



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Watch Board of Selectmen meetings LIVE and rebroadcast on Comcast Channels 96, 1090, Frontier Channel 6071 and LIVE streamed or on-demand at [www.simsburytv.org](http://www.simsburytv.org)

## SIMSBURY BOARD OF SELECTMEN

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

Regular Meeting – February 10, 2020 – 6:00 p.m.

### PLEDGE OF ALLEGIANCE

### PUBLIC HEARING

- a) Small Cities Program Application

### PUBLIC AUDIENCE

### PRESENTATIONS

- a) MIRA Statement of Interest
- b) 2020 Census Proclamation

### FIRST SELECTMAN'S REPORT

### TOWN MANAGER'S REPORT

### SELECTMEN ACTION

- a) Tax Refund Requests
- b) Simsbury 350<sup>th</sup> Anniversary Gala
- c) Acceptance of Sponsorship of the 350<sup>th</sup> Anniversary Celebration Events
- d) Small Cities Program Application
- e) Resolution to Authorize Town Manager to Sign Small Cities Documents and serve as Environmental Review Officer
- f) Public Gathering Permit – Darius Rucker Concert at the PAC
- g) 2020 Distracted Driving High Visibility Enforcement Grant
- h) Draft Debt Management Policy

### APPOINTMENTS AND RESIGNATIONS

- a) Appointment of Mark William Freeman to the Zoning Board of Appeals

### REVIEW OF MINUTES

- a) Regular Meeting of January 27, 2020

### SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS



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

**COMMUNICATIONS**

- a) Welcome to the National W&S River System Letter

**EXECUTIVE SESSION**

- a) Pursuant to Connecticut General Statutes section 1-200(6)(D), Sale and Purchase of Land – Open Space
- b) Pursuant to Connecticut General Statutes section 1-200(6)(B), Pending Claims and Connecticut General Statutes section 1-200(6)(E), Attorney Client Privileged document not subject to disclosure – 45 Old Farms Road
- c) Pursuant to Connecticut General Statutes section 1-200(6)(B), Pending Claims and Connecticut General Statutes section 1-200(6)(E), Attorney Client Privileged document not subject to disclosure – 15 Carriage Drive

**ADJOURN**



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Public Hearing - Small Cities Program Application
2. **Date of Board Meeting:** February 10, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Melissa Appleby, Deputy Town Manager  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
No action is needed during the public hearing. The Board may opt to authorize submitting a Small Cities program grant application later in the evening (item on the agenda under Selectmen action).
5. **Summary of Submission:**  
At your January 13, 2020 meeting, the Board of Selectmen scheduled a public hearing to receive public comment on the 2020 Small Cities Program Application for 6:05pm on Monday, February 10, 2020. This public hearing is a requirement of the grant application process.

Connecticut's Community Development Block Grant (CDBG) Program, also known as the Small Cities program, is open to communities that have populations of less than 50,000. Funding for the program is provided by the U.S. Department of Housing and Urban Development (HUD), and is administered at the state level by the Connecticut Department of Housing (DOH). Funding is provided under this program for projects that benefit low and moderate-income persons, eliminate slum and blight, or address an urgent need. Municipalities may pass funds through to a non-profit "sub-recipient."

The Simsbury Housing Authority, through the Town, received funding through this program in 2015 and 2017. Work completed under the 2017 grant included: generator replacement, replacement of the underground storage tank, and driveway and sidewalk improvements. On October 11, 2019, the Simsbury Housing Authority voted to proceed with an application for the 2020 Small Cities program and approved the proposed scope of work (attached). The proposed project focuses on capital needs at the Owen J. Murphy apartments.

In December, staff, along with Ed LaMontagne (Executive Director of the Housing Authority), conducted a competitive RFP process for a consultant to provide professional and technical services in connection with the Town's application and implementation activities for the 2020 Small Cities program. The Town selected the Housing Development Team, LLC to fill this role.

In attendance this evening is Kent Lewis from the Housing Development Team. Also in attendance is Ed Lamontagne, who will provide a brief presentation on the Housing Authority's proposed scope of work should we proceed with the grant application as proposed.

**6. Financial Impact:**

Municipalities are legally, financially, and contractually responsible for Small Cities projects even if there is a sub-recipient. Therefore, there are some direct costs associated with the implementation of the Small Cities program. The Finance Department processes payments and manages the reimbursements from the state. Staff time is also dedicated to assisting with application materials and attending mandatory trainings conducted by DOH. Staff is required to maintain all paperwork associated with the grant, and is responsible for completing the audit/grant closeout with DOH.

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

a) Housing Authority – Proposed Scope of Work

# HOUSING AUTHORITY OF THE TOWN OF SIMSBURY

*"Affordable Living at its Best"*

1600 Hopmeadow St.  
Simsbury, CT 06070

office: (860) 658-1147  
fax: (860) 658-0579  
www.simsburyha.com

## 2020 Small Cities Grant

### Dr. Owen L. Murphy Apartments

#### Proposed Scope of Work

	<u>Approx. Cost</u>
<b>1. Energy Efficient Window Replacement</b>	<b>\$153,000.00</b>
a. Apartments	
- 56 Single	
- 49 Doubles	
- 87 Triple	
<b>2. Energy Efficient Door Replacement</b>	<b>\$ 96,000.00</b>
a. Apartments	
- 70 doors x 2 = 140	
<b>3. Lever handles on new doors</b>	<b>\$ 50,000.00</b>
a. Apartments	
- 140 doors	
<b>4. Install Exterior Pole Lighting</b>	<b>\$ 75,000.00</b>
a. 26 Roadway	
<b>5. Replace Main Electrical Panel</b>	<b>\$ 8,500.00</b>
a. Community Building	
<b>6. Generator</b>	<b>\$ 60,000.00</b>
a. Community Building	
<b>7. Tub Conversion to Walk-In Shower</b>	<b>\$210,000.00</b>
a. Apartments	
- 35	
<b>Total:</b>	<b>\$652,500.00</b>



*"Dedicated to providing safe and affordable housing for limited income seniors and individuals with disabilities"*



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** MIRA Statement of Interest
2. **Date of Board Meeting:** February 10, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Tom Roy, Director of Public Works  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
Tonight's presentation is informational and it is recommended that the Board take action on this matter at a future meeting.

Following the presentation and discussion, options for future action include:

### *Option 1*

Adopt a resolution to allow the Town Manager to enter into a Non-Binding Statement of Interest for participation in the 30-year program for the redevelopment of the waste to energy plant at MIRA with a maximum tip fee of \$145/ton for MSW with an annual COLA increase and no-fee for recyclables.

### *Option 2*

Reject the request from MIRA for support of the proposed redevelopment of the waste to energy plant, with or without additional commentary.

## 5. **Summary of Submission:**

MIRA has been directed by the Connecticut legislature to redevelop the South Meadows (formerly the Mid-Connecticut project) waste-to-energy (WTE) and recycling facility. These facilities are responsible for approximately one-third of the state municipal solid waste (MSW) and recycling and have surpassed their design life and have become unreliable. The redevelopment of the WTE and recycling facilities will have an all in cost of \$330 million dollars.

CTDEEP selected Sacyr Rooney Recovery Team as the selected redeveloper and after considerable investigation in to the current facility; Sacyr Rooney believes the tip fee for MSW will need to be \$145/ton with no cost for recyclables for the project to be viable. This \$145/ton fee would include an annual increase for COLA and any changes in state or federal laws that would impact operations of the facility. The final 30-year Municipal Service Agreements with Towns will not allow for an opt-out provision.

In 2017 Simsbury entered into a long-term Tier 1 contract with MIRA, where our current tip fee is \$83/ton with no cost for recyclables. It is anticipated that the tip fee will rise to \$87.85/ton for FY21.

**MIRA is requesting Simsbury enter into a “Non-Binding Informational Statement of Interest”** (attached) that would support the feasibility of moving forward with the redevelopment project as currently planned by Sacyr Rooney.

MIRA is investigating several options to lower this tip fee to be more competitive with the open market pricing in Connecticut with an approximate cost of \$95/ton. The options being investigated include:

1. Having the State of Connecticut issue General Obligation Bonds for the renovation and refurbishment of the publicly owned facility.
2. Establishing a Power Purchase Agreement (PPA) where Eversource and United Illuminating would be required to purchase the power generated from the plant for a rate of \$0.11/kWh. MIRA is currently selling all electricity produced at the facility at a wholesale market price of \$0.04/kWh.
  - a) An alternate to this option would be to allow municipalities to enter into a PPA with MIRA using a virtual net meeting concept (similar to off-site solar arrays), where the municipalities would purchase energy directly from MIRA. A version of this concept was presented to the state Legislature in the past and was not supported by Eversource and ultimately failed to be enacted.
3. Enacting a law and/or regulation restricting or taxing the export of MSW out of State – this option would not lower the tip fee and would eliminate out of state competition, thereby making tip fees in the range of \$145/ton market rate for Connecticut.

If the majority of communities in the region choose not to support this redevelopment project, the agreement between MIRA and Sacyr Rooney will be dissolved. MIRA may then be forced to conduct their own RFP for the redevelopment of the WTE and recycling facilities and include options for out of state disposal of MSW. Alternatively Towns or trash haulers may select disposal services on the open commercial market, either in state or possibly out of state.

**6. Financial Impact:**

Simsbury, as a subscription trash service community has a level of protection from the impact of the future increase in tip fees, when compared with other communities. The direct impact to the Town will be from the increases to our cost for trash removal from our facilities. Our residents will be subject to increases in their trash collection fees. The tip fee is only a portion of the total cost for trash removal as the transportation of the waste is also part of the fee.

The proposed tip fee of \$145/ton compared to the anticipated tip fee of \$87.85/ton is an increase of \$57.15/ton.

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

- a) January 27, 2020 Letter from MIRA outlining the request for Simsbury to return a "Statement of Interest" before February 28, 2020.
- b) MIRA's Non-Binding Informational Statement of Interest
- c) December 17, 2019 Memo from Thomas Roy, MIRA Trash to Energy Plant Replacement - Impacts on Municipal Solid Waste (MSW) and Recycling Rates





200 CORPORATE PLACE Suite 202 • Rocky Hill • CONNECTICUT • 06067 • TELEPHONE (860) 757-7700  
FAX (860) 757-7740

January 27, 2020

Ms. Maria Capriola  
Town Manager, Town of Simsbury  
933 Hopmeadow Street  
Simsbury, CT 06071-0308

Dear Ms. Capriola:

As you know, MIRA has been directed by the CT legislature to redevelop the South Meadows waste-to-energy (WTE) and recycling facilities. These facilities provide approximately one-third of Connecticut's recycling and municipal solid waste (MSW) disposal. Both facilities require extensive refurbishment to maintain the publicly owned and operated, environmentally preferred disposal options for another 30 years. Simply stated, we depend on these facilities for in-state processing and disposal of solid waste and waste diversion.

The redevelopment of the WTE, consisting of a comprehensive renovation, update and overhaul of the facility, together with redevelopment of the recycling facility to include more advanced and efficient recycling processing equipment, is projected to have an aggregate, all-in cost of \$330 million. This is substantially less than the costs for construction of a new waste-to-energy facility of similar capacity, and provides for a more modern and efficient technology. In addition, the redevelopment plan provides for the later addition of a state-of-the-art, mechanical/biological waste system which will further advance the State's solid waste management diversion goals.<sup>48</sup>

MIRA now must determine the next steps for the project, whether new Municipal Services Agreements are feasible and if a full agreement can be developed with Sacyr Rooney Recovery Team, which was selected by the CT DEEP as the preferred redeveloper. To move forward, MIRA would like to understand whether you, our customer, would support this redevelopment based upon certain terms that are necessary to support and bond the project. Fundamentally, MIRA is seeking to gauge your interest in participating in this project.

While MIRA is gauging municipal interest in continuation and redevelopment of the South Meadows project, MIRA also intends to pursue, with the legislature, various potential supplemental revenue streams to reduce the proposed tip fee, which, absent this support, shows a very substantial increase when compared to today's fee. MIRA certainly recognizes the necessity to deliver a project that is economically viable, price competitive, and consistent with the State's goals of providing in-State disposal options satisfactory to its municipal customers.

---

<sup>48</sup> Further information about the Project is found at MIRA's website at: <http://www.ctmira.org/wp-content/uploads/2020/01/CSWS-Redevelopment2nd-final-1-8-20-Read-Only.pdf>

Therefore, we would greatly appreciate a minute of your time to complete the attached form and return it to MIRA as a **non-binding "Statement of Interest" on or before February 28, 2020**. If you have any questions, I would be pleased to explain further and meet with you, and/or other of your municipal officials at your convenience.

Thank you for your attention to this important Public initiative.

Sincerely,

A handwritten signature in cursive script that reads "Thomas D. Kirk". The signature is written in dark ink and is positioned above the typed name.

Thomas D. Kirk  
President and CEO

## Non-Binding Informational Statement of Interest

1. Tip Fee of \$145/ton MSW. Beginning in FY 2025, a maximum tip fee would be set at \$145.00/ton. This fee provides for a \$0/ton recycling fee and a single uniform MSW tipping fee regardless of the town's preferred disposal location (transfer stations or WTE facility). A tipping fee which includes the cost of recycling and the "socialized" costs of transfer station and/or direct haul are consistent with MIRA's present project operations. For planning purposes, this approach is assumed to continue in the redeveloped project. The MSW tip fee would be adjusted annually based upon a COLA or a change in law (if any) or other exceptional MIRA-assumed risk (not covered by insurance). It may also be adjusted downward based upon the actual cost established in an annual budget and to assure the operation is nonprofit and priced at the net cost of service. However, a force majeure event could cause an increase in the tip fee for a given year or period of time.

Conceptual agreement with these terms and potential interest in project participation? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, what terms would be satisfactory?

---

---

2. A 30-year agreement. A 30-year commitment of waste, with no opt out provisions, is necessary to support public bonding by MIRA. (This

is the same term and condition agreed to by 70 municipalities when the original Mid Connecticut WTE project was developed in 1988.)

Conceptual agreement with these terms and potential interest in project participation? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, why not?

---

---

Any other comments or questions:

---

---

Town/City of \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_

Return to: Materials Innovation and Recycling Authority  
200 Corporate Place, Suite 202  
Rocky Hill, CT 06067  
ATT: Thomas D. Kirk



# Town of Simsbury

66 TOWN FOREST ROAD, WEST SIMSBURY, CONNECTICUT 06092

~ Department of Public Works ~

**Memorandum: MIRA Trash to Energy Plant Replacement - Impacts on Municipal Solid Waste (MSW) and Recycling Rates**

**To:** Maria Capriola, MPA, - Town Manager  
**CC:** Board of Selectmen  
**From:** Thomas J. Roy, PE - Director of Public Works  
**Date:** December 17, 2019

---

This memo is being presented to provide information on the status of Hartford's trash to energy plant and the possible impacts to Simsbury and our residents. As Simsbury allows our residents to select and pay for their trash haulers directly, our exposure as a municipality is less than many communities; however, the impacts of significantly higher tip fees will impact the local economy and our residents. At this point, this is for information only and no action is required by the Board of Selectmen.

In the 1980's, MIRA (formerly CRRA), working with a number of municipalities, built the Mid-Connecticut Project Trash to Energy plant. This facility has been in operation for over 35 years and has outlived its useful life. The plant's operations are outdated and the facility has been subject to significant equipment failures, some of which have resulted in the inability to process trash delivered to the facility, requiring the trash be hauled to other locations at a significant cost.

The CT DEEP, with the support of the State Legislature, issued an RFP two years ago with the aim of developing a public private partnership for the recapitalization of the facility, as well as the long-term operation and maintenance of such. Three firms responded to this proposal and SACYR-Rooney (SSRT) was selected as the firm to develop the new trash to energy facility with MIRA under a 30-year term.

Following the RFP process, SSRT has gained a better understanding of the plant's conditions and the local market. As a result of this in-depth investigation, SSRT has been forced to modify the original proposal and is currently proposing a 30-year fixed tipping fee of \$145/ton for MSW and no cost for recycling. These fees are subject to a COLA adjustment and a modification for any changes in law that impact the plant operations. It is also important to note that the original proposal from SSRT would have utilized private financing and had a tip fee below \$100/ton.

MIRA does not believe the project is viable at \$145/ton. Simsbury is currently paying \$83/ton with no cost for recyclables and estimates on the 2020 tip fee are \$87.85 per ton. MIRA's leadership believes that the cost needs to be in the range of \$95/ton for the project to be acceptable to municipalities and competitive with other disposal options. Three possible options are being considered to bring the cost down to \$95/ton and include:

1. Having the State of Connecticut issue General Obligation Bonds for the renovation and refurbishment of the publicly owned facility.

2. Establishing a Power Purchase Agreement (PPA) where Eversource and United Illuminating would be required to purchase the power generated from the plant for a rate of \$0.11/kWh. MIRA is currently selling all electricity produced at the facility at a wholesale market price of \$0.04/kWh.
  - a) An alternate to this option would be to allow municipalities to enter into a PPA with MIRA using a virtual net meeting concept (similar to off-site solar arrays), where the municipalities would purchase energy directly from MIRA. A version of this concept was presented to the state Legislature in the past and was not supported by Eversource and ultimately failed to be enacted.
3. Enacting a law and/or regulation restricting or taxing export of MSW out of State – this option would not lower the tip fee and would eliminate out of state competition, thereby making tip fees in the range of \$145/ton market rate for Connecticut.

In the next few months, MIRA will be looking for municipalities to provide commitments to participate in the recapitalization of the trash to energy plant and agree to a 30-year fixed tipping fee. This program will not have the same opt-out provisions as Simsbury's current long-term agreement with MIRA. If MIRA is not able to gain significant support from the municipalities, the deal with SSRT may be scrapped, forcing a new RFP for the replacement of the facility. This could result in an alternate method to dispose of our trash (which could include a rail transfer station designed to utilize out of state landfills) or allowing MIRA to recapitalize the plant, similar to the original Mid-Connecticut project.

I will provide updates on this situation over the next few months as MIRA works to finalize their plans and begins to seek formal commitments from municipalities.



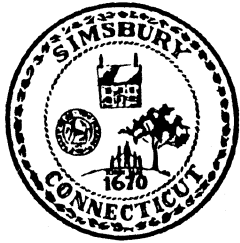
# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** 2020 Census Proclamation
2. **Date of Board Meeting:** February 10, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Eric Wellman, First Selectman  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen wish to issue a proclamation to support the U.S 2020 Census, the following motion is in order:  
  
*Move, effective February 10, 2020, to authorize First Selectman Eric Wellman to issue a Proclamation in support of the U.S 2020 Census.*
5. **Summary of Submission:**  
The United States Constitution requires a count of every resident every 10 years. This count is called the U.S Census and is very important in determining things like the amount of federal funding a state receives, as well as how many seats in legislative bodies states and municipalities get in the Federal and State government. States that do not get accurate counts of all residents are actually penalized \$2,900 per person per year.  
  
The Census is one of the largest tasks and responsibilities that the Federal Government has and it is very important that everyone participates.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**
  - a) Proclamation in Support of the U.S 2020 Census



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Date: February 10, 2020

## Support the U.S. Census Count 2020

**Whereas**, the U.S. Census counts every resident in the United States as mandated by Article I, Section 2 of the Constitution and will take place in 2020 as it does every 10 years since 1790; and

**Whereas**, according to the U.S. Census Bureau, an accurate census count is critically important to our future because it:

- ❖ Determines the number of seats each state has in the U.S. House of Representatives,
- ❖ Defines congressional and state legislative districts, school districts and voting precincts,
- ❖ Determines the annual allocation of \$675 billion dollars in federal funding,
- ❖ Determined that Connecticut received \$10,726,609,427 in FY 2016 in federal funding guided by the 2010 Census and failure to accurately count a person would cost our state \$2,900 per person per year,
- ❖ Determines Connecticut's funding for Medicaid, SNAP, Highway Planning, Section 8 Housing, Special Education Grants, S-CHIP, Title I Grants, National School Lunch Program, WIC, Head Start, Foster Care, Health Center Programs,
- ❖ Provides insight to governments, business and community planning groups for planning purposes,
- ❖ Provides population benchmarks for nearly every other United States survey; and

**Whereas**, the Census Bureau collects information to produce statistics and personal information collected by the Census Bureau cannot be used against respondents by any government agency or court; so

**THEREFORE, BE IT RESOLVED** that the Town of Simsbury educate its citizens and encourage its residents to respond to the Census Bureau count because our future depends on an accurate count.





# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** February 10, 2020
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 February 10, 2020 to approve the presented tax refunds in the amount of \$31,158.41, 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 \$31,158.41. The attachment dated February 10, 2020 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
  - a) Requested Tax Refunds, dated February 10, 2020

REQUESTED TAX REFUNDS  
FEBRUARY 10, 2020

	BILL NUMBER	TAX	INTEREST	TOTAL
<b>List 2018</b>				
PC Law Assoc-Carlson, T	18-01-01231	\$162.94		\$162.94
Franklin Claudia	18-01-02673	\$561.60		\$561.60
Lereta: Gosselin	18-01-03061	\$996.45		\$996.45
Corelogic: Jessen	18-01-03826	\$6,997.13		\$6,997.13
Lyons Catherine J	18-01-04785	\$27.00		\$27.00
Corelogic: Niziolek	18-01-05770	\$3,988.39		\$3,988.39
Persaud Hemnauth	18-01-06203	\$2,802.36		\$2,802.36
Corelogic: Reilly	18-01-06574	\$5,023.83		\$5,023.83
Shea Margaret	18-01-07402	\$209.63		\$209.63
Corelogic: Tagliatela	18-01-08003	\$4,297.40		\$4,297.40
Corelogic: Thibadeau	18-01-08089	\$3,802.16		\$3,802.16
Bullard Barbara	18-03-52236	\$95.92		\$95.92
Cahill Matthew S	18-03-52493	\$62.14		\$62.14
Dimario Francis	18-03-54713	\$24.79		\$24.79
Kendall Debra	18-03-59641	\$127.34		\$127.34
McCartan Karn	18-03-61927	\$96.36		\$96.36
Monroe Joanne E	18-03-62697	\$76.95		\$76.95
Monroe Joanne E	18-03-62698	\$76.31		\$76.31
Niland Joanne	18-03-63397	\$24.22		\$24.22
Vesta Corporation	18-03-69344	\$1,141.35		\$1,141.35
VW Credit Leasing Ltd	18-03-69663	\$78.33		\$78.33
Nissan Infiniti LT	18-04-82401	\$485.81		\$485.81
<b>Total 2018</b>		<b>\$31,158.41</b>	<b>\$0.00</b>	<b>\$31,158.41</b>
<b>TOTAL 2018</b>		<b>\$31,158.41</b>	<b>\$0.00</b>	<b>\$31,158.41</b>
<b>TOTAL ALL YEARS</b>		<b>\$31,158.41</b>	<b>\$0.00</b>	<b>\$31,158.41</b>



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Simsbury 350<sup>th</sup> Anniversary Gala
2. **Date of Board Meeting:** February 10, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Lisa Karim, Library Director; Tom Tyburski, Culture, Parks & Recreation Director; Cheryl Cook, Co-chair 350th Anniversary Committee; Kris Barnett, Co-chair 350th Anniversary Committee  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports authorizing the 350<sup>th</sup> Anniversary Committee to sponsor the Gala at the Riverview, the following motion is in order:

*Move, effective February 10, 2020, to authorize Town Manager Maria E. Capriola to execute the proposed contract with the Riverview for the Simsbury 350<sup>th</sup> Anniversary Gala.*

5. **Summary of Submission:**  
Simsbury's 350<sup>th</sup> Anniversary Steering Committee would like to sponsor and coordinate a Gala at the conclusion of the 350<sup>th</sup> anniversary festivities. This would expand the Steering Committee's planned events from three to four. They were authorized to plan an opening event, River Day and a 350<sup>th</sup> day at Septemberfest.

The 350<sup>th</sup> Committee has done extensive research into locations for the Gala. Riverview was selected as the location due to the anticipated number of attendees. Other local venues were researched, but due to seating capacity they were not selected.

Susan Salina and Liz Keppel are the co-chairs of the planning committee for this event. Rotary has agreed to assist with the event.

The Town Attorney has reviewed the contract.

6. **Financial Impact:**  
The agreement requires a minimum guarantee of 300 attendees; Riverview is charging \$85 per attendee. Ticket prices have not yet been determined as there would be some additional expenses such as music. The Town's finance department would be involved with revenue collection for the ticket sales. A deposit of \$4,000 will be due upon execution of the contract.
7. **Description of Documents Included with Submission:**
  - a) Proposed Contract for 350<sup>th</sup> Gala at Riverview



P.O. Box 245  
Weatogue, CT 06089  
860.651.5005

Client	Town of Simsbury	Event Date	11/13/2020 (Fri)
Party Name	Town of Simsbury 350th Celebration	Event #	RV02959
Address	933 Hopmeadow Street	Theme	Celebration
City, St/Prov Postal	Simsbury, CT 06070	Gtd Guests	300
Telephone	( ) -	Pln Guests	
Cellular	( ) -	Email	

Venue				
Description	Start	End	Room	Setup Style
Dinner Plated	6:00 pm	11:00 pm	Grand Ballroom	Reception

Food/Service Items			
Food/Service Items	Price	Qty	
Social Event	85.00	300	

**Social Event**

A Five Hour Reception that Includes: A One Hour Cocktail Hour featuring a Selection of Six (6) Butler Passed Hors d'oeuvres, Five Hour Premium Open Bar Service, Bottles of a Red and White Wine on each Table, Seasonal Chef's Table, a Four Course Dinner (includes a choice of Appetizer, Salad and up to 3 Entrees plus a Vegetarian option), Champagne Toast, Plated Dessert, Table Linens and Napkins, Your Personal Event Coordinator, Place Cards, Directional Cards and Table Numbers, and Centerpieces of Hurricanes and Votive Candles.

**Notes**

Contact: Liz Keppel- 860.416.0431, liz.keppel@comcast.net  
Deposits are per ballroom as noted below- please review for deposit requirements - MH

**PAYMENT TERMS**

An initial deposit is required upon booking to reserve the client's chosen date with a payment schedule as follows:

**Bookings 11 plus months away:**

- \$1,000 Booking Deposit (check or cash)
  - \$2,000 Second Deposit, Due 12 months prior to event date (check or cash)
  - \$3,000 Third Deposit, Due 6 months prior to event date (check or cash)
- Final Payment, Due 4 Banking Days prior to event date, and must be certified check, wire transfer or cash. We do not accept credit/debit cards for any payments.

**Bookings 6-10 months away:**

- \$2,000 Booking Deposit (check or cash)
  - \$3,000 Second Deposit, Due 6 months prior to event date (check or cash)
- Final Payment, Due 4 Banking Days prior to event date, and must be certified check, wire transfer or cash. We do not accept credit/debit cards for any payments.

*\* All deposits based on single ballroom reservation. Use of Grand Ballroom doubles deposits due \**

**OPERATIONAL CHARGE**

An operational charge of twenty percent (20%) will be added to all charges incurred by the Client. This is not a gratuity and is subject to sales tax at the prevailing rate. The charge is used to offset operational expenses associated with executing your event and will NOT be distributed to employees who provide services to guests. Gratuities are not included in any component of the operational charge and are left at, and in, the sole discretion of the Client.

\_\_\_\_\_ I understand that a 20% Operational Charge applies to all prices quoted by The Riverview.  
initial

**SALES TAX and SALES & USE TAX ON MEALS**

Connecticut State Sales tax will be charged at the rate prevailing on the date of your event (currently 6.35%) and Connecticut State Sales and Use Tax on Meals will be charged at the rate prevailing on the date of your event (currently 1%) for a total effective tax rate of 7.35% unless a valid State of Connecticut exemption form (#119 or 134) is presented and is on file with The Riverview.

**GUARANTEE of ATTENDANCE**

The "Guaranteed Guests" means adult guests. The Riverview allows the client to count two children and/or vendors as one adult in order to reach their guarantee of attendance. After the guaranteed minimum has been reached, additional children aged 6-14 will be charged at 50% of the adult price; and Vendors will be charged at 50% of the adult price. There is no charge for children aged five and under. The final guest count is due by 10:00am fourteen (14) banking days prior to your event. If the actual attendance at the event exceeds the final guest count, additional charges will be assessed at the contracted price per person.

**CANCELLATION POLICY**

All deposits are non-refundable and non-transferable. The client understands that due to the nature of the business where events are booked well in advance, cancellations will likely result in considerable losses for The Riverview. Therefore, if the client cancels this contract at any time, The Riverview has the right to keep the deposits paid as liquidated damages to compensate for expenses and losses which result from cancellation. Additionally, failure to pay deposits in a timely manner (within 30 days of payment due date) may result in cancellation of your event. In the event of a cancellation, clients are encouraged to notify The Riverview as soon as possible in order that we may have the opportunity to rebook the date, and thus attempt to mitigate the losses incurred as a result of the cancellation.

\_\_\_\_\_ Yes, The Riverview has made me aware that all deposits are non-refundable and non-transferable.  
initial

**PERSONAL PROPERTY**

Any personal property of the client or clients' guests or invitees or vendors engaged directly by the client and brought onto the premises and left thereon, either prior to, during or after the event, will be at the sole risk of the client. Client acknowledges that The Riverview will not be liable for any loss of or damage to any personal property. Additionally client agrees to be responsible for all damage and/or breakage caused by clients and/or their guests and/or vendors.

**ADDITIONAL SERVICES**

Any vendor that is contracted directly by the client to provide additional services, including, but not limited to: photographers, bands, DJs, videographers, florists, etc must provide proof of the following insurance to The Riverview: Workmen's Compensation Insurance and Liability Insurance for Property and Bodily Injury which must show The Riverview as an additional named insured. Vendors engaged directly by the client will be have access to the facility for setup purposes for one (1) hour prior to the event start time, unless prior arrangements are made with The Riverview staff. Facility access will be subject to building operations and availability.

**FORCE MAJEURE**

The Riverview will not be responsible for or in breach of this Agreement if it is unable to perform as a result of delays or failures due to any cause beyond its control and not due to its own negligence and which cannot be overcome by the exercise of due diligence and reasonable efforts to correct the delay or failures. Such causes include, but are not limited to, lightning, storms, labor disturbances, riots, terrorism, fires, earthquakes, floods, wars, epidemics, expropriation or confiscation of property, computer or telephone carrier failures or delays, interference by civil or military authorities or otherwise acts of God.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Riverview Representative: \_\_\_\_\_ Date: \_\_\_\_\_



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Acceptance of Sponsorship of the 350<sup>th</sup> Anniversary Celebration Events
2. **Date of Board Meeting:** February 10, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Lisa Karim, Library Director; Tom Tyburski, Head of Culture, Parks & Recreation; Cheryl Cook, Co-chair 350th Anniversary Committee; Kris Barnett, Co-chair 350th Anniversary Committee  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen approves the presented sponsorship of the 350<sup>th</sup> Anniversary celebration events, the following motion is in order:  
  
*Move, effective February 10, 2020, to accept \$13,350 from Vincent Funeral Home as sponsorship of the 350<sup>th</sup> Anniversary celebration events.*
5. **Summary of Submission:**  
The 350<sup>th</sup> Anniversary Committee was established by the Board of Selectmen at their meeting on April 27, 2019, to plan and facilitate 350<sup>th</sup> anniversary celebration events. The 350<sup>th</sup> Anniversary Committee has been soliciting sponsorships to support and defray the cost of these events.  
  
The Vincent Funeral Home donation has been received.
6. **Financial Impact:**  
The donation will be allocated to support 350<sup>th</sup> anniversary celebration events, and will be deposited into the fund for the same.
7. **Description of Documents Included with Submission:**  
None



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Small Cities Program Application
2. **Date of Board Meeting:** February 10, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Melissa A.J. Appleby, Deputy Town Manager  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports applying for a 2020 Small Cities grant, the following motion is in order:

*Move, effective February 10, 2020 to adopt the attached resolution authorizing the Town Manager to file an application for the Connecticut Small Cities Community Development Block Grant Program, and authorizing the Town Manager to act as the signatory and authorized representative for the Town on all relevant documentation.*

5. **Summary of Submission:**  
Connecticut's Community Development Block Grant (CDBG) Program, also known as the Small Cities program, is open to communities that have populations of less than 50,000. Funding for the program is provided by the U.S. Department of Housing and Urban Development (HUD), and is administered at the state level by the Connecticut Department of Housing (DOH). Funding is provided under this program for projects that benefit low and moderate-income persons, eliminate slum and blight, or address an urgent need. Municipalities may pass funds through to a non-profit "sub-recipient."

The Simsbury Housing Authority, through the Town, received funding through this program in 2015 and 2017. Work completed under the 2017 included: generator replacement, replacement of the underground storage tank, and driveway and sidewalk improvements. On October 11, 2019, the Simsbury Housing Authority voted to proceed with an application for the 2020 Small Cities program and approved the proposed scope of work (attached). The proposed project focuses on capital needs at the Owen J. Murphy apartments.

In December, staff, along with Ed LaMontagne (Executive Director of the Housing Authority), conducted a competitive RFP process for a consultant to provide professional and technical services in connection with the Town's application and implementation activities for the 2020 Small Cities program. The Town selected the Housing Development Team, LLC to fill this role. The purpose of the public hearing held tonight was to solicit citizen input on the proposed project. Approval of the attached certifying resolution is a requirement of the grant application.

**6. Financial Impact:**

Municipalities are legally, financially, and contractually responsible for Small Cities projects even if there is a sub-recipient. Therefore, there are some direct costs associated with the implementation of the Small Cities program. The Finance Department processes payments and manages the reimbursements from the state. Staff time is also dedicated to assisting with application materials and attending mandatory trainings conducted by DOH. Staff is required to maintain all paperwork associated with the grant, and is responsible for completing the audit/grant closeout with DOH.

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

- a) Housing Authority – Proposed Scope of Work
- b) Certifying Resolution



# HOUSING AUTHORITY OF THE TOWN OF SIMSBURY

*"Affordable Living at its Best"*

1600 Hopmeadow St.  
Simsbury, CT 06070

office: (860) 658-1147  
fax: (860) 658-0579  
www.simsburyha.com

## 2020 Small Cities Grant

### Dr. Owen L. Murphy Apartments

#### Proposed Scope of Work

	<u>Approx. Cost</u>
<b>1. Energy Efficient Window Replacement</b>	<b>\$153,000.00</b>
a. Apartments	
- 56 Single	
- 49 Doubles	
- 87 Triple	
<b>2. Energy Efficient Door Replacement</b>	<b>\$ 96,000.00</b>
a. Apartments	
- 70 doors x 2 = 140	
<b>3. Lever handles on new doors</b>	<b>\$ 50,000.00</b>
a. Apartments	
- 140 doors	
<b>4. Install Exterior Pole Lighting</b>	<b>\$ 75,000.00</b>
a. 26 Roadway	
<b>5. Replace Main Electrical Panel</b>	<b>\$ 8,500.00</b>
a. Community Building	
<b>6. Generator</b>	<b>\$ 60,000.00</b>
a. Community Building	
<b>7. Tub Conversion to Walk-In Shower</b>	<b>\$210,000.00</b>
a. Apartments	
- 35	
<b>Total:</b>	<b>\$652,500.00</b>



*"Dedicated to providing safe and affordable housing for limited income seniors and individuals with disabilities"*



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## CERTIFIED RESOLUTION OF APPLICANT SMALL CITIES PROGRAM

Certified a true copy of a resolution adopted by the Town of Simsbury at a meeting of its Board of Selectmen on February 3, 2020 and which has not been rescinded or modified in any way whatsoever.

\_\_\_\_\_  
Ericka Butler, Town Clerk

(Date) \_\_\_\_\_

(SEAL)

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93 -3 83, as amended; and,

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and,

WHEREAS, it is desirable and in the public interest that the Town of Simsbury make application for up to \$1,500,000 in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement therefore, should one be offered.

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Selectmen:

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and,
2. That the filing of an application by the Town of Simsbury in an amount not to exceed \$1,500,000 is hereby approved, and that the Town Manger is hereby authorized and directed to file such Application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Simsbury.

Telephone (860) 658-3230  
Facsimile (860) 658-3206

[www.simsbury-ct.gov](http://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



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Authorize Town Manager to Sign Small Cities Documents and Serve as Environmental Review Officer
2. **Date of Board Meeting:** February 10, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Melissa A.J. Appleby, Deputy Town Manager  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports applying for a 2020 Small Cities grant, the following motions are in order:

*Move, effective February 10, 2020 to authorize Town Manager Maria E. Capriola to execute any and all application materials for the 2020 Small Cities program on behalf of the Town of Simsbury, and, should the Town be awarded a Small Cities grant, authorize Ms. Capriola to execute any and all documents related to program implementation.*

*Further move to designate Town Manager Maria E. Capriola as the Environmental Certifying Officer for this program.*

5. **Summary of Submission:**  
Should the Board approve the proposed application for the 2020 Small Cities program, Town staff will proceed to work with the Simsbury Housing Authority and the Housing Development Team, LLC to complete the application. As the fiduciary of the grant, the Town will be responsible for both the application as well as the program implementation, should funds be awarded. Under this program, the chief elected official is required to serve as the signatory on all program documents. However, a municipality's legislative body may authorize the chief executive officer to serve as the signatory.

In addition, the local chief elected or appointed official must assume the role of the Environmental Certifying Officer (ECO) or formally designate another person to do so. The ECO will be responsible for signing off on all environmental review documents.

6. **Financial Impact:**  
Municipalities are legally, financially, and contractually responsible for Small Cities projects even if there is a sub-recipient. Therefore, there are some direct costs associated with the implementation of the Small Cities program. The Finance Department processes payments and manages the reimbursements from the state. Staff time is also dedicated to assisting with application materials and attending

mandatory trainings conducted by DOH. Staff is required to maintain all paperwork associated with the grant, and is responsible for completing the audit/grant closeout with DOH.

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

None



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – Darius Rucker Concert
2. **Date of Board Meeting:** February 10, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development *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 February 10, 2020 to approve the public gathering application for the Darius Rucker concert and to authorize the issuance of the public gathering permit with the condition that SMPAC coordinate with representatives of the Fire District concerning placement of temporary structures along the eastern edge of the facility.*
5. **Summary of Submission:**  
The Public Gathering Committee met to review the PAC's Darius Rucker concert. Due to an expected crowd between 7,000 and 8,000 attendees, which is over 2,000 more attendees than the August 2019 Beach Boys concert, I recommend that the Board of Selectmen approve this public gathering permit.  
  
This event is scheduled for Saturday August 29, 2020. The gates will open to the public at 3:00pm with the opening act starting at 6:30pm and Darius Rucker performing at 7:30pm. This event will also feature a post-concert fireworks display starting at 9:00pm running to 9:30pm.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**
  - a) Application and Maps Presented to the Public Gathering Committee



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## PUBLIC GATHERING PERMIT APPLICATION

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

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

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

Applicant's Name: Missy DiNunno

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

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

Event Location: Simsbury Meadows Performing Arts Center

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

Exact Time(s)/Date Begin: 8:00 AM 8/28/20 End: 1:00 AM 8/30/20

Number of people expected to be present for the event (incl. staff, volunteers, attendees): 6,000-8,000

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

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

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

**EVENT INFO**

Description of Event: Charity concert to benefit the Boys and Girls Club of Hartford.  
Event will feature headlining performance by Darius Rucker plus one opening act.  
2.5 hour concert with fireworks to follow.

---

---

---

---

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES  NO  NUMBER: 19T, 19R  
• *You are responsible for proper collection and removal of all waste generated by your event.*

Portable toilets: YES  NO  NUMBER: 65 units  
• *If yes, please show locations on attached site plan.*

Tent: YES  NO  SIZE: see attached  
OPEN SIDES  ENCLOSED   
• *Tents must be in compliance with State of Connecticut tent regulations. The Town of Simsbury's Building Official or Fire Marshal can advise on tent requirements.*

Lighting and/or sound equipment: YES  NO   
• *If yes, please attach a list of the equipment you plan to use along with a stage plot with locations for the equipment.*  
• *Lighting must meet the requirements of the Town of Simsbury Fire Marshal.*

Does your event require electrical access? YES  NO   
• *If so, a plan for electrical access will need to be reviewed with the Town of Simsbury Building Official or Fire Marshal.*

Will food be sold or given away at your event? YES  NO   
• *If food is to be served, whether prepared on- or off-site, you must obtain a Temporary Food Permit from the Farmington Valley Health District ([www.fvhd.org](http://www.fvhd.org)).*

Will alcohol be served at your event? YES  NO   
• *If alcohol is to be served, you must obtain all pertinent State permits and abide by all Town and State laws and regulations. An additional list of policies applies if alcohol is to be served.*

Will road closure(s) be necessary? YES  NO   
• *Details of proposed traffic circulation and closings must be presented to the Chief of Police prior to his signing of the PGP application. If State roads are proposed for closing, a permit from the CT DOT may be necessary.*

---

**PLANNING & ZONING DEPARTMENT**

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3245

**Alcohol**

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

**Signage**

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

**Attachments:**

Site Map

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

---

**FARMINGTON VALLEY HEALTH DISTRICT**

95 RIVER ROAD, CANTON, CT 06019

www.fvhd.org

860-352-2333

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

Has a Temporary Food Permit been secured? YES  NO

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

---

**BUILDING DEPARTMENT**

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

**Tent:**

YES  NO  CAPACITY: \_\_\_\_\_  
OPEN SIDES  ENCLOSED   
SQUARE FOOTAGE: see attached

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

Does your event require electrical access? YES  NO

- Will you be utilizing portable generators? YES  NO

---

**FIRE MARSHAL**

871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973



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

860-658-3222

Will barricades/signage be required:

• For the day of the event? YES  NO

• In advance? DATES: \_\_\_\_\_

Are DPW trucks required for use as barricades? YES  NO

QUANTITY: 0

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

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

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

**Please note:**

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

**POLICE DEPARTMENT**

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

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

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

Darius Rucker is scheduled to play the Daytona 500 on February 16

Will on-site private security be provided? YES  NO  NUMBER: 30+

Will on-site emergency medical services be provided? YES  NO  NUMBER: 15 vols.

- Where will they be located? Aetna ambulance parked in driveway west side of band shell, first aid tent on field

**SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION**

64 WEST STREET, SIMSBURY, CT 06070

860-658-7213

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

Will the attendance be equal to or greater than 5000? YES  NO  NUMBER: 6,000-8,000

Attendance will be:

STAGGERED OVER COURSE OF EVENT  AT A SPECIFIC TIME  TIME: 6:30p-9:30p

**CULTURE, PARKS & RECREATION**

100 OLD FARMS ROAD, SIMSBURY, CT 06070

860-658-3836

Are you serving food? YES  NO

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

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

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

Will athletic field lighting be necessary? YES  NO

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

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

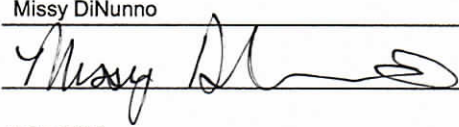
• ATTENDANCE: 6000+ / 50 = see note PORTABLE TOILETS REQUIRED

\*\*restroom quantities above as recommended by United Site Services

**Public Gathering Permit  
Required Declaration**

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

Applicant's Name (Printed): Missy DiNunno

Applicant's Signature: 

Date Signed: 1-24-2020

**REQUIRED SIGN OFFS**  
**(in order required)**

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

# EVENT SUMMARY

## Darius Rucker Live in Concert

Saturday, August 29, 2020

(Rain Date: N/A)

Public Gathering Permit Application Submitted: 1-26-20

<b>CONTACT INFORMATION:</b>	
Organization	Trantolo & Trantolo Event website: TBD
Event Contact	<p><b>Jay Sloves – Elkinson &amp; Sloves (Event Liaison)</b> 11 Talcott Notch Road Farmington, CT 06032</p> <p>Main: 860-674-9902 Cell: 860-930-7750 Email: <a href="mailto:jay@elkinsonsloves.com">jay@elkinsonsloves.com</a></p> <p><b>Scott Trantolo – licensee w/ SMPAC</b> 50 Russ Street Hartford, CT 06106</p> <p>Main: 860-999-9999 Cell: 860-966-6886 Email: <a href="mailto:ScottT@trantololaw.com">ScottT@trantololaw.com</a></p> <p><b>Norman LeBlanc – Trantolo Events Coordinator</b> Same address as above</p> <p>Main: 860-999-9999 Cell: 860-830-1256 Email: <a href="mailto:NormL@trantololaw.com">NormL@trantololaw.com</a></p>
SMPAC Contact	<p>Missy DiNunno, Executive Director</p> <p>Office: 860-651-4052 Cell: 203-305-1847</p>

### **TIMELINE:**

<b>Friday, August 28, 2020</b>		
8:00 AM – 5:00 PM	Load-in	SMPAC Stage / Field
<b>Saturday, August 29, 2020</b>		
8:00 AM	Load-in continued	SMPAC Stage / Field
3:00 PM	Gates open to public	SMPAC site
6:30 PM – 7:30 PM	Opening act TBD	SMPAC Stage
7:30 PM – 9:00 PM	Darius Rucker	SMPAC Stage
9:00 PM – 9:30 PM	Post-Concert Fireworks	SMPAC Site
9:30 PM – 1:00 AM	Load-out	SMPAC Stage / Field

**EVENT DETAILS:**

<b>Description</b>
Concert presented by Trantolo & Trantolo to benefit the Boys and Girls Club. Performance by Darius Rucker (of Hootie and the Blowfish fame). Post-concert fireworks display shot from lot C/D.

<b>Ticketing Information</b>	
Price: \$50 - \$150	Point of Sale: Online at <a href="http://trantololaw.com/concerts">trantololaw.com/concerts</a> , in person at Fitzgerald's Foods, SMPAC ticket depot day of event

<b>Field and Parking</b>	<b>On-site parking closed to public</b>
Advanced Preparation	Concert Field Lining (TMMF template) and parking lot lining by CP&R
Management	SMPAC
On-site Parking Fee	\$10 – limited space available for general public

<b>Expected Attendance</b>	<b>**Figures are estimated and subject to change</b>
Total Attendance Expected	6,000 – 8,000

<b>Stage Requirements</b>	
Lights	Per Production Rider and coordinated with SCL
Sound	Per Production Rider and coordinated SCL
Production Setup	Per Rider

<b>Vendor Information</b>	
Merchandise Sales Vendors	Darius Rucker and opener hard/soft goods – sales just inside accessible gates
Food Vendors	SMPAC Provided – Standard Beverage Tents Approximately 12 food trucks split east and west field Other – Backstage catering and private catering in VIP tent Location – Southeast field adjacent to accessible parking
Services/Activities	Location – non food tents between main and flag pole gate

<b>Public Restrooms</b>																									
Coordinated by	SMPAC																								
Units	Standard – 48 Sinks - 12 Accessible - 5 TOTAL – 65 *** Standard advised by United Site Services for TMMF Celebrate America (8,000 + crowd)																								
Location	<table border="1"> <thead> <tr> <th># units</th> <th>Type</th> <th>location</th> <th>placement notes</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>luxury</td> <td>Southeast entrance</td> <td>Holds 4 restroom stalls per women / men</td> </tr> <tr> <td>48</td> <td>DXR</td> <td>Rear field</td> <td>Split east and west</td> </tr> <tr> <td>2</td> <td>ADA</td> <td>Southeast entrance</td> <td></td> </tr> <tr> <td>3</td> <td>ADA</td> <td>Rear field</td> <td>1 west and 2 east</td> </tr> <tr> <td>12</td> <td>SS</td> <td>Southeast entrance and Rear Field</td> <td>5 Southeast entrance, 3 west, 4 east</td> </tr> </tbody> </table>	# units	Type	location	placement notes	1	luxury	Southeast entrance	Holds 4 restroom stalls per women / men	48	DXR	Rear field	Split east and west	2	ADA	Southeast entrance		3	ADA	Rear field	1 west and 2 east	12	SS	Southeast entrance and Rear Field	5 Southeast entrance, 3 west, 4 east
# units	Type	location	placement notes																						
1	luxury	Southeast entrance	Holds 4 restroom stalls per women / men																						
48	DXR	Rear field	Split east and west																						
2	ADA	Southeast entrance																							
3	ADA	Rear field	1 west and 2 east																						
12	SS	Southeast entrance and Rear Field	5 Southeast entrance, 3 west, 4 east																						

USA Security	
Stage Security	Yes
Field Security	Yes
Overnight Security	Yes

Public Safety Services	
Police	Per SPD for concerts - 8
Fire	1 IC, 2 officers, 4 FF per Fireworks display requirements
EMS	Yes – see detailed notes below
DPW Trucks	N/A – Fire to provide water barricades for Iron Horse
Notes	<ul style="list-style-type: none"> <li>• Aetna Ambulance</li> <li>• Certified Ski Sundown Patrol First Aid Responders (approx. 15-20) stationed at FA Tent and throughout field</li> </ul>

Tents		
10x10	Number: 5-10	Sides: No
12x12	Number: 1	Sides: No
9x20	Number: 3	Sides: No
20x20	Number: 2-4	Sides: No
30x30	Number: 2	Sides: No
<i>** subject to change as date gets closer</i>		

Darius Rucker  
August 29, 2020

PORTOLETS

FOOD VENDORS

Accessible Entry

Portolets

Sound tent

160 ft from ctr stage

20 ft aisles

Ambulance

Entry

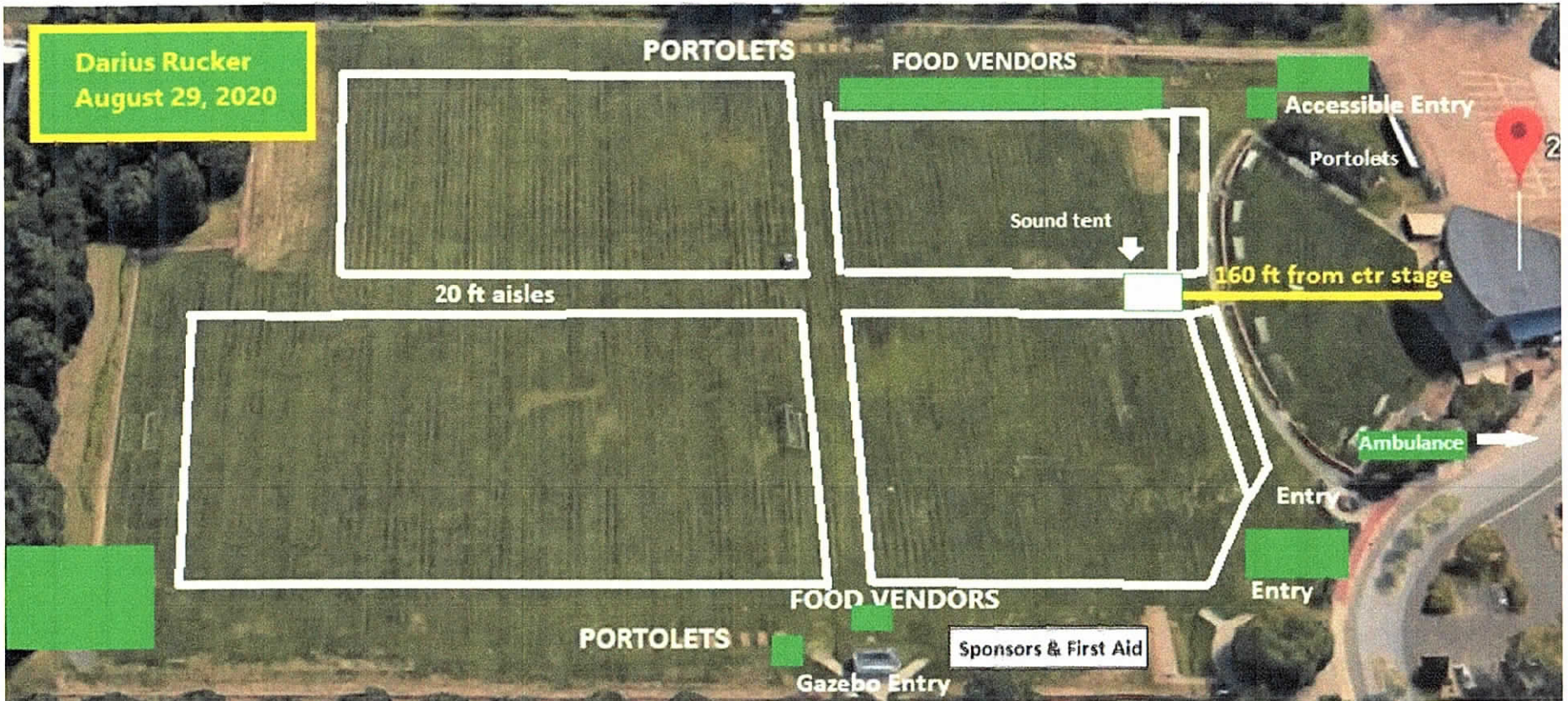
Entry

FOOD VENDORS

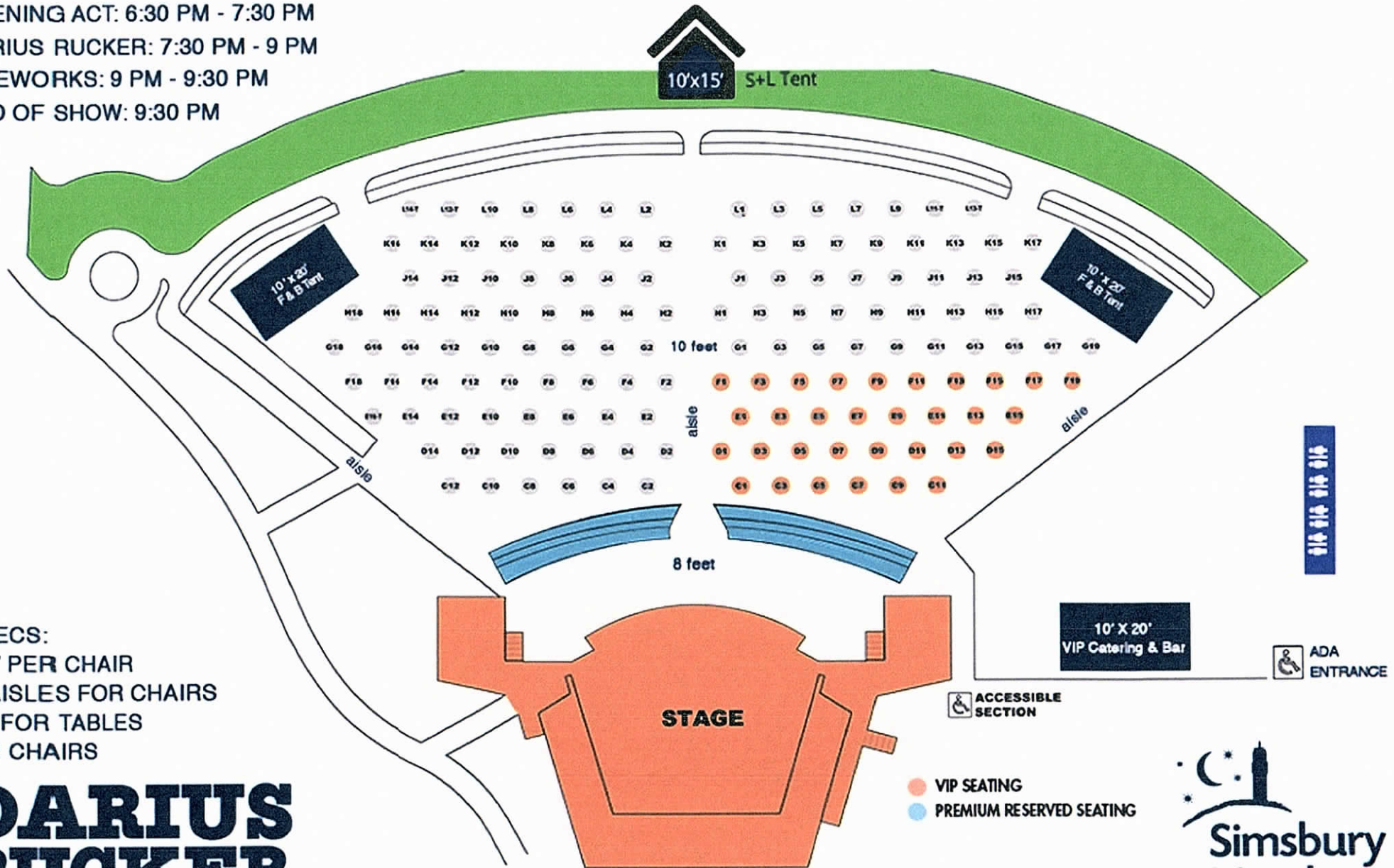
PORTOLETS

Sponsors & First Aid

Gazebo Entry



GATES OPEN: 3 PM  
 OPENING ACT: 6:30 PM - 7:30 PM  
 DARIUS RUCKER: 7:30 PM - 9 PM  
 FIREWORKS: 9 PM - 9:30 PM  
 END OF SHOW: 9:30 PM



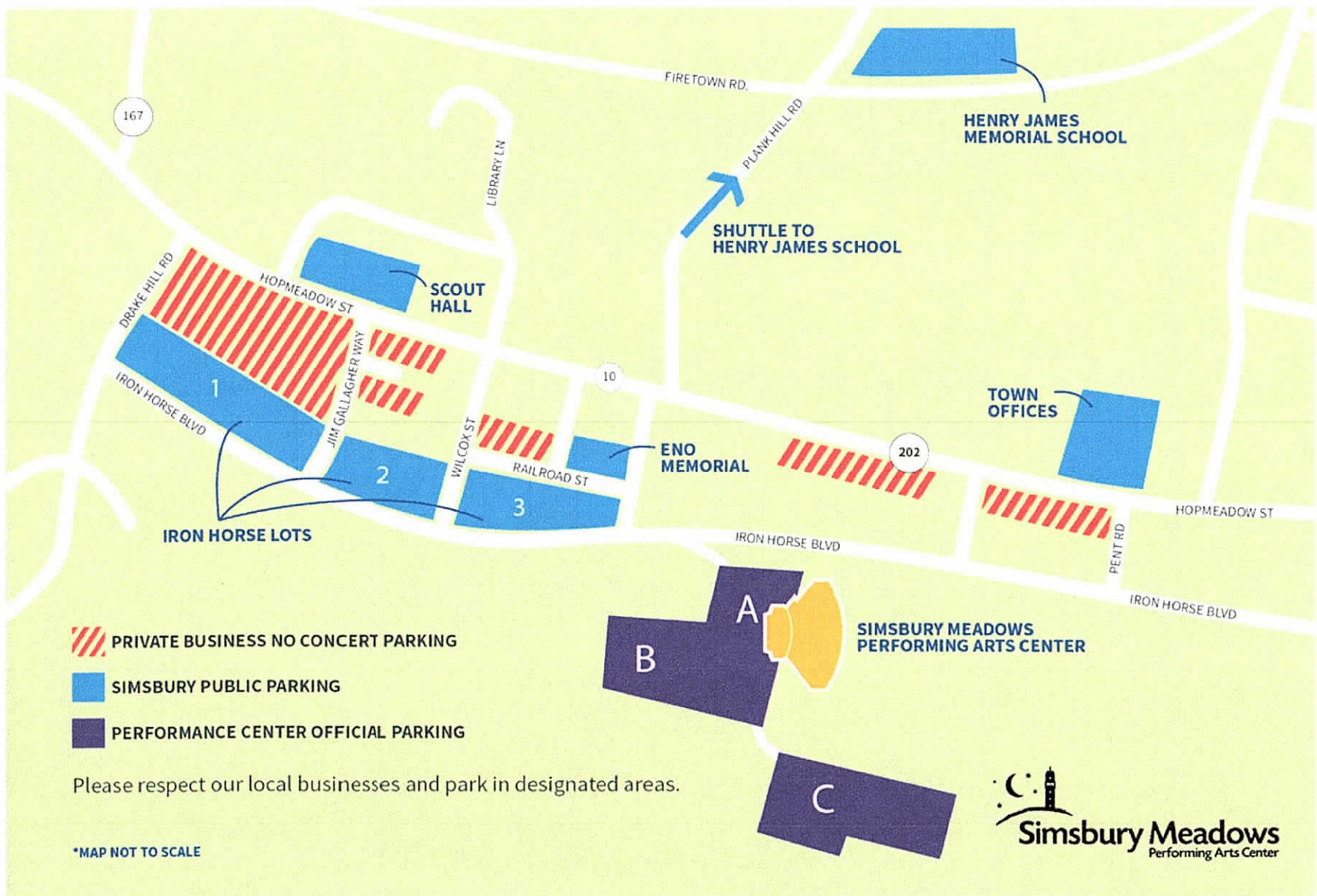
SPECS:  
 1.5' PER CHAIR  
 8' AISLES FOR CHAIRS  
 10' FOR TABLES  
 172 CHAIRS




# DARIUS RUCKER

AUG 29TH







-  PRIVATE BUSINESS NO CONCERT PARKING
-  SIMSBURY PUBLIC PARKING
-  PERFORMANCE CENTER OFFICIAL PARKING

Please respect our local businesses and park in designated areas.

\*MAP NOT TO SCALE





# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** 2020 Distracted Driving High Visibility Enforcement Grant
2. **Date of Board Meeting:** February 10, 2020

3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Nicholas J. Boulter, Chief of Police

4. **Action Requested of the Board of Selectmen:**  
*Maria E. Capriola*  
If the Board of Selectmen supports applying for the Distracted Driving High Visibility Enforcement Grant, the following motion is in order:

*Move, effective February 10, 2020 to submit the 2020 Distracted Driving High Visibility Enforcement grant application and to authorize Maria E. Capriola, Town Manager, to execute the grant application.*


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

*Move, to accept the 2020 Distracted Driving High Visibility Enforcement grant award and to authorize Maria E. Capriola, Town Manager, to execute all documents related to the grant award.*

5. **Summary of Submission:**  
The State of CT Department of Transportation (DOT) has given the Police Department the opportunity to participate in grant funded overtime to conduct dedicated distracted driving enforcement patrols. The dedicated enforcement patrols would be conducted during specified periods of daylight between April 1, 2020 - April 30, 2020 and August 1, 2020 - August 15, 2020. The anticipated value of the grant award is \$20,000.
6. **Financial Impact:**  
This grant allows for the full reimbursement of distracted driving efforts, pursuant to the terms of the grant, up to the awarded amount of \$20,000. This grant will allow the Department to provide over 300 additional hours of roadway safety efforts at no cost to the Town (other than staff costs associated with the grant reporting requirements) during the months of April 2020 and August 2020.
7. **Description of Documents Included with Submission:**  
a) Distracted Driving High Visibility Enforcement Grant Application

## GUIDELINES FOR GRANT PROPOSAL

- ENFORCEMENT MUST BE DONE BETWEEN APRIL 1, 2020 TO APRIL 30, 2020.
- ENFORCEMENT MUST BE DONE BETWEEN AUGUST 1, 2020 TO AUGUST 15, 2020.
- ONLY SUPPLY DATA WHERE IT IS HIGHLIGHTED IN YELLOW.
- ENFORCEMENT ARE DATES SUPPLIED BY THE GRANTOR. THESE DATES MUST FALL WITHIN THE GRANT PARAMETERS IN THIS PROPOSAL OF THE GRANT AND OTHER GRANT REQUIREMENTS ESTABLISHED BY HIGHWAY SAFETY OFFICE.
- SEVERAL WORKSHEET TABS ENCOMPASS SEVERAL PAGES. FOR EXAMPLE, CERTIFICATES & ASSURANCE ENCOMPASS 7 PAGES. THESE PAGES WHEN PRINTED ARE NUMBERED 1 OF 7—DO NOT ALTER THE PAGE NUMBERING.
- A HARD COPY OF THE GRANT MUST BE SUBMITTED TO THE HIGHWAY SAFETY OFFICE. YOU MUST PRINT THE ENTIRE GRANT. CTRL + p IS AVAILABLE FOR PRINTING.
- AN ELECTRONIC COPY IS ALSO REQUIRED AND CAN BE EMAILED TO:  
[DOT.Distracted-Driving@ct.gov](mailto:DOT.Distracted-Driving@ct.gov) CTRL + x IS AVAILABLE.
- A PDF COPY OF THE GRANT IS SENT ELECTRONICALLY TO APPLICANT ONCE IT IS APPROVED. THE PDF COPY WILL PROVIDE THE STATE PROJECT NUMBER.
- THE APPROVED PROJECT START DATE WILL BE PROVIDED BY THE HIGHWAY SAFETY OFFICE. DEADLINES ARE LISTED ON THE GRANT FORM ON THE REIMBURSEMENT TAB.

	<b>FY 2020 HIGHWAY SAFETY PROJECT APPLICATION</b>		<b>CT-DOT/HSO</b>	
	<b>CT DEPARTMENT OF TRANSPORTATION</b>		<b>FORM</b>	<b>DDHVE GRANT</b>
	SHADED AREA FOR HSO USE ONLY		<b>CFDA #</b>	<b>20.616</b>
	<b>PROJECT NO:</b>	<b>0200-0745-2-</b>	<b>HSO Stamp</b>	
<b>REVISION:</b> January 1, 2020	<b>PROGRAM AREA:</b>	<b>405 e-2 (M8DDLE)</b>		
<b>EXPIRES:</b> September 30, 2020	<b>PROGRAM AREA DESCRIPTION:</b>	<b>Distracted Driving High Visibility Enf.</b>		
ACCEPTANCE -- IT IS UNDERSTOOD AND AGREED BY THE UNDERSIGNED THAT FUNDS RECEIVED AS A RESULT OF THIS APPLICATION IS SUBJECT TO THE REGULATIONS GOVERNING HIGHWAY SAFETY PROJECTS. THIS AGREEMENT MAY BE TERMINATED BY EITHER PARTY IN ACCORDANCE WITH TRANSPORTATION SAFETY SECTION POLICY. COPY OF POLICY OBTAINED UPON REQUEST.				
<b>PROJECT TITLE:</b> <b>FY 2020 Distracted Driving High Visibillity Enforcement</b>				
<b>GOVERNMENTAL UNIT:</b> Town of Simsbury		<b>ADDRESS OF GOVERNMENTAL UNIT:</b> 933 Hopmeadow Street Simsbury, CT 06070		
<b>APPLICANT:</b> Simsbury Police Department		<b>ADDRESS OF APPLICANT:</b> 933 Hopmeadow Street Simsbury, CT 06070		
<b>FEIN:</b> 06-6002085	<b>DUNS NUMBER:</b> 60670262	<b>ANTICIPATED PROJECT STARTUP DATE:</b> April 1, 2020		
<b>APPROVED PROJECT PERIOD: (mm/dd/yyyy) FOR HSO USE ONLY</b>				
<b>FROM:</b>		<b>THROUGH:</b>	August 15, 2020	
<b>PROJECT DIRECTOR:</b> Sergeant Matthew Christian		<b>TITLE:</b> Administrative/Training Sergeant	<b>TELEPHONE NUMBER:</b> 860-658-3115	
<b>SIGNATURE:</b>		<b>ADDRESS &amp; ZIP CODE:</b> 933 Hopmeadow Street Simsbury, CT 06070	<b>FAX NUMBER:</b> 860-658-3103	
<b>FINANCIAL OFFICER:</b> Amy Meriwether		<b>TITLE:</b> Director of Finance/Treasurer	<b>E-MAIL ADDRESS:</b> mchristian@pd.simsbury-ct.gov	
<b>SIGNATURE:</b>		<b>ADDRESS &amp; ZIP CODE:</b> 933 Hopmeadow Street Simsbury, CT 06070	<b>TELEPHONE NUMBER:</b> 860-658-3282	
<b>AUTHORIZING OFFICIAL:</b> Maria Capriola		<b>TITLE:</b> Town Manager	<b>FAX NUMBER:</b> 860-658-3206	
<b>SIGNATURE:</b>		<b>ADDRESS &amp; ZIP CODE:</b> 933 Hopmeadow Street Simsbury, CT 06070	<b>E-MAIL ADDRESS:</b> ameriwether@simsbury-ct.gov	
<b>TELEPHONE NUMBER:</b> 860-658-3230		<b>FAX NUMBER:</b> 860-658-9467		<b>E-MAIL ADDRESS:</b> mcapriola@simsbury-ct.gov
<b>APPROVAL -- FOR HSO USE ONLY</b>				
<b>FISCAL REVIEW COMPLETED BY:</b> Christine Biske		<b>PROJECT MANAGER REVIEW COMPLETED BY:</b> Phyllis DiFiore		<b>DATE:</b>
<b>DATE:</b>		<b>PROGRAM COORDINATOR REVIEW COMPLETED BY:</b> Joseph T. Cristalli, Jr.		<b>DATE:</b>
<b>REQUESTED AMOUNT</b>	<b>\$19,576.26</b>	<b>GOVERNOR'S HIGHWAY SAFETY REP:</b> Thomas J. Maziarz		<b>DATE:</b>
<b>HSO APPROVED \$</b>				
<b>TOTAL ALLOTTED:</b>				

<b>PROJECT TITLE</b>	<b>APPLICANT</b>	
FY 2020 Distracted Driving High Visibility Enforcement	Simsbury Police Department	
	PROBLEMS	PAGE 1 OF 1

**STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION**  
**PROBLEM IDENTIFICATION**

To date, identifying the role distracted driving has played in fatality and injury crashes has been a challenge in Connecticut, due to the way crash data is collected and limitations of the crash reporting form (PR-1) itself. In order to effectively allocate 405(e) funds to multiple areas including enforcement mobilizations, the HSO chose to use an index of a combination of factors to best identify where the largest volumes of crashes, non-interstate roadway use, and population centers intersect. The goal of which is to target suspected locations where distraction as a result of hand held mobile phone use by drivers leads to crashes; and to identify areas where enforcement of Connecticut's hand held mobile phone for drivers can be effective.

The applicant was selected by the HSO to conduct High Visibility Enforcement (HVE) based on a combination of the following data, weighted and ranked to determine areas where traffic volumes are highest, and the most crashes occur by town:

- Fatal and injury crashes 2015-2018
- Daily Vehicle Miles Traveled (DVMT) (2017)
- Population (2017)
- Crash rate per DVMT
- Crash Rate per population
- Past High Visibility Enforcement grant performance

**ENTER YOUR AGENCY'S STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION**  
**\*\*Press "ALT"&"Enter" together to insert new line**

Distracted driving is a large problem in the Town of Simsbury. As a result of this growing problem, our town Social Services Department has provided us with a small grant in past years for distracted driving enforcement initiatives.

In 2019 the Simsbury Police Department took enforcement action on 608 distracted driving violations. This number represents the scale of the distracted driving problem in our town.

Awarding of this grant will allow us to expand on the progress made with past initiatives and hopefully reduce instances of distracted driving in the Town of Simsbury.

<b>PROJECT TITLE</b>	<b>APPLICANT</b>	
FY 2020 Distracted Driving High Visibillity Enforcement	Simsbury Police Department	
	<b>OBJECTIVES</b>	<b>PAGE 1 OF 1</b>

**OBJECTIVES**

To decrease fatalities and injuries as a result of crashes caused by driver distraction, especially those caused by hand held mobile phone use by:

- Increasing enforcement, especially HVE of Connecticut's hand held mobile phone ban for drivers in areas identified to have high rates of fatal and injury crashes

<b>PROJECT TITLE</b>	<b>APPLICANT</b>	
<b>FY 2020 Distracted Driving High Visibility Enforcement</b>	<b>Simsbury Police Department</b>	
	<b>ACTIVITIES</b>	<b>PAGE 1 OF 3</b>

**ACTIVITIES:**

The following enforcement parameters will be required of participating municipal law enforcement agencies:

- Spotter-type enforcement strategy – Spotter type enforcement is required unless other enforcement strategies are described in HS-1 in detail to plan enforcement schedules and strategies. This must be pre-approved in HS-1 grant application.

- Spotter type enforcement can be done in teams or individually. Please note – spotter -self initiated is not roving. Rather, this category involves an officer choosing a strategic, covert location advantageous to the observation of all types of hand held mobile phone use. When this behavior is observed, the officer then “self-initiates” the stop.

**SCROLL DOWN TO LAST ACTIVITY SHEET TO SUPPLY A DETAILED EXPLANATION IF YOUR AGENCY INTENDS TO PROPOSE A DIFFERENT ENFORCEMENT STRATEGY.**

- Non-spotter type enforcement explanation:

- Enforcement Schedule

- Daytime Enforcement – Daytime enforcement changes with seasonal patterns. Enforcement must take place during daylight hours

- 7 days per week eligible

- Minimum of 4 hours shifts/Maximum 8 hour shifts

- Must include at least 1 AM/PM peak drive time (7am-10am/3pm-5pm seasonal) on weekdays.

If possible the HSO would encourage both the AM/PM peak drive times as enforcement times but agencies must enforce during at least 1.

- Enforcement Locations

- Enforcement areas should include intersections and other areas where traffic naturally slows. Enforcement locations should be included in grant applications with narrative for rationale as to why locations were chosen (\*example – CT statute makes manipulating a hand held mobile device at a traffic sign or signal a violation)

- Enforcement Schedule

- Spring Wave: April 1 to April 30, 2020

- Summer Wave: August 1 to August 15, 2020

- Personnel

- Minimum of 2 Officers/Maximum of 8

Earned media participation:

- Participating agencies are required to take part in earned media activity related to DDHVE. This could include the following:

- Hosting a kick-off press event

- Conducting ride-alongs or interviews with media at enforcement locations

- Notification of media outlets through the use of interview opportunities, press releases and media advisories

- Cooperation with the HSO earned media contractor including:

- Distribution of press releases

- Use of Approved Talking points

- Creation and submission of earned media activity with reimbursement documentation

<b>PROJECT TITLE</b>	<b>APPLICANT</b>	
FY 2020 Distracted Driving High Visibillity Enforcement	Simsbury Police Department	
	ACTIVITIES	PAGE 2 OF 3

**ACTIVITIES CONTINUED: LOCATION & JUSTIFICATION**

**\*\*Press "ALT"&"Enter" together to insert new line**  
 List proposed enforcement locations and provide a justification for each location.

- 1) Hartford Road (route 185) just west of the Farmington River Bridge. This area is wide enough to conduct enforcement and it is also located just prior to a traffic control device so traffic is already beginning to slow down. This location is also very busy during the morning and evening rush hour time periods.
- 2) Bushy Hill Road (route 167) in front of #530. This area is wide enough to conduct enforcement and it is also located just prior to a traffic control device so traffic is already beginning to slow down. It is also in front of a high traffic shopping mall, Simsbury Commons.
- 3) Hopmeadow Street (route 10/202) just north of Powder Forest Drive. This area is wide enough to conduct enforcement and it is also located just prior to a traffic control device so traffic is already beginning to slow down. This location is also very busy during the morning and evening rush hour time periods.
- 4) Hopmeadow Street (route 10/202) just south of Old Canal Way. This area is wide enough to conduct enforcement and it is also located just prior to a traffic control device so traffic is already beginning to slow down. This location is also very busy during the morning and evening rush hour time periods.
- 5) Hopmeadow Street (route 10/202) just north of Dorset Crossing Drive. This area is wide enough to conduct enforcement and it is also located just prior to a traffic control device so traffic is already beginning to slow down. This location is also very busy during the morning and evening rush hour time periods.



<b>PROJECT TITLE</b>	<b>APPLICANT</b>	
FY 2020 Distracted Driving High Visibility Enforcement	Simsbury Police Department	
	<b>ACTIVITIES</b>	<b>PAGE 3 OF 3</b>
<b>ACTIVITIES CONTINUED:</b>		
<b>**Press "ALT"&amp;"Enter" together to insert new line</b> Explain your type of enforcement.		

<b>PROJECT TITLE</b>	<b>APPLICANT</b>	
<b>FY 2020 Distracted Driving High Visiblility Enforcement</b>	Simsbury Police Department	
	<b>ENFORCEMENT</b>	<b>PAGE 1 of 2</b>

**SPRING WAVE: APRIL 1ST TO APRIL 30TH**

**8 OFFICERS PER ENFORCEMENT ACTIVITY MAXIMUM.  
8 HOUR SHIFTS MAXIMUM.**

Parameters: Use an average rate for the overtime hourly rate. Hours per shift must be between 4 hours and 8 hours per day.

Sub-grantee Type	Enforcement Type	Hrs	Rate	Total
<b>Municipal PD</b>	Spotter	4	\$71.42	\$285.68
	Non-Spotter	4	\$71.42	\$285.68
	Non-Spotter	4	\$71.42	\$285.68
	Non-Spotter	4	\$71.42	\$285.68
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Enforcement Total: **\$1,142.72**  
 Number of Planned Days: **8**  
 Municipal PD April Wave Total: **\$9,141.76**

**Select Dates and Enter Locations for all the Planned Enforcement Dates:**

Date:	Location:	Date:	Location:
4/1/2020	Hartford Rd. at Bridge	4/3/2020	530 Bushy Hill Road
4/7/2020	Hopmeadow St. at Powder Forest	4/9/2020	Hopmeadow St. at Old Canal Way
4/14/2020	Hopmeadow St. at Dorset Crossing	4/16/2020	Hartford Rd. at Bridge
4/21/2020	530 Bushy Hill Road	4/23/2020	Hopmeadow St. at Powder Forest

<b>PROJECT TITLE</b>	<b>APPLICANT</b>	
FY 2020 Distracted Driving High Visibility Enforcement	Simsbury Police Department	
	ENFORCEMENT	PAGE 2 of 2

**SUMMER WAVE : AUGUST 1ST TO AUGUST 15TH**

**8 OFFICERS PER ENFORCEMENT ACTIVITY MAXIMUM.  
8 HOUR SHIFTS MAXIMUM.**

Parameters: Use an average rate for the overtime hourly rate. Hours per shift must be between 4 hours and 8 hours per day.

Sub-grantee Type	Enforcement Type	Hrs	Rate	Total
Municipal PD	Spotter	4	\$73.10	\$292.40
	Non-Spotter	4	\$73.10	\$292.40
	Non-Spotter	4	\$73.10	\$292.40
	Non-Spotter	4	\$73.10	\$292.40
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Enforcement Total: **\$1,169.60**

Number of Planned Days: **4**

Municipal PD August Wave Total: **\$4,678.40**

**Select Dates and Enter Locations for all the Planned Enforcement Dates:**

Date:	Location:	Date:	Location:
8/3/2020	Hartford Rd. at Bridge	8/5/2020	530 Bushy Hill Road
8/7/2020	Hopmeadow St. at Powder Forest	8/10/2020	Hopmeadow St. at Old Canal Way

**Page Total: \$4,678.40**

<b>PROJECT TITLE</b>	<b>APPLICANT</b>
FY 2020 Distracted Driving High Visibillity Enforcement	Simsbury Police Department
	FRINGE

**FRINGE BENEFIT CERTIFICATION STATEMENT**

**NOTE:** If fringe rate is being charged/reimbursed, this page should be completed and signed. Fringe benefit charges should NOT be included in the hourly rate. No hourly rate should be inflated--all hourly rates should be reported as actuals.

I hereby certify that the information below is the true and accurate and authorized by the City/Town/Agency of  
Simsbury Police Department

for hours worked by personnel for the following time period:

FROM Date: 1-Apr-20 TO Date: 15-Aug-20

#	Actual Cost Category	Officer's Fringe Rate OVT %	*Submitting for Reimbursement	Trooper's Fringe Rate OVT %	*Submitting for Reimbursement
1	Medicare	1.45%	YES	0.00%	
2	Social Security	6.20%	YES	0.00%	
3	Workers Compensation	2.00%	YES	0.00%	
4	Pension	7.00%	YES	0.00%	
5	Health Insurance	25.00%	YES	0.00%	
6		0.00%		0.00%	
7		0.00%		0.00%	
8		0.00%		0.00%	
9		0.00%		0.00%	
10		0.00%		0.00%	

<b>Total Fringe Rate</b>	<b>41.65%</b>	<b>41.65%</b>	<b>0.00%</b>	<b>0.00%</b>
--------------------------	---------------	---------------	--------------	--------------

I further certify that this statement is correct in all respects and that the fringe benefit rate(s) identified above accurately represents the fringe benefit costs to the city/town/agency for the individuals employed under or working on this project.

**City/Town/Agency's Chief Financial Officer or Authorized Official**

Name (Please Amy Meriwether Ink Signature: \_\_\_\_\_

Title: Director of Finance/Treasurer Date: \_\_\_\_\_

<b>PROJECT TITLE</b>	<b>APPLICANT</b>
<b>FY 2020 Distracted Driving High Visibillity Enforcement</b>	<b>Simsbury Police Department</b>
	<b>BUDGET</b>

**BUDGET DETAIL**

**THIS WORKSHEET WILL AUTO POPULATE ONCE OTHER SHEETS ARE FILLED OUT**

**(A) SALARIES:**

**Total Estimated Wages: ( A ) \$13,820.16**

**(B) FRINGE BENEFITS:**

Overtime Fringe Benefit of:		Rate	Salary Breakdown	Fringe Benefits
Municipal PD	@	41.65%	\$13,820.16	\$5,756.10
Resident Trooper	@	0.00%	\$0.00	\$0.00
Officer/Constable	@	41.65%	\$0.00	\$0.00
State Police	@	0.00%	\$0.00	\$0.00

**Total Fringe Benefits Costs: ( B ) \$5,756.10**

**(C) INDIRECT COST:**

Indirect Rate @

**Total Indirect Costs: ( C ) \$0.00**

**Grand Total Amount: \$19,576.26**

PROJECT TITLE	APPLICANT
FY 2020 Distracted Driving High Visibility Enforcement	Simsbury Police Department
	AUDIT REQ

**ATTACHMENT A**

**SINGLE AGENCY AUDITING REQUIREMENTS AND PROCEDURES  
EFFECTIVE OCTOBER 1, 2019**

**AUDIT REQUIREMENT STATEMENT:**

The town/city/agency of Simsbury Police Department declares that for the fiscal year ending September 30, 2020, the sum total of Federal funds awarded to local government agencies from all sources ***DOES exceed \$750,000*** and that it will conduct an audit report as required under 2 CFR part 200 subpart F (REVISED) AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS AND 49 CFR UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS PART 18.26

Name (Please Print): Amy Meriwether

Signature: \_\_\_\_\_

Title: Director of Finance/Treasurer

Date: \_\_\_\_\_

(NOTE: PLEASE DO NOT SIGN FOR BOTH STATEMENTS)



**AUDIT EXEMPTION STATEMENT:**

The town/city/agency of Simsbury Police Department declares that for the fiscal year ending September 30, 2020, the sum total of Federal funds awarded to local government agencies from all sources ***DOES NOT exceed \$750,000*** and that an independent audit is not required under 2 CFR part 200 subpart F (REVISED) AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS AND 49 CFR UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS PART 18.26

Name (Please Print): Amy Meriwether

Signature: \_\_\_\_\_

Title: Director of Finance/Treasurer

Date: \_\_\_\_\_

The following sanctions policy will be in effect for sub grantees who do not submit Audit Reports or who do not correct findings in those reports:

a. Any sub grantee receiving \$750,000 or more in Federal funds from all sources who fails to submit an audit report two or more sequential fiscal years will not be eligible for highway safety grants until all audit reporting requirements are met.

b. Any sub grantee who has not taken corrective action on an audit finding within six months of the submission of an audit report will have funds automatically deducted from any pending claims. If there are no pending claims with the HSO, the sub grantee will not be eligible for highway safety grants until a corrective action has been negotiated with the HSO.

<b>PROJECT TITLE</b>	<b>APPLICANT</b>
FY 2020 Distracted Driving High Visibility Enforcement	Simsbury Police Department
	<b>REIMBURSEMENT</b>

**PROJECT EXPENDITURES --- REIMBURSEMENT REQUIREMENTS**

*NOTE: This is a federally reimbursable program. The cost of all expenses incurred under this project must first be paid for with municipal or state agency funds. The sub-grantee may then apply for reimbursement based on the procedures and policies listed below.*

<b>1st Billing Start Date</b> April 1, 2020	<b>1st Billing Ending Date</b> April 30, 2020	<b>Reimbursement Deadline</b> May 31, 2020
<b>2nd Billing Start Date</b> August 1, 2020	<b>2nd Billing Ending Date</b> August 15, 2020	<b>Reimbursement Deadline</b> September 15, 2020

- *All reimbursements must be signed and dated by the sub-grantee's authorizing official.*
- *Reimbursements should be submitted on a quarterly/monthly basis, per program, per program manager, during the term of the approved grant.*
- *Under the terms and conditions of this project application, ALL SUPPORTING DOCUMENTATION must be submitted to the Highway Safety Office no later than thirty ( 30 ) days after the project's ending date. Please verify the project start date, project ending date, and reimbursement deadline prior to any project activity.*
- *All reimbursements must include the invoice as well as proof of payment (examples: for airfare or hotel; a billing statement showing a zero balance, a screen shot from system showing vendor and payment amount with voucher number, copy of front and back of canceled check, or notarized letter which includes check number and date when expenditure was paid).*
- *Deadline for all federal reimbursements for salary positions must be invoiced to the CT Highway Safety Office (HSO) no later than October 30<sup>th</sup>. Failure to do so may jeopardize your reimbursement.*
- *All salary reimbursements must be accompanied by signed timesheets and/or reports. Signature of both the employee and authorizing Supervisor is required.*
- *Deadline for all federal reimbursements for commodity purchases and other pre-approved grant items should be submitted to the HSO no later than October 30<sup>th</sup>.*
- *Photocopies of any media coverage (if applicable) or supportive documentation can be included.*
- *Grant category budgets should be adhere to, funding is not fluid between budget categories. Only expenses contained in the approved Highway Safety Project application may be claimed for reimbursement.*

**FAILURE TO MEET THE REIMBURSEMENT REQUIREMENTS  
SET FORTH WILL RESULT IN YOUR CLAIM BEING DENIED.**

PROJECT TITLE	APPLICANT	
FY 2020 Distracted Driving High Visibility Enforcement	Simsbury Police Department	
	CERTS & ASSURANCES	PAGE 1 OF 7

**Certifications and Assurances**  
**for Fiscal Year 2020 Highway Safety Grants**  
(23 U.S.C. Chapter 4; Sec. 1906, Public Law 109-59, As Amended)

**Nondiscrimination**

**(applies to subrecipients as well as States)**

The Subgrantee will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 *et seq.*), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, sub-recipients and contractors, whether such programs or activities are Federally-funded or not);
- **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- **Executive Order 12898, Federal Actions To Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100).



PROJECT TITLE	APPLICANT	
FY 2020 Distracted Driving High Visibility Enforcement	Simsbury Police Department	
	CERTS & ASSURANCES	PAGE 2 OF 7

The Subgrantee—

- Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted.
- Will administer the program in a manner that reasonably ensures that any of its subrecipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the Non-Discrimination Authorities identified in this Assurance;
- Agrees to comply (and require any of its subrecipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;
- Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;
- Agrees to insert in all contracts and funding agreements with other State or private entities the following clause:
 

“During the performance of this contract/funding agreement, the contractor/funding recipient agrees—

  - a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
  - b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
  - c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
  - d. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
  - e. To insert this clause, including paragraphs a through e, in every subcontract and subagreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

PROJECT TITLE	APPLICANT	
FY 2020 Distracted Driving High Visibility Enforcement	Simsbury Police Department	
	CERTS & ASSURANCES	PAGE 3 OF 7

**Political activity (Hatch act)**  
**(applies to subrecipients as well as States)**

The Subgrantee will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

**Certification Regarding Federal Lobbying**  
**(applies to subrecipients as well as States)**

**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Restriction on State Lobbying**  
**(applies to subrecipients as well as States)**

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

PROJECT TITLE	APPLICANT	
FY 2020 Distracted Driving High Visibility Enforcement	Simsbury Police Department	
	CERTS & ASSURANCES	PAGE 4 OF 7

**Certification Regarding Debarment and Suspension**  
**(applies to subrecipients as well as States)**

**Instructions for Primary Tier Participant Certification (States)**

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, primary tier, principal, and voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and coverage sections of 2 CFR part 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>)

PROJECT TITLE	APPLICANT	
FY 2020 Distracted Driving High Visibility Enforcement	Simsbury Police Department	
	CERTS & ASSURANCES	PAGE 5 OF 7

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate the transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions

(1) The prospective primary tier participant certifies to the best of its knowledge and belief, that its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Participant Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

PROJECT TITLE	APPLICANT	
FY 2020 Distracted Driving High Visibility Enforcement	Simsbury Police Department	
	CERTS & ASSURANCES	PAGE 6 OF 7

4. The terms *covered transaction, civil judgement, debarment, suspension, ineligible, participant, person, primary tier, principal, and voluntarily excluded*, as used in this clause, have the meanings set out in the Definition and Coverage sections of 2 CFR part 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>)

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

*Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions*

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PROJECT TITLE	APPLICANT	
FY 2020 Distracted Driving High Visibility Enforcement	Simsbury Police Department	
	CERTS & ASSURANCES	PAGE 7 OF 7

**Buy America Act**  
**(applies to subrecipients as well as States)**

The Subgrantee will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

**Prohibition on Using Grant Funds to Check for Helmet Usage**  
**(applies to subrecipients as well as States)**

The Subgrantee will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

**I sign these Certifications and Assurances based on personal knowledge, and after appropriate inquiry.**

**Certifying Official:**

**Name:** Amy Meriwether

**Title:** Director of Finance/Treasurer

**Ink Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>PROJECT TITLE</b>	<b>APPLICANT</b>
FY 2020 Distracted Driving High Visibility Enforcement	Simsbury Police Department
	<b>SUMMARY</b>

**BUDGET SUMMARY**

Federal Share	100.00%
State/Local Share	0.00%

**BUDGET SUMMARY SUBMITTAL**

<b>COST CATEGORY</b>	<b>AMOUNT</b>	<b>SOURCE OF FUNDS</b>	
OFFICERS-SALARIES	\$13,820.16	FEDERAL FUNDS (100%)	\$19,576.26
OFFICERS-FRINGE BENEFITS	\$5,756.10	NON-FEDERAL FUNDS (0%)	\$0.00
TROOPER-SALARIES	\$0.00	<b>TOTAL FUNDS (100%)</b>	<b>\$19,576.26</b>
TROOPER-FRINGE BENEFITS	\$0.00		
STATE POLICE-SALARIES	\$0.00		
STATE POLICE-FRINGE BENEFITS	\$0.00		
INDIRECT COST	\$0.00		
<b>TOTAL FEDERAL BUDGET</b>	<b>\$19,576.26</b>		

**BUDGET SUMMARY APPROVAL (HSO USE ONLY)**

<b>COST CATEGORY</b>	<b>AMOUNT</b>	<b>SOURCE OF FUNDS</b>	
OFFICERS-SALARIES		FEDERAL FUNDS (100%)	
OFFICERS-FRINGE BENEFITS		NON-FEDERAL FUNDS (0%)	
TROOPER-SALARIES		<b>TOTAL FUNDS (100%)</b>	
TROOPER-FRINGE BENEFITS		<b>FEDERAL AWARD IDENTIFIER NUMBER (FAIN):</b>	
STATE POLICE-SALARIES		69A3751830000405eCTC	
STATE POLICE-FRINGE BENEFITS		69A3751930000405eCTC	
INDIRECT COST		69A3752030000405eCTC	
<b>TOTAL FEDERAL BUDGET</b>			

<b>PROJECT TITLE</b>	<b>APPLICANT</b>
FY 2020 Distracted Driving High Visibility Enforcement	Simsbury Police Department
	<b>REIMBURSEMENT</b>

**PROJECT EXPENDITURES --- REIMBURSEMENT REQUIREMENTS**

*NOTE: This is a federally reimbursable program. The cost of all expenses incurred under this project must first be paid for with municipal or state agency funds. The sub-grantee may then apply for reimbursement based on the procedures and policies listed below.*

<b>1st Billing Start Date</b> April 1, 2020	<b>1st Billing Ending Date</b> April 30, 2020	<b>Reimbursement Deadline</b> May 31, 2020
<b>2nd Billing Start Date</b> August 1, 2020	<b>2nd Billing Ending Date</b> August 15, 2020	<b>Reimbursement Deadline</b> September 15, 2020

- *All reimbursements must be signed and dated by the sub-grantee's authorizing official.*
- *Reimbursements should be submitted on a quarterly/monthly basis, per program, per program manager, during the term of the approved grant.*
- *Under the terms and conditions of this project application, ALL SUPPORTING DOCUMENTATION must be submitted to the Highway Safety Office no later than thirty ( 30 ) days after the project's ending date. Please verify the project start date, project ending date, and reimbursement deadline prior to any project activity.*
- *All reimbursements must include the invoice as well as proof of payment (examples: for airfare or hotel; a billing statement showing a zero balance, a screen shot from system showing vendor and payment amount with voucher number, copy of front and back of canceled check, or notarized letter which includes check number and date when expenditure was paid).*
- *Deadline for all federal reimbursements for salary positions must be invoiced to the CT Highway Safety Office (HSO) no later than October 30<sup>th</sup>. Failure to do so may jeopardize your reimbursement.*
- *All salary reimbursements must be accompanied by signed timesheets and/or reports. Signature of both the employee and authorizing Supervisor is required.*
- *Deadline for all federal reimbursements for commodity purchases and other pre-approved grant items should be submitted to the HSO no later than October 30<sup>th</sup>.*
- *Photocopies of any media coverage (if applicable) or supportive documentation can be included.*
- *Grant category budgets should be adhere to, funding is not fluid between budget categories. Only expenses contained in the approved Highway Safety Project application may be claimed for reimbursement.*

**FAILURE TO MEET THE REIMBURSEMENT REQUIREMENTS SET FORTH WILL RESULT IN YOUR CLAIM BEING DENIED.**



PROJECT TITLE	APPLICANT	
FY 2020 Distracted Driving High Visibility Enforcement	Simsbury Police Department	
	CERTS & ASSURANCES	PAGE 1 OF 7

**Certifications and Assurances**  
**for Fiscal Year 2020 Highway Safety Grants**  
(23 U.S.C. Chapter 4; Sec. 1906, Public Law 109-59, As Amended)

**Nondiscrimination**

**(applies to subrecipients as well as States)**

The Subgrantee will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 *et seq.*), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, sub-recipients and contractors, whether such programs or activities are Federally-funded or not);
- **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- **Executive Order 12898, Federal Actions To Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100).

PROJECT TITLE	APPLICANT	
FY 2020 Distracted Driving High Visibility Enforcement	Simsbury Police Department	
	CERTS & ASSURANCES	PAGE 2 OF 7

The Subgrantee—

- Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted.
- Will administer the program in a manner that reasonably ensures that any of its subrecipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the Non-Discrimination Authorities identified in this Assurance;
- Agrees to comply (and require any of its subrecipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;
- Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;
- Agrees to insert in all contracts and funding agreements with other State or private entities the following clause:
 

“During the performance of this contract/funding agreement, the contractor/funding recipient agrees—

  - a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
  - b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
  - c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
  - d. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
  - e. To insert this clause, including paragraphs a through e, in every subcontract and subagreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

PROJECT TITLE	APPLICANT	
FY 2020 Distracted Driving High Visibility Enforcement	Simsbury Police Department	
	CERTS & ASSURANCES	PAGE 3 OF 7

**Political activity (Hatch act)**  
**(applies to subrecipients as well as States)**

The Subgrantee will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

**Certification Regarding Federal Lobbying**  
**(applies to subrecipients as well as States)**

**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-L.L.L., "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Restriction on State Lobbying**  
**(applies to subrecipients as well as States)**

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

PROJECT TITLE	APPLICANT	
FY 2020 Distracted Driving High Visibility Enforcement	Simsbury Police Department	
	CERTS & ASSURANCES	PAGE 4 OF 7

**Certification Regarding Debarment and Suspension**  
**(applies to subrecipients as well as States)**

**Instructions for Primary Tier Participant Certification (States)**

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, primary tier, principal, and voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and coverage sections of 2 CFR part 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>)

PROJECT TITLE	APPLICANT	
FY 2020 Distracted Driving High Visibility Enforcement	Simsbury Police Department	
	CERTS & ASSURANCES	PAGE 5 OF 7

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate the transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions

(1) The prospective primary tier participant certifies to the best of its knowledge and belief, that its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Participant Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

PROJECT TITLE	APPLICANT	
FY 2020 Distracted Driving High Visibility Enforcement	Simsbury Police Department	
	CERTS & ASSURANCES	PAGE 6 OF 7

4. The terms *covered transaction, civil judgement, debarment, suspension, ineligible, participant, person, primary tier, principal, and voluntarily excluded*, as used in this clause, have the meanings set out in the Definition and Coverage sections of 2 CFR part 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>)

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

*Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions*

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PROJECT TITLE	APPLICANT	
FY 2020 Distracted Driving High Visibility Enforcement	Simsbury Police Department	
	CERTS & ASSURANCES	PAGE 7 OF 7

**Buy America Act**

(applies to subrecipients as well as States)

The Subgrantee will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

**Prohibition on Using Grant Funds to Check for Helmet Usage**

(applies to subrecipients as well as States)

The Subgrantee will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

**I sign these Certifications and Assurances based on personal knowledge, and after appropriate inquiry.**

**Certifying Official:**

**Name:** Amy Meriwether

**Title:** Director of Finance/Treasurer

**Ink Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>PROJECT TITLE</b>	<b>APPLICANT</b>
FY 2020 Distracted Driving High Visibility Enforcement	Simsbury Police Department
	<b>SUMMARY</b>

**BUDGET SUMMARY**

**BUDGET SUMMARY SUBMITTAL**

Federal Share	100.00%
State/Local Share	0.00%

<b>COST CATEGORY</b>	<b>AMOUNT</b>	<b>SOURCE OF FUNDS</b>	
OFFICERS-SALARIES	\$13,820.16	FEDERAL FUNDS (100%)	\$19,576.26
OFFICERS-FRINGE BENEFITS	\$5,756.10	NON-FEDERAL FUNDS (0%)	\$0.00
TROOPER-SALARIES	\$0.00	<b>TOTAL FUNDS (100%)</b>	<b>\$19,576.26</b>
TROOPER-FRINGE BENEFITS	\$0.00		
STATE POLICE-SALARIES	\$0.00		
STATE POLICE-FRINGE BENEFITS	\$0.00		
INDIRECT COST	\$0.00		
<b>TOTAL FEDERAL BUDGET</b>	<b>\$19,576.26</b>		

**BUDGET SUMMARY APPROVAL (HSO USE ONLY)**

<b>COST CATEGORY</b>	<b>AMOUNT</b>	<b>SOURCE OF FUNDS</b>	
OFFICERS-SALARIES		FEDERAL FUNDS (100%)	
OFFICERS-FRINGE BENEFITS		NON-FEDERAL FUNDS (0%)	
TROOPER-SALARIES		<b>TOTAL FUNDS (100%)</b>	
TROOPER-FRINGE BENEFITS		<b>FEDERAL AWARD IDENTIFIER NUMBER (FAIN):</b>	
STATE POLICE-SALARIES		69A3751830000405eCTC	
STATE POLICE-FRINGE BENEFITS		69A3751930000405eCTC	
INDIRECT COST		69A3752030000405eCTC	
<b>TOTAL FEDERAL BUDGET</b>			





# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Draft Debt Management Policy

2. **Date of Board Meeting:** February 10, 2020

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

Maria E. Capriola, Town Manager; Amy N. Meriwether, Finance Director/Treasurer

*Maria E. Capriola*

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

If the Board of Selectmen is prepared to adopt the draft Debt Management Policy as presented, the following motion is in order:

*Move, effective February 10, 2020, to adopt the Debt Management Policy as presented.*

If however, additional discussion and review of the draft Debt Management Policy is needed, the item can be tabled and the following motion is in order:

*Move, to table the draft Debt Management Policy agenda item.*

5. **Summary of Submission:**

At the October 28, 2019 Board of Selectmen meeting a workgroup to review the draft debt management policy was created. Two members of the Board of Selectmen (Sean Askham, Chris Peterson) and two members of the Board of Finance (Rob Pomeroy, Lisa Heavner) met with the Finance Director and Deputy Town Manager to review and suggest changes to the draft Debt Management Policy.

Attached is a revised draft of the Debt Management Policy as agreed upon by the workgroup. Ideally, this policy will be a joint policy of the Board of Selectmen and the Board of Finance. The Board of Finance will be reviewing this at a future meeting.

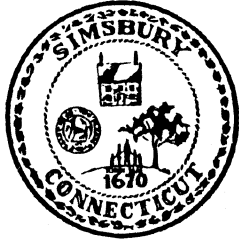
Bond counsel has reviewed this policy and has advised that a joint policy, as opposed to two separate policies, is acceptable.

6. **Financial Impact:**

None

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

a) Revised Draft Debt Management Policy



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## TOWN OF SIMSBURY DEBT MANAGEMENT POLICY

*Adopted by the Board of Finance on February 15, 1989  
Revised by the Simsbury Board of Selectmen on February 11, 2020 and  
the **Board of Finance on February XX, 2020***

### **I. Purpose**

The purpose of a debt policy is to establish written and objective guidelines to improve the quality of decision-making on long-term capital planning and on the appropriateness of utilizing debt to fund capital expenditures at the most economically advantageous rates of interest. It is the Board of Finance policy that the Town will confine long-term borrowing to capital improvements or projects that cannot be financed with current revenues. This policy recognizes the infrastructure needs of the Town as well as the taxpayer's ability to pay while taking into account existing legal, economic, financial and debt market considerations.

The primary objectives of this policy are to:

- Establish conditions for the issuance of debt for the purpose of funding capital projects.
- Plan for long and short-term issuance to finance the Town's capital program based on cash flow needs, sources of revenue, capital construction periods, available financing instruments and market conditions.
- Minimize the Town's debt service and issuance costs.
- Retain the highest credit rating and ensure financial integrity while providing a funding mechanism to meet the Town's capital needs.
- Maintain full and complete financial disclosure and reporting.

This policy is based on the practices recommended by the Government Financial Officers Association (GFOA) to facilitate compliance with local, state and federal laws and regulations.

### **II. Effective Date**

This policy shall remain in effect until revised or rescinded. The Town reserves the right to amend this policy as necessary.

### **III. Authority and Responsibility**

1. ***Borrowing Authority:*** The Town shall have the power to incur indebtedness in accordance with Connecticut General Statutes subject to the provisions of the Simsbury Town Charter. As stated in Chapter VIII, Section 813, the issuance of bonds and notes, except tax anticipation notes, shall be authorized by resolution of the Board of Selectmen. The issuance of notes, the term of which does not exceed one (1) year, may be authorized by the Board of Selectmen upon recommendation of the Board of Finance.
  
2. ***Responsibility:*** It shall be the responsibility of the Board of Selectmen, the Town Manager and the Finance Director to issue debt in compliance with the terms outlined in this policy and in compliance with the Town Charter and State and Federal law. The primary responsibility of debt management rests with the Finance Director. The Finance Director shall:
  - Provide for the issuance of debt at the lowest possible cost and risk;
  - Determine the available debt capacity;
  - Provide for the issuance debt at appropriate intervals and in reasonable amounts as required to fund approved expenditures;
  - Recommend to the Board of Selectmen the manner of sale of debt;
  - Monitor opportunities to refund debt and recommend such refunding as appropriate;
  - Comply with all Internal Revenue Service (IRS), Securities and Exchange Commission (SEC), and State and local rules and regulations governing the issuance of debt;
  - Provide for the timely payment of principal and interest on all debt; ensure that the fiscal agent receives funds for payment of debt service on or before the payment date;
  - Provide for and participate in the preparation and review of offering documents;
  - Provide annual disclosure information to established national information repositories and maintain compliance with disclosure statements as required by the state and national regulatory bodies;
  - Distribute to appropriate repositories information regarding financial condition and affairs at such time and in the form required by law, regulation and general practice;
  - Provide for the distribution of pertinent information to rating agencies;
  - Maintain a current database of all outstanding debt; and
  - Apply and promote prudent fiscal practices.
  - Develop and maintain a capital finance model to evaluate the impact of capital program spending, operations and maintenance costs, and debt service on its financial condition.

#### IV. Policy

1. Debt Retirement Objective – As determined by the Board of Finance, debt retirement expenses (interest and principal) shall be at a rate of not more than 7% of the total annual general fund operating budget. Debt that is being funded outside of tax revenues (i.e. WPCA Sewer Use Fees) shall not be included within the 7% unless the fund responsible for the debt payments is financially unstable and it is anticipated that the Town will be called upon to make debt payments from the general fund.
2. Compliance with Six-year Capital Improvement Plan (CIP) - Capital Planning for Simsbury is required by the Town Charter, Section 803 and predicated on adoption by the Board of Selectmen of a six-year CIP. In general, with the exception of emergencies and mandates, this plan is the governing document for capital expenditures. The Town further recognizes that certain projects for which debt financing should be considered may arise in such a manner that they cannot be incorporated into the six-year CIP prior to financing, e.g., the coming to the market of a specific property the Town desires to acquire for open space purposes.
3. Types of Permissible Debts – whenever possible, the Town will first attempt to fund capital projects with state and federal grants or other revenues. When such funds are insufficient, the Town may use dedicated revenues from Special Revenue Funds, Capital Projects Funds, or General Fund revenues or reserves. If these are not appropriate or sufficient, the Town will use bond funding or long-term leases. The Board of Selectmen and the Board of Finance will evaluate debt-funding scenarios as part of the capital budget process using models developed by the Finance Director in order to prioritize future financing needs and to evaluate compliance with this policy. The Board of Finance will forward its recommendations to the Board of Selectmen.

General Obligation (G.O.) bonds may be issued to finance traditional public improvements for which other funding is unavailable or impractical. Long-term bonds may be used to finance infrastructure or facility improvement projects with an estimated life expectancy of at least 15 years and cost of at least \$250,000.

The Town may go to market for G.O. bonds for a minimum threshold of \$1,000,000. A smaller number of projects may be combined to meet the threshold, provided that each such included project meets the 15-years useful life condition.

General Obligation (G.O.) Bond Anticipation Notes (BAN's) may be issued for short-term debt. The Town may choose to issue bond anticipation notes (BAN's) as a source of interim financing when deemed prudent. Bond anticipation notes may also be used as a form of permanent financing (generally up to 10 years under current statutes) by renewing the notes over a number of years and reducing the principal amount of the notes on renewal.

Capital Lease Purchase Financing, in contrast to a true lease, provides for the acquisition of the leased item. Lease purchase financing may be used for procuring assets that are too expensive to fund with current receipts in any one year, but with useful lives too short (less than 15 years) to finance with long-term debt. Generally, lease purchase financing will not be considered for the purchase or construction of

assets with a life expectancy of less than five years. The Town will seek competitive pricing when practical.

Low Interest Loan – The use of federal and state aided low interest loans should be considered before consideration of issuing any other forms of debt. Low interest loans may also be considered from private banks as permitted by law.

4. Statutory Debt Limitations – Under Connecticut Law, municipalities may not incur indebtedness through the issue of bonds which will cause aggregate indebtedness by class to exceed the following:

General Purposes 2.25 times base  
School Purposes 4.50 times base  
Sewer Purposes 3.75 times base  
Urban Renewal Purposes 3.25 times base

The “base” is defined as annual receipts from taxation (total tax collections including interest and penalties) and State payment for revenue losses under CGS sections 12-24a, 12-24c and 12-129d. In no case shall total indebtedness exceed seven times the base.

The statutes also provide for certain exclusions of debt issued in anticipation of taxes, for the supply of water, supply of gas, supply of electricity, construction of subways, for the construction of underground conduits for cables, wires, and pipes and for two or more of such purposes; for indebtedness issued in anticipation of the receipt of proceeds from State or Federal grants evidenced by a written commitment or contract.

5. Bond Structure

Consideration should be given by the Board of Selectmen to each of the following:

- Providing cash in advance to meet project expenses
- Maximizing the credit rating potential and market acceptance of the bonds
- Minimizing net borrowing cost
- Minimizing the impact of debt service payments on annual cash flow

Bond term – All capital improvements financed through the issuance of debt will be financed for a period not to exceed the useful life of the improvements, but in no event to exceed 20 years. For capital expenditures valued below \$20 million, bonding will not exceed ten (10) years. Fifteen (15) to twenty (20) year bond terms may be considered and approved in the budget process by the Board of Finance for major projects exceeding \$20 million that benefit the community.

Interest Rates - The Town will attempt to issue debt that carries a fixed interest rate. However, it is recognized that certain circumstances may warrant the issuance of variable rate debt. In those instances, the Town should attempt to stabilize debt service payments through the use of an appropriate stabilization arrangement. Board of Selectmen approval is needed to issue variable rate debt.

Debt Service Pattern – The preferred debt service method is level principal, however, new debt should be structured to coincide with the retirement of past debt to lessen the

impact upon the mill rate and to keep debt service costs at or below 7% of the operating budget. Debt that is being funded outside of tax revenues (i.e. WPCA Sewer Use Fees) shall not be included within the 7% unless the fund responsible for the debt payments is financially unstable and it is anticipated that the Town will be called upon to make debt payments from the general fund.

Call provision – The Board of Selectmen seeks to minimize the cost from optional redemption call provisions, consistent with its desire to obtain the lowest possible interest rates on its bonds. The Town Manager and Finance Director will evaluate the optional redemption provisions for each issue to ensure that the Town does not pay unacceptable higher interest rates to obtain such advantageous calls.

Method of sale – Debt obligations are generally issued through competitive sale. When conditions favorable for a competitive sale do not exist and when a negotiated sale will provide significant benefits to the Town that would not be achieved through a competitive sale, the Board of Selectmen may elect to sell its debt obligations through a private or negotiated sale.

6. Refunding Debt - The Board of Selectmen will continually monitor its outstanding debt in relation to existing conditions in the debt market and will refund any outstanding debt when sufficient savings can be realized. The target threshold for net present value savings should be a minimum of 2%.
7. Emergencies - During emergency situations, the Town may issue debt to provide for emergency infrastructure repair or replacement if such repair or replacement as necessary for the immediate preservation of the public peace, health and safety as governed by the Town Charter.

## V. Debt Affordability Measures

The Board of Finance, in connection with the budget approval process, will evaluate the Town's debt position. The following statistical measures to determine debt capacity will be used and evaluated in relation to rating agency standards and the Town's historical ratios to determine debt affordability:

### Debt Burden and Service Indicators

- Debt as a percentage of Net Taxable Grand List
- Debt per capita
- Debt to personal income
- Debt to taxable property value
- Debt as a percentage of General Fund expenditures
- Simsbury debt in comparison to other comparable towns

## VI. Professional Services

1. Bond Counsel: All debt issued by the Town will include a written opinion of bond counsel affirming that the Town is authorized to issue the proposed debt. The opinion shall include confirmation that the Town has met all Town and state requirements

necessary for its issuance, a determination of the proposed debt's federal income tax status and other components necessary for the proposed debt.

2. Municipal Advisor: A Municipal Financial Advisor(s) will be used to assist in the issuance of the Town's debt. The Municipal Financial Advisor will provide the Town with objective advice and analysis on debt issuance. This includes, but is not limited to, analyzing debt capacity, projecting future debt impact and modeling of future debt issuance, monitoring market opportunities, structuring and pricing debt, and preparing official statements of disclosure.
3. Underwriters: An Underwriter(s) may be used for all debt issued in a negotiated or private placement sale method. The Underwriter is responsible for purchasing the negotiated or private placement debt and reselling the debt to investors.
4. Fiscal Agent: A Fiscal Agent will be used to provide accurate and timely securities processing and timely payment to bondholders.

All vendors retained by the Town of Simsbury will be selected in accordance with the Town of Simsbury's purchasing policy.



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:**

Appointment of Mark William Freeman to the Zoning Board of Appeals

2. **Date of Board Meeting:**

February 10, 2020

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

Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk

*Maria E. Capriola*

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

If the Board of Selectmen supports the Simsbury Republican Town Committee proposed appointment, the following motion is in order:

*Move, effective February 10, 2020, to appoint Mark William Freeman (R) as a Regular Member of Zoning Board of Appeals with a term expiring December 6, 2021, to fill the vacancy created by the resignation of Diane Madigan.*

5. **Summary of Submission:**

The Zoning Board of Appeals has had a vacancy since Diane Madigan resigned on December 11, 2019. The Simsbury Republican Town Committee has recommended to appoint Mark William Freeman to the vacant member slot.

Mr. Freeman's term would be set to expire on December 6, 2021.

6. **Financial Impact:**

None

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

- a) Copy of Diane Madigan's Resignation Letter, dated December 11, 2019
- b) Copy of ED-638: Vacancy in Elective Office, sent to Secretary of the State's Office December 12, 2019



TOWN OF  
**SIMSBURY**  
CONNECTICUT

Published on *Simsbury CT* (<https://www.simsbury-ct.gov>)

[Home](#) > [Government](#) > [Town Clerk](#) > [Resignation Submission Form](#) > [Webform results](#) > [Resignation Submission Form](#)

Submission information

Form: [Resignation Submission Form](#) [1]  
Submitted by Anonymous (not verified)  
December 11, 2019 - 2:40pm  
[REDACTED]

**Member's Name**

Diane Madigan

**Address**

[REDACTED]

**Type of Member**

Regular

**Name of Board/Commission**

Zoning Board of Appeals

**Effective Date of Resignation**

12/11/2019

**Reason for Resignation**

Recently elected to Zoning Comm.

**Any Additional Comments**



**Simsbury, CT**  
933 Hopmeadow Street

Phone: (860) 658-3200

## Volunteer Form

*Good Government Starts with You*

**Date Submitted:** October 5, 2018

**Name:** Mark William Freeman

**Party Affiliation:** R

**Current Occupation/Employer:** HR Manager, Corporate Recruiter for Farm Credit Financial Partners, Inc.

**Narrative:** I work normal hours, 730-5. I can devote evenings / some weekend work if necessary. I attended Avon Old Farms School and went on to Manhattanville College in Purchase, NY. I graduated in 2006 with a Bachelor's Degree in Political Science & Communications (double major). I have excellent people skills as I'm in HR and I do all of the hiring for my company which is a technology provider to the Farm Credit system. This includes farm credit banks which loan money to farmers, large and small. I would be happy to elaborate on all of this in person if chosen.

**Board(s) / Committee(s):**  AQUIFER PROTECTION AGENCY  
 BOARD OF ETHICS  
 CULTURE PARKS & RECREATION COMMISSION  
 ECONOMIC DEVELOPMENT COMMISSION  
 FAIR RENT COMMISSION

To: Secretary of the State  
30 Trinity Street  
P.O. Box 150470  
Hartford, CT 06115-0470  
Attn: Legislation & Elections Administration Division

### Vacancy/Appointment In Elective Office



Vacancy In Elective Office	Appointment To Fill Vacancy In Elective Office
On <u>12/11/2019</u> , the office of <i>(date of vacancy)</i> <u>Zoning Board of Appeals</u>	On _____, pursuant to the provisions of <i>(date)</i> _____ <i>(specific section of Connecticut General Statutes or local law under which vacancy was filled)</i>
was vacated due to the resignation _____ <i>(manner in which vacancy occurred)</i>	_____ <i>(name)</i>
of the incumbent, <u>Diane Madigan</u> <i>(name)</i>	_____ <i>(address)</i> _____ <i>(party)</i>
<u>Republican</u> <i>(party)</i>	was appointed by _____ <i>(appointing authority)</i>
who was elected/appointed for a term	to fill the vacancy in the office of _____
from: <u>12/04/2017</u>	vacated by _____ <i>(name of person who vacated office)</i>
to: <u>12/06/2021</u>	on _____ <i>(date)</i>
	to serve until _____ <i>(date appointment expires)</i>
	being the date of <input type="checkbox"/> the next regular municipal election. <input type="checkbox"/> the expiration of the term

Date of Filing 12/11/2019

City  
Town of Simsbury

Mayor  
Town Clerk  
Warden \_\_\_\_\_  
*(signature)*

*Please print and sign form before mailing*

Notice Under Section 9-223 (C.G.S.)

## **CALL TO ORDER**

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Deputy First Selectman Sean Askham; Board members Michael Paine, Wendy Mackstutis, and Jackie Battos. Chris Peterson was absent. Others in attendance included: Town Manager Maria E Capriola; Deputy Town Manager Melissa Appleby; Culture, Parks and Recreation Director Tom Tyburski; Social Services Director Kristen Formanek; Finance Director Amy Meriwether; Town Engineer Jeff Shea; Town Attorney Robert DeCrescenzo, and other interested parties.

## **PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

## **PUBLIC AUDIENCE**

Joan Coe, 26 Whitcomb Drive, spoke about the Police Department investigations, having a lot of Boards and Commissions, FOI requests, Simsbury Farms, and other issues.

## **FIRST SELECTMAN’S REPORT**

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

## **TOWN MANAGER’S REPORT**

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

## **SELECTMEN ACTION**

### **a) Tax Refund Requests**

Ms. Mackstutis made a motion, effective January 27, 2020, to approve the presented tax refunds in the amount of \$32,790.57, 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 Opioid Response Initiative Grant**

Ms. Formanek said Social Services has not applied for this grant in the past. It is provided by Amplify which provides funds for the local prevention counsel. It would be for \$5,000. If awarded, it would be used for additional supplies including educational materials, training on Narcan and Question, Persuading and Refer and creating a recovery friendly community, etc.

Mr. Paine made a motion, effective January 27, 2020, to approve the Community and Social Services Department’s application for a grant through the Connecticut State Opioid Response Initiative – Community Mini Grant in the amount of \$5,000 to support local prevention efforts. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

**c) Proposed Simsbury Junior Woman’s Club Grant for the Library**

Mr. Wellman said the Library is applying for this \$500 grant to purchase VOX Readers for the Children’s Department.

Ms. Battos made a motion, effective January 27, 2020, to approve the Library’s application for a Simsbury Junior Woman’s Club Grant in the amount of \$500 to purchase VOX Readers for the Children’s Department and to accept the Grant, if awarded, and to authorize Town Manager, Maria E. Capriola to execute all documents related to the grant award. Mr. Paine seconded the motion. All were in favor and the motion passed.

**d) Proposed 2020 Simsbury Farms Gold Course Fee Schedule**

Mr. Tyburski said they are proposing no increases to the daily greens fees. They are proposing increases to season pass rates that have largely remained the same in the last few years. They are proposing \$50 increases to the adult season passes and \$25 for the senior passes. The golf carts and driving range rates will go up \$1.

Mr. Paine made a motion, effective January 27, 2020, to approve the 2020 fee schedule for the Simsbury Farms Golf Course as presented. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

**e) Proposed 2020 Aquatic Facilities and Day Camp Fee Schedule**

Mr. Tyburski said the Culture, Parks and Recreation Department is proposing increases to some aquatic facility fees and summer day camp program rates. Most of this is due to minimum wage increases.

Mr. Tyburski said the Aquatics fee schedule is projected to generate an estimated additional \$17,000 in additional revenue for aquatics and the Day Camp is projected to generate an estimated additional \$18,000.

Ms. Mackstutis made a motion, effective January 27, 2020, to approve the 2020 fee schedule for Aquatics Facilities and Day Camp programs as presented. Mr. Paine seconded the motion. All were in favor and the motion passed.

**f) Budget Status Report**

Ms. Meriwether went through highlights of the general fund revenues. She said as of December 31, 2019, expenditures total \$41,000,000 or 40% of budget expenditures. Actual expenditures total \$64,952 exceeding budgetary estimates by \$24,952.

Ms. Meriwether also went through the Town Clerk information, General Fund Expenditures, Legal Services, which will be over. She also went through the Simsbury Farms Fund, Health Insurance Fund, the Residential Property Fund, and the Sewer Use Fund.

No action was required for this agenda item.

**g) Recommended Transfer to Capital Non-Recurring Fund from Town Clerk LOCIP Fund for Vault Update**

Mr. Wellman said the Town will be replacing the carpet in the vault within the next several months. Therefore, the staff is requesting high density shelving, which would increase the scope of this project. They are requesting an additional transfer from the Town Clerk LOCIP Fund to the Capital Non-Recurring Fund in the amount of \$25,000 to fund the remainder of the project.

Mr. Askham made a motion, effective January 27, 2020, to recommend to the Board of Finance a transfer of \$25,000 from the Town Clerk LOCIP Fund to the Capital Non-Recurring Fund to cover the cost of high density shelving in the Town vault. Ms. Battos seconded the motion. All were in favor and the motion passed.

**h) Proposed Eversource Easement – Ryan Circle**

Mr. Wellman said Eversource Energy has requested a permanent access road easement from the Town of Simsbury for future vegetation management, inspections and capital upgrades required for their existing electrical transmission lines and support structures. They are seeking this permanent access through Town owned open space parcel located east of Ryan Circle and west of Penwood State Forest. In exchange for this easement Eversource would give the Town \$20,000, which is proposed to go into the Open Space Fund.

After some discussion, and more explanation from Mr. Shea, Mr. Paine made a motion, effective January 27, 2020, to authorize Town Manager Maria E. Capriola to execute a permanent access road easement on land owned by the Town of Simsbury to the Connecticut Light and Power Company d/b/a Eversource Energy for the purposes of constructing and utilizing their existing right of way on the east side of Ryan Circle and Hunting Ridge Road on Assessor Map ID 109, Block 106, Lot 000. Mr. Askham seconded the motion. All were in favor and the motion passed.

**i) Proposed Agriculture (Dewey Farm) Lease Extension**

Mr. Wellman said the current ground lease with the Ryan Family Farm expired December 31, 2020. They have expressed an interest in continuing to farm this land, but would like the lease to be extended for three years.

Mr. Ryan explained why they really need a three year extension instead of a one year extension as he does need to plan in advance of planting.

Ms. Capriola said the Purchasing Policy was updated, so we will probably have to issue a RFP or RFQ on the parcels. The Open Space Committee also has a workgroup that is working on stewardship policies, etc. The discussion on this property will probably come up again in the fall. The Ryan Family has been good stewards of this property.

Mr. Askham made a motion, effective January 27, 2020, to authorize Town Manager, Maria E. Capriola, to execute an amendment to the current Ground Lease with the Ryan Family for a three year extension of the ground license for the Town owned agricultural property at the former Dewey Farm. Mr. Paine seconded the motion. All were in favor and the motion passed.

**APPOINTMENTS AND RESIGNATION**

**a) Simsbury Republican Town Committee Proposed Re-appointments/New Appointments to Various Boards/ Commissions**

Mr. Wellman asked that they have a separate vote on Conservation Commission/IWWA. Mr. Askham made a motion, effective January 27, 2020 to vote separately on Conservation Commission/IWWA. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion, effective January 27, 2020, to re-appoint Kathryn Robbins (U) as a Regular Member of the Aging and Disability Commission with a term expiring January 1, 2024;  
To re-appoint William Egan (R) as a Regular Member of the Building Code Board of Appeals with a term expiring January 1, 2025;  
To re-appoint Michael Tanca (R) as a Regular Member of the Clean Energy Task Force with a term expiring December 6, 2021;  
To re-appoint Robert Beinstein (U) as a Regular Member of the Clean Energy Task Force with a term expiring December 6, 2021;  
To re-appoint Timothy Walczak (R) as a Regular Member of the Clean Energy Task Force with a term expiring December 6, 2021;  
To re-appoint Dianne Mead (R) as a Regular Member of the Historic District Commission with a term expiring January 1, 2025;  
To re-appoint Timothy Walczak (R) as a Regular Member of the Open Space Committee with a term expiring December 6, 2021; and  
To re-appoint Lucian Dragulski (R) as a Regular Member of the Public Building Committee with a term expiring January 1, 2024;  
To re-appoint Michael Egan (R) as a Regular Member of the Public Building Committee with a term expiring January 1 2024;  
To re-appoint John Salvatore (R) as a Regular Member of the Public Building Committee with a term expiring January 1, 2024;  
To re-appoint Susan Ray (R) as a Regular Member of the Recycling Committee with a term expiring December 6, 2021;  
To re-appoint Mary Turner (R) as a Regular Member of the Recycling Committee with a term expiring December 6, 2021;  
To re-appoint Rosemary Fusco (R) as a Regular Member of the Recycling Committee with a term expiring December 6, 2021;  
To re-appoint Sarah Summa (R) as a Regular Member of the Tourism Committee with a term expiring December 6, 2021;  
To re-appoint Katherine Oakes (R) as a Regular Member of the Tourism Committee with a term expiring December 6, 2021;  
To re-appoint Elizabeth Peterson (R) as a Regular Member of the Tourism Committee with a term expiring December 6, 2021;  
To re-appoint Jennifer Leimbach (R) as a Regular Member of the Tourism Committee with a term expiring December 6, 2021;  
To re-appoint Jacques Brignac (R) as a Regular Member of the Water Pollution Control Authority with a term expiring January 1, 2024;  
To re-appoint Edward Kelly (R) as a Regular Member of the Water Pollution Control Authority with a term expiring January 1, 2024; and

To appoint Linda Jonson (R) as a Regular Member of the Recycling Committee with a term expiring December 6, 2021.

Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to re-appoint Donald Eaton (R) as a Regular Member of the Conservation Commission/IWWA with a term expiring January 1, 2024. Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to re-appoint Jason Levy (R) as a Regular Member of the Conservation Commission/IWWA with a term expiring January 1, 2024. Ms. Battos seconded the motion. After some discussion, Mr. Askham, Ms. Battos, and Mr. Paine were in favor and Ms. Mackstutis and Mr. Wellman were against the motion. Therefore, the motion passed 3 to 2.

#### **b) Re-appointments and Appointments to Simsbury Meadows Performing Arts Center Board**

Mr. Paine made a motion, effective January 27, 2020, to re-appoint Joe Capolieta, Bill Clegg, Jeff Domenburg and Mike Doyle to the Simsbury Meadows Performing Arts Center Board of Directors with terms expiring April 30, 2022. Ms. Battos seconded the motion. All were in favor and the motion passed.

Ms. Battos made a motion, effective January 27, 2020, to appoint Lynn Adame to the Simsbury Meadows Performing Arts Center Board of Directors with a term expiring April 30, 2023. Mr. Paine seconded the motion. All were in favor and the motion passed.

### **REVIEW OF MINUTES**

#### **a) Regular Meeting of January 13, 2020**

There were no changes to the Regular Meeting Minutes of January 13, 2020 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** – Mr. Askham said they are still working on an ordinance.
- e) **Board of Education** – Ms. Mackstutis said graduation is on June 12, 2020. The Board of Education will be meeting tomorrow night. They have two capital improvement items for their budget this year. Special Ed already presented their budget for the year.

Ms. Mackstutis thanked Public Works for her snowplow ride. She said the Martin Luther King, Jr. event was very well attended and a great event. Mr. Mackstutis also said Aging and Disability does a lot and they are looking for designation.



## COMMUNICATIONS

- a) **BYOCT Pesticide Preemption Letter** – no discussion at this time. It is in the packet or can be emailed to residents.
- b) **Census Information** – Mr. Wellman said we are being encouraged to consider forming a committee with the goal of making sure all residents are included in the census. We need to get the word out about the importance of the census.
- c) **Correspondence Regarding Police Commission Request for Legal Opinion Regarding Duties in Charter**

Mr. Askham said this topic is a long, simmering, important topic. The Commission has asked for their responsibilities. We do need to look into the Town Charter and MERA and get a legal opinion on this issue. The Commission has asked for a legal opinion and an independent counsel review.

Ms. Capriola said we need to respect our process and Charter and first ask the Town Attorney for his opinion. She started a draft letter to the Town Attorney, if the Board is comfortable, will be sent to him to clarify their responsibilities.

After some discussion, Mr. Askham made a motion, effective January 27, 2020, to ask the Town Attorney for his interpretation of the Town Charter as it relates to the roles and responsibilities of the Police Commission and the Town Manager concerning budget development, Personnel and collective bargaining and other items. Mr. Paine seconded the motion. All were in favor and the motion passed.

## EXECUTIVE SESSION

- a) **Pursuant to CGS §1-200(6)(D), discussion of Possible Purchase and Sale of Real Property**

Mr. Askham made a motion to adjourn to executive session pursuant to CGS §1-200(6)(D), discussion of Possible Purchase and Sale of Real Property at 7:08 p.m. Executive Session will include Town Manager, Maria E. Capriola, Deputy Town Manager Melissa Appleby, Attorney Robert DeCrescenzo, Town Engineer Jeff Shea, Culture, Parks and Recreation Director Tom Tyburski, and Planning Director Mike Glidden. Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to adjourn the executive session at 7:35pm. Mr. Wellman seconded the motion. All were in favor and it passed unanimously.

## SELECTMEN ACTION

- a) **Possible Referral to Planning Commission and Open Space Committee re: Open Space**

Mr. Askham made a motion to refer to the Planning Commission the purchase of an easement for purposes of a bike/pedestrian path along the southern frontage of 20 Tariffville Road pursuant to CGS 8-24. Mr. Paine seconded the motion. All were in favor and it passed unanimously.

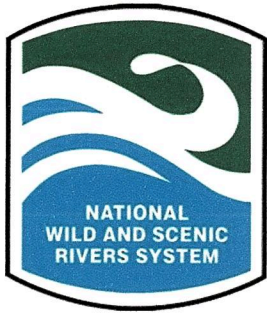
Mr. Askham made a motion to refer the sale of a portion of open space located along the eastern property line of 133 Holcomb Street to the Open Space Committee pursuant to 21-8 of the Town Code and to refer the sale to the Planning Commission pursuant to 21-8 of the Town Code and CGS 8-24.

**ADJOURN**

Mr. Askham made a motion to adjourn the regular meeting at 7:40pm. Mr. Paine seconded the motion. All were in favor and it passed unanimously.

Respectfully submitted,

Kathi Radocchio  
Clerk



## Lower Farmington River and Salmon Brook Wild and Scenic Committee

**Committee Members:**

Town of Avon  
Town of Bloomfield  
Town of Burlington  
Town of East Granby  
Town of Farmington  
Town of Granby  
Town of Hartland  
Town of Simsbury  
Town of Windsor  
Connecticut Department of  
Energy & Environmental  
Protection  
Farmington River  
Watershed Association  
Pequabuck River Watershed  
Association  
Salmon Brook Watershed  
Association  
Stanley Black and Decker  
U.S. National Park Service

January 28, 2020

Maria Capriola  
Town Manager  
Town of Simsbury  
933 Hopmeadow Street  
Simsbury, CT 06070

Dear Ms. Capriola:

On behalf of the newly formed Lower Farmington River and Salmon Brook Wild and Scenic Coordinating Committee, welcome to the National Wild and Scenic River System! Thank you for endorsing the designation of the watercourses as Wild and Scenic and for appointing a representative and an alternate to the Committee.

The Lower Farmington River and Salmon Brook are very special places. Many years of hard work by the Lower Farmington River and Salmon Brook Wild and Scenic Study Committee paid off when the U.S. Congress passed the Dingell Natural Resources Management Act in March 2019 and added these rivers to the national list of protected Wild and Scenic Rivers. Only about one-third of 1% of all rivers in the United States and Puerto Rico have received this designation. In Connecticut, they join the Eight Mile, Wood Pawcatuck, and Upper Farmington Rivers, and become one of 15 Partnership W&S Rivers nationwide. For more information on the designation, please visit [www.nps.gov/wsr](http://www.nps.gov/wsr).

The Committee very much appreciates your partnering with the other Committee members, the towns of Avon, Bloomfield, Burlington, East Granby, Farmington, Granby, Hartland, Simsbury, and Windsor, and the CT Department of Energy and Environmental Protection, the Farmington River Watershed Association, the Pequabuck Watershed Association, the Salmon Brook Watershed Association, Stanley Black and Decker and the National Park Service, to take on the important role of protecting and enhancing these waterways.

As a voting member of the Committee, your representative or alternate will have one vote on Committee matters requiring a vote. Representatives or alternates will also be important liaisons between you and the Committee in addressing relevant river related information and in working on projects to further the goals of the Lower Farmington River and Salmon Brook Wild & Scenic Management Plan. This Plan will guide the actions of the Committee moving forward. Please visit [www.lowerfarmington.org](http://www.lowerfarmington.org) for more information on the Management Plan.

The National Park Service (NPS) is the administering federal agency for the Lower Farmington River and Salmon Brook Wild & Scenic designation. In addition to having a representative on the Committee the Park Service will also provide general technical assistance and reviews of federally assisted or permitted water resource projects. Liz Lacy (liz\_lacy@nps.gov) or Stephan Bastrzycki (stephan\_bastrzycki@nps.gov) are available for questions that you may have about the Wild & Scenic designation or water resource project reviews.

For any questions regarding the Committee, please contact me, the interim chair, Sally Rieger at dfrandssr@aol.com. Also please send copies of your appointment letters to both me and Liz Lacy at the emails referenced above.

We look forward to our work together in helping protect the Outstanding Resource Values for which this extraordinary river and tributary were designated.

Best Regards,



---

Sally Rieger, Interim Chair

Lower Farmington River and Salmon Brook

Wild and Scenic Committee