



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 – September 12, 2018 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATION

- a) Tourism Committee Update

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) Tax Refund Requests
- b) Proposed Eagle Scout Project – Simsbury Farms Ice Rink
- c) Acceptance of Community Connectivity Grant
- d) Proposed Public Gathering Permit - 2018 Simsbury Fly-In
- e) Proposed Water Shortage Ordinance
- f) Recommended Appointment of Director of Planning and Community Development

APPOINTMENTS AND RESIGNATIONS

- a) Proposed Appointment of Susan Masino to the Open Space Committee
- b) Resignation of Andrea Penta from the Recycling Committee
- c) Resignation of Richard Wagner from the Tourism Committee

REVIEW OF MINUTES

- a) Regular Meeting of August 13, 2018



SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

COMMUNICATIONS

- a) Bicycle Friendly Community Designation Survey
- b) Connecticut Siting Council Letter regarding Eversource Energy Petition No. 1293, dated August 24, 2018
- c) Memo from M. Glidden re: Short-term Rentals, dated August 30, 2018
- d) GFOA Certificate of Achievement for Excellence Award Letter, dated August 8, 2018
- e) State of Connecticut Notification Regarding 2018 Neighborhood Assistance Act (NAA), dated August 15, 2018

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tourism Committee Update
2. **Date of Board Meeting:** September 12, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Eric Wellman, First Selectman and Tourism Committee Liaison *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
No action is needed at this time. This presentation is informational.
5. **Summary of Submission:**
The Tourism Committee's mission is to "help facilitate efforts towards enhancing the vitality and broadening the economic base of Simsbury through the development and promotion of tourism." This evening the Tourism Committee will give the Board of Selectmen an update on what they have been working on, along with short-term and long-term recommended actions and goals for the Town related to tourism.

Tourism Committee members Joe Buda and Dominique Avery will conduct the presentation. A summary of the presentation will be distributed at the meeting.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
None



Town of Simsbury

TOURISM COMMITTEE PRESENTATION

SEPTEMBER 12, 2018

The Mission of the Tourism Committee

Mission: Help facilitate efforts towards enhancing the vitality and broadening the economic base of Simsbury through the development and promotion of tourism.

Draft Vision Statement: Make Simsbury: “A Town for all Seasons”, that includes creating town wide events throughout the year, while establishing the town as a Tourist Hub for the Farmington Valley and a destination point for European travelers landing at Bradley Airport.

12 Month Recommendations

- Establish a vision statement for the Tourism Committee that serves as a guide for the Town's tourism strategy as a key part of economic development
- Provide recommendations to the Economic Development Commission of businesses that attract tourists (i.e., fishing supplies, tube rentals, kayaking, campground)
- Establish cohesive signage throughout town with complimentary website
- Create a Downtown Hike brochure
- Develop strategies to encourage Heublein Tower hikers to visit Simsbury

Recommendations for Simsbury's 350th

- Incorporate visitor information infrastructure into the Betty Hudson Park
- Develop a “Passport to Simsbury” booklet that contains the 350th events, maps, and is funded through advertising
- Identify a series of seasonal street fairs (including winter) that attracts people from out of town

Long-term recommendations

- Support the creation of a multi-year plan that promotes tourism-related economic development in Tariffville
- At each hamlet throughout Simsbury (West Simsbury, Weatogue, etc...), identify 1 tourist draw
- Identify a location for a camp ground; improve access to the Farmington River



Town of Simsbury

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** September 12, 2018
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 September 12, 2018 to approve the presented tax refunds in the amount of \$21,716.38, 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 \$21,716.38. The attachment dated September 12, 2018 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
 - a) Requested Tax Refunds, dated September 12, 2018

REQUESTED TAX REFUNDS
SEPTEMBER 12, 2018

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2016				
Chaves Margaret B	16-03-53071	\$234.20		\$234.20
Makselon Christopher E	16-03-61706	\$201.87		\$201.87
Nguyen Toan T	16-03-63648	\$147.40		\$147.40
Nissan Infiniti LT	16-03-63760	\$37.82		\$37.82
Toyota Lease Trust	16-03-68935	\$92.60		\$92.60
Toyota Lease Trust	16-03-68939	\$238.67		\$238.67
Toyota Lease Trust	16-03-69006	\$240.40		\$240.40
Toyota Lease Trust	16-03-69011	\$515.84		\$515.84
Toyota Lease Trust	16-03-69012	\$87.85		\$87.85
Toyota Lease Trust	16-03-69037	\$53.97		\$53.97
Toyota Motor Credit Corp	16-03-69136	\$448.69		\$448.69
Vault Trust	16-03-69551	\$337.12		\$337.12
Wilder Lawrence	16-03-70469	\$28.36		\$28.36
Toyota Lease Trust	16-04-83321	\$42.07		\$42.07
Total 2016		\$2,706.86	\$0.00	\$2,706.86
List 2017				
Moran Edward	17-01-05469	\$572.88		\$572.88
United Distrubution Serv	17-02-40811	\$9.40		\$9.40
United Resources Inc	17-02-40815	\$9.02		\$9.02
Arciero Christopher	17-03-50570	\$16.57		\$16.57
Baldwin David R	17-03-50897	\$16.68		\$16.68
Benjamin Normand D	17-03-51351	\$10.64		\$10.64
Beyers, Christine	17-03-51505	\$16.50		\$16.50
Bolduc Ronald	17-03-51703	\$11.50		\$11.50
Bombara Beth A	17-03-51716	\$74.00		\$74.00
Burke William	17-03-52332	\$17.88		\$17.88
CCAP Auto Lease LTD	17-03-52944	\$240.19		\$240.19
Christian Arabella C	17-03-53227	\$177.80		\$177.80
Cieslak Henry	17-03-53271	\$20.58		\$20.58
Dawe Shane R	17-03-54398	\$32.16		\$32.16
Degradis Richard A	17-03-54477	\$4.87		\$4.87
Denninger Sydney E	17-03-54615	\$29.32		\$29.32
Drees Marcy B	17-03-55038	\$100.00		\$100.00
Emler Jerry D	17-03-55543	\$25.71		\$25.71
Enterprise FM Trust	17-03-55588	\$356.15		\$356.15
Enterprise FM Trust	17-03-55593	\$191.35		\$191.35
Fesco David	17-03-55813	\$67.52		\$67.52
Financial Ser Veh Trust	17-03-56005	\$932.35		\$932.35
Fleming Joan A	17-03-56134	\$36.83		\$36.83
Gallerani Michael	17-03-56497	\$49.39		\$49.39
Glover Ebony S	17-03-57003	\$78.68		\$78.68
Gottier Harold A	17-03-57209	\$61.19		\$61.19
Greiten Kariena	17-03-57402	\$530.16		\$530.16
Groff John W	17-03-57474	\$55.90		\$55.90
Groff Kathleen S	17-03-57475	\$23.56		\$23.56
Haan Auto Trust	17-03-57632	\$443.08		\$443.08
Hazen Bruno M	17-03-57958	\$12.49		\$12.49

REQUESTED TAX REFUNDS
SEPTEMBER 12, 2018

Hazen Bruno M	17-03-57959	\$1.24	\$1.24
Honda Lease Trust	17-03-58437	\$226.64	\$226.64
Honda Lease Trust	17-03-58460	\$796.17	\$796.17
Honda Lease Trust	17-03-58530	\$239.79	\$239.79
Hyundai Lease Titling Trust	17-03-58899	\$161.89	\$161.89
Hyundai Lease Titling Trust	17-03-58910	\$416.28	\$416.28
JP Morgan Chase	17-03-59371	\$97.97	\$97.97
Chase Auto Finance	17-03-59401	\$487.92	\$487.92
Chase Auto Finance	17-03-59407	\$155.22	\$155.22
JP Morgan Chase	17-03-59471	\$64.83	\$64.83
JP Morgan Chase	17-03-59477	\$315.58	\$315.58
JP Morgan Chase	17-03-59490	\$409.18	\$409.18
Chase Auto Finance	17-03-59510	\$171.46	\$171.46
Chase Auto Finance	17-03-59519	\$140.04	\$140.04
King Jackson	17-03-60023	\$22.84	\$22.84
Krippner June	17-03-60299	\$164.80	\$164.80
Lane Dennis	17-03-60571	\$61.37	\$61.37
Lane Dennis	17-03-60572	\$27.13	\$27.13
Lane Dennis	17-03-60573	\$116.63	\$116.63
Lindsay Adam	17-03-61144	\$548.81	\$548.81
Locandro Sharon	17-03-61228	\$39.22	\$39.22
MacDonald Emily D	17-03-61520	\$25.75	\$25.75
McCombs Donald	17-03-62197	\$84.60	\$84.60
McCusker Jean Reilly-	17-03-62223	\$604.44	\$604.44
McDonald John C 3rd	17-03-62248	\$77.28	\$77.28
McGehee Michael C	17-03-62302	\$5.92	\$5.92
Mcnamara Robert	17-03-62449	\$8.15	\$8.15
Meile Christopher	17-03-62528	\$950.27	\$950.27
Mitsch Maureen	17-03-62947	\$365.60	\$365.60
Monroe Joanne	17-03-62998	\$95.06	\$95.06
Nardello Jennifer	17-03-63475	\$63.67	\$63.67
Nissan Infiniti LT	17-03-63821	\$103.29	\$103.29
OConnell Patricia R	17-03-64026	\$35.88	\$35.88
Porsche Leasing Ltd	17-03-65175	\$1,276.16	\$1,276.16
Scheetz Michael M	17-03-66767	\$16.83	\$16.83
Scheetz Michael M	17-03-66769	\$17.15	\$17.15
Shapiro Scott B	17-03-67161	\$19.88	\$19.88
Sienko Janet	17-03-67389	\$161.41	\$161.41
Singh Jasgurav	17-03-67569	\$146.40	\$146.40
Toyota Lease Trust	17-03-68971	\$463.99	\$463.99
Toyota Leasae Trust	17-03-68996	\$509.88	\$509.88
Toyota Lease Trust	17-03-69000	\$633.53	\$633.53
Toyota Lease Trust	17-03-69180	\$248.02	\$248.02
Toyota Lease Trust	17-03-69222	\$807.07	\$807.07
USB Leasing LT	17-03-69531	\$281.16	\$281.16
USB Leasing LT	17-03-69536	\$615.86	\$615.86
Vandermerwe Berand J	17-03-69593	\$14.97	\$14.97
Vandermerwe Berand J	17-03-69594	\$75.46	\$75.46
Varnel Lorilyn	17-03-69627	\$52.27	\$52.27
VCFS Auto Leasing Co	17-03-69738	\$266.34	\$266.34
Vincent Michael J	17-03-69847	\$216.48	\$216.48

REQUESTED TAX REFUNDS
SEPTEMBER 12, 2018

VW Credit Leasing Ltd	17-03-70041	\$812.17		\$812.17
Wagner Matthew J	17-03-70075	\$6.30		\$6.30
Wilder Lawrence	17-03-70588	\$120.55		\$120.55
Zambuto Gracemarie	17-03-71029	\$28.12		\$28.12
Zhang Jin Q	17-03-71098	\$23.34		\$23.34
Zipoli Mathew J	17-03-71133	\$93.63		\$93.63
Zyskowski John	17-03-71178	\$283.05		\$283.05
Honda Lease Trust	17-03-71246	\$417.30		\$417.30
McGehee Lynn R	17-03-71364	\$92.93		\$92.93
Total 2017		\$19,009.52	\$0.00	\$19,009.52
TOTAL 2016		\$2,706.86	\$0.00	\$2,706.86
TOTAL 2017		\$19,009.52	\$0.00	\$19,009.52
TOTAL ALL YEARS		\$21,716.38	\$0.00	\$21,716.38



Town of Simsbury

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SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Eagle Scout Project - Simsbury Farms Ice Rink
2. **Date of Board Meeting:** September 12, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Thomas Tyburski, Director of Culture, Parks and Recreation *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports accepting the Eagle Scout project/donation, the following motion is in order:

Move, effective September 12, 2018, to support the Simsbury Farms Ice Rink Eagle Scout project as presented and accept the donation.

5. **Summary of Submission:**
Culture, Parks and Recreation has been approached by Talon Perdue, a Simsbury resident, about possible projects at the Simsbury Farms Ice Rink that would fulfill the requirements for him to achieve the rank of Eagle Scout. After consulting with Culture, Parks and Recreation staff, Talon proposed renovating the weather enclosure around the scorer's box at the Simsbury Farms Rink. The person keeping score for games is exposed to often extreme cold temperatures. Some time ago Town staff constructed an enclosure around the scorer's box and added an electric heater. This enclosure has not been successful at keeping the box comfortable and the electric heater no longer works. The proposed project will include removal of the current enclosure, re-design and construction of a new enclosure to make it more weather resistant, replacement of the electric heater, and replacement of existing multi-piece rink matting near the entrance to the indoor warming room with larger strips of matting that will reduce possible tripping hazards.

Given that Talon has played hockey for many years at Simsbury Farms, this is an appropriate project.

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.

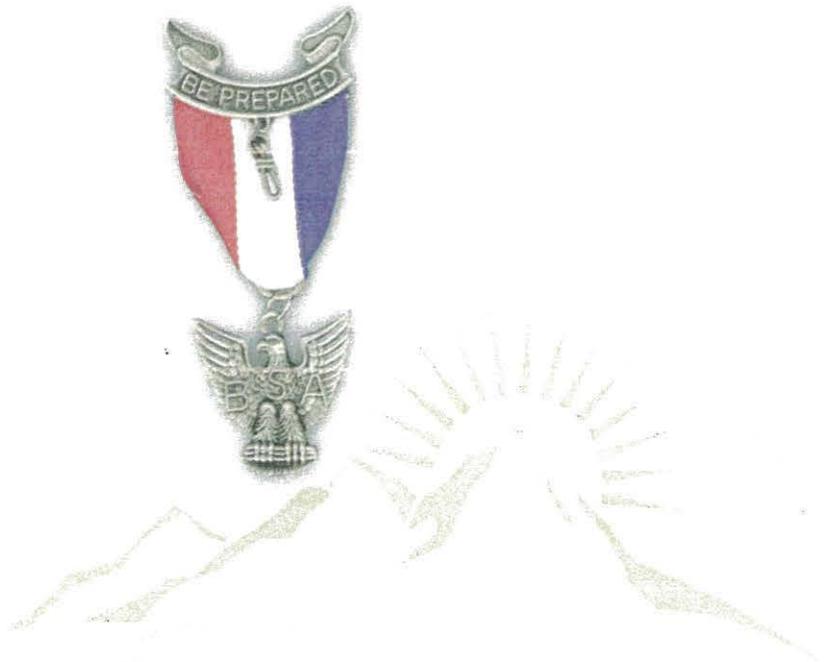
The Culture, Parks and Recreation Commission will also review this project at their September 28, 2018 meeting; the project has been reviewed with the Commission's Chair and staff does not anticipate that any significant issues will be noted.

6. Financial Impact:

The estimated value of the project, not including donated labor and the electrician's labor, is \$1,850. Talon will also be fundraising to replace the current multi piece rink matting. If sufficient funds are not raised, the Town will be responsible for nominal costs (estimated at under \$200) associated with an electrician installing the replacement electric heater, which will be paid from 205-46400-53200.

7. Description of Documents Included with Submission:

a) Eagle Scout Service Proposal



Eagle Scout Service Project Proposal



Eagle Scout candidate's full legal name Talon Courtney Perdue

Eagle Scout Service Project Name Simsbury Farms Ice Rink

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.) The 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.

Instructions for Preparing Your Proposal

Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. **It provides sufficient opportunity to meet the Eagle Scout service project requirement.** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. **It appears to be feasible.** You must show the project is realistic for you to carry out.
3. **Safety issues will be addressed.** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. **Action steps for further detailed planning are included.** You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
5. **You are on the right track with a reasonable chance for a positive experience.**

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the *beginnings* of planning. Most of your planning will come with the next step, preparation of your project plan.

If your project does not require materials or supplies, etc., simply mark those spaces “not applicable.” As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

Consider also, that if you submit your proposal too close to your 18th birthday, it may not be approved in time to finish planning and executing the project.

Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, “Navigating the Eagle Scout Service Project.” This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

“Navigating the Eagle Scout Service Project” will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.

Again, be sure to read carefully “Navigating the Eagle Scout Service Project” so you will have a full understanding of the role of your beneficiary.

Next Step: Your Project Plan

Once your proposal is approved, you are **strongly encouraged** to prepare your project plan using the form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you begin preparing it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.

Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to one another. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

Eagle Scout Candidate

Name: Talon Courtney Perdue		Birth date: [REDACTED]	
Email address: [REDACTED]		BSA PID number*: [REDACTED]	
Address: [REDACTED]	City: Simsbury	State: CT	Zip: 06070
Preferred telephone(s): [REDACTED]		Life board of review date: [REDACTED]	

* BSA PID 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 Number: 175
Name of District: Matianuck	Name of Council: Connecticut Rivers Council

Unit Leader Check one: <input checked="" type="checkbox"/> Scoutmaster <input type="checkbox"/> Varsity Coach <input type="checkbox"/> Crew Advisor <input type="checkbox"/> Skipper	
Name: Brad Mead	Preferred telephone(s): [REDACTED]
Address: [REDACTED]	City: Simsbury State: CT Zip: 06070
Email address: [REDACTED]	

Unit Committee Chair

Name: Lori Boyko	Preferred telephone(s): [REDACTED]
Address: [REDACTED]	City: Simsbury State: CT Zip: 06070
Email address: [REDACTED]	

Unit Advancement Coordinator (If your unit has one)

Name: Paul Ritchie	Preferred telephone(s): [REDACTED]
Address: [REDACTED]	City: Simsbury State: CT Zip: 06070
Email address: [REDACTED]	

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

Name: Culture, Parks and Recreation	Preferred telephone(s): 860-658-3836
Address: 933 Hopmeadow Street	City: Simsbury State: CT Zip: 06070
Email address: recinfo@simsbury-ct.gov	

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

Name: Tom Tyburski	Preferred telephone(s): 860-408-4682
Address: 100 Old Farms Road	City: Simsbury State: CT Zip: 06070
Email address: ttyburski@simsbury-ct.gov	

Your Council Service Center

Contact name: Connecticut Rivers Council	Preferred telephone(s): 860-289-6669
Address: 60 Darlin Street	City: East Hartford State: CT Zip: 06108

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: Jackson McQueen	Preferred telephone(s): [REDACTED]
Address: [REDACTED]	City: Windsor State: CT Zip: 06095
Email address: [REDACTED]	

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

Name: Bill Savage	Preferred telephone(s): [REDACTED]
Address: [REDACTED]	City: Simsbury State: CT Zip: 06070
Email address: [REDACTED]	

Project Description and Benefit

Briefly describe your project.

The project is to renovate the scorers box at Simsbury Farms Ice Rink and replace the matting from the main warming room to the rink.

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

Please click below to add images (JPEG, JPG, BMP, GIF, TIF, PNG, etc.)



Click above box to add an image. Click here to add an image caption.



Click above box to add an image. Click here to add an image caption.



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Click above box to add an image. Click here to add an image caption.



Click above box to add an image. Click here to add an image caption.



Click above box to add an image. Click here to add an image caption.

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

The project will be helpful because it will keep the box insulated and suitable for the people working in it. The mats will help because they will not be worn and skate blades will not go through. Which in turn will not cause damage to the skate blades and will keep the mats in place. The scorers box needs to be renovated to allow the games progress continue with hopefully no issues. The wood is old and needs replacing, along with the heater.

When do you plan to begin carrying out your project? 08/31/18

When do you think your project will be completed? 10/28/18

Giving Leadership

Approximately how many people will be needed to help on your project? 3-10 people

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

I will recruit troop members, friends and family because I will be able to lead them efficiently

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

The most difficult thing would be keeping them focused on the task.

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 need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2 x 4 or 4 x 4.

*plexiglass *wood *insulation *heater *nails/screws *hockey matting

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies, and garbage bags.

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

*Windex

*Paper towels

*garbage bags

Tools

Include tools, and also equipment, that will be borrowed, rented, or purchased.

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

*tape measure
*glass cutter
*screw driver
*Hammer
*Saw

Other Needs

Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.

What other needs do you think you might encounter?

Permits and Permissions

Note that property owners should obtain and pay for permits.

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

No permit is required

But I will need permission at a Board of Selectman's meeting, which is recommended I attend by Mr. Tyburski on September 12 at 6:00 pm.

Mr. Tyburski would like me to get design proposal/timeline and budget before the meeting, if possible.

Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated material, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter estimated expenses below:
(Include sales tax if applicable)

Fundraising: Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

Materials:	\$1,500.00	I will raise money from car washes, donations and bake sales.
Supplies:	\$50.00	
Tools:	\$50.00	
Other:	\$250.00	
Total costs:	\$1,850.00	

Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases 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; brief, one line descriptions are sufficient.

1. Complete Final Plans
2. Start fundraising all money required
3. Buy/find all required materials, supplies and tools
4. Send emails requesting help on project
5. Start working on project
6. Complete project and fill out form
7. Have Scout Master conference and Board of Review
8. Make Eagle Scout

Logistics

Check with your council service center to determine if a Tour and Activity Plan is required.

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

Materials, supplies and tools will be transported in my car. Helpers should be able to get rides.

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.

- *Tripping
- *cutting yourself
- *hitting yourself with hammer
- *dealing with electricity for installing heater

Project Planning

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.

List some action steps you will take to prepare your project plan. For example "Complete a more detailed set of drawings."

- *Complete detailed set of drawings
- *Get accurate measurements
- *Settle fundraising ideas and get permission
- *Pricing materials, supplies and tools

Candidate's Promise*

Sign below before you seek the other approvals for your proposal.

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. 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

Handwritten signature

Date

8/2-1/18

*Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.

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

Handwritten signature
Name (Printed) BRAD IRAD

Date

8/20/18

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

Handwritten signature
Name (Printed) William Savage

Date

8-25-18

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 fund raising he conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.

Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."

Yes No

Signed

Handwritten signature
Name (Printed) Thomas [unclear]

Date

8/15/18

Council or District Approval

I have read topics 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 prepare a project plan and further encourage him to share it with a project coach who has been designated for him.

Signed

Name (Printed)

Date

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



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Acceptance of Community Connectivity Grant
2. **Date of Board Meeting:** September 12, 2018
3. **Individual or Entity making the submission:**
Maria E. Capriola, Town Manager; Thomas J. Roy, PE, Director of Public Works
Maria E. Capriola
4. **Action requested of the Board of Selectmen:**
If the Board of Selectmen supports accepting the Community Connectivity Grant, the following motion is in order:

Move, effective September 12, 2018, to accept the Community Connectivity Grant in the amount of \$169,764, and to authorize Town Manager, Maria E. Capriola to execute all documents related to the grant award.

5. **Summary of Submission:**
In 2016, the Simsbury Department of Public Works applied through the Community Connectivity Program for a road safety audit program administered by the Connecticut Department of Transportation (CDOT). The objective of this program is to improve conditions for walking and bicycling within Connecticut's community centers. Simsbury was selected for this program, and CDOT sent a team of engineers to work with our staff and residents to review six (6) crossings along the Farmington Canal Heritage Trail (FCHT). Following the review CDOT issued a Road Safety Audit Report (RSA Report) that included recommended actions for these critical crossings.

In 2017 CDOT issued a Connecticut Community Connectivity Grant Program (CCCGP Grant) to help communities implement the recommendations from the RSA process. Simsbury applied for this grant¹ to provide advanced warning signage with rectangular flashing beacons at four critical trail crossings and to update the existing pedestrian crossings at two additional locations:

- Farmington Canal Heritage Trail (FCHT)
 - Route 10 just north of Quad Hill Road
 - Drake Hill Road and Iron Horse Blvd
 - Wolcott Road
 - Iron Horse Blvd and Route 10²
 - Route 10 and Route 315²

¹ Board of Selectmen authorization to submit grant application received at July 27, 2017 meeting

² Locations for improved pedestrian crossings (ADA compliant)

- Farmington River Trail
 - Stratton Brook Road at Town Forest Road

The Town received notice that CDOT has accepted our grant application and is awarding the Town funding in the amount of \$169,764 to upgrade these crossings.

6. Financial Impact:

The grant award is in the amount of \$169,764 and will be used to install ADA compliant trail crossing signage at 6 critical locations identified in the 2016 CDOT RSA Report. This funding is the full value of the construction. Costs for the development of plans and specifications for the work are not included in the grant award. However, design and engineering work will be done by Town staff.

7. Description of Documents Included with Submission:

- a) Community Connectivity Grant Award Letter
- b) Map of Proposed Locations
- c) Typical Rectangular Flashing Beacon



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546
Phone: (860) 594-2132



August 9, 2018

Mr. Eric Wellman, First Selectman
933 Hopmeadow Street
Simsbury, CT 06070

Subject: Community Connectivity Grant Program

Dear First Selectman Wellman,

It is my pleasure to inform you that your application for the Community Connectivity Grant Program (CCGP) has been selected for funding. Congratulations on your Grant award, and many thanks for applying to this important Program. Funding for this Program was approved by the State Bond Commission on July 25, 2018 and will be administered by the Department of Transportation (Department). Please remember that this award is based on the project that was submitted in your application; therefore to receive these funds, no other project can be substituted.

I ask that you contact me no later than Friday, **September 7, 2018** to confirm that your municipality wishes to accept the funding and proceed with the CCGP process. An e-mail response to the CCGP address CTDOT.CCGP@ct.gov is preferred. A confirmation letter sent to the address on this letterhead is also acceptable. If no response is received, your award may be reallocated to another municipality.

It is also important to designate a point of contact (including their telephone number and email address) when you send in your confirmation so that we can communicate with this person as we advance in the project administration.

There are several steps that need to be taken by both the Department and your municipality, prior to the distribution of funds. Please do not proceed with any grant-funded work until all contracting items have been fully executed. Steps include the following:

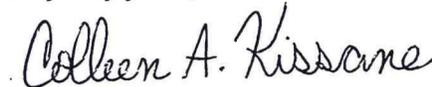
- The Department will perform an environmental screening to assist the municipality in achieving compliance with the Connecticut Environmental Policy Act (CEPA) and identify items relative to natural resources, historic/archaeological resources and environmental permitting requirements, etc. that are to be investigated and/or addressed during the design phase.
- Issuance of a Commitment to Fund Letter by the Department to your municipality.
- Completed design plans by the Municipality with Certification of Rights-of-Way Acquisition (if required). This Grant Program funds construction activities only.
- Execution of a Project Authorization Letter (PAL) which will be appended to the Master Municipal Agreement executed between your municipality and the Department.
- Funds will be disbursed after the low bid amount and supporting documentation is received from the municipality by the Department. **Note: all construction phase costs above the allocated grant amount are the sole responsibility of the municipality.**

Information sessions will be scheduled this fall to assist municipalities with project administration. We are also currently selecting individual project managers for each approved application, and will provide you with that information once we receive confirmation of your acceptance.

Congratulations again, and we look forward to hearing from you soon.

If you have any further questions, please feel free to contact me at 860-594-2132, or via email at Colleen.Kissane@ct.gov.

Very truly yours,



Colleen A. Kissane

Transportation Assistant Planning Director

cc: Executive Director of Regional Council of Governments



----- = Multi Use Trail Pathways



Rectangular Rapid Flash Beacon: RRFB-XL2[™]

Extra-large beacons provide greater visibility, ideal for high-speed and multi-lane pedestrian & school crossings

- Driver yielding rates of 80-90%
- Completely modular
- Large LEDs exceed FHWA standards
- Various mounting options

RRFBs have produced 80% to 90% driver compliance in yielding to pedestrians at high-risk uncontrolled crossings. This is the highest yielding rate of all devices not featuring a red display, and up to 4 times greater than standard round beacons. RRFBs cost less than other devices with similar vehicular yield rates.

RRFB options include:

- Advance RRFB wirelessly linked to Crossing RRFB
- Self-powered remote bollard-mounted push button
- Passively activated systems





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit - 2018 Simsbury Fly-In
2. **Date of Board Meeting:** September 12, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Robin Newton, Code Compliance Officer
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 September 12, 2018 to approve the public gathering application for the 2018 Simsbury Fly-In as presented and to authorize the issuance of the public gathering permit.
5. **Summary of Submission:**
On August 13, 2018 the Public Gathering Committee met with the applicant for the Simsbury Fly-in, Bill Thomas. Jason Brown from Farmington Valley Health District (FVHD) was the only committee member not in attendance. Mr. Thomas was made aware that all food truck vendors would need approvals from FVHD. This event will be the same as previous years.

The Simsbury Fly-in is scheduled to take place on September 23, 2018 from 8 a.m. until 5 p.m. A rain date, if necessary, will be September 30, 2018.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) 2018 Simsbury Fly-In Application and Certificate of Insurance



**SIMSBURY ZONING COMMISSION
PUBLIC GATHERING PERMIT APPLICATION**

Applicant's Name (PRINT): BILL THOMAS
Applicant's Address: 9 PINE ACRES DR
CAUTION, CT 06019
Applicant's Telephone including office, home and cell phone: _____
860-693-4550
Applicant's emergency Telephone number: SAME
Email address: WJTHOMAS421@GMAIL.COM

Property Owner's Name (PRINT): ARA REALTY
Property Owner's Address: 30 LONGVIEW DR
W. HARTFORD CT 06107

Property Owner's Telephone: ?

Property Owner's (Original) Signature giving permission to make this application:
(Use Blue Ink) WE HAVE AUTHORITY BASED ON OUR LEASE

Exact Date(s) of proposed Public Gathering: (These dates 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: 8AM - SEPT 23 End: 5PM - SEPT 23

Location of proposed Public Gathering: (Complete Description and marked as shown on attached map): SIMSBURY AIRPORT - 94 WOLCOTT RD.

Is the event located on or does it utilize property owned by the Town of Simsbury?
Yes _____ No

If Yes applicant MUST attach a Certificate of Insurance for \$1,000,000 in a form acceptable to the Town Attorney. (See Instruction sheet for directions).

Applicant must attach a complete narrative description of the event. This description MUST include ALL aspects and features of the event.

Anticipated Attendance at Public Gathering: 10,000 +/-

Public Gathering Permit Required Declaration

I declare, under the penalties of revocation of permit and forfeiture of the required Bond, that the information provided on this application is true and correct to the best of my knowledge and belief.

Applicant Name(s) (Printed): W. D. THOMAS

Applicant(s) Signature: W.D. Thomas

Date Signed: 7-3-18

Newton Robin

From: Bill Thomas <wdthomas421@gmail.com>
Sent: Thursday, July 12, 2018 8:32 PM
To: Newton Robin
Subject: Simsbury Fly-In

Hi, Robin

To add to the information already submitted about our 9/23 event, we now have approval from Town Farm for car parking on their property. It will serve as overflow parking. The main car parking area will be on the east side of the airport runway, as always.

Thanks

Bill Thomas

MAP LEGEND



Lake Basile

Lake Basile Beach

Laurel Automotive Services

Precision Automotive

Simsbury Precision Products

Shred Fitness

Gifts of Love Farm & Education Center

Acceleron

Rollcage Technology

Auto-Bon Inc

Phonon Corporation

New Country Motors

Growley Auto Group

Polygon 47

Tower Energy

Vintage Radio & Commun...

43rd Airplane Club

We Adopt Greyhounds

Simsbury Airport

Woods

Newton Robin

From: M Delehanty <mdelehanty3@gmail.com>
Sent: Monday, August 13, 2018 9:25 AM
To: Newton Robin
Cc: Tyburski Tom; Sheehan, Thomas; Kevin Kowalski; mdelehanty@simsburyems.com; jbrown@fvhd.org; Roy Thomas; Bill Thomas
Subject: Re: simsbury Fly In Public Gathering Permit- new dates

Good morning,

I plan to attend, but I am on ambulance duty. My only EMS concern is that we require an ALS ambulance on site for the event. They have used Aetna Ambulance in the past.

Mike

Michael Delehanty
Exec. Director
Simsbury Vol. Ambulance Assn.

On Fri, Aug 3, 2018 at 9:55 AM, Newton Robin <rnewton@simsbury-ct.gov> wrote:

Hi Everyone,

We will meet on August 13th at 11:00 am in the Main Meeting Room at the Town Hall.

Robin Newton, CZEO

Code Enforcement Officer

Town of Simsbury

933 Hopmeadow Street

Simsbury, CT 06070

860-658-3240

From: Newton Robin
Sent: Tuesday, July 31, 2018 10:38 AM
To: Tyburski Tom; Sheehan, Thomas; 'Kevin Kowalski'; 'mdelehanty@simsburyems.com'; 'jbrown@fvhd.org'; Roy Thomas
Subject: RE: simsbury Fly In Public Gathering Permit- new dates
Importance: High



OLD REPUBLIC INSURANCE COMPANY

CERTIFICATE OF INSURANCE

This is to certify to
(Certificate Holder):

Town of Simsbury
933 Hopmeadow Street
Simsbury CT 06070

The following policy(ies)
Have been issued to:

Simsbury Flying Club
C/O Brad Bowman
6 Brookview Circle
Canton, CT 06019

AIRPORT POLICY INFORMATION:

AIRPORT POLICY NO: AP 01002408 POLICY PERIOD: FROM: December 14, 2017 TO: December 14, 2018
THIS COVERAGE IS EFFECTIVE 12:01 A.M. September 23, 2018 to 12:01 A.M. September 30, 2018
INSURANCE COMPANY: OLD REPUBLIC INSURANCE COMPANY

LIABILITY COVERAGES:

LIMITS OF LIABILITY

LIABILITY COVERAGES:		LIMITS OF LIABILITY		
<input checked="" type="checkbox"/> Comprehensive General Liability	\$ XXXX	Each Person	\$ 3,000,000	Each Occurrence*
<input checked="" type="checkbox"/> Completed Operations / Products Liability	\$ XXXX	Each Person	\$ 1,000,000	Each Occurrence*
<input type="checkbox"/> Hangarkeepers Liability	\$	Each Person	\$	Each Loss*
<input checked="" type="checkbox"/> Premises Medical Payments	\$ 5,000	Each Person	\$ 20,000	Each Accident*
<input checked="" type="checkbox"/> Personal Injury / Advertising Liability	\$ XXXX	Each Person	\$ 1,000,000	Each Loss*

DEDUCTIBLES:

Hangarkeeper's Liability	\$	Each Loss
Premises Liability	\$	Each claim with respect to Property Damage

*Refer to the Policy; an annual aggregate limit may apply to some coverage(s).

THIS CERTIFICATE HOLDER IS:

- Included as a Loss Payee for Aircraft Physical Damage Coverage.
- Breach of Warranty Coverage on Aircraft Physical Damage as their interest may appear not to exceed 90% of the Insured Value.
- Included as an Additional Insured on Airport Liability Coverage but only **with respect to Fly-In event from September 23, 2018 to September 30, 2018.**
- Provided a Waiver of Subrogation on Aircraft Physical Damage Coverage, but only

OTHER COVERAGES / CONDITIONS / REMARKS:

Provision has been made to give the Certificate Holder thirty (30) days notice of cancellation - ten (10) days for nonpayment of premium of any policy above; however, the Company assumes no responsibility for the failure to provide such notice. This Certificate does not change in any way the actual coverages provided by the policy(ies) specified above.

Old Republic Aerospace, Inc. Representative:

Agency Name: Sutton James, Inc.
Agency Phone: 860-249-8066

Date: August 16, 2018



OLD REPUBLIC AEROSPACE, INC.

199 Water Street, 30th Floor, New York, NY 10038 | PH: (212) 607-2624 | FX: (212) 607-2614



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

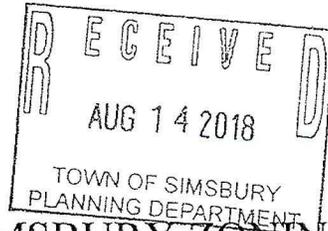
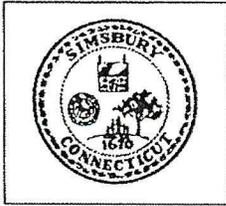
1. **Title of Submission:** Proposed Public Gathering Permit - 2018
Trinity Church Fall Fair / *Tariffville*
Fall Festival
2. **Date of Board Meeting:** September 12, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Robin Newton, Code Compliance Officer
Maria E. 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 September 12, 2018 to approve the public gathering application for the 2018 Trinity Church Fair as presented and to authorize the issuance of the public gathering permit.

5. **Summary of Submission:**
Staff gathered all required approvals as of September 12, 2018 from the Public Gathering Committee. Conditions of approval are attached.

The Trinity Church Fall Festival is scheduled to take place on September 23, 2018. Set up begins at 9:00 a.m. and tear down will conclude at 6:00 p.m. This event will take place on the Tariffville Green.

6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) 2018 Trinity Church Fall Festival Application and Certificate of Insurance
 - b) Conditions of Approval



**SIMSBURY ZONING COMMISSION
PUBLIC GATHERING PERMIT APPLICATION**

Applicant's Name (PRINT): Amanda Lavallee (Trinity Church)
Applicant's Address: 11 Church St Tariffville CT 06081

Applicant's Telephone including office, home and cell phone: 860-836-6129 cell
860-651-0201 office

Applicant's emergency Telephone number: 860-836-6129
Email address: mlavallee@trinitytariffville.org or
mandalavallee@gmail.com

Property Owner's Name (PRINT): Town of Simsbury
Property Owner's Address: 933 Hopmeadow St
Simsbury CT 06070

Property Owner's Telephone: 860-658-3243

Property Owner's (Original) Signature giving permission to make this application:
(Use Blue Ink) _____

Exact Date(s) of proposed Public Gathering: (These dates 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: 9am Sunday End: 12pm Sunday
Sept 23, 2018 Sept 23, 2018

Location of proposed Public Gathering: (Complete Description and marked as shown on attached map): Tariffville Green main st Tariffville

Is the event located on or does it utilize property owned by the Town of Simsbury?
Yes No

If Yes applicant MUST attach a Certificate of Insurance for \$1,000,000 in a form acceptable to the Town Attorney. (See Instruction sheet for directions).

Applicant must attach a complete narrative description of the event. This description MUST include ALL aspects and features of the event.

Anticipated Attendance at Public Gathering: 150

APPLICATION CHECKLIST

After the initial meeting with the ZEO and applicable Staff the items indicated on this checklist, at a minimum, must be submitted in order for the application to be considered complete.

ZEO/Staff to check appropriate boxes. Information is required if box is checked:

Required: Provided:

- | | | |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Public Gathering Permit application form with all required information supplied. |
| <input type="checkbox"/> | <input type="checkbox"/> | All applicable signatures as required on Sign Off Chart.
(Exceptions:) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | All maps/sketches and plans deemed required by the ZEO for the subject PGP application. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Narrative describing all aspects of the proposed public gathering. |
| <input type="checkbox"/> | <input type="checkbox"/> | Special Exception as approved by the Simsbury Zoning Commission. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Certificate of Insurance as approved by Town Attorney. |
| <input type="checkbox"/> | <input type="checkbox"/> | Any Special Requirements, based on the subject PGP particulars. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Submission of Signed Required Declaration. |

Trinity Church “Fall into Fall Fair” Sept 23rd

Trinity Church in Tariffville would like to host a “Fall into Fall Fair” as we have the last 5 years. It is a free event for members of the church and the community to gather and get to know each other. Last year we brought in a bounce house, a local band, and played many children’s games. This year we plan to coordinate with local businesses and the Tariffville Village Association in order to draw in even more members of the community. We will offer tables for businesses and groups for advertising purposes. We will offer free parking at Trinity Church and request the parking on Main Street be Handicap and Drop off/Pick up only.

**Public Gathering Permit
Required Declaration**

I declare, under the penalties of revocation of permit and forfeiture of the required Bond, that the information provided on this application is true and correct to the best of my knowledge and belief.

Applicant Name(s) (Printed): Amanda lavallee on behalf
of
Trinity Church
11 Church St, Tariffville

Applicant(s) Signature: ajavallee

Date Signed: 7/16/2018



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Office of Community Planning and Development

MEMO

TO: Public Gathering/BOS- Trinity Church Fall Festival
From: Robin Newton, Code Compliance Officer
Date: September 12, 2018
RE: Approval Conditions

ZONING APPROVAL CONDITIONS

1. All trash is the responsibility of the organizer to clean up and remove from the site at the end of the day.
2. Any vendors involved in food preparation/selling shall check with the Farmington Valley Health District as to any permit requirements. Temporary Food Vendor permits **shall** be submitted to the FVHD at least 2 weeks in advance. Failure to submit the vendor applications with a minimum two weeks for review will result in permits not being granted.
3. Set up shall start no earlier than 9:00 a.m. and break down shall be completed by 6:00 p.m.
4. One ADA accessible port-a-let is required to be available at the Fair.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Water Shortage Ordinance
2. **Date of Board Meeting:** September 12, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Michael N. Glidden, Interim Planning and Development Director; Jerome F. Shea, Town Engineer; Thomas J. Roy, Director of Public Works *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports forwarding the proposed Water Shortage Ordinance as presented and dated August 6, 2018 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 September 24, 2018 to solicit public comment regarding the proposed adoption of the Water Shortage Ordinance.

5. **Summary of Submission:**
The purpose of this ordinance is to protect, preserve and maintain the public health, safety and welfare whenever there is a threatened or critical water shortage in town due to dry conditions, providing the ability for the town to impose various water use restrictions, and the authority to enforce those restrictions. The draft ordinance is based on discussions with the work group, feedback from stakeholders, and sample ordinances from other towns. The Water Shortage Ordinance Sub-Committee consists of Selectman Chris Kelly and Selectman Mike Paine. Staff assistance to the Committee has included Town Manager Maria Capriola, Town Engineer Jeff Shea, Interim Planning and Development Director Mike Glidden, Director of Public Works Tom Roy, and graduate intern Tom Fitzgerald.

At the Board of Selectmen meeting on June 25, 2018 the draft Water Shortage Ordinance was referred to town commissions and stakeholders in the community to evaluate the proposed ordinance and to assess whether any modifications were needed. Once feedback had been received from town commissions and stakeholders the subcommittee revised the ordinance and all stakeholders were sent an updated draft ordinance and follow-up letter.

Based on a previous request for information, I estimate that staff has spent in the range of 110 to 130 hours working on this ordinance. That time comes from subcommittee meetings, drafting and revising the ordinance, and sending referrals to stakeholders. I

believe staff provided valuable subject matter expertise and that the ordinance development process benefited from their input.

The Town Attorney has reviewed the draft ordinance. 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 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. General Code will assign the Chapter number to this new ordinance.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- a) Draft Water Shortage Ordinance, dated August 6, 2018
- b) Sample Authorized Enforcement Agent Designation Letter

TOWN OF SIMSBURY
DRAFT Water Shortage Ordinance
Dated August 6, 2018

Sec. 157-1. Authority and Purpose.

The Town of Simsbury, under its powers pursuant to state law, has adopted this ordinance to protect public health and welfare. This ordinance implements the Town's authority to impose water use restrictions, conditioned upon a finding by the Board of Selectmen that a critical water shortage exists, or upon a state of water use restrictions or a declaration of public drinking water supply emergency issued by the Department of Public Health pursuant to C.G.S. 25-32b.

The purpose of this ordinance is to protect, preserve and maintain the public health, safety and welfare whenever there is in force a finding by the Simsbury Board of Selectmen of a critical water shortage or a declaration by the State of Connecticut of a State Water Use Restriction or State of Public Drinking Water Supply Emergency by providing for enforcement of any duly imposed restrictions, requirements, provisions or conditions imposed by the Town or by the State of Connecticut.

Pursuant to the General Statutes of the State of Connecticut, it is hereby declared to be in the best interest of the public health and safety of the residents and citizens of the Town of Simsbury to assist in regulating and restricting the use of water during a critical water shortage.

Sec. 157-2. Definitions.

(a) When used in this ordinance, unless the context otherwise requires:

(1) Authorized Enforcement Agency: Employees or designees of the town as designated by the Town Manager to enforce this ordinance.

(2) Person: Person shall be construed to mean and include an individual, a corporation, a partnership, a trust, an unincorporated organization, business organization of any kind or any other group or organization.

(3) Town: Town means the Town of Simsbury.

(4) Water: Water means water from water companies, well water and water sources including but not limited to: community water systems, ponds, lakes, streams, rivers, and ground water. Water from rain barrels, cisterns or similar devices are excluded from this ordinance.

(5) Water Company: Water Company means the Aquarion Water Company, Connecticut Water Company or the Tariffville Fire District or their successors and assigns or any other public utility water company providing public water supply in the Town.

(6) Voluntary Conservation Measures: Voluntary Conservation Measures includes any measures recommended by the Board of Selectmen in an effort to reduce water consumption in Simsbury. These are recommendations offered without penalty.

(7) Threatened Water Shortage: Threatened water shortage shall exist whenever the Board of Selectmen, after there has been consultation with the Water Companies and other persons the Board deems appropriate, determines that the adequacy of the Town water supply to meet the demands of

the Town for health, sanitation and preservation of businesses is threatened. A threatened water shortage will also be referred to as a Stage 1 water shortage.

(8) Critical Water Shortage: Critical water shortage shall exist whenever the Board of Selectmen, after there has been consultation with the Water Companies and other persons the Board deems appropriate, determines that the water supplies available to the Town are at, or are in danger of reaching levels insufficient to provide for the normal needs of the public health, preservation of human life, sanitation, safety, welfare and economy of the Town. A critical water shortage will also be referred to as a Stage 2 water shortage.

Sec. 157-3. Stage 1, Threatened Water Shortage.

Upon its determination that there is a Stage 1 threatened water shortage, the Board of Selectmen may instruct the Town Manager to prepare and implement a water management plan, or, if such a plan already exists, to update it as the Town Manager deems necessary. Such water management plan shall address the staffing and processes by which Town staff will address needs occasioned by the threatened water shortage, and its implementation may include, among other activities, consultations with other parties and preparation of recommendations to the Board of Selectmen, including, among other matters, those concerning voluntary water conservation matters.

Sec. 157-4. Stage 2, Critical Water Shortage.

Upon its determination that a Stage 2 critical water shortage exists, and that voluntary conservation measures were implemented and have failed or are deemed inadequate to provide relief for the critical water shortage, the Board of Selectmen after consultation with the Water Companies and other persons the Board deems appropriate, shall have the power to declare to be unlawful some or all of the following acts, subject to such reasonable and necessary exceptions as determined by the Board of Selectmen to be in the public interest. Such action shall be effective upon publication pursuant to §157-5 of this Chapter:

- (a) Using water to sprinkle, water or irrigate any plants, lawns, grass, ground covers, vines, flowers, shrubbery, trees or any other vegetation unless necessary to sustain food crops, crops for harvest or stocks of a business inventory;
- (b) Using water for private and/or public recreational, ornamental or decorative purposes, including but not limited to fountains, pools or ponds;
- (c) Using water to wash or clean motor vehicles or trailers unless done as a means of livelihood at a commercial facility. This restriction shall not apply to vehicles required by law to be washed or cleaned for sanitary, health or safety reasons;
- (d) Using water to wash or flush sidewalks, driveways, pavements, porches or other outdoor surfaces;
- (e) Using water to wash the outside of buildings or structures;
- (f) Using water to wash or clean windows unless done as means of livelihood and only then by washing or cleaning exclusively from a bucket or container of three (3) gallons capacity or less;
- (g) Using water from fire hydrants, fire cisterns, dry hydrants, or fire ponds, other than for health or public safety needs.

- (h) Permitting exterior water supply lines to remain in a state of disrepair, resulting in the escape of water;
- (i) Operating an air-conditioning device or system using water as a coolant unless the same shall be of the water recirculating type;
- (j) Such other uses and activities as the Board of Selectmen shall declare following public comment at a noticed meeting of the Board of Selectmen.

The Board of Selectmen may phase in the restrictions to tailor them according to the severity and nature of the critical water shortage.

Sec. 157-5. Notice of Water Use Restrictions.

If the Board of Selectmen imposes restrictions under §157-4 or modifies existing restrictions to make them stricter or more inclusive, it shall notify the Connecticut Department of Public Health, ~~and~~ the Connecticut Department of Energy and Environmental Protection, ~~and the Farmington Valley Health District~~ in writing within fourteen (14) days of the effective date of the restrictions or changes. The Board of Selectmen shall give public notice of such restrictions or changes before they become effective.

Sec. 157-6. Exceptions, Application for Waiver.

Any water users that consider the restrictions, as imposed, to adversely affect their livelihood, publicly or privately held capital assets, health or sanitation, may make written application for a waiver ~~and filed with the Town Clerk's Office~~. Any such application shall be directed to the attention of the ~~Town Manager Board of Selectmen, which~~ ~~who~~ shall ~~approve or deny the waiver request~~. The Town Manager shall report to the Board of Selectmen at its next meeting on all waiver requests and their dispositions. ~~refer the application, within three (3) business days, to the Farmington Valley Health District with the request that it make a recommendation, within three (3) business days if possible, as to whether a waiver should be granted. Following receipt of the recommendation, or in absence of receiving a recommendation from the Health District after three (3) business days have passed since submitting the waiver application, the Board of Selectmen may make a determination to approve or deny the waiver request. The Board of Selectmen may opt to delegate to Town staff the decision whether to approve or deny a waiver request.~~

~~Whenever the Board of Selectmen, or Town staff exercising delegated authority,~~ If the Town Manager ~~shall~~ makes an exception pursuant to ~~§157-6 this section~~ he/she ~~it~~ may attach reasonable conditions. ~~If an applicant is dissatisfied with the decision of the Town Manager they may file an appeal as outlined in Section 157-8.~~

~~Sec. 157-7. Use of Water to Maintain Health Standards.~~

~~The Farmington Valley Health District shall have the authority to permit a reasonable use of water in any case necessary to maintain adequate health and sanitation standards.~~

Sec. 157-7. Violations and Penalties.

Whenever the authorized enforcement agency determines that a person has violated an enacted prohibition as identified in 157-4 during a Stage 2 critical water shortage, the authorized enforcement agency is authorized to issue a fine to the violator in the amount of one hundred dollars (\$100.00) for each offense. Each violation of a separate section shall be considered a separate offense and shall not merge with a violation of any other section. Any violation continued more than one (1) day shall constitute a separate offense for each day such violation continues. The Town of Simsbury shall consult with Water Companies to ensure residents are not penalized by multiple entities for the same offenses.

Sec. 157-8. Appeals.

(a) Waiver Appeals. The notice of appeal must be received in writing and filed with the Town Clerk's Office within ten (10) business days from receipt of the notice of the written decision. For this purpose, notice shall be deemed received three (3) calendar days from the date of the written decision. Hearing on the appeal before the Board of Selectmen shall take place at its next meeting, but not to exceed fifteen (15) business days from the date of receipt of the notice of appeal. The decision of the Board of Selectmen shall be final.

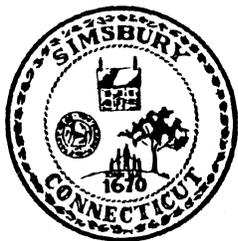
(b) Citation Appeals. Any person receiving a fine may appeal the determination of the authorized enforcement agency. The notice of appeal must be received in writing and filed with the Town Clerk's Office within ten (10) business days from receipt of the notice of the fine. For this purpose, notice shall be deemed received three (3) calendar days from the date of the notice. Hearing on the appeal before the Hearing Officer shall take place within thirty (30) business days from the date of receipt of the notice of appeal. The decision of the Hearing Officer shall be final.

Sec. 157-9. Termination of Prohibitions.

Any actions of the Board of Selectmen taken under this Chapter shall continue in effect until the Board of Selectmen determines that there is no continuing need for restrictions. The Board of Selectmen shall review any finding of a water shortage ~~or state of ground water depletion~~ at least every thirty (30) days from the date of the initial finding. The Board of Selectmen shall cause notice of the various terminations to be published in the manner provided for in §157-3.

Sec. 157-10. Invalidity.

If any part, subsection, sentence, clause, phrase or other portion of this Chapter is, for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed to be a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

Sent via E-Mail

September XX, 2018

[Name]

[Position Title]

Re: Designation as Authorized Enforcement Agent – Water Shortage Ordinance

Dear [Name],

This letter is to designate you as an Authorized Enforcement Agent of the Town of Simsbury's Water Shortage Ordinance in accordance with Chapter 157 of the Code of the Town of Simsbury. Chapter 157, Section 2 indicates that this designation is to be given by the Town Manager. As an Authorized Enforcement Agent, you are granted the authority to enforce the ordinance, including the ability to issue fines in accordance with Section 7 – Violations and Penalties.

Thank you for serving in this capacity.

Regards,

Maria E. Capriola
Town Manager



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Recommended Appointment of Director of Planning and Community Development
2. **Date of Board Meeting:** September 12, 2018
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 concurs with the recommendation of the Town Manager to appoint Michael N. Glidden as Director of Planning and Community Development, the following motion is in order:

Move, to make a conditional offer of employment to Michael N. Glidden for the position of Director of Planning and Community Development and to appoint Mr. Glidden to the position retroactive to Monday, September 10, 2018 with an annual starting salary of \$112,500 and employment-related benefits assigned to that position.

5. **Summary of Submission:**

A recruitment for Planning and Community Development Director occurred in summer 2018. The following stakeholders participated in the first and/or second round of interviews: the Town Manager and Deputy Town Manager; a Planning Commission member; a Zoning Commission member; Chair of the Zoning Board of Appeals; Selectman Mike Paine; First Selectman Eric Wellman; the leadership team; departmental staff; and external Directors of Planning and Community Development. From that process, a preferred candidate emerged.

I have identified Mr. Michael N. Glidden as the preferred candidate for the Director of Planning and Community Development position. Mr. Glidden currently serves as the Interim Director of Planning and Community Development for the Town of Simsbury. Mr. Glidden has worked in Simsbury since November 2013 and prior to his tenure here he worked as a Zoning Official with the Town of Waterford for five years and as an Assistant Zoning Enforcement Officer in West Hartford for two years. He holds a bachelor's degree in geography from Central Connecticut State University. He is a Certified Zoning Enforcement Official (CZEO), Certified Floodplain Manager (CFM), Certified Inland Wetland Agent (CWZEO) and a Certified Aquifer Protection Area Agent. He has demonstrated a customer service oriented approach to helping our residents and patrons, as well as an outstanding ability to problem solve.

I recommend that the offer be conditional based upon Mr. Glidden successfully passing a background check. Mr. Glidden would receive employment related benefits assigned

to the Director of Planning and Community Development position and would be a non-union employee.

6. Financial Impact:

Sufficient funds are budgeted in the Planning budget to support this starting salary.

7. Description of Documents Included with Submission:

- a) Letter of Interest and Resume, M. Glidden
- b) Outline of Conditional Offer

Michael N. Glidden



July 5, 2018

Maria E. Capriola, M.P.A.
Town Manager
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Re: Director of Planning

Dear Ms. Capriola:

I read your advertisement for the position of Director of Planning with great interest. If you are seeking a responsible professional with experience in coordination, development, and implementation of planning, and zoning regulations, and enforcement, please consider my enclosed resume.

Simsbury is a complex town with both urban and rural areas that requires knowledge of regulations relating to the development and simultaneous preservation of the town's character. My experiences working in Simsbury, Waterford and West Hartford have given me a unique understanding of both rural and urban planning issues as well as issues pertaining to areas which are environmentally sensitive.

Perhaps most importantly, I offer a history of development and implementation of planning and zoning regulations. I have been instrumental in developing three Plans of Conservation and Development (POCD), and created new systems to handle permit tracking and to monitor site development. I have also drafted multiple legal notices for various boards and commissions and testified on numerous occasions in Superior Court on behalf of the town in enforcement matters.

Given the opportunity I believe I will be an asset to the Town of Simsbury.

Ms. Capriola, I would welcome the chance to discuss Simsbury's planning and zoning objectives and ways I can help the Town attain them. Feel free to call me at [REDACTED] to arrange a meeting. I look forward to speaking with you.

Very Truly Yours,

A handwritten signature in blue ink, appearing to read "M. N. Glidden".

Michael N. Glidden

Michael N. Glidden

Objective

Experienced and skilled planner who is an expert in implementing and drafting zoning regulations seeking a position in which my experiences, skills and education can be effectively used to service the community.

Career Progression

Town of Simsbury, Simsbury, Ct

November 2013 - present

Assistant Town Planner

Code Compliance Officer

- Served as Department head in absence of Director
- Helped prepare and implement Budget for Department
- Staff various land use commissions such as Zoning Commission, Planning Commission, Zoning Board of Appeals, Conservation Commission, Historic District Commission, Design Review Board, and Open Space Committee
- Created a process for reviewing flood plain applications so that they could be tracked in order to ensure that all FEMA requirement were met
- Represented the Town of Simsbury in all Superior Court Enforcement matters
- Coordinated and effectively communicated with other town and state agencies in order to better assist the public.
- Served as Blight Prevention Officer
- Conservation Officer; reviewed development plans and sites for compliance with regards to Inland Wetland and Watercourse Regulations
- Historic Preservation Officer; reviewed all development within the East Weatogue Historic District and staffed Board
- Developed reports and planning documents for land use commissions
- Prepared and applied for grants (federal and state)
- Supervised administrative staff

Town of Waterford, Waterford, CT

January 2008 to November 2013

Zoning Official

- Created a process for reviewing flood plain applications so that they could be tracked in order to ensure that all FEMA requirement were met
- Revised and developed zoning regulations
- Developed and implemented budgets for Land Use Commissions
- Staff various land use commissions such as Planning and Zoning Commission, Zoning Board of Appeals, Flood and Erosion Control Board, etc.
- Supervised Administrative staff
- Created a system for monitoring certifications and inspections to ensure applicants complied with site plan approval and regulations
- Represented the Town of Waterford in all Superior Court Enforcement matters
- Created a process for reviewing flood plain applications so that they could be tracked in order to ensure that all FEMA requirement were met
- Key in assisting with the Town of Waterford's Plan of Conservation and Development
- Developed educational material to assist the public with understanding planning and zoning requirements and regulations
- Coordinated and effectively communicated with other town and state agencies in order to better assist the public.

Town of West Hartford, West Hartford, CT

May 2006 to April 2008

Assistant Zoning Enforcement Officer

- Developed interagency approach to addressing issues with illegal apartments
- Used GIS to identify potential development issues and created plans for addressing them
- Developed plans with home owners and contractors to fix complex drainage issues
- Instrumental in assisting to develop West Hartford's Plan of Conservation and Development
- Reviewed site plans and submitted comments to direct applicants.

Lyman Orchards GC, Middlefield, CT

March 1997 to Present

Grounds Staff

Assistant Superintendent - 2009-2013

- Managed and train and staff of 20 seasonal employees
- Responsible for the re-delineation and mapping of all courses
- Assisted with the construction of a new 9 hole facility
- Revised the irrigation systems and bunkers

Certifications

CAZEO – Official certification as a Zoning Enforcement Official; CZEO

Association of State Flood Plain Managers - Certified Flood Plain Manager; CFM #US-13-07072

CT DEEP – Certified Inland Wetland Agent; CWZEO

CT DEEP- Certified Aquifer Protection Area Agent

Affiliations

- Current member in good standing with the following organizations: American Planning Association (APA), Connecticut Association of Zoning Enforcement Officers (CAZEO); Association of State Floodplain Managers (ASFPM), Connecticut Association of Flood Managers(CAFM); and Connecticut Association of Inland Wetland and Conservation Commissions(CAIWCC)
- Vice President for CAZEO
- Legislative Liaison for CAZEO
- Events Committee for Connecticut Association of Flood Managers

Education

Central Connecticut State University, New Britain, CT

September 2002 to May 2007

Bachelor's Degree - Major: Geography

Minor: Political Science

References

Richard Correia: President of Simsbury Main Street, Simsbury, CT

Phone: 860.305.5622

Christopher Smith Esq.: Attorney Shipman and Goodwin, Hartford, CT

Phone: 860. 251.5606

Sarah Nielsen: Executive Director, Simsbury Main Street Simsbury CT

Phone: 860.874.1533

Glen Chalder AICP: President Planimetrics, Simsbury, CT

Phone: 860.913.4080

Maureen FitzGerald: Environmental Planner, Town of Waterford

Phone: 860. 440.0501





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

September 12, 2018

Mr. Michael Glidden
[REDACTED]

Via Regular U.S. Mail and E-Mail

RE: Conditional Offer (Promotion)

Dear Michael:

I am very pleased to extend a conditional offer to you for the position of Director of Planning and Community Development with the Town of Simsbury. This letter describes the benefits, terms and conditions of employment.

This appointment is contingent upon the satisfactory completion of the following conditions:

1. A background check which will include a criminal record and motor vehicle check. You have already completed the background check authorization form.
2. Appointment approval by the Board of Selectmen in accordance with Section 704 of the Simsbury Town Charter.

The Director of Planning and Community Development position is not represented by a collective bargaining unit, and is therefore an unaffiliated position. The current terms and conditions of employment are set forth in the Town of Simsbury's Personnel Rules and Regulations. These will be provided to you via email.

Subject to your meeting the terms, as outlined in this conditional offer of employment, and pursuant to Section 5.10 of the Personnel Rules and Regulations, the following information will pertain to your position:

- You will be paid an annual salary of \$112,500.
- You will be paid on a weekly basis.

Telephone (860) 658-3230
Facsimile (860) 658-9467

townmanager@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

- In accordance with Section 8 of the Personnel Rules and Regulations entitled “Hours and Conditions of Employment” you are required to work a minimum of 40 hours per week.

Normal business hours are 8:00 a.m. to 7:00 p.m. on Mondays, 8:00 a.m. to 5:00 p.m. Tuesday through Thursday and 8:00 a.m. to 1:00 p.m. on Friday, including a one (1) hour unpaid lunch Monday through Thursday. This position staffs the Design Review Board, Zoning Commission, Conservation Commission, Planning Commission, Zoning Board of Appeals and the Historic District Commission and may assist with other Boards and Committees. As a result, evening hours outside of the normal business hours will frequently be required to accommodate work assignments. The Town Manager may, in her discretion, authorize flex time for you.

- In accordance with Section 5 of the Personnel Rules and Regulations entitled “Appointments,” a probationary period of six months from the date of appointment would apply to this position. If necessary, the Town reserves the right to extend this probationary period to one year.
- A copy of the current position description for this position will be emailed to you.
- You will continue to participate in the Town’s Defined Contribution plan. Effective with this appointment, you will be required to contribute 4% to the plan on a pre-tax basis and the Town contribution will be increased to 7% of salary. Town contributions are vested on a 5 year graded basis.
- The Town offers a 457 Deferred Compensation plan that you may participate in on a voluntary basis. Contributions may be made on a pre-tax or post-tax (Roth) basis.
- You have the choice of participating in the Town’s medical and dental insurance programs. In the event you elect to participate in these programs, you will pay twenty percent (20%) of the annual cost of the insurance to the Town if you enroll in the HMO plan option or fifteen percent (15%) if you enroll in the High Deductible Health Plan option.

In the event you elect not to enroll in the Town’s medical plan, you may receive an annual credit of \$2,000 pro-rated and credited on a monthly basis (provided you can demonstrate other medical insurance coverage).

- Employees contribute 2.0% of pay for a period of 10 years into an Other Post Employment Benefit (OPEB) trust fund. If you do not elect or are not eligible for retiree health benefits when you separate from the Town of Simsbury, your contributions will be refunded to you.
- Life Insurance in an amount equal to two times your annual salary will be provided by the Town.
- Long Term Disability coverage is provided to employees by the Town in accordance with the Town of Simsbury Long Term Disability Insurance Plan which you have already received.

- For purpose of vacation accrual, you will be credited with six (6) years of “service” time in accordance with Section 9 of the Personnel Rules entitled “Employee Benefits,” you will accrue vacation at a rate of three (3) weeks per year.
- You will receive twelve (12) holidays, three (3) personal days and one (1) floating holiday annually.
- Paid sick leave for a period not to exceed six months.
- Tuition reimbursement for up to two courses will be reimbursed per year with prior approval of the Town Manager.
- Pursuant to 8.50 of the Personnel Rules entitled “Conflict of Interest,” you will need to execute a conflict of interest form and return it to my office. As a reminder, you will need to remain in compliance with the Code of Ethics at all times during your employment with the Town. We have enclosed a Conflict of Interest form and a copy of the Code of Ethics.
- Pursuant to Section 8 of the Personnel Rules and Regulations entitled “Hours and Conditions of Employment.” Section 8.20 provides that Full time employees are not allowed to be employed by any entity other than the Town including consulting work for private or other municipal entities without prior approval of the Town. The Town Manager shall have sole discretion to determine whether the proposed outside employment will interfere with the employee’s duties to the Town and whether to grant or deny approval. Any employee who receives approval and accepts other employment is subject to call to perform his or her regular Town duties first. Once granted, approval may be revoked at any time within the sole discretion of the Town Manager.

Subject to the conditions being met, as outlined in this letter, I will be most pleased to appoint you to the Finance Director / Treasurer position retroactive to September 10, 2018.

Please feel free to contact my office if you have any questions.

Sincerely,

Maria E. Capriola

Enclosures (4)

cc: Eric Gomes, Employee Benefits and Human Resources Coordinator
Payroll

Michael Glidden
September 12, 2018
Page 4

I hereby accept the Town's conditional offer of employment with the terms and conditions set forth above:

Michael Glidden

Date: _____



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Appointment of Susan Masino to the Open Space Committee
2. **Date of Board Meeting:** September 12, 2018
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 the recommendation from the Personnel Subcommittee, the following motion is in order:

Move, effective September 12, 2018 to appoint Susan Masino (U) as a member of the Open Space Committee with a term expiring December 2, 2019.
5. **Summary of Submission:**
The Personnel Subcommittee has recommended the appointment of Susan Masino to the Open Space Committee as a regular member with a term expiring December 2, 2019. Selectman Chris Kelly and Selectman Sean Askham interviewed candidates for the position on August 27th and August 29th.

Pursuant to Section 615 of the Charter three of the eight membership slots are at large slots, and this "at large" spot was never filled since the previous term expired on December 4, 2017. Members are appointed to two year terms. If appointed the selected candidate will fill the remainder of a two year term that expires on December 2, 2019.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) S. Masino Volunteer Submission Form



Simsbury, CT
933 Hopmeadow Street

Phone: (860) 658-3200

Volunteer Form

Good Government Starts with You

Date Submitted: January 20, 2018

Name: Susan A Masino

Home Address: [REDACTED]

Mailing Address: [REDACTED]

Phone Number(s): [REDACTED]

Email Address: [REDACTED]

Party Affiliation: N/A

Current Occupation/Employer: Trinity College professor

Narrative: I have plenty of time to serve on the open space committee. I already put a lot of time into related issues and often attend the Open Space meetings. I am a member of the CT Environmental Leader list, Simsbury Land Trust, Farmington River Watershed Association, (FRWA), Rivers Alliance and CT Forest and Parks. I am very involved in Keep the Woods, the Simsbury Grange, and the Safe Routes to School Program. Together these efforts involve all aspects of open space - forests, clean water, farms, education, recreation, a healthy environment and sensible public policies. I have a PhD in biology, I run a biomedical research lab, and my passion is brain health.

KTW won a state citation for the preservation of the Ethel Walker Woods of Simsbury. I personally received awards from FRWA, Trout Unlimited, the Trust for Public Land and the Daughters of the American Revolution. I was a Hometown Hero in 2013. I am currently the elected Ombudsman at Trinity College. I am listing these just to indicate my ongoing dedication to these issues and willingness to put in the time to achieve the best outcome.

I am engaged in a lot of ongoing networking related to the work of the commission. I am comfortable presenting in front of people, capable at writing grants and willing to attend additional meetings if necessary. I thank you for your service and for your full consideration of my application.

Board(s) / Committee(s): ___ OPEN SPACE COMMITTEE



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Andrea Penta from Recycling Committee

2. **Date of Board Meeting:** September 12, 2018

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

Maria E. Capriola

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

The following motion is in order:

Move to accept the resignation of Andrea Penta as a regular member of the Recycling Committee retroactive to August 11, 2018.

5. **Summary of Submission:**

The Town Clerk has received the resignation of Andrea Penta (D) as a regular member of the Recycling Committee. Ms. Penta's term was to expire on December 2, 2019.

6. **Financial Impact:**

None

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

a) Resignation Letter from Andrea Penta dated July 23, 2018

Andrea Penta
71 Hopmeadow Street, 8B3 Weatogue CT 06089



07/23/2018

Carolyn Keily, Town Clerk
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Dear Ms. Keily:

I hereby resign my position as a regular member on the
Simsbury Recycling Committee.

Please notify the Board of Selectmen that the effective date of my resignation is
08/01/2018.

Sincerely,

Andrea Penta



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Richard Wagner from Tourism Committee

2. **Date of Board Meeting:** September 12, 2018

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

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

Move to accept the resignation of Richard Wagner as a regular member of the Tourism Committee retroactive to August 20, 2018.

5. **Summary of Submission:**
The Town Clerk has received the resignation of Richard Wagner (R) as a regular member of the Tourism Committee. Mr. Wagner was serving as the Vice Chairman. Mr. Wagner's term was to expire on December 2, 2019.

6. **Financial Impact:**
None

7. **Description of Documents Included with Submission:**
a) Resignation Letter from Richard Wagner dated August 20, 2018

Carole and I have officially moved to North Carolina. We sold our house to one of Simsbury's finest who has great plans for it.

Therefore, effective immediately, I, since no longer a Simsbury resident, am resigning from my post as Vice Chairman of the Tourism Committee.

I still plan to stay active in the affairs of Simsbury and taking an active interest in Simsbury's 350th anniversary in 2020 which hopefully will draw back some of the others in Simsbury who have left but still have fondness.

Thanks for all that you and others have done,

Rick
860-878-5005

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:03 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Board members Michael Paine, Cheryl Cook, and Christopher Kelly. Absent were: Sean Askham and Chris Peterson. Others in attendance included: Town Manager Maria Capriola; Deputy Town Manager Melissa Appleby; Intern Tom Fitzgerald; Public Works Director Tom Roy; Director of Community and Social Services Kristen Formanek; Town Clerk Ericka Butler; Director of Culture, Parks and Recreation Thomas Tyburski and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

Ms. Cook made a motion to amend the agenda to add five appointments and one resignation under Appointments and Resignations. Mr. Paine seconded the motion. All were in favor and the motion passed.

PUBLIC HEARING

a) Proposed Economic Development Commission Ordinance

Mr. Wellman said there was a work group formed to provide the framework for the new Economic Development Commission ordinance as stated in the Town Charter.

Joan Coe, 26 Whitcomb Drive, spoke about the three tasks of the 2016 Charter Revision Commission’s final report. The new Commission should have a more productive approach than the former Commission. She said the Town Manager’s role would be to work behind the scenes to coordinate the resources for the EDC. The First Selectman would have a role in setting policies and advocating for economic development. She feels the charge from the Charter Revision is inconsistent with the ordinance as presented and therefore, the ordinance needs to be reviewed further.

Robert Kalechman, 971 Hopmeadow Street, spoke about getting rid of the EDC. He doesn’t feel that an EDC is really needed due to the performance of the last Commission. This should all be done on a merit system. He feels the Board of Selectmen could form a committee and they could make decisions.

After no further comment, Mr. Kelly made a motion to adjourn the Public Hearing at 6:15 p.m. Ms. Cook seconded the motion. All were in favor and the motion passed.

PUBLIC AUDIENCE

Duane Royer, 26 Harvest Hill, thanked the Board for the pickle ball lines on five courts at Henry James School. He said last week there were 18 players and gave the Board a sketch and thank you paper from them. They appreciate the help from the Board.

Tim Plummer, CT Nighthawks, a hockey team from Simsbury asked for families to sponsor kids that they help to develop in the sport. There is a \$500 a month compensation and the families have to provide a bed and three meals a day for the kids aged 15-20. He left his business card for any questions.

Joan Coe, 26 Whitcomb Drive, spoke about the Democratic Primary tomorrow for the 5th District Congress position. She also spoke about concerts on Town property and other issues.

Robert Kalechman, 971 Hopmeadow Street, spoke about being a candidate for State Representative, an article in the paper where people were criticizing CT, the tax mil rate, cable TV, the marijuana factory, and other issues.

FIRST SELECTMAN’S REPORT

First Selectman Eric Wellman, reviewed his First Selectman’s report.

TOWN MANAGER’S REPORT

Town Manager, Maria Capriola, reviewed her Town Manager’s report.

PRESENTATION

a) Appointment Process for Unaffiliated Voters Work Group Update

Mr. Wellman said this work group was formed to review the recruitment and appointment process to appointed committees commission and boards. This update is on the overall appointment process.

Ms. Butler went over the current appointment process. She explained the changes she would like made including posting vacancies on the Town website including the parties; a cover page explaining the process; listing the terms of the appointments; etc. She also showed the conflict of interest form, volunteer submission form and resignation forms. Members will now have to come in to take the oath of office. She said the Town of Windsor has a great process.

After some discussion, the Board was comfortable with the implementation of the forms presented.

SELECTMEN ACTION

a) Tax Refund Requests

Ms. Cook made a motion, effective August 13, 2018 to approve the presented tax refunds in the amount of \$79,651.52, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds. Mr. Paine seconded the motion. All were in favor and the motion passed.

b) Proposed Revisions to Statement of Purpose and Procedure of the Simsbury Juvenile Review Board

Mr. Wellman said the last approved purpose and procedures of the Juvenile Review Board was in 1982. He said the Juvenile Review Board allows the Police Department, Community and Social Services Department and JRB to work collaboratively to divert troubled youths from the criminal system and helps provide a path to becoming a responsible member of the community.

Ms. Formanek said she would also like to include a representative from the YMCA. She said the staff drafted the revisions based on recommendations from professional organizations as well as other towns in the state. Staff did consult the Town Attorney on the language in this policy.

Mr. Paine made a motion, effective April 13, 2018 to revise the Statement of Purpose and Procedure of the Simsbury Juvenile Review Board striking the sentence “A quorum is needed to take action on matters.” in item H. Ms. Cook seconded the motion. All were in favor and the motion passed.

c) Proposed Updates to Eno Memorial Hall Facility Use Policy and Fee Schedule and Establishment of Work Group

Mr. Wellman said this Policy and Fee Schedule was last updated in 2010. He is proposing a work group be established to review and recommend revisions to the Eno Memorial Hall Facility Use Policy and Fee Schedule.

Mr. Paine made a motion, effective August 13, 2018 to establish a work group of the Board of Selectmen to review the Eno Memorial Hall Facility Use Policy and fee schedule. The work group is tasked with presenting a draft revised policy and fee schedule to the full Board of Selectmen. Further move to appoint Cheryl Cook and Eric Wellman to the work group. Ms. Cook seconded them motion. All were in favor and the motion passed.

d) Proposed Ice Rink and Paddle Tennis Court Fees

Mr. Wellman said the rink fees will be unchanged. The paddle court fees have stayed flat for five years and will now be increased.

Ms. Cook made a motion, effective August 13, 2018 to approve the fee schedule for the Simsbury Farms Ice Rink and paddle tennis courts as presented. Mr. Kelly seconded the motion. All were in favor and the motion passed.

e) Proposed Use of Simsbury Try-Athlon Special Revenue Fund for Informational Trailside Signage

Ms. Capriola spoke about the Try-athlon wanting to reinvest their special revenue fund into trail signage that will enhance the Farmington Canal Heritage Trail and the River Walk Trail. The Culture, Parks and Recreations Commission reviewed and endorsed this project at their July 26, 2018 meeting.

Mr. Roy said the Commission will still be leaving \$4,000 - \$5,000 in their fund. He said the signs would be permanent and ADA and National Park standard compliant.

Mr. Kelly made a motion, effective August 13, 2018 to approve the use of funds from the Try-athlon Special Revenue Fund (Fund #254) to be used for the design, fabrication and installation of informational signage at locations along the Town’s system of trails. Mr. Paine seconded the motion. All were in favor and the motion passed.

f) Proposed Economic Development Commission Ordinance and Membership Policy Resolution

Mr. Wellman said this Board listened to the public comment on this issue in the Public Hearing. He said after conferring with the Town Attorney, they cannot have more than five members from one party on the Commission.

Ms. Capriola said this is a merit based appointment more than a political appointment.

Ms. Cook made a motion, effective August 13, 2018 to adopt the proposed Economic Development Commission Ordinance as presented, which shall be effective 21 days after publication in a newspaper having circulation within the Town of Simsbury. Further move, to move to authorize a summary of the adopted ordinance be published. Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Kelly made a motion, effective August 13, 2018, to adopt the Economic Development Commission Membership Policy Resolution including minority representation language as discussed. Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Wellman said they will be collecting applications within the next month or so with a plan of appointing new members to the new EDC at the October 10th meeting. This Board will need to give the new Commission some direction on how to proceed.

g) Proposed Revisions to Simsbury Business Incentive Program Policy and Appointments to the Business Development Committee

Mr. Wellman said this is a group that reviews requests for tax abatements and other issues and then makes recommendations to the Board of Selectmen.

Ms. Capriola said this used to be a five member committee and she is recommending that she would be participating, but not a voting member. She would like one member from the Board of Finance, Zoning, a member at large, and EDC. She said Ms. Cook did volunteer form this Committee. Mr. Wellman said he would volunteer as an alternate member.

Ms. Cook made a motion, effective August 13, 2018 to revise the Business Development Incentive Policy as presented. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Mr. Paine made a motion, effective August 13, 2018 to appoint the following people to the Business Development Committee:

Robert Pomeroy, for the Board of Finance, David Ryan, for the Zoning Commission, Bill Ethier, as the member-at-large, Chery Cook, for the Board of Selectmen and Eric Wellman as alternate for the Board of Selectmen with terms expiring 12/02/19. Ms. Cook seconded the motion. All were in favor and the motion passed.

h) Appointment of Legal Counsel for Tax Sales

Mr. Wellman said the Board approved the Tax Sale Policy at the last Board meeting. It is now time to hire legal counsel for the Tax Sales.

Mr. Kelly made a motion, effective August 13, 2018 to use Updike, Kelly and Spellacy, the Town’s general counsel, to conduct tax sales for the Town of Simsbury and to authorize Town Manager Maria E. Capriola to execute a contract addendum with the firm to reflect the scope of work and fees as presented in the correspondence dated August 3, 2018. Mr. Paine seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

a) Proposed Appointment of Brian Liss to the Juvenile Review Board

Mr. Kelly made a motion, effective August 13, 2018 to appoint Brian Liss as a member of the Juvenile Review Board. Mr. Paine seconded the motion. All were in favor and the motion passed.

b) Resignation of Jill G. Powilatis from the Conservation Commission/Inland Wetlands Agency

Ms. Cook made a motion to accept the resignation of Jill Powilatis as a regular member of the Conservation Commission/Inland Wetlands Agency retroactive to June 4, 2018 with our thanks. Mr. Kelly seconded the motion. All were in favor and the motion passed.

c) Resignation of Michael Long from the Tourism Committee

Ms. Cook made a motion to accept the resignation of Michael Long as a regular member of the Tourism Committee retroactive to July 26, 2018 with our thanks. Mr. Kelly seconded the motion. All were in favor and the motion passed.

d) Proposed Appointment of Kevin McCusker (R) as a member of the Conservation Commission with a term expiring January 1, 2022

Mr. Paine made a motion, effective August 13, 2018 to appoint Kevin McCusker as a member of the Conservation Commission with a term expiring January 1, 2022. Ms. Cook seconded the motion. All were in favor and the motion passed.

e) Proposed appointment of Ann Erickson (R) as a member of the Aging and Disability Commission with a term expiring January 1, 2019

Mr. Kelly made a motion, effective August 13, 2018 to appoint Ann Erickson as a member of the Aging and Disability Commission with a term expiring January 1, 2019. Ms. Cook seconded the motion. All were in favor and the motion passed.

f) Proposed reappointment of Jan Losee (U) to the Tourism Committee with an expiration date of December 2, 2019

Mr. Cook made a motion to reappoint Jan Losee to the Tourism Committee with an expiration date of December 2, 2019. Mr. Kelly seconded the motion. All were in favor and the motion passed.

g) Resignation of Katherine Beal from the Public Building Committee

Mr. Kelly made a motion to accept the resignation of Katherine Beal as a regular member of the Public Building Committee retroactive to August 9, 2018 with our thanks. Ms. Cook seconded the motion. All were in favor and the motion passed.

h) Proposed appointment of Michael Egan (R) as a member of the Public Building Committee with a term expiring January 1, 2020

Mr. Kelly made a motion, effective August 13, 2018 to appoint Michael Egan (R) as a member of the Public Building Committee with a term expiring January 1, 2020. Ms. Cook seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of July 9, 2018

There were no changes to the Regular Meeting Minutes of July 9, 2018 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 reminded everyone about the “Picnic in the Park” event on August 25th which is sponsored by the Aging and Disability Commission. The event is free and the Commission has invited the Board of Selectmen and Ms. Capriola to join them.

Ms. Cook said Community for Care is holding a program on September 13th on mindfulness, mental health for younger people, and addiction. This is an important topic and she hopes everyone will attend.

Mr. Wellman said Tourism is working on a vision and tactical activities. They are categorizing them and hope to present them at the next Board meeting. This Board will need to give them some direction.

COMMUNICATIONS

a) Letter from M. Capriola re: AARP Network of Age-Friendly States and Communities Commitments, dated June 26, 2018

There was no discussion at this time.

b) Memorandum from M. Capriola and K. Formanek re: Community and Social Services – FY18/19 Service Improvements Update, dated August 8, 2018

There was no discussion at this time.

c) Capitol Region Council of Governments (CRCOG) Membership Benefits and Highlights Update

There was no discussion at this time.

d) Bulky Waste Transfer Station Operations Agreement Extension

There was no discussion at this time.

ADJOURN TO EXECUTIVE SESSION

- a) Pursuant to CGS §1-200(6)(B) concerning Pending Claims and Litigation – Deepwater Wind Appeal, Petition 1313
- b) Pursuant to CGS §1-200(6)(B) concerning Pending Claims and Litigation – Martin v. Town of Simsbury, et al

Mr. Kelly made a motion to adjourn to Executive Session pursuant to CGS §1-200(6)(B) concerning pending claims and litigation on the Deepwater Wind Appeal, Petition 1313 and Martin v. Town of Simsbury, et al at 7:55 p.m. This is to include Ms. Capriola, Ms. Appleby, Michael Glidden, Jeff Shea, Attorney DeCrescenzo, and Attorney Jonathan Zeller. Mr. Paine seconded the motion. All were in favor and the motion passed.

ADJOURN FROM EXECUTIVE SESSION

Mr. Paine made a motion to adjourn from Executive Session. Mr. Kelly seconded the motion and it passed unanimously. Executive Session adjourned at 8:55 pm.

ADJOURN

Mr. Paine made a motion to adjourn the meeting. Mr. Kelly seconded the motion and it passed unanimously. The meeting adjourned at 8:55 pm.

Respectfully submitted,
Kathi Radocchio, Clerk

We Need Your Input!

BIKE SURVEY



Do you think Simsbury is Bike Friendly?

www.surveymonkey.com/r/adv_BFC_FA18

The Town of Simsbury has recently reapplied for the Bicycle Friendly Community Designation from the League of American Bicyclists!

The League needs your help to better understand biking in Simsbury.

Please help us by taking their online survey at the link above!



STATE OF CONNECTICUT

CONNECTICUT SITING COUNCIL

Ten Franklin Square, New Britain, CT 06051

Phone: (860) 827-2935 Fax: (860) 827-2950

E-Mail: siting.council@ct.gov

www.ct.gov/csc

RECEIVED

AUG 27 2018

Town of Simsbury
Town Manager's Office

August 24, 2018

Kathleen M. Shanley
Manager – Transmission Siting
Eversource Energy
P.O. Box 270
Hartford, CT 06141

RE: **PETITION NO. 1293** - Eversource Energy petition for a declaratory ruling that no Certificate of Environmental Compatibility and Public Need is required for all transmission facility asset condition maintenance improvements to comply with the updated National Electric Safety Code clearance requirements. **CS-01 (Canton-Simsbury)**

Dear Ms. Shanley:

The Connecticut Siting Council (Council) hereby acknowledges your notice to replace 9 transmission structures at various locations along the Eversource transmission line right-of-way in the Towns of Canton and Simsbury pursuant to National Electrical Safety Code standards, with the following conditions:

1. Any deviation from the proposed transmission line maintenance activity as specified in this notice and supporting materials filed with the Council shall render this acknowledgement invalid;
2. Any material changes to this transmission line maintenance activity as proposed shall require the filing of a new notice with the Council;
3. Not less than 45 days after completion of the transmission line maintenance activity, the Council shall be notified in writing that construction has been completed;
4. The validity of this action shall expire one year from the date of this letter; and
5. The petitioner may file a request for an extension of time beyond the one year deadline provided that such request is submitted to the Council not less than 60 days prior to the expiration.

The proposed transmission line maintenance activities are to be implemented as specified here and in your notice received by the Council on July 23, 2018. This decision is under the exclusive jurisdiction of the Council.

Thank you for your attention and cooperation.

Sincerely,

Melanie Bachman
Executive Director

c: The Honorable Leslee Hill, First Selectman, Town of Canton
Neil Pade, Director of Planning and Community Development, Town of Canton
The Honorable Eric Wellman, First Selectman, Town of Simsbury
Maria Capriola, Town Manager, Town of Simsbury

MB/RM

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Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Inter-Office Memorandum

Date: August 30, 2018

To: Maria Capriola MPA, Town Manager

From: Michael Glidden CFM CZEO, Interim Director of Planning

Re: Short Term Residential Rentals

Maria:

I am writing to you as a follow up from my memorandum dated July 2, 2018 regarding short-term residential rentals in Simsbury. The use was the subject of an article in the Hartford Courant on August 7, 2018: <http://www.courant.com/news/connecticut/hc-news-airbnb-tax-revenue-20180807-story.html>

Just to recap, the Zoning Enforcement Officer notified the 17 operators of short-term residential rental units in Simsbury that the use is not permitted by current zoning regulations. The Zoning Commission discussed the matter at two special meetings in August, which were devoted to regulation updates. The Commission has asked staff to prepare a draft regulation, which would regulate short-term residential rentals from a zoning perspective for their next regularly scheduled meeting on 09/17/2018. The potential regulations would be discussed by the Commission at that meeting. Public comments will not be taken at the 09/17/2018 meeting.

Members of the public will be given the opportunity to comment on any proposed regulation changes when the matter is scheduled for a public hearing. A public hearing date has not been scheduled at this time.

I will provide your office with an update if and when a public hearing date is scheduled by the Zoning Commission regarding the matter.

Airbnb Brings Connecticut Millions In Tax Revenue, But This Town Is Saying 'No'



BARN
Old Farms Road
 Simsbury

14 guests 6 bedrooms 8 beds 4.5 baths

Mick

\$1,030 per night

Dates
 08/15/2018 → 08/20/2018

An Airbnb listing in Simsbury says this barn can host 14 guests for the price of \$1,030 a night. (Airbnb)

By **Nyssa Kruse**
 nkruse@courant.com

AUGUST 8, 2018, 6:00 AM

Airbnb announced this week that it generated \$5.2 million in tax revenue for Connecticut in the past two years, but **Simsbury** has decided the home-sharing service is not welcome there.

The Farmington Valley suburb of about 25,000 joins the growing number of cities and towns — including **Hartford** — banning or regulating short-term rentals.

“One of the complaints we’re hearing is the transient nature,” said Mike Glidden, director of planning and community development in Simsbury. “They felt it’s changing the character of the neighborhood.”

Connecticut has collected taxes from Airbnb since 2016, when the state instituted the 15 percent hotel tax on the home-sharing service. The number of hosts in Connecticut since then has doubled, from 1,800 to 3,600.

Airbnb argues its presence benefits state coffers, boosts local businesses and helps families make ends meet, but neighbors in Simsbury brought the issue to the zoning commission because they disliked the constant coming and going of guests, Glidden said.

They were also frustrated by at least one property in a residential area advertising itself as a party or event space, he said.

Other concerns for the commission include safety hazards related to fire, health and building codes because lodging facilities are subject to different state requirements than individual family residences.

Simsbury decided last month current code does not allow short-term rentals, and the code compliance officer notified the town's 17 home-sharing hosts on July 13 that they should remove their online ads within 30 days or face possible further action from the town.

Violations of zoning codes can result in a \$150 fine per day or even legal action, Glidden said.

Glidden said the town may create regulations for hosts in the future that would allow the service to come back to Simsbury, but nothing concrete is in the works yet.

Hartford is one municipality in Connecticut with specific regulations for short-term rentals, like those made through Airbnb.

The city instituted a permit requirement in October 2016 that forces hosts to register with the city and limits the volume of rentals to three distinct guest stays in a six-month period.

“

Short-term rental sites are definitely useful for vacation travelers. We just want to make sure they're compatible with Hartford.

— Sara Bronin, chair of Hartford's planning and zoning commission.

The three rentals also cannot last more than a cumulative 21 days in the six months. If a property owner wants to rent more than that, they must have a hearing before the planning and zoning commission to request a special permit.

Other regulations on short-term rentals stipulate no more than four adults and their children can stay in one home and that rooms must have “usable floor area of 70 square feet for one person and 50 square feet for each additional person, including children 1 year of age or older.”

Sara **Bronin**, chair of Hartford’s planning and zoning commission, said it’s important to regulate short-term rentals because some property owners in essence turn a residential property into a commercial one, changing the intended use of the area.

“Short-term rental sites are definitely useful for vacation travelers,” she said. “We just want to make sure they’re compatible with Hartford.”

Bronin, who is the wife of Hartford Mayor Luke Bronin, said so far, no one has requested a special use permit, and the city hasn’t actively sought out hosts to force them to register.

She said most action against violators has come after specific complaints, but the city is looking to more strictly enforce the regulations moving forward. She said enforcing other major changes in the city’s planning code has been the priority since the code was overhauled in 2016.

In West Hartford, short-term rentals are not allowed because the town bans “transient boarders.”

Homeowners can rent out their extra rooms without a permit to “nontransient boarders,” a term zoning enforcement officer Brian Pudlik said is not defined but he considers to mean renters who stay for at least six months or a year.

The town limits the number of unrelated people living together, though, to three before property owners need a public hearing for a special permit.

In Granby, short-term rentals are not allowed unless they meet code requirements set out for traditional bed and breakfasts, said Abby Kenyon, director of community development.

To operate a legal bed and breakfast, property owners must also have a public hearing for a special permit.

Kenyon said the town has considered creating specific regulations for short-term rentals through sites like Airbnb, but it hasn’t been a hot-button issue recently.

“I’m sure there are listings,” said Kenyon, who began work in April. “But we haven’t had any complaints since I started.”

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This 'attr(data-c-typename)' is related to: [Luke Bronin](#), [Airbnb](#), [Hartford](#), [Simsbury](#)



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806



August 8, 2018

Maria E. Capriola
Manager
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070-1822

Dear Ms. Capriola:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended 2017 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine
Director, Technical Services Center



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

08/08/2018

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: mlevine@gfoa.org

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Town of Simsbury** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

Government Finance Officers Association is a major professional association servicing the needs of nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.



STATE OF CONNECTICUT

DEPARTMENT OF REVENUE SERVICES

August 15, 2018

Dear NAA Municipal Liaison:

On behalf of Governor Dannel Malloy, I am pleased to provide this e-mail as notification that your municipality's 2018 Neighborhood Assistance Act (NAA) proposals have been approved for inclusion in this year's NAA Program.

Refer to the attached list of approved NAA programs to reference your municipality. In addition, the list is also available on the Department of Revenue Services (DRS) website at www.ct.gov/drs.

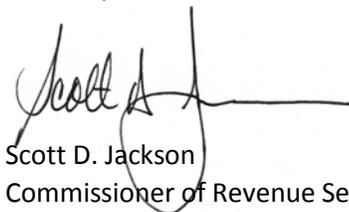
The 2018 Business Application, NAA-02, can also be found on our website at the above address. Businesses wishing to sponsor one or more approved NAA programs must submit their applications to the DRS beginning September 15, 2018 through October 1, 2018. Businesses may email their Form NAA-02 to NAAProgram@ct.gov. Applications may also be mailed or hand delivered. No fax transmissions will be accepted.

The amount of tax credit available for contributions to certain energy conservation programs is 100%. All other programs remain at 60%. Businesses may receive up to \$150,000 in credit, while the nonprofit agencies may receive up to \$150,000 in contributions.

Any questions may be directed to Susan Sherman or Mike Galliher at (860) 297-5687.

Lastly, please acknowledge receipt of this e-mail so that we know you have received it.

Sincerely,



Scott D. Jackson
Commissioner of Revenue Services

Simsbury
2018 Approved Neighborhood Assistance Act Programs

Organization	Program Title	Credit Percentage	Amount Requested
Simsbury Grange	Energy Efficiency and Conservation at the Grange	100%	\$23,500
Simsbury Volunteer Ambulance Association, Inc.	Ambulance Replacement	60%	\$133,644