k) Proposed Public Gathering Permit – 2019 Mainly Marathons

Mr. Askham made a motion, effective March 25, 2019, to approve the public gathering application for the 2019 Mainly Marathons, as presented and to authorize the issuance of the public gathering permit. Mr. Kelly seconded the motion. All were in favor and the motion passed.

l) Proposed Public Gathering Permit – 2019 Circus Smirkus

Mr. Askham made a motion, effective March 25, 2019, to approve the public gathering application for the 2019 Circus Smirkus, as presented and to authorize the issuance of the public gathering permit. Mr. Paine seconded the motion. All were in favor and the motion passed.

m) PAC and Fee Waiver Request for Construction of Temporary Tents

Mr. Askham made a motion, effective March 25, 2019, to authorize the Town Manager to sign applications related to the construction of temporary circus tents at the Simsbury Performing Arts Center on behalf of the Town of Simsbury and to approve the request for the fee waivers corresponding with building permit applications for the construction of temporary circus tents. Mr. Kelly seconded the motion. All were in favor and the motion passed.

n) Delegation of Open Space Stewardship and Land Management Duties

Mr. Kelly made a motion, effective March 25, 2019, to refer consideration of the Open Space Committee’s request to the Conservation Commission. The purpose of this referral is to seek the Commission’s viewpoint on delegating open space stewardship and land management to the Open Space Committee. A referral response is respectfully requested by April 17, 2019. Mr. Paine seconded the motion. All were in favor and the motion passed.

o) Proposed Retirement Plan Sub-Committee Memorandum of Understanding

Mr. Kelly made a motion, effective March 25, 2019, to approve the proposed Retirement Plan Sub-Committee Memorandum of Understanding as presented. Mr. Paine seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

a) Sustainability Team Appointments

Mr. Kelly made a motion, effective March 25, 2019, to appoint Sarah Cramer (R) of the Culture, Parks and Recreation Commission, Rich Cortes (D) of the Planning Commission, Cheri Calnan (D), Mike Tanca (R) and Mark Scully (D) of the Clean Energy Task Force and Jeffrey Tindall (D) of the Board of Education to the Sustainability Team. Mr. Askham seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Special Meeting of March 2, 2019

There were no changes to the Special Meeting of March 2, 2019, and, therefore, the minutes were adopted.

b) Regular Meeting of March 11, 2019

There were no changes to the Regular Meeting of March 11, 2019, and, therefore, the minutes were adopted.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) Personnel** – no report at this time.
- b) Finance** – no report at this time.
- c) Welfare** – no report at this time.
- d) Public Safety**- no report at this time.
- e) Board of Education** – no report at this time.

Ms. Cook said there is a concern about the 350th Celebration, especially after the public audience comments. The Committee isn't sure what to do now as the \$35,000 funding request was denied. There are other organizations holding events for this celebration also.

There was discussion on having a special revenue fund for this event, and getting the money from the Board of Finance. There was also some concern about insurance for this event, etc. The Board feels this is an important event and the issues should be resolved.

COMMUNICATIONS

- a) Letter from Farmington River Watershed Association Announcing William Dombos as New Executive Director**
- b) Hartford Foundation For Public Giving Community Conversation Handout from March 14, 2019**

ADJOURN

Mr. Askham made a motion to adjourn at 9:50 p.m. Mr. Paine seconded the motion. All were in favor and the motion passed.

Respectfully submitted,
Kathi Radocchio, Clerk



Town of Simsbury

66 TOWN FOREST ROAD, SIMSBURY, CONNECTICUT 06070

~ Department of Public Works ~

Memorandum: Increase in MIRA Tip Fees

To: Maria Capriola, Town Manager
CC: Board of Selectmen, Tom Tyburski, Lisa Karim, Burke LaClair
From: Thomas J. Roy, PE - Director of Public Works
Date: March 29, 2019

In November of 2018, MIRA suffered a catastrophic failure of one of their two turbines at the trash to energy plant in Hartford. The failure of this turbine occurred when the second and only other turbine at the facility was off-line for major refurbishment. As a result, the facility was unable to process trash/Municipal Solid Waste (MSW) for several months. During this time the facility stockpiled trash to the limits of their permit and was forced to ship the materials that could not be stored out of state for disposal. The shipping of this material resulted in a significant cost to MIRA. This coupled with the extensive repairs to the turbine have eroded MIRA's financial reserves.

Currently, the facility has returned to full operational status and has been steadily processing the excess trash that had been stockpiled. In order to recover financially from this incident the MIRA Board of Directors approved in February a two stage increase to the tip fee. Effective April 1st the fee will increase from \$72 per ton to \$81.83 (13% increase). On July 1st the fee will increase by an additional 2% to \$83.00 per ton. Overall this represents a 15% increase in the current tip fee.

With Simsbury being a subscription service town where our residents select their own trash haulers, the direct impact to the town will be far less than on some of our neighboring communities who include the trash service as part of their town services. This increase in the tip fee will impact the trash removal costs at our town facilities. Although the tip fee is increasing by 15%, this is only a portion of the total cost for our trash services at our town facilities. The total impact of the additional tip fee represents an increase of less than a \$1,000 per year for the town facilities. As the town did not receive this rate increase in time, it is not represented in the current FY20 budget. However, it is distributed over a number of facilities and should be absorbed by the various departments. A summary of the specific costs is attached.



Town of Simsbury

66 TOWN FOREST ROAD, SIMSBURY, CONNECTICUT 06070

~ Department of Public Works ~

Monthly Disposal Fees

Account	Service Fee	Disposal Fee			Total Cost			Variance	
		Current	April 1st	July 1st	Current	April 1st	July 1st	April 1st	July 1st
Simsbury Library	\$53.52	\$ 46.80	\$ 52.88	\$ 53.94	\$100.32	\$106.40	\$107.46	6.1%	7.1%
Simsbury Highway Garage	\$93.28	\$ 149.76	\$ 169.20	\$ 172.62	\$243.04	\$262.48	\$265.90	8.0%	9.4%
Simsbury Town Hall-Trash	\$60.87	\$ 62.40	\$ 70.50	\$ 71.93	\$123.27	\$131.37	\$132.80	6.6%	7.7%
Simsbury Flower Bridge	\$21.62	\$ 13.99	\$ 15.86	\$ 16.18	\$35.61	\$37.48	\$37.80	5.3%	6.1%
Simsbury Farms Maint.	\$83.95	\$ 93.60	\$105.75	\$107.89	\$177.55	\$189.70	\$191.84	6.9%	8%
Parks & Rec. Maint.	\$83.95	\$ 93.60	\$ 105.75	\$ 107.89	\$177.55	\$189.70	\$191.84	6.9%	8%
TOTALS:	\$397.19	\$460.15	\$519.94	\$530.45	\$857.34	\$917.13	\$927.64	6.6%	7.7%
Annual Cost:					\$10,288.08		\$11,131.68		\$843.60

MEMORANDUM

To: Simsbury Board of Selectmen

From: Edward J. LaMontagne, Chairman
Simsbury Aging and Disability Commission

Date: 27 March 2019

Subject: Update

I wanted to take this opportunity to update the Board of Selectmen with regard to the programs and services being undertaken by the Aging and Disability Commission.

1. In concert with the Simsbury Community and Social Services Department a Sensory Friendly Spring Fling will be held on Wednesday, April 3rd from 4:00 p.m. to 6:00 p.m. at Eno Memorial Hall.
2. A special Souper Tuesday event will be held for seniors on Tuesday, May 14th at 12:00 p.m. in the Youth Room at Eno Memorial Hall. Seniors will enjoy a lunch followed by entertainment. This event is no cost to seniors in the Town of Simsbury.
3. The Commission will be sponsoring a Spring Seminar on Thursday, May 16th at 6:00 in Program Room 2 at the Simsbury Library. Atty. Claudia Englisby will discuss "Aging in Place" This is a no cost event.
4. The Commission along with Alan Needham, Anthology of Simsbury, Simsbury Granby Rotary Club and with support from the Town of Simsbury will be establishing a "Loan Locker" for individuals to obtain medical equipment at no cost. A presentation will be made to the Board of Selectmen on April 22nd.
5. The Commission will once again be asking the Board of Selectmen to declare the month of June as Handicapped Parking Awareness month.
6. The Simsbury Performing Arts Center has asked members of the Commission to be part of a committee to assess overall access and current services at the Performing Arts Center. An initial meeting is pending.
7. The Commission will once again be holding their annual Picnic in the Park event for persons with disabilities toward the end of July.
8. Last year the Commission decided to apply for the AARP Network of Age-Friendly Communities. A letter of support was received from the Town Manager and the application was completed early this year. Recently we were notified that our application has been accepted. We are one of four communities in the state to receive this designation and one of 329 in the country. I have received our letter of congratulations and certificate from AARP and will be presenting it to the Town Manager on March 29th.

If you have any questions regarding the Commission's activities please feel free to contact me at edjlam@comcast.net.

Thank you.



LIVABLE COMMUNITIES Great Places for All AgesSM



February 14, 2019

Dear Maria Capriolo, Town Manager

Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06071

Congratulations to the Town of Simsbury, Connecticut for becoming the 329th community to enroll in the AARP Network of Age-Friendly Communities. AARP's age-friendly network encourages states, counties, cities, towns and rural areas to prepare for the rapid aging of the U.S. population. The network encourages communities to take action and pay increased attention to the environmental, economic and social features that encourage greater age integration and diversity and create a community that supports residents from the cradle through retirement.

Launched in April 2012, the AARP Network of Age Friendly Communities is an independent affiliate of the World Health Organization's Age Friendly Cities and Communities Program, an international effort launched in 2006 to help cities prepare for the growth of the older adult population.

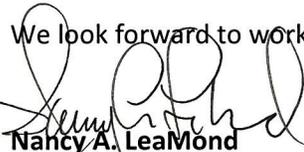
With the age-friendly program, AARP helps participating communities become great places for people of *all* ages by adopting such features as walkable streets, better housing and transportation options, access to key services, and opportunities for residents to participate in community activities. While many communities are adopting these policies without joining the AARP Network of Age Friendly communities, the network provides a structured process to guide community change and helps serve as a catalyst to educate, encourage, promote and recognize improvements that make communities supportive for residents of all ages. Importantly, enrollment in the network provides member communities with the resources to become more age-friendly by tapping into national and global research, planning models and best practices.

You can access AARP's resources in many ways:

- Visit and bookmark our website (AARP.org/Livable)
- Use the AARP Network of Age-Friendly Communities online tool kit (AARP.org/agefriendly)
- Subscribe to the AARP Livable Communities e-Newsletter (AARP.org/livable-subscribe)

For additional information and support as you move through the age-friendly communities process, contact Bill Armbruster, AARP Livable Communities Senior Advisor, at warmbruster@aarp.org or 585-729-1850.

We look forward to working with you and welcome you to the AARP Network of Age Friendly Communities.



Nancy A. LeMond

AARP
Chief Advocacy and Engagement Officer
Executive Vice President, Community, State & National Affairs
Washington, D.C.



Real Possibilities

The AARP Network of
Age-Friendly States & Communities

*an institutional affiliate of the World Health Organization's
Global Network of Age-Friendly Cities & Communities®*

THIS IS TO CERTIFY THAT THE

Town of Simsbury,
Connecticut

has committed to becoming more age-friendly
under the criteria established by AARP and the
World Health Organization and has been accepted
as a member of the
AARP Network of Age-Friendly Communities.

THIS CERTIFICATION IS VALID UNTIL

February 14, 2021

Nancy A. LeMond, Chief Advocacy and Engagement Officer
COMMUNITY, STATE & NATIONAL AFFAIRS AARP, WASHINGTON, D.C.