

Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN **Regular Meeting – April 26, 2021 – 6:00 p.m.**

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

- Email written comments to ebutler@simsbury-ct.gov by 12:00 PM on Monday, April 26, 2021 to be read into the record; or
- Email tfitzgerald@simsbury-ct.gov by 12:00 PM on Monday, April 26, 2021 to register to address the Board of Selectmen live through Zoom.

PRESENTATIONS

- a) Aquarion Stratton Brook Facility Upgrade Presentation
- b) SPIRIT Council Presentation

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) Donation from St. Matthew Lutheran Church
- b) Proposed Revisions to the Juvenile Review Board Procedures
- c) FY 2022 Historic Documents Preservation Grant Program
- d) Tax Refund Requests
- e) Rescission of Temporary Prohibition of the Acceptance of Cash Payments
- f) Board of Selectmen's Position on Raised Bill 1105: An Act Eliminating the Property Tax on Certain Motor Vehicles and Adjusting the Uniform Property Assessment Rate
- g) License Agreement for Storage Shed Installation at Simsbury Farms by the Simsbury Youth Hockey Association
- h) Golf Cart Lease Agreement
- i) Proposed Public Gathering Permit – Simsbury Performing Arts Center – Conard High School Concert
- j) Proposed Public Gathering Permit – Simsbury Performing Arts Center – Simsbury High School Concert
- k) Proposed Public Gathering Permit – Simsbury Performing Arts Center – Riley's Dance Recital
- l) Proposed Public Gathering Permit – Simsbury Performing Arts Center – Roux Cajun Eatery Concert
- m) Proposed Public Gathering Permit – Simsbury Performing Arts Center – Farmington Valley Dance and Music Recital
- n) Proposed Public Gathering Permit – Simsbury Performing Arts Center – Memorial Day Ceremony and Celebration
- o) Proposed Public Gathering Permit – Old Drake Hill Flower Bridge – Simsbury 350th Park Dedication
- p) Proposed Public Gathering Permit – Old Drake Hill Flower Bridge – Shapiro Wedding
- q) Proposed Public Gathering Permit – Old Drake Hill Flower Bridge – LoPresti Wedding

- r) Proposed Revisions to Chapter 25 of the Town Code Concerning the Historic District Commission;
Schedule Public Hearing

REVIEW OF MINUTES

- a) Regular Meeting of April 7, 2021
- b) Special Meeting of April 14, 2021

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

COMMUNICATIONS

- a) Memo from T. Roy RE: Paving Work 2021, dated April 6, 2021
- b) Memo from M. Capriola, RE: Administrative Approvals for Public Gathering Permits, dated April 21, 2021

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Aquarion Water Company Presentation: Simsbury Centralized Water Treatment Project
2. **Date of Board Meeting:** April 26, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Jerome F. Shea, Town Engineer
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
This presentation is informational.
5. **Summary of Submission:**
The purpose of this presentation is to update the Board of Selectmen and the public on the status of the (Aquarion) Simsbury Centralized Water Treatment Project along with some changes for providing permanent access to the water treatment facility through Stratton Brook Park, which is a State of Connecticut DEEP maintained facility. Current access to the water treatment facility is through a DEEP easement off of Stratton Brook Road. DEEP is currently considering development of a new access road from Farms Village Road (State Route 309) through Stratton Brook Park that would eliminate potential conflicts with the Farmington River Trail users.

A presentation will be provided tonight by Michael K. Hiltz, P.E. Manager, Capital Delivery for Aquarion Water Company and Alan Wells, PE, Sr. Project Manager with Tighe & Bond who is responsible for design and construction administration for the project.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
a) Aquarion Water Company Presentation Slides



AQUARION
Water Company

Stewards of the Environment™

AQUARION WATER COMPANY STRATTON BROOK WATER TREATMENT PLANT PROJECT UPDATE

Michael Hiltz, PE – Aquarion Water Company
Alan Wells, PE – Tighe & Bond

Tighe&Bond

AGENDA

- Introduction
- Stratton Brook WTP Upgrade
- Existing Access Drive
- Proposed Access Drive
- Schedule
- Questions & Answers

INTRODUCTION

- Two on-going projects
 - Eno Place WTP Upgrade (Wells 2 and 5A)
 - Stratton Brook WTP Upgrade (Wells 1, 3, 4 and 6)
- Improve treatment reliability and safety
- Construction started June 2020
- Estimated completion March 2022

STRATTON BROOK WTP LOCATION



STRATTON BROOK WTP UPGRADE

- Will treat water from existing Wells 1, 3, 4 and 6



EXISTING ACCESS DRIVE

- Shared with Stratton Brook State Park Trail



PROPOSED ACCESS DRIVE

- Requested by CT DEEP
- Entrance on Farms Village Road
 - 12' wide gravel drive
 - ~1,500 ft long
 - 72 trees to be cut (>8" dia)
- On existing Aquarion easement
- Includes new water main
- Will allow Aquarion to stop using State Park Trail



ACCESS DRIVE CONSTRUCTION SCHEDULES

- **New Access Drive**
 - Construction Start - June 2021
 - Construction Completion - August 2021
- **Existing Access Drive (Stratton Brook State Park Trail)**
 - **CLOSED** for utility construction from Monday 4/26 to Friday 6/4
 - **OPEN** for weekends and on Memorial Day
 - Additional short-term closings will be required, notification will be provided to Town
- **Upon completion of construction Stratton Brook State Park Trail will no longer be used by Aquarion for daily/routine access to the Water Treatment Plant**

QUESTIONS?



AQUARION
Water Company

Stewards of the Environment™





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Simsbury SPIRIT Council Update
2. **Date of Board Meeting:** April 26, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community and Social Services; Cheryl Cook, Simsbury SPIRIT Council; Nicole Kodak, Simsbury SPIRIT Council; Tenesha Grant, Simsbury SPIRIT Council
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
This presentation is informational.
5. **Summary of Submission:**
The SPIRIT Council will update the Board of Selectmen on their work since the prior update in January. The Council continues to expand its efforts to support the mission of making Simsbury a more welcoming and inclusive community. In furtherance of that mission the Council is working on initiatives supporting the Board of Selectmen's Resolution declaring racism a public health crisis. The areas identified by the Board of Selectmen are criminal justice, education, food security, health, and housing. The Council is working on each of these goals, in addition to community engagement and awareness through its sub committees. The SPIRIT Council Chairs, Cheryl Cook, Nicole Kodak and Tenesha Grant will update the Board on each of these areas.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
None



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Donation from St. Matthew Lutheran Church
2. **Date of Board Meeting:** April 26, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community and Social Services *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports acceptance of the St. Matthew Lutheran Church donation, the following motion is in order:

Move, effective April 26, 2021, to accept a donation from St. Matthew Lutheran Church in the amount of \$2,000 for the purpose of supporting Simsbury Community and Social Services Department's Food Programs.
5. **Summary of Submission:**
St. Matthew Lutheran Church has provided a financial donation in the amount of \$2,000 to the Community and Social Services Department's Food programs. The donation will be used to provide emergency food assistance to Simsbury residents in need.

Chapter 100 of our Code of Ordinances, "Gift Policy," Section 100-2 "Monetary Donations" states that no donation of more than \$1,500 may be accepted without Board of Selectmen approval. If the donation is accepted I will direct staff to send a thank you letter to St. Matthew Lutheran Church.
6. **Financial Impact:**
The \$2,000 donation from St. Matthew Lutheran Church will be used to provide emergency food assistance to Simsbury residents in need. The funds would be deposited into a Social Services special revenue fund used for this purpose.
7. **Description of Documents Included with Submission:**
None



Town of Simsbury

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Revisions to the Juvenile Review Board Procedures
2. **Date of Board Meeting:** April 26, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community and Social Services *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the proposed revisions to the Policy, the following motion is in order:

Move, April 26, 2021, to approve the proposed changes to the Juvenile Review Board Procedures (Policy).
5. **Summary of Submission:**
The Procedures for the Juvenile Review Board were updated and adopted by the Board of Selectmen at their meeting on August 13, 2018. Section 4I stated that "Parent(s) and juvenile(s) will be notified of Board meetings concerning them and are required to be present at such Board meetings." The language has been updated for clarification regarding custodial and legal parents and guardians will be notified at the suggestion of our Town Attorney.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Proposed Revisions to the Juvenile Review Board Procedures



Town of Simsbury

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SIMSBURY JUVENILE REVIEW BOARD STATEMENT OF PURPOSE AND PROCEDURE

Approved by Board of Selectmen on March 10, 1982

Revised Date: August 13, 2018; April 26, 2021

1. Purpose

- A. The Simsbury Juvenile Review Board (JRB) is an established program within the Simsbury Community and Social Services Department to provide an alternative and early means of identifying and assisting youths (age 17 and under) who are troubled or in trouble with the criminal justice system. The Board will accomplish its purpose through considering juvenile cases referred to it and offering recommendations regarding the best method of dealing with the youth's particular needs.
- B. Where possible, the Board will attempt to construct non-judicial case recommendations. These may involve, but are not limited to such non-judicial options as individual or family counseling, psychiatric evaluation, work or monetary restitution, or participation in group or other activities. In many instances, these services are presently available, but unknown or unused, by the youth, family, school or police.
- C. The purpose of the Simsbury Juvenile Review Board shall be to provide an opportunity for troubled youths to be diverted from the criminal justice system and allow a path to becoming responsible members of the Simsbury community.

2. Effective Date

This policy shall remain in effect until revised or rescinded and replaces the original policy effective March 10, 1982. The Town reserves the right to amend this policy as necessary.

3. Goals

- A. The goals of the Review Board are:

- 1) To use community resources as the first source of action in handling the community problem of juvenile delinquency.
- 2) To promote community awareness of services to youth and youth activities.
- 3) To provide juveniles with rehabilitative and supportive services in an effort to reduce delinquent behavior.
- 4) To reduce the recidivism rate of juveniles.
- 5) To strengthen the working relationship and referral process between the Simsbury Police Department, Simsbury Public Schools, the Juvenile Court, and the Community and Social Services Department.
- 6) To assist and advise the Simsbury Police Department and school system with juveniles who are in trouble.

4. Composition/Voting/Meetings

- A. The size of the Board shall not exceed 11 persons, with 10 regular members and 1 alternate. Membership on the Board shall be comprised of representatives from agencies or organizations which have direct responsibility, contact or concern with youth and their families.
- B. The following agencies and organizations shall have a representative(s) on the Review Board:
 - 1) Police Department (1 individual as assigned by the Chief)
 - 2) School Department (2 individuals as assigned by the Superintendent)
 - 3) Town Recreation Department (1 as assigned by the Director of Culture, Parks and Recreation)
 - 4) Town Director of Community and Social Services
 - 5) Board of Selectmen Member (1 Selectman as appointed by the Board of Selectmen)
 - 6) YMCA Representative (as appointed by the Board of Selectmen)
 - 7) Probation Officer from Juvenile Court (as appointed by the Board of Selectmen)
 - 8) Family Counseling Service (as appointed by the Board of Selectmen)
 - 9) Simsbury Clergy (as appointed by the Board of Selectmen)
 - 10) Alternate - Town Social Worker (as assigned by the Director of Community and Social Services)
- C. Staff appointments to the JRB should be reviewed and approved by the Director of Community and Social Services. The Director of Community and Social Services, in consultation with the JRB, will make recommendations to the

Board of Selectmen for appointments to the JRB for members representing outside agencies as noted above in Section 4B.

- D. Any member of the JRB may be removed by the Board of Selectmen, upon the recommendation of the Town Manager, for cause. Such member will be afforded an opportunity for a public meeting with the Board of Selectmen prior to a final decision being made regarding their status for removal. The purpose of the public meeting is to give the member an opportunity to be heard in person before the Board of Selectmen prior to a final decision being made.
- E. Any member who is absent from more than fifty (50) percent of JRB meetings during any twelve (12) month period may be removed from the JRB, and the vacancy shall be filled as outlined in Section 4B. An exception may be granted by and at the discretion of the Town Manager due to a member's illness or other exigent circumstances.
- F. The Town Attorney will be available to the Board as needed.
- G. Each representative shall have one vote.
- H. Meetings shall be held as often as necessary to consider cases or administrative matters. Attendance shall be recorded in the minutes of the meeting.
- I. [Custodial Parent\(s\) or Legal Guardian\(s\)](#) and juvenile(s) will be notified of Board meetings concerning them and are required to be present at such Board meetings.
- J. Guests are permitted at Review Board meetings with the prior consent of the Chairperson and parent(s). Guests will have no vote and must sign a confidentiality agreement before attendance is allowed.
- K. Appropriate case and other files are the property of the Police Department, but may be maintained in a central location to expedite the Board's work.
- L. The Community and Social Services Director shall act as the Chairperson. On an annual basis the JRB will select a Vice Chair. The Community and Social Services Department shall be responsible for scheduling and cancelling meetings, distributing minutes and the filing of case disposition, as well as other duties that may be necessary.
- M. The Board shall establish rules and procedures to govern the conduct of meetings and the filing of case dispositions, and review those rules and procedures on an annual basis.

5. Procedure for Case Consideration

- A. A matter is eligible for Review Board consideration if it involves a juvenile contact, if it is their first offense, and it is not involving a felony. The police will be encouraged to refer all eligible juvenile contacts to the Board but may exercise discretion on referrals.
- B. Parental authorization will be required before a child's case can be brought before the Board and before any information can be shared between and among agencies. If the parents refuse to sign the authorization form, then the case will be handled by the Police Department through its usual channels. If the child says he/she is not guilty of the offense, the case will automatically be handled by the Police Department to determine the facts of the case and appropriate findings. Under no circumstances will it be the Board's responsibility to determine if the offense occurred, or if the accused is innocent or guilty of the offense.
- C. When sufficient information regarding the youth and his/her family has been presented, the Board may formulate a recommendation by a 2/3 vote of those present. A case may be continued to the next regular meeting, but must be acted upon at that time.
- D. Case dispositions will be communicated to the youth and family by a letter from the Chairperson. A copy of the disposition notice will be placed in the case file.
- E. Any agency or individual to which a youth is assigned as part of his/her case disposition shall make a report to the Board at the completion of the youth's assignment or at periodic intervals if the time period covers more than three (3) months.
- F. The Review Board should have a clear policy on what cases they are able to accept or reject. The Juvenile Review Board does not have to accept every case referred to it, but should state the reason they are choosing to reject the case before them. This statement should reference the above mentioned policy when notifying a juvenile about the Board's decision to reject their case.

6. Confidentiality/Records

- A. The discussion of cases shall be held in executive session, where only Review Board members and permitted guests shall be present.
- B. Individual case names, or other identifying information, shall not appear in the minutes.

C. No information shall be released to another person or agency without permission of the parents and a majority vote of the entire Review Board.

Statement of Purpose

The Juvenile Review Board is an authorized program within the Community and Social Services Department in collaboration with the Simsbury Police Department. The Board is designed to review situations of juvenile contact/arrest and to provide an alternative and early means of assisting youths and their families who are troubled or in trouble. The Board only reviews cases where the juvenile has admitted guilt to the charges filed by the Police Department.

The Board is composed of representatives from the Police Department, Town Community and Social Services Department, Culture, Parks and Recreation Department, School Department, Juvenile Matters Division of the Connecticut Superior Court, Family Counseling Services, the YMCA, and a local clergyman.

The Board will attempt to formulate non-judicial recommendations which may include: counseling for the juvenile and/or his/her family, community service work and/or monetary restitution. The prime goal of these recommendations would be to prevent any further behavior which would bring the juvenile into negative contact with the justice system. However, the Board may also recommend, after a review of the case, that a referral to court is the best course of action. All information gathered will be kept strictly confidential.

Parent(s) and/or guardian(s) and the juvenile will be notified of Board Meetings concerning them and may request to appear before the Board. The Board may also request the presence of parent(s) and juvenile at a hearing concerning them.

Parent(s)/guardian(s) and juvenile always have the option of electing to appear before the Court rather than before the Juvenile Review Board.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** FY 2022 Historic Documents Preservation Grant Program

2. **Date of Board Meeting:** April 26, 2021

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

Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports applying for the Historic Documents Preservation Program Grant, the following motion is in order:

Move, effective April 26, 2021 to submit the FY 2022 Historic Documents Preservation Program Grant application and to authorize Maria E. Capriola, Town Manager, to designate Ericka L. Butler, Town Clerk, as the agent for making the above application.

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

Move, to accept the FY 2022 Historic Documents Preservation Program Grant and to authorize Maria E. Capriola, Town Manager, to execute all documents related to the grant award.

5. **Summary of Submission:**

Each year the Town Clerk has an opportunity to apply for the Historic Documents Preservation Program Grant. The Town of Simsbury has images along with the corresponding indexing available on its electronic land record database dating back to July 1, 1976. The land record indexes prior to this date are only available in the Town Clerk's vault. They have not been duplicated in an electronic format; therefore, no more land record document images can be attached to the electronic index. The Town has reached a point in which it would have to start indexing documents prior to July 1, 1976 one at a time and then the corresponding images would need to be attached. This process is very time consuming and costly. However, there is another option to make land record indexing and images prior to July 1, 1976 available electronically to the public from home or office is by using "Online Index Books." With "OIB," our indexes will be scanned and made available to the public electronically. The indexes will be searchable. Once a searcher finds the document they need, they will then be able to enter in the volume and page number of the document and will be able to view and print the images prior to 1976 from home or office. With this project, the Town of Simsbury's land record index images and land record document images will be available electronically dating back to 1962.

The year 2020 presented many challenges for municipalities. Municipal services are essential services and must go on no matter the circumstances. During the pandemic, Town Clerk Offices and other municipal services creatively developed solutions to accomplish their necessary tasks, under completely different circumstances all while remaining safe.

It was extremely helpful having the Town's land record indexes and images available online dating back to 1976 during the pandemic. It allowed for searchers to have access to the records they needed to complete their work without having to come in to Town Hall. This protected our staff and the public and did not limit the times in which searchers could access the records they were in need of. However, there were plenty of times that searchers needed copies of records prior to 1976. In most cases, they did know the volumes and pages of the land records they needed. They were able to request copies from Town Clerk staff and we were able to retrieve, scan and email them. This was time consuming, though. And in some cases, the searcher did not know the volumes and pages of the records they were in need of. This meant they needed to come in to the Town Clerk's vault to search the indexes prior to 1976 and make copies of the needed land records.

The Town Clerk's Office was able to make this work, although it was not easy. It is now apparent that it would be beneficial to have land record indexes and images dating back further than 1976 available to the public electronically. The pandemic has also led to an increased number of users of our electronic land record database. These new users will most likely continue to use this online database even when the pandemic subsides. This is another reason to add to online availability of land records; more users, more demand. When searchers utilize the online database, the Town still receives compensation. The Town also benefits because the searchers are not using our copiers, paper and toner. Most importantly, the searchers will not be handling our permanent land record indexes and books as frequently, helping in the preservation of them for years to come.

6. Financial Impact:

The total cost of the above project is expected to be \$19,885; \$7,500 funded by the grant and \$12,385 funded by the Town Clerk Special Revenue Fund. If the grant is awarded, since the project is over \$10,000, a capital project will need to be created and approved by the BOS and the BOF at a later date.

There would be an ongoing \$150 monthly fee for the online land record software associated with this work beginning July 1, 2022¹. We will budget for the annual \$1,800 expense in the FY 22/23 Town Clerk budget.

7. Description of Documents Included with Submission:

- a) Targeted Grant FY 2022-Historic Documents Preservation Program-CT Municipalities Application

¹ The Town utilizes COTT for its land record software; this fee would be in addition to existing charges for the software

APPLICATION
TARGETED GRANT FY 2022
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 1/2021)



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

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

Name of Municipality:
*Use full municipality name, ie
 'Town of ____' or 'City of ____'*

Town of Simsbury

Name of Municipal CEO: **Maria E. Capriola**

Title: **Town Manager**

Phone with Area Code: 860-658-3230

Email: mcapriola@simsbury-ct.gov

Name of Town Clerk: **Ericka L. Butler**

Title: **Town Clerk**

Phone with Area Code: 860-658-3243

Email: ebutler@simsbury-ct.gov

Check if Designated Applicant: ☒

TC Mailing Address: 933 Hopmeadow Street, Simsbury, CT 06070

MCEO Address if Different: n/a

Grant Application Deadline: ☒ Cycle 1: April 30, 2021

☐ Cycle 2: September 30, 2021

Grant Contract Period: The contract period begins after July 1, 2021 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2022.

Maximum Grant Allowed:

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

Amount Requested: \$ 7,500

Grant Category(ies):

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

See Page 6 of the Guidelines for Category descriptions.

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 7,500	\$ 12,385	\$ 19, 885
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$	\$	\$
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$	² \$	\$
5. Other (Please specify on a separate sheet; rarely used)	\$	\$	\$
6. TOTAL	\$ 7,500	\$	\$ 19, 885

¹ Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.

² Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documents

Answer on an attached page. **Number each question and answer.** If applying for more than one project, questions 1 through 3 must address each project **separately** and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b.

Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

- 1. Describe the project.** State **what** will be done and **why**. In addition, for **records projects**, identify the specific records, including date ranges. For **conservation projects**, also address microfilming – see Guidelines booklet for instructions under Preservation/Conservation on **Page 9**.
- 2. Provide vendor/personnel info & timeframe.** For **vendors**, identify the company and the timeframe for completing the work within the grant period. For **town personnel** – see Guidelines booklet for instructions under Town Personnel Costs on **Page 12**.
- 3. State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.
- 4. Provide a detailed budget.** If applying for only **one** project with one vendor – **omit** this question. If applying for more than one project – show the **detail** for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the **split** between grant and local funds for each line item (if any).
- 5. Attach supporting documents.** For **vendors**: provide a copy of the proposal or quote. For **direct purchases** of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

Designation of Town Clerk as Applicant

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

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

Signature of MCEO

Date

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

Certification of the Application

This section **must** be signed by the **applicant**.

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

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2022 Targeted Grant Guidelines* have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

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

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

For State Library Use Only

Grant Disposition: ☐ Approved ☐ Denied

Grant Award: \$ _____

Grant Number: _____ - _____ - _____

Signature of Public Records Administrator

Date



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:** April 26, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

Move, effective April 26, 2021, to approve the presented tax refunds in the amount of \$2,379.91, 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 \$2,379.91. The attachment dated April 26, 2021 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
 - a) Requested Tax Refunds, dated April 26, 2021

REQUESTED TAX REFUNDS
APRIL 26, 2021

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2019				
ACAR Leasing Ltd	19-03-50048	\$346.57		\$346.57
Alvi Omar Saeed	19-03-50413	\$40.02		\$40.02
Donahue-Frulla Maura	19-03-54871	\$83.82		\$83.82
Porche Leasing Limited	19-03-65047	\$819.76		\$819.76
Porche Leasing Limited	19-03-65048	\$733.67		\$733.67
VCFS Auto Leasing Co	19-03-69543	\$356.07		\$356.07
Total 2019		\$2,379.91	\$0.00	\$2,379.91
TOTAL 2019		\$2,379.91	\$0.00	\$2,379.91
TOTAL ALL YEARS		\$2,379.91	\$0.00	\$2,379.91



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Rescission of Temporary Prohibition of the Acceptance of Cash Payments
2. **Date of Board Meeting:** April 26, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports rescinding the temporary suspension of accepting cash payments, the following motion is in order:

Move, effective May 3, 2021, to rescind the temporary prohibition of accepting cash payments.

5. **Summary of Submission:**

In an effort to keep residents and staff safe during the COVID-19 Pandemic the Board of Selectmen at their May 27, 2020, September 14, 2020, and December 14, 2020 meetings stopped taking cash payments as a method to curtail the amount of contact between individuals. Notably July and December tax bills were collected without accepting cash payments and no issues were noted².

Due to recent CDC guidance on the COVID-19 virus spreading more through aerosols rather than touch, staff recommends returning to the practice of accepting cash payments. It is recommended to start allowing cash payments on May 3rd. This concept has been reviewed by the Leadership Team and there was general consensus in support of this

Payments can still be made by check, debit card, or credit card. Checks may be mailed or left at a secure drop box at Town Hall.

During the pandemic, many departments found there was no hardship, and in fact was easier, not accepting cash payments. It also reduced our potential for fraud. Many are interested in pursuing a policy that would either eliminate cash payments for certain departments, or perhaps limit cash payments up to \$25 only. Staff will review this concept further, and if a long-term recommendation is warranted, will present at a later date.

² Only one complaint was received regarding not accepting cash to pay tax bills.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

None



Town of Simsbury

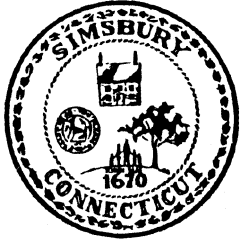
933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Board of Selectmen's Position on Raised Bill 1105:
An Act Eliminating the Property Tax on Certain Motor
Vehicles and Adjusting the Uniform Property
Assessment Rate
2. **Date of Board Meeting:** April 26, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capirola, Town Manager *Maria E. Capirola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports sending the attached letter stating Simsbury's
opposition to raised bill number 1105, the following motion is in order:

*Move, effective April 26, 2021 to send the attached letter to the Joint Committee on
Finance, Revenue and Bonding, Representative John Hampton and Senator Kevin
Witkos outlining Simsbury's opposition to Raised Bill Number 1105: An Act Eliminating
the Property Tax on Certain Motor Vehicles and Adjusting the Uniform Property
Assessment Rate.*
5. **Summary of Submission:**
The Joint Committee on Finance, Revenue and Bonding held a public hearing on
Raised Bill 1105: An Act Eliminating the Property Tax on Certain Motor Vehicles and
Adjusting the Uniform Property Assessment Rate on April 20, 2021. In Simsbury this
would result in \$8,030,076 in taxes needed to be raised through an increase in real
estate and personal property taxes.
6. **Financial Impact:**
To cover the loss in revenue the Town mill rate would need to increase by 3.44 mills.
This would increase the average median priced home's property tax bills by \$739.
7. **Description of Documents Included with Submission:**
a) Simsbury's Opposition to Raised Bill 1105, draft letter dated April 26, 2021



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Eric Wellman - First Selectman

April 26, 2021

Joint Committee on Finance, Revenue and Bonding
Legislative Office Building, Room 3700
Hartford, CT 06106

Rep. John Hampton
Legislative Office Building, Room 5007
Hartford, CT 06106

Sen. Kevin Witkos
Legislative Office Building, Room 3400
Hartford, CT 06106

This letter is being sent to you to demonstrate the Simsbury Board of Selectmen's unanimous opposition to Raised Bill 1105: An Act Eliminating the Property Tax on Certain Motor Vehicles and Adjusting The Uniform Property Assessment Rate as it is currently written. Motor vehicles in Simsbury represent 8.3% of our 2020 Grand List, or about \$214,666,420. With an anticipated FY 21/22 mill rate of 37.42 that would result in a loss in revenue of \$8,030,076. Currently in Simsbury 1 mill is equal to about \$2.3 million in revenue. The elimination of the motor vehicle tax would result in a mill rate increase of 3.44 mills on real estate and personal property taxes to recover the lost revenue.

We applaud the State for exploring options to minimize the impact of regressive taxation for residential property owners, but this proposal would in fact shift another burden onto the municipal real estate and personal property tax since municipalities have no other revenue source to offset the lost revenue. The proposed bill would allow municipalities to increase the current assessed value of property from 70% to 100%. As you know, taxes are calculated using the assessed value of property. Increasing the assessed valuation would serve only to increase the tax burden for property owners.

Connecticut municipalities already rely heavily on property taxes to fund their budgets, which is a regressive form of taxation. We would be happy to work with the legislature to identify ways for municipalities to diversify their revenue base and decrease the reliance on the property tax for towns and cities across the state.

Should you or the Joint Committee on Finance, Revenue and Bonding need anything else from
Simsbury officials please feel free to contact our Town Manager, Maria Capriola, at 860-658-3230 or at
townmanager@simsbury-ct.gov.

Thank you,



Eric Wellman
First Selectman



Sean Askham
Deputy First Selectman



Jackie Battos
Selectman



Wendy Mackstutis
Selectman



Michael Paine
Selectman



Christopher Peterson
Selectman

C: Maria Capriola, Town Manager
Melissa Appleby, Deputy Town Manager
Amy Meriwether, Finance Director
Francine Beland, Assessor
Betsy Gara, Executive Director, COST



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** License Agreement for Storage Shed Installation at Simsbury Farms by the Simsbury Youth Hockey Association
2. **Date of Board Meeting:** April 26, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Tom Tyburski, Director of Culture, Parks and Recreation *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen is in support of moving forward with a license agreement for a Simsbury Youth Hockey storage shed at Simsbury Farms, the following motion is in order:

Move, effective April 26, 2021, to authorize Town Manager Maria E. Capriola to execute the proposed license agreement with the Simsbury Youth Hockey Association.
5. **Summary of Submission:**
The Simsbury Youth Hockey Association has been the Simsbury Farms Ice Rink's primary tenant for more than 40 years. SYHA has demonstrated a need for onsite storage in order to meet their program's needs. The club wishes to place a storage shed at their own expense at Simsbury Farms. They have agreed to maintain the shed at their expense during the entirety of the license agreement. Staff has worked with SYHA representatives to find a location that does not affect current maintenance practices and is also unlikely to hinder any future development of the recreation facilities at Simsbury Farms. The Town and SYHA are in agreement on terms of the license agreement regarding maintenance responsibilities of the shed as well as insurance and indemnification requirements.

The Town's attorney has reviewed and approved of the proposed license agreement. This agreement will serve as a template for similar such requests in the future.
6. **Financial Impact:**
The Simsbury Youth Hockey Association will own and be responsible for all costs related to the purchase, installation and maintenance of the storage shed.
7. **Description of Documents Included with Submission:**
 - a) Proposed License Agreement with the Simsbury Youth Hockey Association

LICENSE AGREEMENT
Simsbury Farms Complex, Simsbury, Connecticut

This License and Indemnification Agreement (the “Agreement”) is effective as of April ____, 2021 (the “Effective Date”), by and among Town of Simsbury, a Connecticut municipal corporation with an address of 933 Hopmeadow Street, Simsbury, Connecticut (“Licensor”), and the Simsbury Youth Hockey Association, P.O. Box 62 Simsbury, Connecticut (“Licensee”).

WHEREAS, Licensor is the owner of a piece or parcel of land known as the Simsbury Farms Recreational Complex, 100 Old Farms Road, West Simsbury, Connecticut as more particularly shown on a certain map or plan identified as Exhibit A attached hereto and made a part hereof (the “License Area”); and

WHEREAS, Licensee desires to use the License Area for the location of a Storage Shed for use in carrying out its recreational hockey programs; and

WHEREAS, Licensor desires to permit Licensee from time to time to access the License Area for the sole and exclusive purpose of using its Storage Shed by its staff, members, volunteers and program participants with minimal interruption to Licensor’s operations; and

NOW, THEREFORE, in consideration of the mutual promises and subject to the terms and conditions herein set forth, the parties hereto agree as follows:

1. Grant of License.

- (a) Licensee is hereby granted a license permitting Licensee, its members, volunteers and program participants sponsored by the Licensee to access the License Area to locate and install its Storage Shed according to plans and at a location within the Simsbury Farms Recreational Complex as approved by the Licensor. Licensor reserves the right to reject any and all requests for access to the Licensed Area by the Licensee for any reason or for no reason.
- (b) Licensee shall contact the Licensor prior to any proposed use of the License Area to determine the feasibility of the use and location of the Storage Shed to make necessary arrangements. Further, Licensee shall be responsible for complying with any and all Town, state and federal regulations and shall obtain all necessary governmental permits that may be required prior to the location and installation of the Storage Shed within the License Area.
- (c) This grant of License shall be subject to the following conditions:
 - 1. The Licensor shall have the final decision on the location of the Storage Shed and shall have the right to have it moved to another location or removed from the Premises if it is deemed necessary to do so at a later time;

2. The Licensee shall maintain the Storage Shed while they continue to use the unit, and shall at their sole cost and expense keep it in good repair and appearance to the satisfaction of the Licensor;
3. Copies of any keys to the Storage Shed shall be provided to the Simsbury Recreation Department;
4. While accessing the Storage Shed and the premises, staff members, volunteers and program participants shall be liable and responsible for any town property that is damaged in the process;
5. The Licensor is not responsible for providing lighting or any utilities of any kind to the Storage Shed;
6. The Licensor does not accept any responsibility or liability for any items or property stored in or about the Storage Shed by the Licensee and any of Licensee's invitees. Licensor does not provide insurance for Licensee, and Licensee shall be expected to provide their own insurance coverage;
7. The Licensee is solely responsible and liable for all costs associated with the installation and maintenance and repair of the Storage Shed.

2. Indemnification.

To the fullest extent permitted by law, Licensee shall, from and after the Effective Date, indemnify and hold Licensor harmless and, if requested by Licensor, defend Licensor with counsel reasonably satisfactory to Licensor, from and against any and all liabilities, losses, claims, causes of action, damages, costs, judgments and expenses (including reasonable attorney's fees and costs of collection) (collectively "Claims") incurred by or threatened against Licensor (i) arising out of or relating to any occurrence on the License Area arising, directly or indirectly, as a result of the use or occupancy of the License Area by Licensee, its staff, business invitees and employees on or after the Effective Date, excepting in either instance only Claims arising out of the gross negligence or willful misconduct of Licensor; (ii) arising out of any omission, fault, neglect, or other misconduct of Licensee, its employees, agents, licensees, invitees, business invitees or employees arising out of or relating to this Agreement on or after the Effective Date; of (iii) any breach of this Agreement by Licensee. Licensee agrees that the foregoing agreement to indemnify, defend, and hold harmless extends to liabilities, losses, claims, causes of action, damages, costs and expenses (including reasonable attorney's fees and costs of collection) arising out of claims of Licensee's staff, business invitees and employees without regard to any immunity, statutory or otherwise, including any immunity under the workers compensation laws of any applicable jurisdiction. In addition, Licensee releases Licensor from any and all Claims for any damage to any property of Licensee, its staff, business invitees and employees located at or used under this Agreement at the License Area, excepting

only such damage caused by the gross negligence or willful misconduct of Licensors. Licensee's obligations under this paragraph shall survive the termination of this Agreement.

To the extent necessary to indemnify and hold harmless Licensors and Licensors' agents and employees, Licensee hereby waives any immunity or exemption as an employer under any workers' or workers' compensation law, for any and all claims arising from injury to or death of any Licensee's employees, agents or subcontractors in connection with the License Area. In addition, the indemnification obligation of Licensee under this agreement shall not be limited by a limitation on the amount or type of damages, compensation or benefits payable by or for Licensee, or Licensee's agents, subcontractors or anyone directly or indirectly employed by them, under any workers' or workers' compensation law, disability benefit law or other employee benefit law.

3. Insurance.

Licensee shall purchase and maintain insurance for such types of coverage and limits of liability as Licensors shall determine in its reasonable discretion, which shall include the following:

- (a) Commercial or Comprehensive General Liability Insurance on an occurrence form with a combined single minimum limit of not less than \$1,000,000 each occurrence, and annual aggregates of \$2,000,000 for bodily injury and property damage, including coverage for blanket contractual liability broad form property damage; personal injury liability, independent contractors and products/completed operations, and sudden accidental pollution;
- (b) Automobile Liability insurance with a combined single minimum limit of not less than \$1,000,000 each accident for bodily injury and property damage to include coverage for all owned, non-owned, and hired vehicles; and

Licensee shall name Licensors as an additional insured on their general liability, automobile liability, or umbrella liability insurance policies. Licensee shall provide proof of such insurance in the form of certificates of insurance acceptable to Licensors prior to accessing the License Area under this Agreement. All policies under this Agreement shall be Primary, non-contributory to any coverage maintained by Licensors, or their respective affiliated entities. All policies of insurance shall contain a provision that coverage under the policies shall not be cancelled or allowed to expire until at least thirty (30) days prior written notice has been given to Licensors.

4. Compliance with Law.

Licensee further agrees that it shall comply with all applicable Licensors rules, including safety and identification rules, and any and all applicable federal and state laws and regulations

and shall also cause its faculty, staff, students, business invitees and employees to comply with the same.

5. Counterparts.

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument, and when executed shall be binding on the parties hereto.

6. Entire Agreement.

This Agreement contains the entire understanding of the parties with respect to the subject matter contained herein, shall supersede any other oral or written agreements, and shall be binding upon and inure to the benefit of the parties' successors and assigns. It may not be modified in any way without the written consent of both parties. This Agreement may not be assigned by Licensee without Licensor's written consent.

7. Termination.

This Agreement shall automatically terminate upon the earlier of January 1, 2031 or receipt by Licensee of a Notice from Licensor that it is revoking this License. If both parties agree this License may be renewed for additional 5 year terms. Licensee is required to notify Licensor of their desire to renew this License on about June 30, 2030.

8. Governing Law.

This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut, without giving effect to the provisions thereof governing conflicts of law.

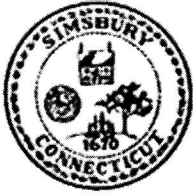
The undersigned having caused this Agreement to be duly executed effective as of the day and year first written above.

TOWN OF SIMSBURY

**SIMSBURY YOUTH HOCKEY
ASSOCIATION**

By: Maria E. Capriola, MPA
Its: Town Manager

By:
Its:



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Golf Cart Lease Agreement
2. **Date of Board Meeting:** April 26, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Tom Tyburski, Director of Culture, Parks and Recreation *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen is in support of proceeding with the proposed contract for the Golf Cart Lease Agreement, the following motion is in order:

Move, effective April 26, 2021, to authorize Town Manager Maria E. Capriola to execute the proposed golf cart lease agreement between the Town of Simsbury and John Verrengia.
5. **Summary of Submission:**
Attached is a proposed five year golf cart lease agreement with Mr. Verrengia. At the March 8, 2021 Board of Selectmen meeting, a five year professional services agreement with Mr. Verrengia was signed. The term of this golf cart lease agreement would coincide with the professional services agreement recently executed.

The golf cart lease agreement is similar to previous agreements of this nature. Staff and the Town Attorney updated the document for housekeeping matters such as insurance.
6. **Financial Impact:**
The financial terms of this agreement are the same as the previous agreement. The total yearly cost of leasing the forty-five (45) carts will be \$46,800 with equal payments due on the first of the month in May, June, July, August, September and October.
7. **Description of Documents Included with Submission:**
 - a) Proposed Golf Cart Lease Agreement

GOLF CART LEASE AGREEMENT

This Lease Agreement (the “Agreement”) for the lease of Golf Carts for the Simsbury Farms Golf Course, is made this ____ day of _____, 2021 by and between **John Verrengia** (hereinafter referred to as the “Vendor”), with an address at 18 Overhill Road, West Hartford, CT 06107, and the **Town of Simsbury** (hereinafter referred to as the “Town”), with an address at 933 Hopmeadow Street, Simsbury, Connecticut 06070, whereby the parties agree to the following terms and conditions of this Agreement.

UNITS

The Vendor hereby agrees to provide and maintain Forty-five (45) Gasoline Golf Carts (the “Golf Carts”) in good repair and operating condition to the satisfaction of the Town subject to the terms and conditions of this Agreement. The Golf Carts shall be equipped, at a minimum, with a windshield and a canopy.

TERM

The term of this agreement shall be for a period of five (5) years, commencing on March XX, 2021 and terminating on December 1, 2026. The Town and the Golf Professional may, by mutual agreement, renew this Lease for an additional five (5) year term ending at the conclusion of the 2025 golf season, anticipated to be December 1, 2026, at terms and conditions to be agreed upon by the Town and the Golf Professional. It is agreed that the decision concerning the additional term will be made by September 1, 2026. In the event that the term of this Agreement expires prior to November 30, 2025, subject to the review and approval of the Town Manager, the Town and the Vendor agree that the Vendor shall assign and the Town, acting through its Town Manager, shall consider accepting the assignment of a certain lease agreement between the Vendor and the supplier of the Golf Carts. As a precondition of the Town’s consideration of the assignment, the Vendor shall submit the proposed lease agreement between the Vendor and his golf cart supplier to the Town for legal review by the Town Attorney and consideration for approval by the Town Manager. Parties agree that consideration of such certain lease agreement does not guarantee acceptance of such agreement by Town.

PAYMENT

Upon presentation and approval of the Vendor’s invoices, the Town agrees to remit to the Vendor lease payments as provided herein, said payments to be remitted by the Town within thirty (30) days of the presentation of the invoice to the Vendor’s address listed herein.

LOCATION OF GOLF CARTS

The Golf Carts shall be located exclusively at the Simsbury Farms Golf Course. The Golf Carts may be removed in the event repairs are required that cannot be completed on the

premises. The Golf Carts will be parked during working hours in accordance with the direction of the Director of Culture, Parks and Recreation. During the hours that the Golf Course is not open, the Golf Carts will be stored in a secure location as mutually agreed upon by the Vendor and the Town.

STORAGE OF GOLF CARTS

The Vendor assumes sole responsibility and liability for the safe housing indoors or under suitable cover for the Golf Carts during the evening hours. During working hours, the Golf Carts will be arranged in such a way to facilitate drive up loading without compromising access to the front porch via the sidewalk.

TOWN'S MAINTENANCE RESPONSIBILITIES

The Town agrees that it shall, at the Town's sole cost and expense, (a) store and secure the Golf Carts; (b) provide fuel for the Golf Carts or reimburse the Vendor his actual costs for fueling the Golf Carts upon the presentation of an invoice.

VENDOR'S MAINTENANCE RESPONSIBILITIES

The Vendor agrees to employ a person who shall be an agent or employee of the Vendor to work at the premises and perform such duties as fueling the Golf Carts, maintaining tire pressure and keeping the Golf Carts clean to the satisfaction of the Town. The person employed shall also be responsible for such minor maintenance work as repairing flat tires, fine tuning the engine and all other minor maintenance functions that can be performed on the premises. Vendor is not an employee of the Town.

DAMAGE

The Vendor shall be solely responsible and liable for performing repairs caused by or due to abuse of those renting the Golf Carts, accident or act of God.

TERMINATION

The Vendor shall have the right to terminate this Agreement for reason of non-payment or a material breach of the Town's obligations under this Agreement. In the event of valid termination by the Vendor, the Town shall be responsible for past due payments up to the time that the Agreement is terminated. The Town retains the right to terminate this Agreement at its convenience and without cause.

ENTIRE AGREEMENT

The parties agree that this Agreement constitutes the entire Agreement between the parties and that verbal understandings not incorporated in this Agreement by proper amendment

shall not be binding upon either party. Any amendments to this Agreement shall be in writing and shall be executed with the same formalities as this Agreement. Both parties covenant to fulfill the obligations imposed upon them by this Agreement.

TITLE TO GOLF CARTS

Title to the Golf Carts shall at all times remain the sole exclusive property of the Vendor. The Golf Carts may not be removed from the premises of the Town and/or Simsbury Farms Golf Course without prior written approval of the Town.

VENDOR'S INSURANCE OBLIGATION

The Vendor shall maintain and keep in effect adequate fire and extended coverage, property, theft and collision insurance covering the Golf Carts and Worker's Compensation Insurance as required by state law and by the Town. The Vendor shall maintain general liability coverage (to include product liability coverage), naming the Town as an additional insured. The Vendor shall carry fire, theft and vandalism insurance for any damage to the Golf Carts in an amount acceptable to the town per incident. Vendor coverage will be primary.

TOWN'S INSURANCE OBLIGATION

The Town shall also carry general liability insurance in an amount acceptable to the Vendor, which policy shall name the Vendor as an additional insured.

INDEMNIFICATION

Vendor will defend, indemnify and hold Town harmless from and against all claims, loss, judgments, and expense, including attorney fees, which arise from the negligent performance of this agreement. Town will defend, indemnify and hold Vendor harmless from and against all claims, loss, judgments, and expense, including attorney fees, which arise from the negligent performance of this Agreement.

RELATIONSHIP of the PARTIES

Vendor is an independent contractor. No employment relationship exists between the parties to this agreement.

PAYMENTS

For each of the years of the term as set forth herein, the Town shall make payments to the Vendor upon presentation and acceptance of the Vendor's invoice within thirty (30) days of the

following dates of each year. It is understood and agreed that payments for 2021 are contingent on extension of this Agreement pursuant to the terms set forth above.

2021/2022/2023/2024/2025

May 1	\$7,800.00
June 1	\$7,800.00
July 1	\$7,800.00
August 1	\$7,800.00
September 1	\$7,800.00
October 1	\$7,800.00
Total	\$46,800.00

[Next page signature page]

IN WITNESS WHEREOF, the parties hereto authorize their proper officers to execute this Agreement on the day and year first written above.

TOWN OF SIMSBURY

VENDOR

BY _____
Maria Capriola
Its Town Manager
Duly Authorized

BY _____
John Verrengia
Golf Professional
Duly Authorized



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – Simsbury Performing Arts Center – Conard High School Concert
2. **Date of Board Meeting:** April 26, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development, Tom Hazel, Assistant Town Planner
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

Move, effective April 26, 2021, to approve the public gathering application on behalf of the Simsbury Performing Arts Center and to authorize the issuance of the public gathering permit for the Conard High School Concert.
5. **Summary of Submission:**
The Public Gathering Committee has approved the application for the Conard High School event. The event will be held on May 12, 2021 and May 13, 2021 at the Simsbury Performing Arts Center from 8:00 AM to 10:00 PM.

FVHD has approved the Conard High School Concert for COVID precautions.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
a) Application, Map and Summary of Event



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

PUBLIC GATHERING PERMIT APPLICATION

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

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

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

Applicant's Name: Missy DiNunno - Executive Director

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

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

Event Location: Simsbury Meadows Performing Arts Center

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

Exact Time(s)/Date Begin: Wed 5/12/21 & Thurs 5/13/21 8a End: Wed 5/12/21 & Thurs 5/13/21 10p

*times above include setup/breakdown - see attached event outline
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 500-1000

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

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

TOWN OF SIMSBURY USE ONLY:

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

Signature: _____ Date: _____

EVENT INFO

Description of Event: Conard High School and Hall High School year-end concerts will
be performed at Simsbury Meadows for family and friends of the student performers.

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES ☒ NO ☐ NUMBER: 8T/8R

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

Portable toilets: YES ☒ NO ☐ NUMBER: 12

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

Tent: YES ☐ NO ☒ SIZE: _____
OPEN SIDES ☐ ENCLOSED ☐

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

Lighting and/or sound equipment: YES ☒ NO ☐

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

Does your event require electrical access? YES ☒ NO ☐

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

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

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

Will alcohol be served at your event? YES ☐ NO ☒

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

Will road closure(s) be necessary? YES ☐ NO ☒

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

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

860-658-3245

Alcohol

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

Signage

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

Attachments:

☒ Site Map

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

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

www.fvhd.org
860-352-2333

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

Has a Temporary Food Permit been secured? YES ☐ NO ☒

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

BUILDING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

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

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

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

FIRE MARSHAL
871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

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

860-658-3222

Will barricades/signage be required:

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

YES ☐ NO ☒

DATES: _____

Are DPW trucks required for use as barricades?
QUANTITY: 0

YES ☐ NO ☒

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

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

Please note:

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

POLICE DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES ☒ NO ☐

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

Small scale student concert typically held in public school auditorium.

Will on-site private security be provided?

YES ☐ NO ☒

NUMBER: _____

Will on-site emergency medical services be provided?

YES ☐ NO ☒

NUMBER: _____

- Where will they be located? _____

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

860-658-7213

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

Will the attendance be equal to or greater than 5000? YES ☒ NO ☐ NUMBER: 1000 max

Attendance will be:
STAGGERED OVER COURSE OF EVENT ☐ AT A SPECIFIC TIME ☒ TIME: 5p - 8p

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

860-658-3836

Are you serving food? YES ☐ NO ☒

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

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

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

Will athletic field lighting be necessary? YES ☐ NO ☒

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

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

- ATTENDANCE: 500 - 1000 / 50 = PORTABLE TOILETS REQUIRED

**Portable toilet recommendation (8) per USS for event with 1000 at 3 hrs with no food/beverage. We plan to have 12. 2 additional Park and Rec units also available in the parking lot.*

Public Gathering Permit Required Declaration

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

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

Applicant's Signature: *Missy DiNunno*

Date Signed: 3/30/21

REQUIRED SIGN OFFS (in order required)

	Received Date:	Received By:	Approved By:	Action Date:
Culture Parks And Rec. Director	3/30/21	T. Tyburski	T. Tyburski email	3/31/21
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief	3/30/21	N. Boulter	N. Boulter email	3/31/21
Dir of Public Works	3/30/21	T. Roy	T. Roy email	3/31/21
Dir of Health FVHD	3/30/21	P. Towerville	P. Towerville email	3/31/21
Fire Marshal	3/30/21	J. Brown	J. Brown email	3/31/21
Zoning Enforcement Officer	3/31/21	T. Hazel	[Signature]	3/31/21
Board of Selectmen				

Hazel Thomas

From: Jason Brown <jbrown@fvhd.org>
Sent: Thursday, April 1, 2021 9:49 AM
To: Hazel Thomas
Subject: RE: Performing arts center public gatherings

Hey Tom. I talked to her on phone and sent approvals yesterday. For some reason I guess the email wasn't copied. Missy is doing a great job.

From: Hazel Thomas <thazel@simsbury-ct.gov>
Sent: Thursday, April 1, 2021 9:45 AM
To: Jason Brown <jbrown@fvhd.org>
Subject: Performing arts center public gatherings

Jason

I know Missy's Covid plans are pretty much boiler plate but I was lacking any FVHD comment on her PGP's for Apogee dance, Conard High, and Farmington Valley Dance. I don't want to move these on to Maria or the BOS unless you good.
Thanks

Thomas Hazel
Assistant Town Planner
Town of Simsbury
(860) 658-3240
thazel@simsbury-ct.gov

Hazel Thomas

From: Boulter, Nicholas <NBoulter@pd.simsbury-ct.gov>
Sent: Wednesday, March 31, 2021 9:44 AM
To: 'Missy DiNunno'; Hazel Thomas; 'Jason Brown'; Barkowski Laura; 'Patrick T. Tourville, CFI I'; Tom Roy; Gregory Samselski; Tyburski Tom
Subject: RE: Conard and Hall High Concerts PGP

PD approved, not FD approved. I do not have a new job.

Nicholas J. Boulter
Chief of Police
Simsbury Police Department
933 Hopmeadow Street
Simsbury, CT 06070
(860) 658-3101



CONFIDENTIAL INFORMATION: The information contained in this e-mail is confidential and protected from general disclosure. If the recipient or the reader of this e-mail is not the intended recipient, or person responsible to receive this e-mail, you are requested to delete this e-mail immediately and do not disseminate or distribute or copy. If you have received this e-mail by mistake, please notify us immediately by replying to the message so that we can take appropriate action immediately and see to it that this mistake is rectified.

From: Missy DiNunno [<mailto:missy@simsburymeadowsmusic.com>]
Sent: Tuesday, March 30, 2021 2:28 PM
To: Boulter, Nicholas; Hazel Thomas; Jason Brown; Laura Barkowski; Patrick T. Tourville, CFI I; Roy, Thomas; Samselski, Gregory; Tom Tyburski
Subject: Conard and Hall High Concerts PGP

Good afternoon PGP Committee,

Attached is a PGP application for the Conard and Hall High Concerts. Going to do my very best to bang a number of these out over the next few days, so appreciate your help reviewing/approving everything. Laura and Tom H. I realize we're down to the wire on our timing for May events and BOS approval. Some of these will come without COI attachments as those are in process with our rental clients (and I'm putting major pressure on them for turnaround), but I plan to at least have COI's to your office in time for BOS meeting approval dates.

Side note: All dance recitals and school concerts like these are expected to bring in 500 - 1000 attendees....well below current capacity restrictions set forth for outdoor event venues.

Our circle layout, which will be standard for all concerts as long as the 50% capacity plus social distancing regulations remain, has been approved by Kyle Abercrombie at the State of CT's DECD.

Many thanks,
Missy

Hazel Thomas

From: Patrick T. Tourville, CFI I <PTourville@simsburyfd.org>
Sent: Wednesday, March 31, 2021 9:40 AM
To: Tyburski Tom; Missy DiNunno; Boulter Nicholas (SPD); Hazel Thomas; Jason Brown; Barkowski Laura; Tom Roy; Gregory Samselski
Subject: RE: Farmington Valley Dance and Music Recital
Attachments: Apogee Dance Recital PGP Submission 3-30-21.pdf; WeHa Schools Concerts PGP Submission 3-30-21.pdf

Both approved from the Fire Marshal' office

Patrick Tourville, CFI-I
Fire Marshal
Simsbury Fire District
871 Hopmeadow Street
Simsbury, CT 06070
(P) 860-658-1973
(C) 860-818-0479

From: Tyburski Tom <ttyburski@simsbury-ct.gov>
Sent: Wednesday, March 31, 2021 8:28 AM
To: Missy DiNunno <missy@simsburymeadowsmusic.com>; nboulter <nboulter@pd.simsbury-ct.gov>; Hazel Thomas <thazel@simsbury-ct.gov>; Jason Brown <jbrown@fvhd.org>; Barkowski Laura <lbarkowski@simsbury-ct.gov>; Patrick T. Tourville, CFI I <PTourville@simsburyfd.org>; troy@simsbury-ct.gov; gsamselski <gsamselski@pd.simsbury-ct.gov>
Subject: RE: Farmington Valley Dance and Music Recital

Good morning, approved for Parks and Rec.

Have a good day,

Tom

Tom Tyburski
Director, Culture, Parks and Recreation Department
Town of Simsbury, CT
860-408-4682
www.SimsburyRec.com

Please consider the environment before printing a copy of this email.

"This communication, along with any documents, files, or attachments, is intended only for the use of the addressee and may contain legally privileged and confidential information. If you are not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of any information contained in or attached to this communications is strictly prohibited. If you have received this message in error, please notify the sender immediately and destroy the original communication and its attachments without reading, printing, or saving in any manner."

Hazel Thomas

From: Tom Roy
Sent: Wednesday, March 31, 2021 9:43 AM
To: Boulter Nicholas (SPD); 'Missy DiNunno'; Hazel Thomas; Jason Brown; Barkowski Laura; Patrick T. Tourville, CFI I; Gregory Samselski; Tyburski Tom
Subject: RE: Conard and Hall High Concerts PGP

PW Approved.

Thomas J. Roy, P.E.
Director of Public Works
Town of Simsbury
66 Town Forest Road
West Simsbury, CT 06092
(o) 860.658.3222
(f) 860.408.5416

From: Boulter, Nicholas [<mailto:NBoulter@pd.simsbury-ct.gov>]
Sent: Wednesday, March 31, 2021 9:04 AM
To: 'Missy DiNunno'; Hazel Thomas; Jason Brown; Barkowski Laura; Patrick T. Tourville, CFI I; Tom Roy; Gregory Samselski; Tyburski Tom
Subject: RE: Conard and Hall High Concerts PGP

FD approved

Nicholas J. Boulter
Chief of Police
Simsbury Police Department
933 Hopmeadow Street
Simsbury, CT 06070
(860) 658-3101



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From: Missy DiNunno [<mailto:missy@simsburymeadowsmusic.com>]
Sent: Tuesday, March 30, 2021 2:28 PM
To: Boulter, Nicholas; Hazel Thomas; Jason Brown; Laura Barkowski; Patrick T. Tourville, CFI I; Roy, Thomas; Samselski, Gregory; Tom Tyburski
Subject: Conard and Hall High Concerts PGP

Hazel Thomas

From: Tyburski Tom
Sent: Tuesday, March 30, 2021 2:42 PM
To: Missy DiNunno; Boulter Nicholas (SPD); Hazel Thomas; Jason Brown; Barkowski Laura; Patrick T. Tourville, CFI I; Tom Roy; Gregory Samselski
Subject: RE: Conard and Hall High Concerts PGP

Approved for Parks and Rec.

Tom

Tom Tyburski
Director, Culture, Parks and Recreation Department
Town of Simsbury, CT
860-408-4682
www.SimsburyRec.com

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From: Missy DiNunno [<mailto:missy@simsburymeadowsmusic.com>]
Sent: Tuesday, March 30, 2021 2:28 PM
To: Boulter Nicholas (SPD); Hazel Thomas; Jason Brown; Barkowski Laura; Patrick T. Tourville, CFI I; Tom Roy; Gregory Samselski; Tyburski Tom
Subject: Conard and Hall High Concerts PGP

Good afternoon PGP Committee,

Attached is a PGP application for the Conard and Hall High Concerts. Going to do my very best to bang a number of these out over the next few days, so appreciate your help reviewing/approving everything. Laura and Tom H. I realize we're down to the wire on our timing for May events and BOS approval. Some of these will come without COI attachments as those are in process with our rental clients (and I'm putting major pressure on them for turnaround), but I plan to at least have COI's to your office in time for BOS meeting approval dates.

Side note: All dance recitals and school concerts like these are expected to bring in 500 - 1000 attendees....well below current capacity restrictions set forth for outdoor event venues.

Our circle layout, which will be standard for all concerts as long as the 50% capacity plus social distancing regulations remain, has been approved by Kyle Abercrombie at the State of CT's DECD.

Many thanks,
Missy

EVENT SUMMARY

Conard High Concert

Wednesday, May 12, 2021 (RD Monday, June 8, 2021)

Hall High Concert

Thursday, May 13, 2021 (RD Monday, June 1, 2021) *Public Gathering Permit Application Submitted: 3/30/21*

CONTACT INFORMATION:

Organization	West Hartford Public Schools (Conard High School and Hall High School)
Event Contact	Andy Mayo 860-561-6629 andrew_mayo@whps.org Emmett Drake 631-455-3807 Email: drake@hartford.edu
SMPAC Contact	Missy DiNunno, Executive Director Office: 860-651-4052 Cell: 203-305-1847 Email: missy@simsburymeadowsmusic.com

TIMELINE:

Wednesday, May 12, 2021	(RD 6/8/21)	CONARD
8:00a – 10:00a	Load-in	Stage
10:00a – 1:00p	Rehearsal	Stage/Field
1:00p – 4:45p	Dark	Stage/Field
4:45p – 5:00p	Students arrive	Stage
5:00p – 6:00p	Gates Open	Field
6:00p – 8:00p	Performance	Stage/Field
8:00p – 10:00p	Load-out	Stage
Thursday, May 13, 2021	(RD 6/1/21)	HALL
8:00a – 10:00a	Load-in	Stage
10:00a – 1:00p	Rehearsal	Stage/Field
1:00p – 4:45p	Dark	Stage/Field
4:45p – 5:00p	Students arrive	Stage
5:00p – 6:00p	Gates Open	Field
6:00p – 8:00p	Performance	Stage/Field
8:00p – 10:00p	Load-out	Stage

EVENT DETAILS:

Description
Conard High School and Hall High School year-end concerts will be performed at Simsbury Meadows for family and friends of the student performers. The high school will register

Description

attendees online to manage capacity (anticipated max capacity per concert = 1000) and maintain records for potential contact tracing. 8' diameter circles will be drawn on the field and spaced 6' apart with 18' aisle walkways maintained both north and south and east and west on the field. All state and local COVID guidelines will be adhered to and signage prominently placed to remind patrons about mask wearing and distancing.

Ticketing Information

West Hartford schools will use an online registration system to track attendees and limit capacity.

Parking

Advanced Preparation	Parking lot lining and field aisle lining required.
Management	N/A
On-site Parking Fee	N/A

Expected Attendance

Anticipated max capacity per concert = 1,000

Stage Requirements

Lights	N/A
Sound	WeHa to provide own sound and production equipment
Setup	Coordinated by West Hartford schools

Vendor Information

Merchandise Sales Vendors	N/A
Food Vendors	No Food or Beverage sales
Services/Activities	N/A

Public Restrooms

Coordinated by	SMPAC
Units	Standard – 8 Accessible – 1 2 Station Sink - 3
Location	Southeast corner adjacent to parking

Security

Stage Security (USA)	N/A
Field Security (USA)	N/A
Overnight Security	N/A
Security Notes	N/A

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

Tents		
10x10	Number: 0	Sides: No
12x12	Number: 0	Sides: No
9x20	Number: 0	Sides: No
20x20	Number: 0	Sides: No
30x30	Number: 0	Sides: No



IronHorseBlvd



Exit

IronHorseBlvd

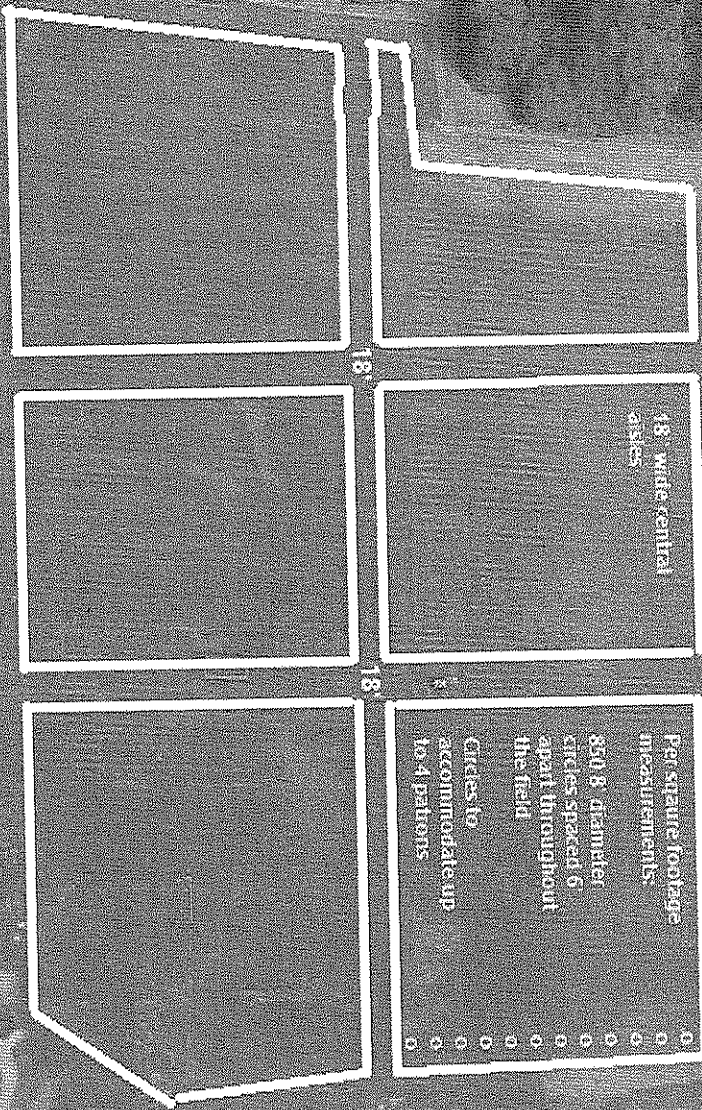


Enter

Google

IronHorsePub
Takeout/Delivery
Mon-Sat 10:00-11:00

70 foot wide amenities aisle



70 foot wide amenities aisle



Enter



VIP entrance



House

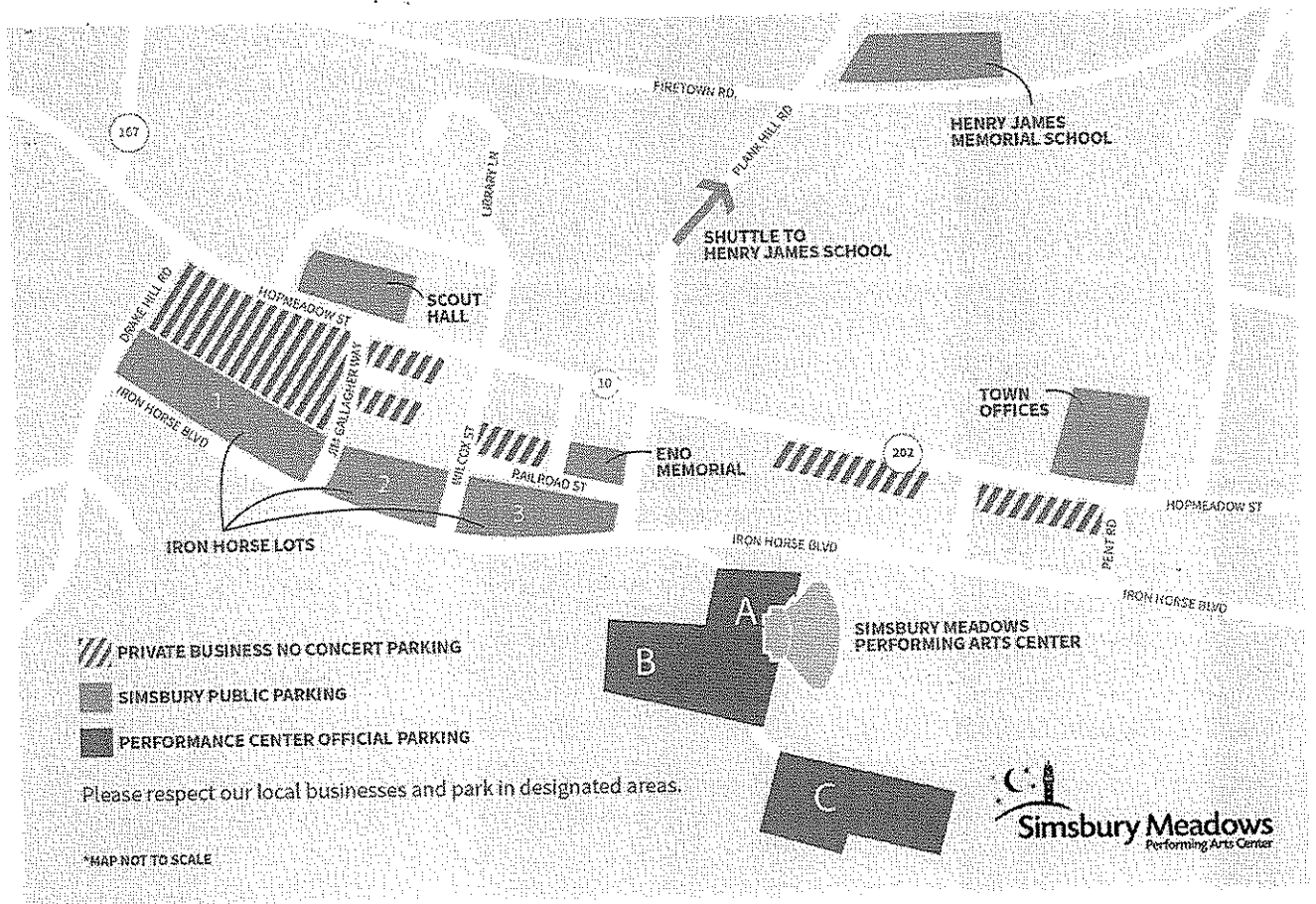
67.8' diameter circles inside wall set at 6' apart with center aisle



Exit



Enter (Accessible)





Town of Simsbury

933 HOPMEADOW STREET

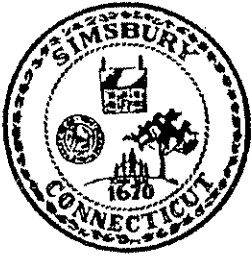
SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – Simsbury Performing Arts Center – Simsbury High School Concert
2. **Date of Board Meeting:** April 26, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development, Tom Hazel, Assistant Town Planner
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

Move, effective April 26, 2021 to approve the public gathering application on behalf of the Simsbury Performing Arts Center and to authorize the issuance of the public gathering permit for the Simsbury High School Concert.
5. **Summary of Submission:**
The Public Gathering Committee has approved the application for the Simsbury High School concert event. The event will be held on May 19, 2021 with a rain date of May 20, 2021 at the Simsbury Performing Arts Center from 12:00 PM to 10:00 PM.

FVHD has approved the Simsbury High School Concert for COVID precautions.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
a) Application, Map and Summary of Event



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

PUBLIC GATHERING PERMIT APPLICATION

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

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

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

Applicant's Name: Missy DiNunno - Executive Director

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

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

Event Location: Simsbury Meadows Performing Arts Center

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

Exact Time(s)/Date Begin: Wed 5/19/21 (RD 5/20/21) 12:00pm End: Wed 5/19/21 (RD 5/20/21) 10:00pm

*times above include setup/breakdown - see attached event outline
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 500-1000

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

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

TOWN OF SIMSBURY USE ONLY:

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

Signature: _____ Date: _____

EVENT INFO

Description of Event: Simsbury High School Performing Arts year-end concert will
be performed at Simsbury Meadows for family and friends of the student performers.

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES ☒ NO ☐ NUMBER: 8T/8R

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

Portable toilets: YES ☒ NO ☐ NUMBER: 12

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

Tent: YES ☐ NO ☒ SIZE: _____
OPEN SIDES ☐ ENCLOSED ☐

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

Lighting and/or sound equipment: YES ☒ NO ☐

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

Does your event require electrical access? YES ☒ NO ☐

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

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

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

Will alcohol be served at your event? YES ☐ NO ☒

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

Will road closure(s) be necessary? YES ☐ NO ☒

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

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

860-658-3245

Alcohol

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

Signage

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

Attachments:

☒ Site Map

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

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

www.fvhd.org
860-352-2333

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

Has a Temporary Food Permit been secured? YES ☐ NO ☒

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

BUILDING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

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

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

Does your event require electrical access?

YES ☒ NO ☐
YES ☐ NO ☒

- Will you be utilizing portable generators?

FIRE MARSHAL
871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

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

860-658-3222

Will barricades/signage be required:

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

YES ☐ NO ☒

DATES: _____

Are DPW trucks required for use as barricades?

YES ☐ NO ☒

QUANTITY: 0

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

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

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

Please note:

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

POLICE DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES ☒ NO ☐

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

Small scale student concert typically held in public school auditorium.

Will on-site private security be provided?

YES ☐ NO ☒

NUMBER: _____

Will on-site emergency medical services be provided?

YES ☐ NO ☒

NUMBER: _____

- Where will they be located? _____

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

860-658-7213

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

Will the attendance be equal to or greater than 5000? YES ☐ NO ☒ NUMBER: 1000 max

Attendance will be:

STAGGERED OVER COURSE OF EVENT ☐

AT A SPECIFIC TIME ☒ TIME: 5p - 8p

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

860-658-3836

Are you serving food? YES ☐ NO ☒

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

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

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

Will athletic field lighting be necessary? YES ☐ NO ☒

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

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

- ATTENDANCE: 500 - 1000 / 50 = PORTABLE TOILETS REQUIRED

**Portable toilet recommendation (8) per USS for event with 1000 at 3 hrs with no food/beverage. We plan to have 12. 2 additional Park and Rec units also available in the parking lot.*

Public Gathering Permit Required Declaration


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

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

Applicant's Signature: *Missy DiNunno*

Date Signed: 4-12-21

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	4/12/21	T. Tyborski	T. Tyborski email	4/13/21
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief	4/12/21	N. Boulter	N. Boulter email	4/13/21
Dir of Public Works	4/12/21	T. Roy	T. Roy verbal	4/19/21
Dir of Health FVHD	4/12/21	J. Brown	J. Brown email	4/15/21
Fire Marshal	4/12/21	P. Tourville	P. Tourville email	4/13/21
Zoning Enforcement Officer	4/12/21	T. Hazel		4/19/21
Board of Selectmen				

Hazel Thomas

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Sent: Thursday, April 15, 2021 3:49 PM
To: Hazel Thomas
Subject: Re: final PGP s

Understood, no problem. Yes all good Tom:

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I am trying to wrap all this up with a bow ASAP.

Thanks

Sorry for the repetition, I have 10 PGPS I am pushing through the system by next week and I want to make sure I am not missing anything especially on your end.

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Assistant Town Planner
Town of Simsbury
(860) 658-3240
thazel@simsbury-ct.gov

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From: Patrick T. Tourville, CFI I <PTourville@simsburyfd.org>
Sent: Tuesday, April 13, 2021 1:48 PM
To: Missy DiNunno; Boulter Nicholas (SPD); Hazel Thomas; Jason Brown; Barkowski Laura; Tom Roy; Samselski Gregory; Tyburski Tom
Subject: RE: Additional May Event PGP applications
Attachments: FM Approved_PGP_Simsbury High School Concert_4-12-21.pdf;
FM_Approved_PGP_Memorial Day Celebration 4-12-21.pdf; FM_Approved_PGP_100 Women of Color 4-12-21.pdf; FM_Approved_PGP_Riley's Dance Recital 4-12-21.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Fire Marshal's Office approved

Patrick Tourville, CFI-I
Fire Marshal
Simsbury Fire District
871 Hopmeadow Street
Simsbury, CT 06070
(P) 860-658-1973
(C) 860-818-0479

From: Missy DiNunno <missy@simsburymeadowsmusic.com>
Sent: Monday, April 12, 2021 3:55 PM
To: nboulter <nboulter@pd.simsbury-ct.gov>; Hazel Thomas <thazel@simsbury-ct.gov>; Jason Brown <jbrown@fvhd.org>; Laura Barkowski <lbarkowski@simsbury-ct.gov>; Patrick T. Tourville, CFI I <PTourville@simsburyfd.org>; troy@simsbury-ct.gov; gsamselski <gsamselski@pd.simsbury-ct.gov>; Tom Tyburski <ttyburski@simsbury-ct.gov>
Subject: Additional May Event PGP applications

Attached please find the following event applications:

Simsbury High Music Concert - Wednesday, May 19, 2021
100 Women of Color Awards Ceremony - Friday, May 21, 2021 (repeat)
Riley's School of Dance Recital - Wednesday, May 26, 2021
Town of Simsbury Memorial Day Ceremony & Celebration - May 31, 2021

Tom Hazel - anything that's good to go for Maria sign off is listed as "(repeat)" above. Everything else is a first time event for us this year.

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ROUX, a new Simsbury restaurant, will be hosting a concert for their grand opening weekend featuring The Fabulous Equinox Orchestra on Friday, May 28, 2021. I have a meeting with their planning committee on Wednesday to gather final details and then will have a permit application to you for that as well. I expect that one to be full scale with fire, police, EMT, and road closures comparable to standard HSO TMMF concert, so wanted to give you all the heads up.

Hazel Thomas

From: Tyburski Tom
Sent: Tuesday, April 13, 2021 8:41 AM
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Good morning everyone, all 4 events approved by Parks and Rec.

Have a great day,

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Director, Culture, Parks and Recreation Department
Town of Simsbury, CT
860-408-4682
www.SimsburyRec.com

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From: Boulter, Nicholas <NBoulter@pd.simsbury-ct.gov>
Sent: Tuesday, April 13, 2021 1:42 PM
To: 'Missy DiNunno'; Hazel Thomas; Jason Brown; Barkowski Laura; Patrick T. Tourville, CFI I;
Tom Roy; Samselski Gregory; Tyburski Tom
Subject: RE: Additional May Event PGP applications

Follow Up Flag: Follow up
Flag Status: Flagged

PD Approved.

Nicholas J. Boulter
Chief of Police
Simsbury Police Department
933 Hopmeadow Street
Simsbury, CT 06070
(860) 658-3101



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EVENT SUMMARY

Simsbury High School Performing Arts Concert

Wednesday, May 19, 2021 (RD Thursday, May 20) *Public Gathering Permit Application Submitted: 4-12-21*

CONTACT INFORMATION:

Organization	Simsbury Public Schools
Event Contact	Lisa Abel 860-334-0856 label@simsburyschools.net
SMPAC Contact	Missy DiNunno, Executive Director Office: 860-651-4052 Cell: 203-305-1847 Email: missy@simsburymeadowsmusic.com

TIMELINE:

Wednesday, May 19, 2021	(RD 5-20-21)	
12:00p – 4:00p	Load-in	Stage
4:00p	Gates Open	Field
5:00p – 8:00p	Performance	Stage/Field
8:00p – 10:00p	Load-out	Stage

EVENT DETAILS:

Description

Simsbury High School year-end concert will be performed at Simsbury Meadows for family and friends of the student performers. The high school will register attendees and maintain records for potential contact tracing. 8' diameter circles will be drawn on the field and spaced 6' apart with 18' aisle walkways maintained both north and south and east and west on the field. All state and local COVID guidelines will be adhered to and signage prominently placed to remind patrons about mask wearing and distancing.

Ticketing Information

Private registration for school families and friends.

Parking

Advanced Preparation	Parking lot lining and field aisle lining required.
Management	N/A
On-site Parking Fee	N/A

Expected Attendance	
	Anticipated max capacity = 1,000

Stage Requirements	
Lights	N/A
Sound	SHS to provide own sound and production equipment
Setup	Coordinated by SHS

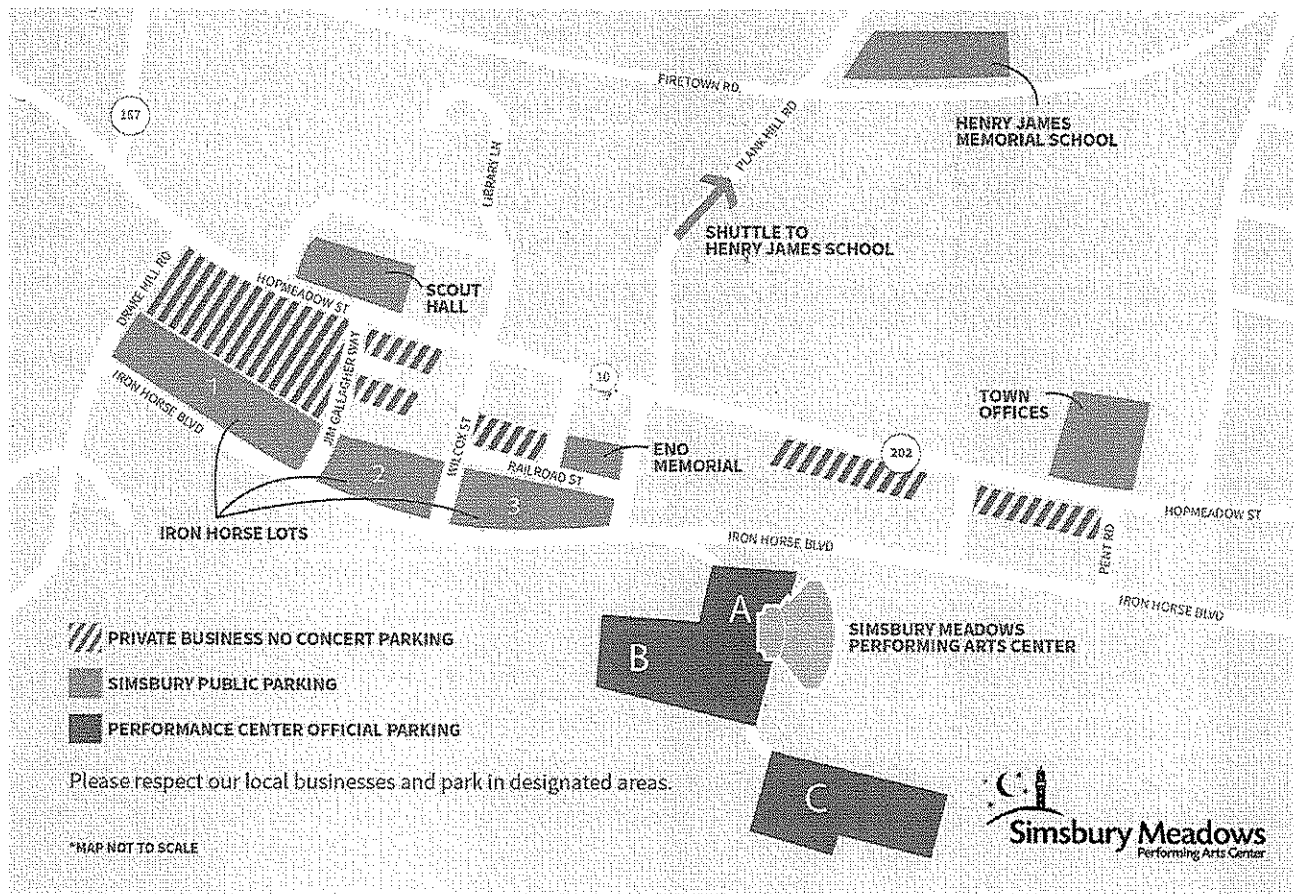
Vendor Information	
Merchandise Sales Vendors	N/A
Food Vendors	No Food or Beverage sales
Services/Activities	N/A

Public Restrooms	
Coordinated by	SMPAC
Units	Standard – 8 Accessible – 1 2 Station Sink - 3
Location	Southeast corner adjacent to parking

Security	
Stage Security (USA)	N/A
Field Security (USA)	N/A
Overnight Security	N/A
Security Notes	N/A

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

Tents		
10x10	Number: 0	Sides: No
12x12	Number: 0	Sides: No
9x20	Number: 0	Sides: No
20x20	Number: 0	Sides: No
30x30	Number: 0	Sides: No





Town of Simsbury

933 HOPMEADOW STREET

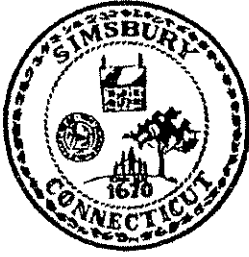
SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – Simsbury Performing Arts Center – Riley's Dance Recital
2. **Date of Board Meeting:** April 26, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development, Tom Hazel, Assistant Town Planner
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

Move, effective April 26, 2021 to approve the public gathering application on behalf of the Simsbury Performing Arts Center and to authorize the issuance of the public gathering permit for Riley's Dance Recital.
5. **Summary of Submission:**
The Public Gathering Committee has approved the application for the Riley's Dance Recital. The event will be held on May 26, 2021 with a rain date of May 27, 2021 at the Simsbury Performing Arts Center from 7:30 AM to 10:30 PM.

FVHD has approved Riley's Dance Recital for COVID precautions.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
a) Application, Map and Summary of Event



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

PUBLIC GATHERING PERMIT APPLICATION

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

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

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

Applicant's Name: Missy DiNunno - Executive Director

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

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

Event Location: Simsbury Meadows Performing Arts Center

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

Exact Time(s)/Date Begin: Wednesday 5/26/21 (Rain Date 5/27/21) 7a End: Wednesday 5/26/21 (Rain Date 5/27/21) 10:30p

*times above include setup/breakdown - see attached event outline
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 500-1000

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

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

TOWN OF SIMSBURY USE ONLY:

Fee Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Insurance Received:	YES <input checked="" 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: Riley's will hold year end recital performances for
their recreational dancers with shows at 10a, 2p, & 6p.

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES ☒ NO ☐ NUMBER: 8T/8R

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

Portable toilets: YES ☒ NO ☐ NUMBER: 12

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

Tent: YES ☒ NO ☐ SIZE: 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). **pre-packaged snacks and bottled water - NO PERMIT REQUIRED

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: vary - see attached
OPEN SIDES ☒ ENCLOSED ☒
SQUARE FOOTAGE: _____

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

Does your event require electrical access?

YES ☒ NO ☐
Will you be utilizing portable generators? YES ☐ NO ☒

FIRE MARSHAL**871 HOPMEADOW STREET, SIMSBURY, CT 06070****860-658-1973**

DEPARTMENT OF PUBLIC WORKS (DPW)

66 TOWN FOREST ROAD, SIMSBURY, CT 06070

860-658-3222

Will barricades/signage be required:

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

YES ☐ NO ☒

DATES: _____

Are DPW trucks required for use as barricades?

YES ☐ NO ☒

QUANTITY: 0

- The fee schedule below is for one (1) Truck and one (1) staff member.
- All fees will begin when Public Works Trucks leave the DPW Campus.
- Each Truck will be filled with sand and operated by a single staff member.
- The number and positioning of the Trucks shall be determined by the Simsbury Police Department.
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933 HOPMEADOW STREET, SIMSBURY, CT 06070

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Is this event a concert and/or festival?

YES ☐ NO ☒

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

Will on-site private security be provided?

YES ☐ NO ☒

NUMBER: _____

Will on-site emergency medical services be provided?

YES ☐ NO ☒

NUMBER: _____

- Where will they be located? _____

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

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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: 1000 max

Attendance will be:

STAGGERED OVER COURSE OF EVENT ☐ AT A SPECIFIC TIME ☒ TIME: 10a, 2p, 6p

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

860-658-3836

Are you serving food? YES ☒ NO ☐

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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 ☐ **provided by Show Lighting

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.

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

Applicant's Signature: *Missy DiNunno*

Date Signed: 4-12-21

REQUIRED SIGN OFFS
(in order required)

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Building Official				
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Dir of Public Works	4/12/21	T. Roy	T. Roy verbal	4/14/21
Dir of Health FVHD	4/12/21	J. Brown	J. Brown email	4/15/21
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Assistant Town Planner

Town of Simsbury

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Town of Simsbury, CT
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www.SimsburyRec.com

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100 Women of Color Awards Ceremony - Friday, May 21, 2021 (repeat)
Riley's School of Dance Recital - Wednesday, May 26, 2021
Town of Simsbury Memorial Day Ceremony & Celebration - May 31, 2021

Tom Hazel - anything that's good to go for Maria sign off is listed as "(repeat)" above. Everything else is a first time event for us this year.

Hazel Thomas

From: Patrick T. Tourville, CFI I <PTourville@simsburyfd.org>
Sent: Tuesday, April 13, 2021 1:48 PM
To: Missy DiNunno; Boulter Nicholas (SPD); Hazel Thomas; Jason Brown; Barkowski Laura; Tom Roy; Samselski Gregory; Tyburski Tom
Subject: RE: Additional May Event PGP applications
Attachments: FM Approved_PGP_Simsbury High School Concert_4-12-21.pdf;
FM_Approved_PGP_Memorial Day Celebration 4-12-21.pdf; FM_Approved_PGP_100 Women of Color 4-12-21.pdf; FM_Approved_PGP_Riley's Dance Recital 4-12-21.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Fire Marshal's Office approved

Patrick Tourville, CFI-I
Fire Marshal
Simsbury Fire District
871 Hopmeadow Street
Simsbury, CT 06070
(P) 860-658-1973
(C) 860-818-0479

From: Missy DiNunno <missy@simsburymeadowsmusic.com>
Sent: Monday, April 12, 2021 3:55 PM
To: nboulter <nboulter@pd.simsbury-ct.gov>; Hazel Thomas <thazel@simsbury-ct.gov>; Jason Brown <jbrown@fvhd.org>; Laura Barkowski <lbarkowski@simsbury-ct.gov>; Patrick T. Tourville, CFI I <PTourville@simsburyfd.org>; troy@simsbury-ct.gov; gsamselski <gsamselski@pd.simsbury-ct.gov>; Tom Tyburski <ttyburski@simsbury-ct.gov>
Subject: Additional May Event PGP applications

Attached please find the following event applications:

Simsbury High Music Concert - Wednesday, May 19, 2021
100 Women of Color Awards Ceremony - Friday, May 21, 2021 (repeat)
Riley's School of Dance Recital - Wednesday, May 26, 2021
Town of Simsbury Memorial Day Ceremony & Celebration - May 31, 2021

Tom Hazel - anything that's good to go for Maria sign off is listed as "(repeat)" above. Everything else is a first time event for us this year.

This should be the balance of all May events, with the exception of one big one that I have coming to you as follows:

ROUX, a new Simsbury restaurant, will be hosting a concert for their grand opening weekend featuring The Fabulous Equinox Orchestra on Friday, May 28, 2021. I have a meeting with their planning committee on Wednesday to gather final details and then will have a permit application to you for that as well. I expect that one to be full scale with fire, police, EMT, and road closures comparable to standard HSO TMMF concert, so wanted to give you all the heads up.

Hazel Thomas

From: Boulter, Nicholas <NBoulter@pd.simsbury-ct.gov>
Sent: Tuesday, April 13, 2021 1:42 PM
To: 'Missy DiNunno'; Hazel Thomas; Jason Brown; Barkowski Laura; Patrick T. Tourville, CFI I;
Tom Roy; Samselski Gregory; Tyburski Tom
Subject: RE: Additional May Event PGP applications

Follow Up Flag: Follow up
Flag Status: Flagged

PD Approved.

Nicholas J. Boulter
Chief of Police
Simsbury Police Department
933 Hopmeadow Street
Simsbury, CT 06070
(860) 658-3101



CONFIDENTIAL INFORMATION: The information contained in this e-mail is confidential and protected from general disclosure. If the recipient or the reader of this e-mail is not the intended recipient, or person responsible to receive this e-mail, you are requested to delete this e-mail immediately and do not disseminate or distribute or copy. If you have received this e-mail by mistake, please notify us immediately by replying to the message so that we can take appropriate action immediately and see to it that this mistake is rectified.

From: Missy DiNunno [<mailto:missy@simsburymeadowsmusic.com>]
Sent: Monday, April 12, 2021 3:55 PM
To: Boulter, Nicholas; Hazel Thomas; Jason Brown; Laura Barkowski; Patrick T. Tourville, CFI I; Roy, Thomas; Samselski, Gregory; Tom Tyburski
Subject: Additional May Event PGP applications

Attached please find the following event applications:

Simsbury High Music Concert - Wednesday, May 19, 2021
100 Women of Color Awards Ceremony - Friday, May 21, 2021 (repeat)
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Tom Hazel - anything that's good to go for Maria sign off is listed as "(repeat)" above. Everything else is a first time event for us this year.

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ROUX, a new Simsbury restaurant, will be hosting a concert for their grand opening weekend featuring The Fabulous Equinox Orchestra on Friday, May 28, 2021. I have a meeting with their planning committee on Wednesday to gather final details and then will have a permit application to you for that as well. I expect that

EVENT SUMMARY

Riley's School of Dance Recital

Wednesday, May 26, 2021 (Rain Date May 27)

Public Gathering Permit Application Submitted: 4-12-21

CONTACT INFORMATION:	
Organization	Riley's School of Dance Event website: www.rileyschoolofdance.com
Event Contact	K.T. DaSilva Owner Riley's School of Dance 99 Rafia Road Enfield, CT 06082 Cell: 860-670-3934 Office: (860) 763-0279 Email: k.t@rileyschoolofdance.com
SMPAC Contact	Missy DiNunno, Executive Director Office: 860-651-4052 Cell: 203-305-1847 Email: missy@simsburymeadowsmusic.com

TIMELINE:

Tuesday, May 25	
12:00p – 4:00p	Load-in & setup
Wednesday, May 26 (rain date 5/27)	
7a – 9:00a	Load-in and setup continued
9:00a	Gates open – Performance 1
10:00a – 12:30p	Performance One
1:00p	Gates open - Performance 2
2:00p – 4:30p	Performance Two
5p	Gates open – Performance 3
6:00p – 8:30p	Performance Three
8:30p – 10:30p	Load-out

EVENT DETAILS:

Description	
Riley's will hold a year-end recital for their recreational dancers. The recital will feature three performances in an effort to limit crowds and number of student performers gathered.	
Ticketing Information	
N/A	Private sale to studio families.

Parking	
Advanced Preparation	Field aisle and lot lining by Parks Department
Management	SMPAC
On-site Parking Fee	N/A

Expected Attendance	
Total Attendance Expected	500 - 1000 max per performance

Stage Requirements	
Lights	N/A
Sound	Provided by client
Setup	Marley floor provided by client

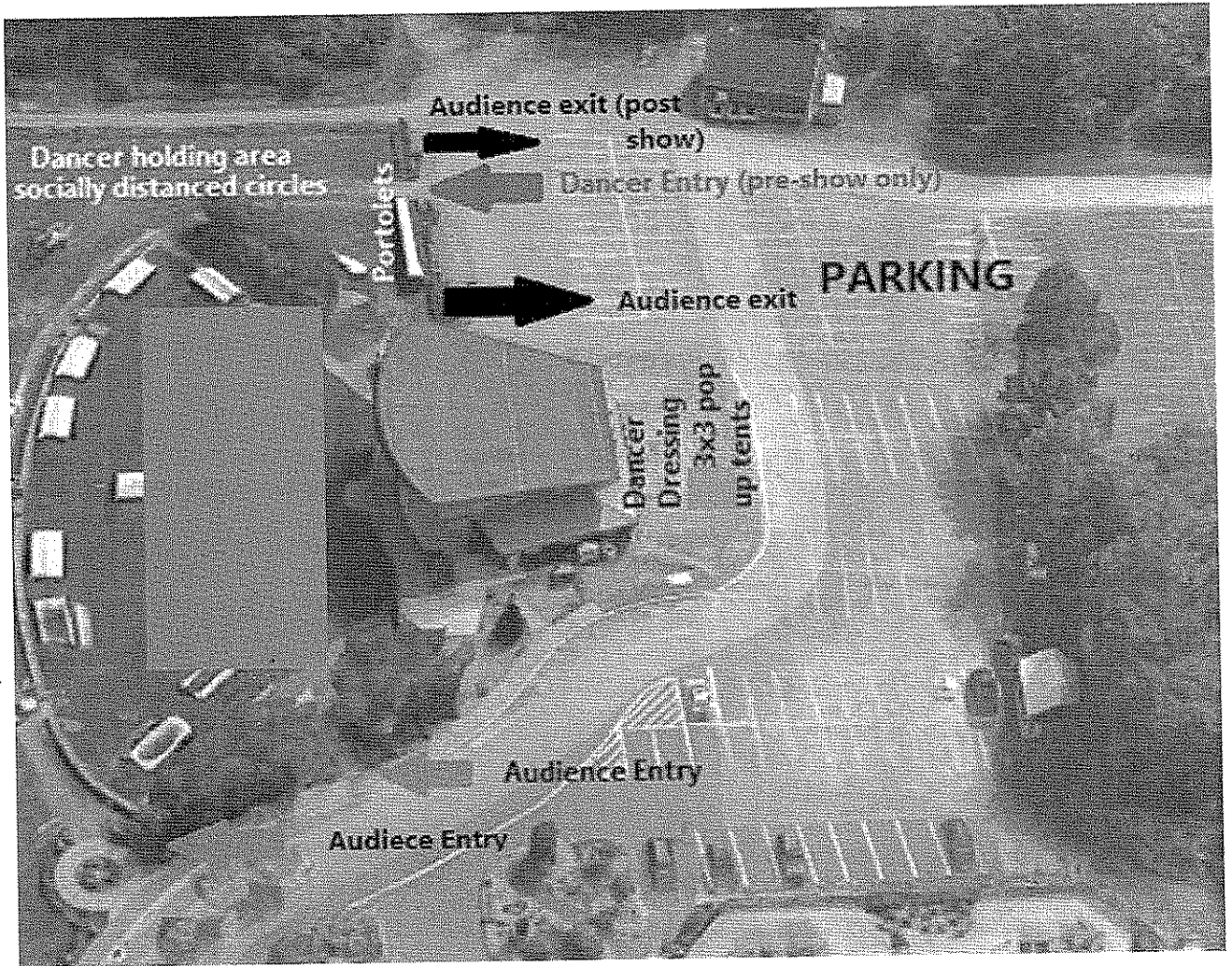
Vendor Information	
Merchandise Sales Vendors	N/A
Food Vendors	SMPAC – No Concessions Location – N/A Other Vendors – Riley's to sell pre-packaged snacks and bottled water
Services/Other Activities	Location – Tents for dressing areas (see below)

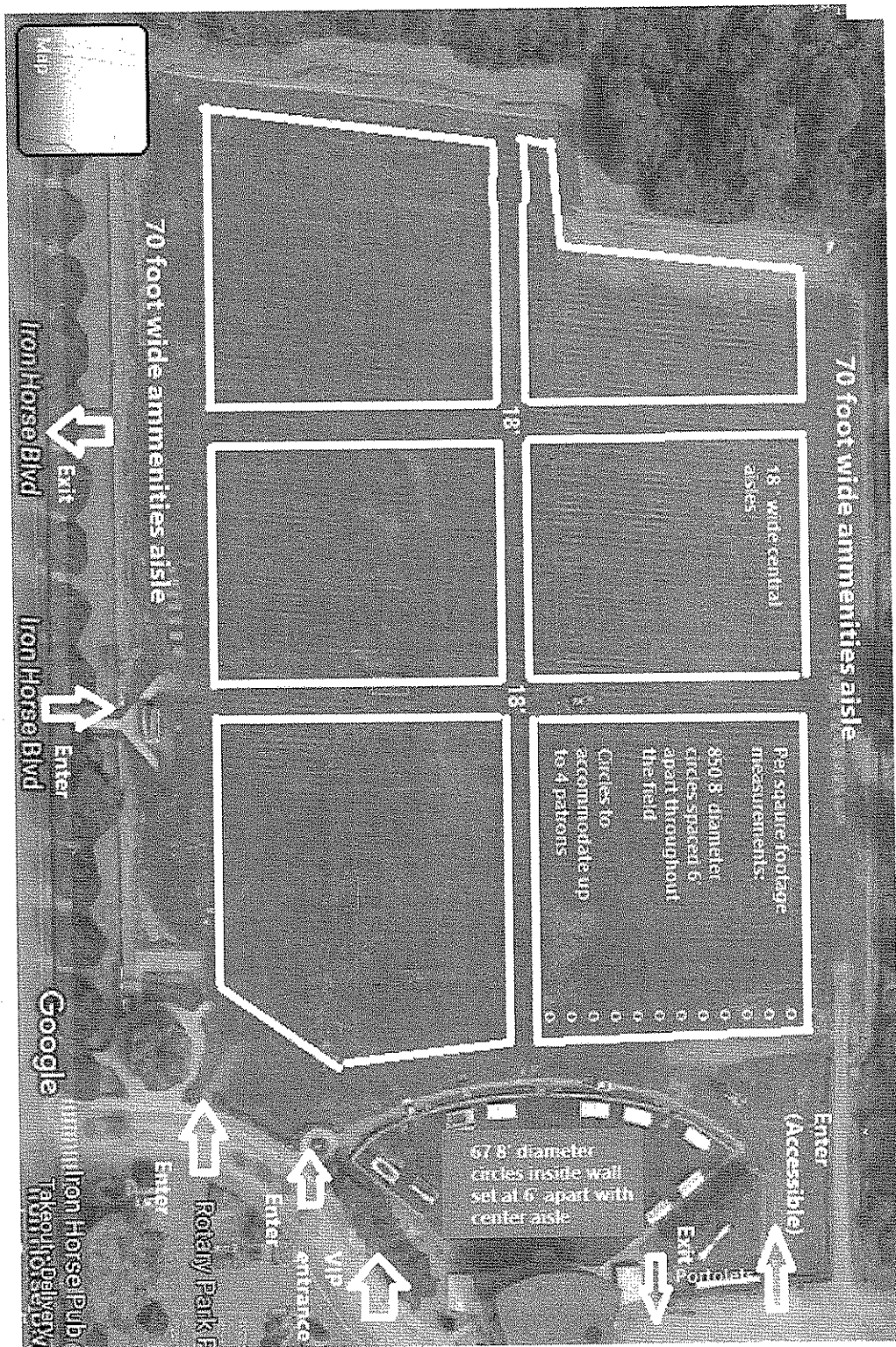
Public Restrooms	
Coordinated by	SMPAC
Units	Standard – 8 Sinks - 3 Accessible - 1 TOTAL - 12
Location	North east field – N/A North west field – N/A South east field (adjacent to parking lot and birch trees) – 8/3/1

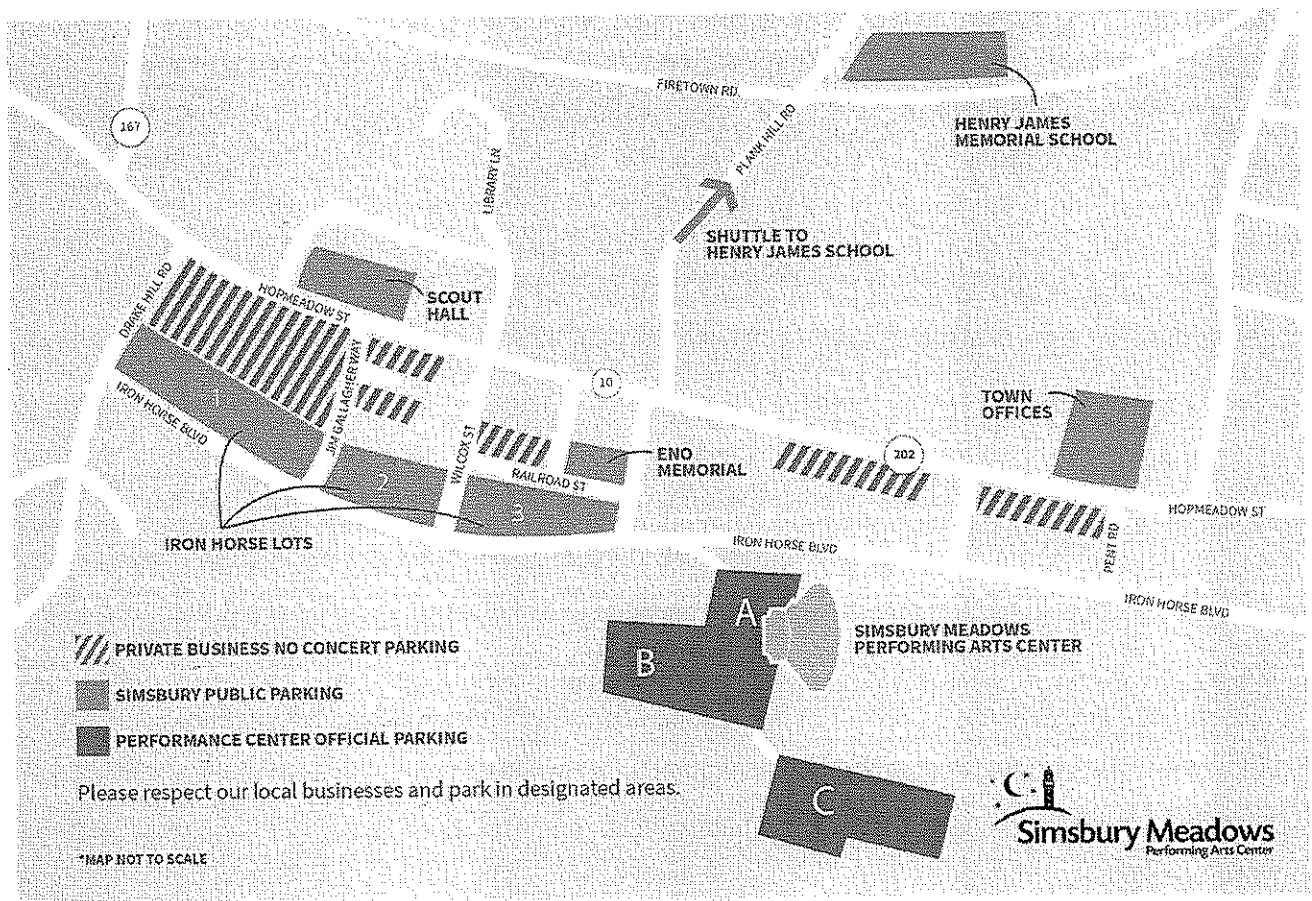
Security	
Stage Security	N/A
Field Security	N/A
Overnight Security	N/A
Security Notes	

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

Tents		
3x3 pop up changing pods	Number: 10 (behind band shell)	Sides: yes
10x10 pop up	Number: 20 (along southeast fence)	Sides: no
10x20	Number: 1 (loading dock parking bays)	Sides: no









Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – Simsbury
Performing Arts Center – Roux Cajun Eatery Concert

2. **Date of Board Meeting:** April 26, 2021

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

Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development, Tom Hazel, Assistant Town Planner

Maria E. Capriola

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

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

Move, effective April 26, 2021, to approve the public gathering application on behalf of the Simsbury Performing Arts Center and to authorize the issuance of the public gathering permit for the Roux Cajun Eatery Concert.

5. **Summary of Submission:**

The Public Gathering Committee has approved the application for the Roux Cajun Eatery Concert event. The event will be held on May 28, 2021 at the Simsbury Performing Arts Center from 8:00 AM to 11:00 PM.

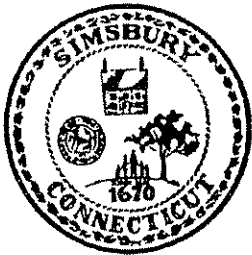
FVHD has approved the Roux Cajun Eatery Concert for COVID precautions.

6. **Financial Impact:**

None

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

a) Application, Map and Summary of Event



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

PUBLIC GATHERING PERMIT APPLICATION

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

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

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

Applicant's Name: Missy DiNunno - Executive Director

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

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

Event Location: Simsbury Meadows Performing Arts Center

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

Exact Time(s)/Date Begin: Friday, May 28, 2021 (8a) End: Friday, May 28, 2021 (11p)

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

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

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

TOWN OF SIMSBURY USE ONLY:

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

Signature: _____ Date: _____

EVENT INFO

Description of Event: Hosted by Simsbury's Roux Cajun Eatery, The Fabulous Equinox Orchestra will be performing some amazing feel good music at Simsbury Meadows Performing Arts Center. The concert will benefit the Aurora Women and Girls Foundation & the Simsbury Horticulture Foundation. The event will also coincide with Roux's Grand opening!

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: 38

- 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).

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 ☐

- *Possibly based on projected attendance
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: vary
OPEN SIDES ☐ ENCLOSED ☐
SQUARE FOOTAGE: none to exceed 30x30

- 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 ☐
YES ☐ NO ☒

- Will you be utilizing portable generators?

FIRE MARSHAL

871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

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

860-658-3222

Will barricades/signage be required:

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

YES ☐ NO ☒

DATES: _____

Are DPW trucks required for use as barricades?

YES ☐ NO ☒

QUANTITY: 0

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

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

Please note:

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

POLICE DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES ☒ NO ☐

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

Fabulous Equinox Orchestra is scheduled to play an event for Alhambra Theatre on May 7 in
Hopkinsville, KY and will play and event for the Ogle Cultural and Community Center in
New Albany, IN on May 8.

Will on-site private security be provided?

YES ☒ NO ☐ NUMBER: up to 20

Will on-site emergency medical services be provided?

YES ☒ NO ☐ NUMBER: _____

- Where will they be located? Ski Sundown volunteers (If over 2,000 Aetna ambulance on site)

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

860-658-7213

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

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

Attendance will be:
STAGGERED OVER COURSE OF EVENT ☐ AT A SPECIFIC TIME ☒ TIME: 5:30p - 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: _____ / 50 = _____ PORTABLE TOILETS REQUIRED

Portable toilet unit recommendation by USS for event 4 hours up to 3500 is 36 and we will have 38

Public Gathering Permit Required Declaration


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

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

Applicant's Signature: Missy DiNunno

Date Signed: 4-15-21

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	4/15/21	T. Tyburski	T. Tyburski email	4/15/21
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief	4/15/21	N. Boulter		
Dir of Public Works	4/15/21	T. Roy	T. Roy verbal	4/19/21
Dir of Health FVHD	4/15/21	J. Brown	J. Brown email	4/15/21
Fire Marshal	4/15/21	P. Tourville	P. Tourville email	4/19/21
Zoning Enforcement Officer	4/15/21	T. Hazel		4/19/21
Board of Selectmen	4/24/21			

Hazel Thomas

From: Patrick T. Tourville, CFI I <PTourville@simsburyfd.org>
Sent: Monday, April 19, 2021 8:57 AM
To: Hazel Thomas
Subject: RE: Last remaining PGP

Approved with possible changes Fire Marshal's Office

Patrick Tourville, CFI-I
Fire Marshal
Simsbury Fire District
871 Hopmeadow Street
Simsbury, CT 06070
(P) 860-658-1973
(C) 860-818-0479

From: Hazel Thomas <thazel@simsbury-ct.gov>
Sent: Monday, April 19, 2021 8:53 AM
To: Patrick T. Tourville, CFI I <PTourville@simsburyfd.org>
Subject: Last remaining PGP

Patrick
The last remaining PGP review I need from you is the Roux Cajun Eatery Orchestra Concert at the PAC. If you could look at it and get back to me today it would be appreciated. I need to get these out to Tom Fitzgerald later today. Thanks.

Thomas Hazel
Assistant Town Planner
Town of Simsbury
(860) 658-3240
thazel@simsbury-ct.gov

Hazel Thomas

From: Jason Brown <jbrown@fvhd.org>
Sent: Thursday, April 15, 2021 3:49 PM
To: Hazel Thomas
Subject: Re: final PGP s

Understood, no problem. Yes all good Tom.

Sent from my iPhone

On Apr 15, 2021, at 10:50 AM, Hazel Thomas <thazel@simsbury-ct.gov> wrote:

Jason

You and I discussed the weddings and we got the answer on food for the larger wedding (none, receptions at Metro Bis)

The 350 dedication at the bridge Tom Tyburski said you were good with their wrapped snacks and bottled water.

All the others were Missy's apps with the standard boiler plate for COVID

Is it safe for me to approve what I have from your end?

I am trying to wrap all this up with a bow ASAP.

Thanks

Sorry for the repetition, I have 10 PGPS I am pushing through the system by next week and I want to make sure I am not missing anything especially on your end.

Thomas Hazel
Assistant Town Planner
Town of Simsbury
(860) 658-3240
thazel@simsbury-ct.gov

Hazel Thomas

From: Tyburski Tom
Sent: Thursday, April 15, 2021 4:08 PM
To: Missy DiNunno; Boulter Nicholas (SPD); Hazel Thomas; Jason Brown; Barkowski Laura; Patrick T. Tourville, CFI I; Tom Roy; Samselski Gregory
Subject: RE: PGP - Ray of Hope Concert featuring the Fabulous Equinox Orchestra - May 28

Good afternoon, approved from P&R perspective.

Have a nice night,

Tom

Tom Tyburski
Director, Culture, Parks and Recreation Department
Town of Simsbury, CT
860-408-4682
www.SimsburyRec.com

Please consider the environment before printing a copy of this email.

"This communication, along with any documents, files, or attachments, is intended only for the use of the addressee and may contain legally privileged and confidential information. If you are not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of any information contained in or attached to this communications is strictly prohibited. If you have received this message in error, please notify the sender immediately and destroy the original communication and its attachments without reading, printing, or saving in any manner."

From: Missy DiNunno [<mailto:missy@simsburymeadowsmusic.com>]
Sent: Thursday, April 15, 2021 12:22 PM
To: Boulter Nicholas (SPD); Hazel Thomas; Jason Brown; Barkowski Laura; Patrick T. Tourville, CFI I; Tom Roy; Samselski Gregory; Tyburski Tom
Subject: PGP - Ray of Hope Concert featuring the Fabulous Equinox Orchestra - May 28

Good afternoon PGP Committee,

Attached, as promised earlier this week, is the PGP application for a concert to be presented by Roux Cajun Eatery, a new Simsbury Restaurant scheduled for Grand Opening the weekend of the concert!

This is a unique one that brings many questions. Event planners for the concert feel that they'll likely only reach an attendance of 1,500 but the restaurant owner, Steph Civitillo wants us to anticipate a max capacity of 3,500. As you all know well, there's a pretty significant difference with regard to emergency services support personnel (and associated cost) for a 3,500 concert vs. the smaller scale with only 1,500. As such, I've submitted the permit as if this is a higher level HSO TMMF scale concert complete with potential for police and Iron Horse closure, parking shuttles, Fire IC and higher levels of private security and portolets.

Chief Boulter and Lt. Samselski - I'd love a better understanding of attendance # thresholds to require police presence on-site inside the venue and/or Iron Horse closure. I don't have any official parameters in writing and it will be helpful to establish these for future emergency services estimates for our clients.

Same for on-site ambulance. Would love to establish attendance parameters guidance for bringing in Aetna ambulance to remain on-site throughout the event.

Many thanks in advance to you all for your time and insight on this one!

Missy

Missy DiNunno

Executive Director

Simsbury Meadows Performing Arts Center

22 Iron Horse Blvd.

P.O. Box 245

Simsbury, CT 06070

Office 860-651-4052

www.simsburymeadowsmusic.com

EVENT SUMMARY

Ray of Hope Concert featuring the Fabulous Equinox Orchestra

Friday, May 28, 2021

Public Gathering Permit Application Submitted: 4-15-21

CONTACT INFORMATION:

Organization	Roux Cajun Eatery – Simsbury Event website: https://www.rouxct.com/ray-of-hope
Event Contact	Stephanie Civitillo Roux 10 Wilcox Street Simsbury, CT 06070
SMPAC Contact	Missy DiNunno, Executive Director Office: 860-651-4052 Cell: 203-305-1847 Email: missy@simsburymeadowsmusic.com

TIMELINE:

Monday, May 31, 2021		
8:00a – 5p	Load-in / Rehearsal	Stage / Field
5:00p	Gates open for VIP's	Field
5:30p	Gates open for General Public	Field
7:00p – 9:30p	Fabulous Equinox Orchestra Performance	Stage / Field
9:30p – 11:00p	Load-out	Stage

EVENT DETAILS:

Description
What do you get when you combine a Louisiana girl's hospitality, her passionate sense of community and vision? The Ray of Hope concert! Join local restaurateur Stephanie Civitillo launch her dream, her new restaurant – Roux Cajun Eatery – and the summer with a BIG PARTY at the Simsbury Meadows Performing Arts Center on May 28 th . Featuring The Fabulous Equinox Orchestra. No outside food or beverage – pre-orders available from Roux with pick up at the venue day of concert and food and beverages for sale on-site! Patron seating first-come first-served socially distanced by way of 8' diameter circles 6' apart.

Ticketing Information
Tickets will be available online at: https://www.rouxct.com/ray-of-hope

Parking	
Advanced Preparation	Lining required
Management	SMPAC volunteers
On-site Parking Fee	\$10.00

Parking	
Shuttles	Shuttles offered for Henry James if attendance reaches 2,500

Expected Attendance	
	1500 – 3500
	Planning for 3500, however sales will be closely monitored with final cutoff to determine reductions in levels of police, fire, EMT, security, portolets determined no later than Friday, May 21, 2021

Stage Requirements	
Lights	Coordinated by concert organizer
Sound	Coordinated by concert organizer
Setup	Coordinated by concert organizer

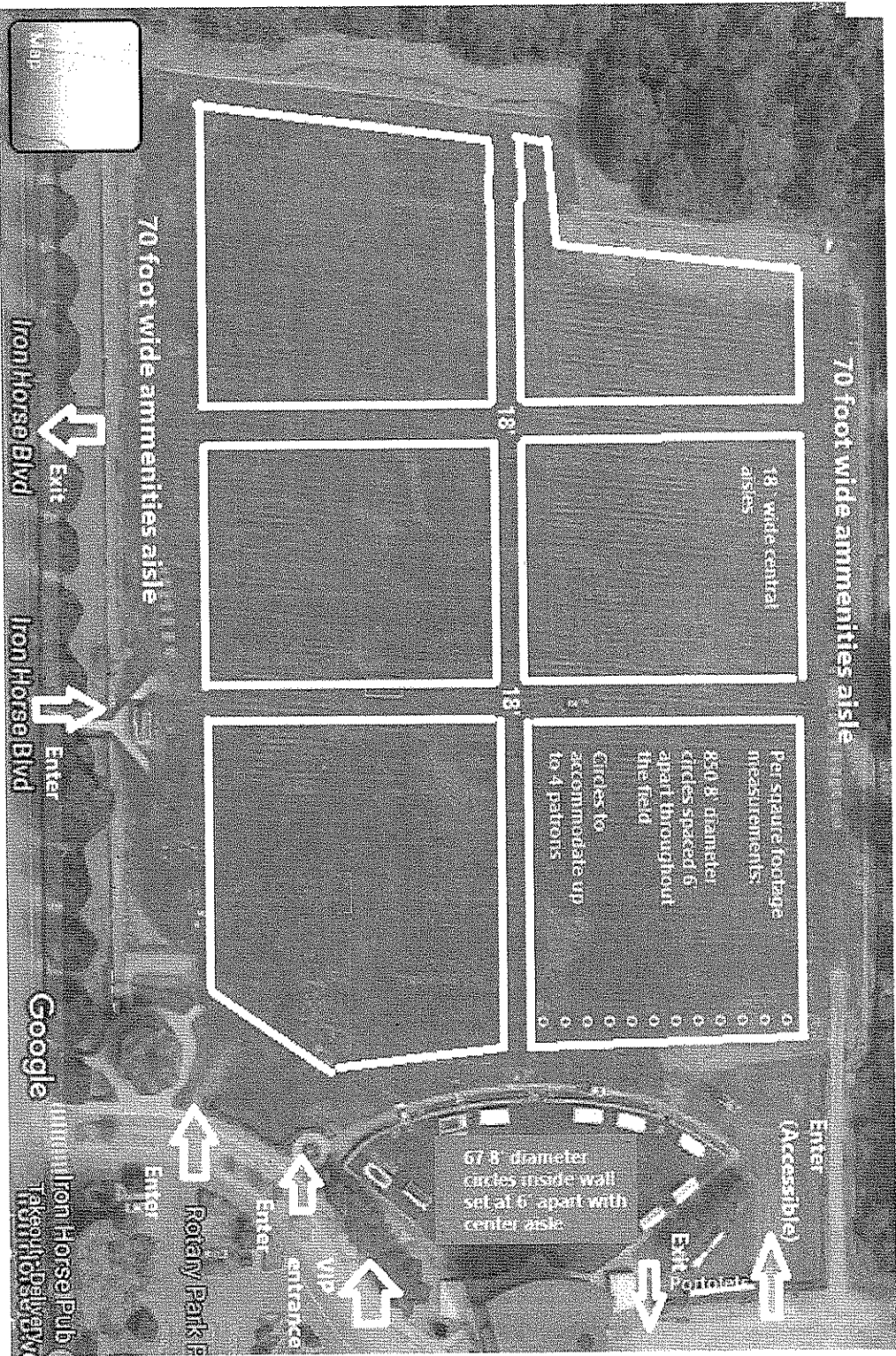
Vendor Information	
Merchandise Sales Vendors	Charity T-Shirt Sales by Roux and possible artist merch
Food Vendors	Roux Cajun Eatery pre-packaged order pickup and up to 3 food trucks with option for other restaurants to offer pre-order and pick up tents on site
Services/Activities	SMPAC's Moonlight Pub (beer/wine)

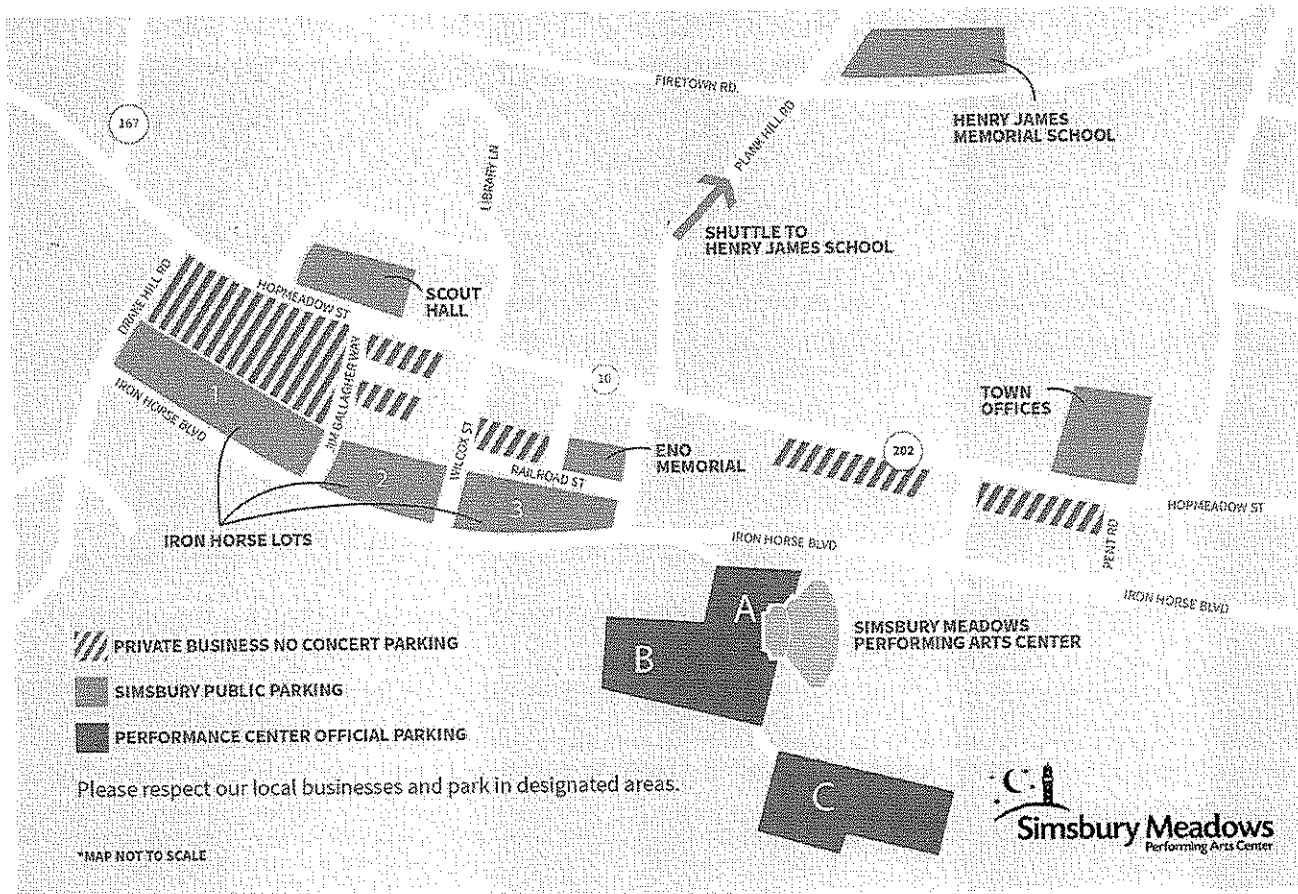
Public Restrooms	
Coordinated by	SMPAC
Units	Standard – 23 2 Station Sinks - 10 Accessible - 5 TOTAL – 38
Location	7 DXR, 3 ADA, 2 2SS Southeast corner adjacent to parking 8 DXR, 1 ADA, 4 2SS each side (east and west field)

Security	
Stage Security (USA)	2 guards – front of stage steps, 2 guards backstage lot
Field / Parking Security (USA)	1 coordinator, 3 supervisors, 9 guards, 8 Event staff
Overnight Security	N/A
Security Notes	Security numbers above correspond with max 3500. Private security personnel will be reduced if sales warrant

Public Safety	
Police	Required along with Iron Horse road closure if reach 2,500+
Fire	Required with IC if attendance anticipated = 3,000+
EMS	Ski Sundown First Aid Volunteers (Aetna Ambulance on-site if reach 2,500+)
DPW Trucks	N/A

Tents		
10x10	Number: 2 - 4	Sides: No
12x12	Number: 0	Sides: No
9x20	Number: 0	Sides: No
20x20	Number: 1 - 2	Sides: No
30x30	Number: 1	Sides: No







CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/18/2021

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

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

PRODUCER MAZZONE INSURANCE, INC. 195 WEST MAIN STREET SUITE 11 AVON CT 06001	CONTACT NAME: DAVID M. MAZZONE PHONE: 860-677-5853 A/C No. Ext): 860-677-5853 E-MAIL: mazzins@hotmail.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: LIBERTY MUTUAL INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	FAX: 860-676-8602 A/C No.): NAIC # 23043
---	--	--

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY) POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			BKS62417930	02/01/2021 02/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A		XWS62417930	02/01/2021 02/01/2022

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

CERTIFICATE HOLDER

CANCELLATION

Simsbury Performing Arts Center, Inc.
22 Iron Horse Boulevard
Simsbury, CT

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

AUTHORIZED REPRESENTATIVE
ben mazzone



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/18/2021

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PRODUCER MAZZONE INSURANCE, INC. 195 WEST MAIN STREET SUITE 11 AVON CT 06001	CONTACT NAME: DAVID M. MAZZONE PHONE A/C, No, Ext): 860-677-5853 E-MAIL ADDRESS: mazzins@hotmail.com FAX A/C, No): 860-676-8602
INSURED ROUX LLC 10 WILCOX ST SIMSBURY, CT 06070	INSURER(S) AFFORDING COVERAGE INSURER A: LIBERTY MUTUAL INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 23043

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			BKS62417930	02/01/2021	02/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	XWS62417930	02/01/2021	02/01/2022	WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 100,000

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

CERTIFICATE HOLDER**CANCELLATION**

Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

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

AUTHORIZED REPRESENTATIVE
ben mazzone



Town of Simsbury

933 HOPMEADOW STREET

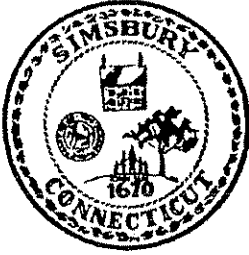
SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – Simsbury Performing Arts Center – Farmington Valley Dance and Music Recital
2. **Date of Board Meeting:** April 26, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development, Tom Hazel, Assistant Town Planner
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

Move, effective April 26, 2021, to approve the public gathering application on behalf of the Simsbury Performing Arts Center and to authorize the issuance of the public gathering permit for the Farmington Valley Dance and Music Recital.
5. **Summary of Submission:**
The Public Gathering Committee has approved the application for the Farmington Valley Dance and Music Recital event. The event will be held on May 29, 2021 and May 30, 2021 with a rain date of June 2, 2021 and June 3, 2021 at the Simsbury Performing Arts Center from 8:00 AM to 9:00 PM.

FVHD has approved the Farmington Valley Dance and Music Recital for COVID precautions.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
a) Application, Map and Summary of Event



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

PUBLIC GATHERING PERMIT APPLICATION

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

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

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

Applicant's Name: Missy DiNunno - Executive Director

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

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

Event Location: Simsbury Meadows Performing Arts Center

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

Exact Time(s)/Date Begin: Saturday, May 29, 2021 (RD 6/2) 8a End: Sunday, May, 30, 2021 (RD 6/3) 9p

*times above include setup/breakdown - see attached event outline
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 500-1000

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

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

TOWN OF SIMSBURY USE ONLY:

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

Signature: _____ Date: _____

EVENT INFO

Description of Event: Farmington Valley Dance and Music will hold year end recital performances for their dancers with a rehearsal day May 29 and multiple shows on May 30th.

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES ☒ NO ☐ NUMBER: 8T/8R

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

Portable toilets: YES ☒ NO ☐ NUMBER: 12

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

Tent: YES ☒ NO ☐ SIZE: 30x30
OPEN SIDES ☐ ENCLOSED ☒

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

Lighting and/or sound equipment: YES ☒ NO ☐

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

Does your event require electrical access? YES ☒ NO ☐

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

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

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

Will alcohol be served at your event? YES ☐ NO ☒

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

Will road closure(s) be necessary? YES ☐ NO ☒

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

PLANNING & ZONING DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3245

Alcohol

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

Signage

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

Attachments:☒ **Site Map**

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

FARMINGTON VALLEY HEALTH DISTRICT

95 RIVER ROAD, CANTON, CT 06019

www.fvhd.org

860-352-2333

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

Has a Temporary Food Permit been secured? YES ☐ NO ☒

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

BUILDING DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

YES ☒ NO ☐ CAPACITY: 30x30
OPEN SIDES ☐ ENCLOSED ☒
SQUARE FOOTAGE: 900

- 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 ☐
YES ☐ NO ☒

- Will you be utilizing portable generators?

FIRE MARSHAL

871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

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

860-658-3222

Will barricades/signage be required:

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

YES ☐ NO ☒

DATES: _____

Are DPW trucks required for use as barricades?

YES ☐ NO ☒

QUANTITY: 0

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

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

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

Please note:

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

POLICE DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES ☐ NO ☐

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

Will on-site private security be provided?

YES ☐ NO ☒

NUMBER: _____

Will on-site emergency medical services be provided?

YES ☐ NO ☒

NUMBER: _____

- Where will they be located? _____

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

860-658-7213

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

Will the attendance be equal to or greater than 5000? YES ☒ NO ☐ NUMBER: 1000 max

Attendance will be:

STAGGERED OVER COURSE OF EVENT ☐ AT A SPECIFIC TIME ☒ TIME: 10:30a & 3p

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: 500 - 1000 / 50 = PORTABLE TOILETS REQUIRED

**Portable toilet recommendation (8) per USS for event with 1000 at 3 hrs with no food/beverage. We plan to have 12. 2 additional Park and Rec units also available in the parking lot.*

**Public Gathering Permit
Required Declaration**

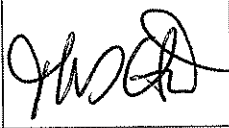
I declare that the information provided on this application is true and correct to the best of my knowledge and belief. I understand that if the information I have provided is a misrepresentation of the actual event, or that the actual event digresses in a manner from the approved permit, that the permit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

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

Applicant's Signature: *Missy DiNunno*

Date Signed: 3/30/21

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	3/30/21	T. Tyburski	T. Tyburski email	3/3/21
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief	3/30/21	N. Boulter	N. Boulter email	3/31/21
Dir of Public Works	3/30/21	T. Roy	T. Roy email	3/31/21
Dir of Health FVHD	3/30/21	J. Brown	J Brown email	3/31/21
Fire Marshal	3/30/21	P. Tourville	P. Tourville email	3/31/21
Zoning Enforcement Officer	3/31/21	T. Hazel		3/31/21
Board of Selectmen				

Hazel Thomas

From: Jason Brown <jbrown@fvhd.org>
Sent: Thursday, April 1, 2021 9:49 AM
To: Hazel Thomas
Subject: RE: Performing arts center public gatherings

Hey Tom. I talked to her on phone and sent approvals yesterday. For some reason I guess the email wasn't copied. Missy is doing a great job.

From: Hazel Thomas <thazel@simsbury-ct.gov>
Sent: Thursday, April 1, 2021 9:45 AM
To: Jason Brown <jbrown@fvhd.org>
Subject: Performing arts center public gatherings

Jason

I know Missy's Covid plans are pretty much boiler plate but I was lacking any FVHD comment on her PGP's for Apogee dance, Conard High, and Farmington Valley Dance. I don't want to move these on to Maria or the BOS unless you good.
Thanks

Thomas Hazel
Assistant Town Planner
Town of Simsbury
(860) 658-3240
thazel@simsbury-ct.gov

Hazel Thomas

From: Tyburski Tom
Sent: Wednesday, March 31, 2021 8:28 AM
To: Missy DiNunno; Boulter Nicholas (SPD); Hazel Thomas; Jason Brown; Barkowski Laura; Patrick T. Tourville, CFI I; Tom Roy; Gregory Samselski
Subject: RE: Farmington Valley Dance and Music Recital

Good morning, approved for Parks and Rec.

Have a good day,

Tom

Tom Tyburski
Director, Culture, Parks and Recreation Department
Town of Simsbury, CT
860-408-4682
www.SimsburyRec.com

Please consider the environment before printing a copy of this email.

"This communication, along with any documents, files, or attachments, is intended only for the use of the addressee and may contain legally privileged and confidential information. If you are not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of any information contained in or attached to this communications is strictly prohibited. If you have received this message in error, please notify the sender immediately and destroy the original communication and its attachments without reading, printing, or saving in any manner."

From: Missy DiNunno [<mailto:missy@simsburymeadowsmusic.com>]
Sent: Tuesday, March 30, 2021 6:13 PM
To: Boulter Nicholas (SPD); Hazel Thomas; Jason Brown; Barkowski Laura; Patrick T. Tourville, CFI I; Tom Roy; Gregory Samselski; Tyburski Tom
Subject: Farmington Valley Dance and Music Recital

Good evening,

FVDM Recital permit application attached. A building permit was previously submitted for the 30x30 tent referenced in the application.

As always, your review and approval is greatly appreciated. Any questions, please don't hesitate to let me know.

I also forgot to note previously that, across the board, all of our clients have been told to conduct any sales and/or registrations online via contactless systems to further mitigate exposure risks and ensure proper data collection for contact tracing.

Many thanks for taking the time to review....I know there's a ton coming at you!

Hazel Thomas

From: Boulter, Nicholas <NBoulter@pd.simsbury-ct.gov>
Sent: Wednesday, March 31, 2021 9:03 AM
To: 'Missy DiNunno'; Hazel Thomas; Jason Brown; Barkowski Laura; Patrick T. Tourville, CFI I; Tom Roy; Gregory Samselski; Tyburski Tom
Subject: RE: Farmington Valley Dance and Music Recital

PD approved.

Nicholas J. Boulter
Chief of Police
Simsbury Police Department
933 Hopmeadow Street
Simsbury, CT 06070
(860) 658-3101



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From: Missy DiNunno [<mailto:missy@simsburymeadowsmusic.com>]
Sent: Tuesday, March 30, 2021 6:13 PM
To: Boulter, Nicholas; Hazel Thomas; Jason Brown; Laura Barkowski; Patrick T. Tourville, CFI I; Roy, Thomas; Samselski, Gregory; Tom Tyburski
Subject: Farmington Valley Dance and Music Recital

Good evening,

FVDM Recital permit application attached. A building permit was previously submitted for the 30x30 tent referenced in the application.

As always, your review and approval is greatly appreciated. Any questions, please don't hesitate to let me know.

I also forgot to note previously that, across the board, all of our clients have been told to conduct any sales and/or registrations online via contactless systems to further mitigate exposure risks and ensure proper data collection for contact tracing.

Many thanks for taking the time to review....I know there's a ton coming at you!

Best,
Missy

--

Missy DiNunno

Hazel Thomas

From: Tom Roy
Sent: Wednesday, March 31, 2021 9:44 AM
To: Boulter Nicholas (SPD); 'Missy DiNunno'; Hazel Thomas; Jason Brown; Barkowski Laura; Patrick T. Tourville, CFI I; Gregory Samselski; Tyburski Tom
Subject: RE: Farmington Valley Dance and Music Recital

PW approved.

Thomas J. Roy, P.E.
Director of Public Works
Town of Simsbury
66 Town Forest Road
West Simsbury, CT 06092
(o) 860.658.3222
(f) 860.408.5416

From: Boulter, Nicholas [<mailto:NBoulter@pd.simsbury-ct.gov>]
Sent: Wednesday, March 31, 2021 9:03 AM
To: 'Missy DiNunno'; Hazel Thomas; Jason Brown; Barkowski Laura; Patrick T. Tourville, CFI I; Tom Roy; Gregory Samselski; Tyburski Tom
Subject: RE: Farmington Valley Dance and Music Recital

PD approved.

Nicholas J. Boulter
Chief of Police
Simsbury Police Department
933 Hopmeadow Street
Simsbury, CT 06070
(860) 658-3101



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From: Missy DiNunno [<mailto:missy@simsburymeadowsmusic.com>]
Sent: Tuesday, March 30, 2021 6:13 PM
To: Boulter, Nicholas; Hazel Thomas; Jason Brown; Laura Barkowski; Patrick T. Tourville, CFI I; Roy, Thomas; Samselski, Gregory; Tom Tyburski
Subject: Farmington Valley Dance and Music Recital

Hazel Thomas

From: Patrick T. Tourville, CFI I <PTourville@simsburyfd.org>
Sent: Wednesday, March 31, 2021 10:01 AM
To: Tyburski Tom; Missy DiNunno; Boulter Nicholas (SPD); Hazel Thomas; Jason Brown; Barkowski Laura; Tom Roy; Gregory Samselski
Subject: RE: Farmington Valley Dance and Music Recital
Attachments: FVDM - PGP Submission 3-30-21.pdf

Approved Fire Marshal's Office

Patrick Tourville, CFI-I
Fire Marshal
Simsbury Fire District
871 Hopmeadow Street
Simsbury, CT 06070
(P) 860-658-1973
(C) 860-818-0479

From: Tyburski Tom <ttyburski@simsbury-ct.gov>
Sent: Wednesday, March 31, 2021 8:28 AM
To: Missy DiNunno <missy@simsburymeadowsmusic.com>; nboulter <nboulter@pd.simsbury-ct.gov>; Hazel Thomas <thazel@simsbury-ct.gov>; Jason Brown <jbrown@fvhd.org>; Barkowski Laura <lbarkowski@simsbury-ct.gov>; Patrick T. Tourville, CFI I <PTourville@simsburyfd.org>; troy@simsbury-ct.gov; gsamselski <gsamselski@pd.simsbury-ct.gov>
Subject: RE: Farmington Valley Dance and Music Recital

Good morning, approved for Parks and Rec.

Have a good day,

Tom

Tom Tyburski
Director, Culture, Parks and Recreation Department
Town of Simsbury, CT
860-408-4682
www.SimsburyRec.com

Please consider the environment before printing a copy of this email.

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EVENT SUMMARY

Farmington Valley Dance and Music Recital

Sat., May 29 & Sun., May 30, 2021 (RD 6/2 & 6/3)

Public Gathering Permit Application Submitted: 3-30-21

CONTACT INFORMATION:	
Organization	Farmington Valley Dance and Music Event website: www.farmingtonvalleydanceandmusicllc.org
Event Contact	Lindsey and Jeff Sepa Owners Farmington Valley Dance and Music 222 Main Street #129 Farmington, CT 06032 Cell: 860-255-8883 (Lindsey) Office: 860-269-4237 Email: apogeedanceacademy@att.net
SMPAC Contact	Missy DiNunno, Executive Director Office: 860-651-4052 Cell: 203-305-1847 Email: missy@simsburymeadowsmusic.com

TIMELINE:

Saturday, May 29	
6a – 8a	Load-in & setup
10a – 8p	Dress Rehearsal
8p – 9p	Strike and Secure Gear
Sunday, May 30	
8a – 9:30a	Tech
9:30a – 10:30a	Gates open
10:30a – 1:30p	Performance One
2:00p – 3p	Gates open
3p – 7p	Performance Two
7p – 9p	Load-out
Wednesday, June 2 (ONLY IF RAIN DATE NECESSARY)	
9a – 4p	Load-in & Tech
4p – 5p	Gates open
5p – 8p	Performance
8p – 9p	Strike and Secure Gear
Thursday, June 3 (ONLY IF RAIN DATE NECESSARY)	
10a – 4p	Load-in & Tech
4p – 5p	Gates open
5p – 8p	Performance One
8p – 9p	Load-out

EVENT DETAILS:

Description
Farmington Valley Dance and Music will hold a year-end recital for their recreational dancers. The recital will feature two performances in an effort to limit crowds and number of student performers gathered.

Ticketing Information
N/A Private online contactless sale to studio families.

Parking	
Advanced Preparation	Field aisle and lot lining by Parks Department
Management	SMPAC
On-site Parking Fee	N/A

Expected Attendance	
Total Attendance Expected	500 - 1000 max per performance

Stage Requirements	
Lights	N/A
Sound	Provided by client
Setup	Marley floor provided by client

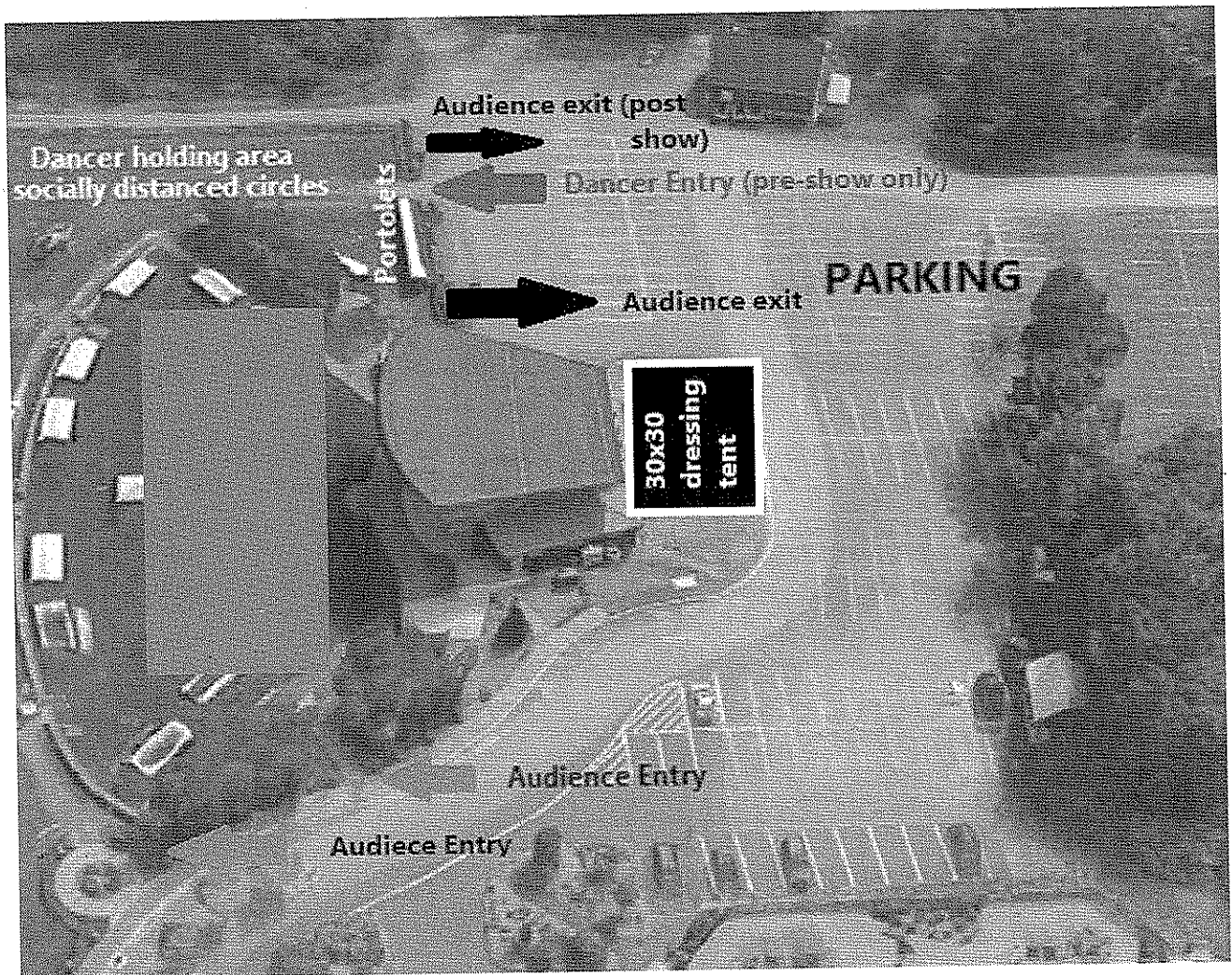
Vendor Information	
Merchandise Sales Vendors	N/A
Food Vendors	SMPAC – No Concessions Location – N/A
	Other Vendors – None
Services/Other Activities	Location – Tents for dressing areas (see below)

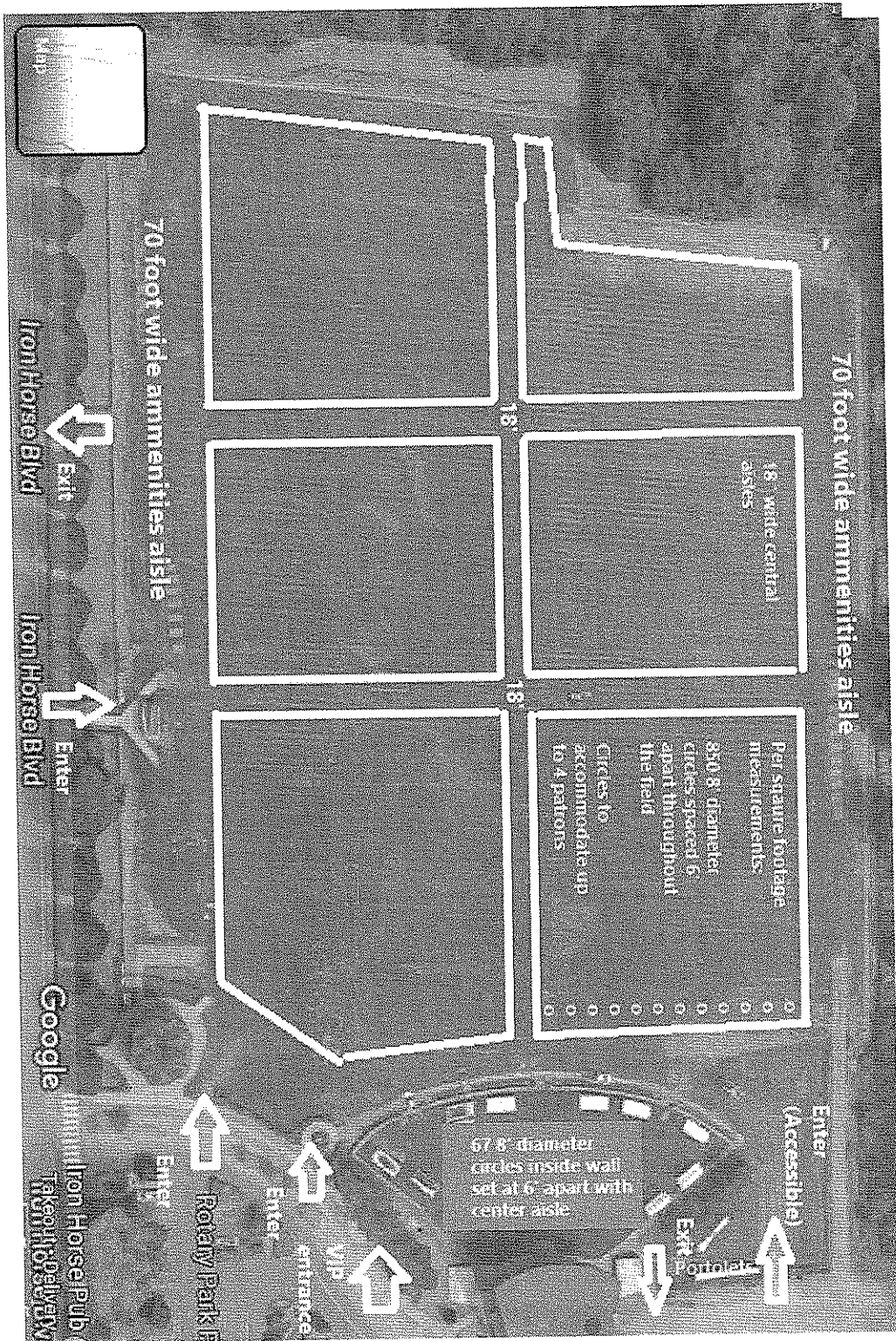
Public Restrooms	
Coordinated by	SMPAC
Units	Standard – 8 Sinks - 3 Accessible - 1 TOTAL - 12
Location	North east field – N/A North west field – N/A South east field (adjacent to parking lot and birch trees) – 8/3/1

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

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

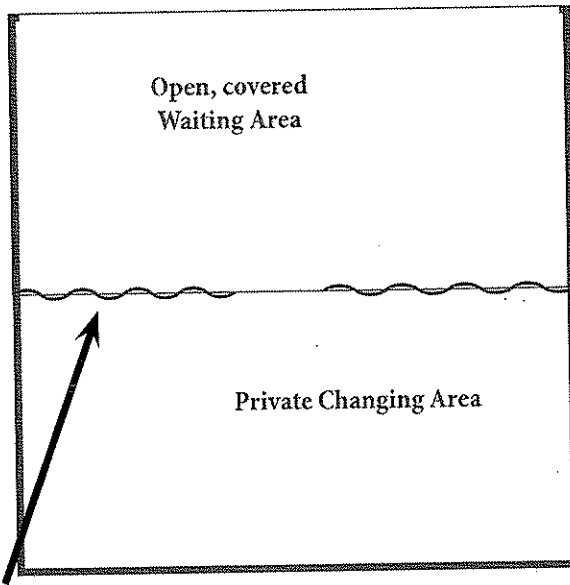
Tents		
30x30	Number: 1	Sides: yes (building permit submitted)







30x30 Tent Setup



Dividing Curtain
(Provided by FVDM)

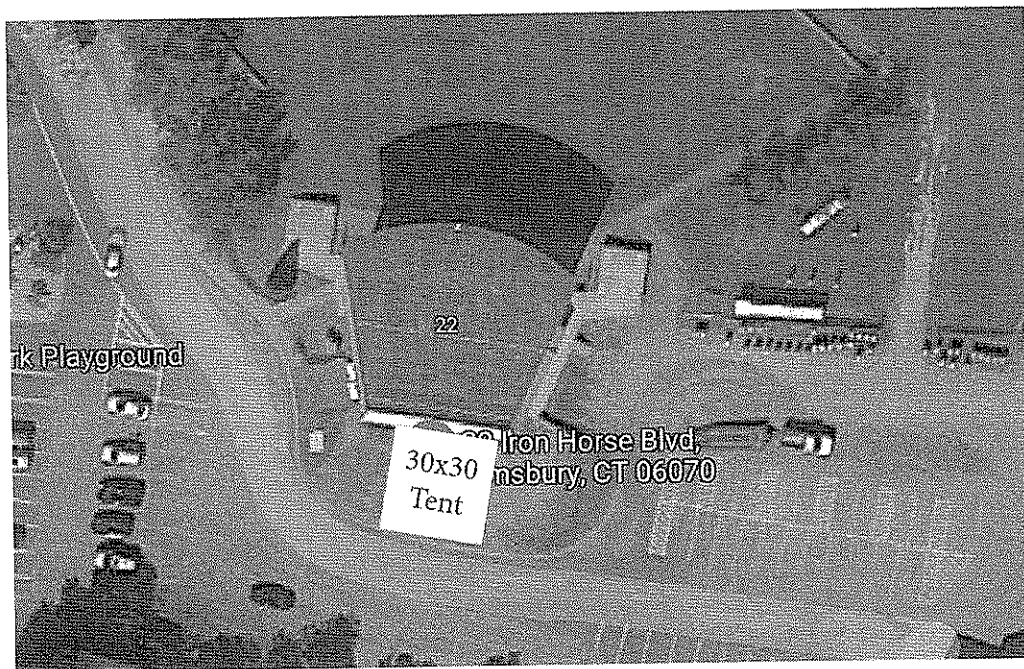
SETUP DETAILS

- The tent should be set up directly behind the amphitheater as pictured.
- The open area (with no sides) should be facing to the amphitheater.

Tent should be set up prior to 8 am on Saturday
Tent should be removed after 8 pm on Sunday

IN THE EVENT OF RAIN:

Tent should be set up prior to 10 am on Wednesday
Tent should be removed after 8 pm on Thursday





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/16/2021

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

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

PRODUCER Irongate Insurance Counselors, LLC PO Box 2023 Burlington CT 06013		CONTACT NAME: Amanda Ahlstrom PHONE (A/C No, Ext): (860) 658-6500 FAX (A/C No): E-MAIL ADDRESS: aahlstrom@irongateagency.com	
INSURED Farmington Valley Dance & Music 222 Main St # 129 Farmington CT 06032		INSURER(S) AFFORDING COVERAGE INSURER A: Graphic Arts Mutual Insurance Company INSURER B: Republic Franklin Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 25984 12475	

COVERAGES

CERTIFICATE NUMBER: CL204905633

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			CPP 5241273	04/10/2020	04/10/2021	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
	OTHER:		MED EXP (Any one person) \$ 5,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY			5225311	04/10/2020	04/10/2021	GENERAL AGGREGATE \$ 3,000,000
	<input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PRODUCTS - COMP/OP AGG \$ 3,000,000				
			Abuse or Molestation \$ 1,000,000				
			COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000				
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB			CULP 5248229	04/10/2020	04/10/2021	BODILY INJURY (Per person) \$
	OCCUR CLAIMS-MADE		BODILY INJURY (Per accident) \$				
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PROPERTY DAMAGE (Per accident) \$				
			Underinsured motorist \$ 1,000,000				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000
			AGGREGATE \$ 1,000,000				
			PER STATUTE OTH-ER				
			E.L. EACH ACCIDENT \$				
A	Business Personal Property			CPP5241273	04/10/2020	04/10/2021	E.L. DISEASE - EA EMPLOYEE \$
			E.L. DISEASE - POLICY LIMIT \$				

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

Certificate holder is listed as additional insured

CERTIFICATE HOLDER

CANCELLATION

Simsbury Meadows Performing Arts Center 22 Iron Horse Blvd Simsbury CT 06070	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/16/2021

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PRODUCER Irongate Insurance Counselors, LLC PO Box 2023 Burlington CT 06013		CONTACT NAME: Amanda Ahlstrom PHONE (A/C, No, Ext): (860) 658-6500 E-MAIL ADDRESS: aahlstrom@irongateagency.com FAX (A/C, No):	
INSURED Farmington Valley Dance & Music .222 Main St # 129 Farmington CT 06032		INSURER(S) AFFORDING COVERAGE INSURER A: Graphic Arts Mutual Insurance Company INSURER B: Republic Franklin Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 25984 12475	

COVERAGES**CERTIFICATE NUMBER:** CL204905633**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		CPP 5241273	04/10/2020	04/10/2021	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
						MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		5225311	04/10/2020	04/10/2021	GENERAL AGGREGATE \$ 3,000,000
						PRODUCTS - COMP/OP AGG \$ 3,000,000
						Abuse or Molestation \$ 1,000,000
						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	CULP 5248229	04/10/2020	04/10/2021	BODILY INJURY (Per person) \$
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000					BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						Underinsured motorist \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A			EACH OCCURRENCE \$ 1,000,000
						AGGREGATE \$ 1,000,000
A	Business Personal Property		CPP5241273	04/10/2020	04/10/2021	PER STATUTE OTH-ER
						E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
A			CPP5241273	04/10/2020	04/10/2021	Limit: \$50,000

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

Certificate holder is listed as additional insured.

CERTIFICATE HOLDER**CANCELLATION**

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

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Town of Simsbury

933 HOPMEADOW STREET

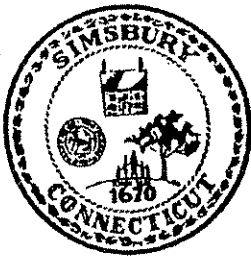
SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – Simsbury Performing Arts Center – Memorial Day Ceremony and Celebration
2. **Date of Board Meeting:** April 26, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development, Tom Hazel, Assistant Town Planner
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

Move, effective April 26, 2021, to approve the public gathering application on behalf of the Simsbury Performing Arts Center and to authorize the issuance of the public gathering permit for the Memorial Day Ceremony and Celebration.
5. **Summary of Submission:**
The Public Gathering Committee has approved the application for the Memorial Day Ceremony and Celebration event. The event will be held on May 31, 2021 at the Simsbury Performing Arts Center from 8:00 AM to 7:00 PM.

FVHD has approved the Memorial Day Ceremony and Celebration event for COVID precautions.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Application, Map and Summary of Event



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

PUBLIC GATHERING PERMIT APPLICATION

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

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

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

Applicant's Name: Missy DiNunno - Executive Director

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

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

Event Location: Simsbury Meadows Performing Arts Center

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

Exact Time(s)/Date Begin: Monday, May 31, 2021 (8a) End: Monday, May 31, 2021 (7p)

*times above include setup/breakdown - see attached event outline
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 1500 max

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

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

TOWN OF SIMSBURY USE ONLY:

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

Signature: _____ Date: _____

EVENT INFO

Description of Event: Free Memorial Day Ceremony and Celebration open to Simsbury residents
Residents interested in attending must pre-register through park and rec system to secure a spot. Only those registered will be admitted. No outside food or beverage allowed.
2 food trucks, TCBY, and Iron Horse Pub pizza available for sale along with beverages, beer & wine.
Families are invited to bring their own blankets and chairs with seating first-come first served in socially distant circles throughout the field.

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: 38

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

Tent: YES ☒ NO ☐ SIZE: vary - 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).

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 ☐

***Frankies & TCBY have annual permits.*

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

BUILDING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

YES ☒ NO ☐ CAPACITY: multiple
OPEN SIDES ☐ ENCLOSED ☐
SQUARE FOOTAGE: 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 ☐
YES ☒ NO ☐

- Will you be utilizing portable generators?

***possibly for food trucks only*

FIRE MARSHAL
871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

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

860-658-3222

Will barricades/signage be required:

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

YES ☐ NO ☒

DATES: _____

Are DPW trucks required for use as barricades?

YES ☐ NO ☒

QUANTITY: 0

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

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

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

Please note:

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

POLICE DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES ☒ NO ☐

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

Celebration Bands (Codes and Keys & Organized Chaos) played SMPAC for the Rocktober event in 2020.

Will on-site private security be provided?

YES ☒ NO ☐ NUMBER: 3

Will on-site emergency medical services be provided?

YES ☐ NO ☒ NUMBER: _____

- Where will they be located? _____

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

860-658-7213

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

Will the attendance be equal to or greater than 5000? YES ☐ NO ☒ NUMBER: 1500 max

Attendance will be:

STAGGERED OVER COURSE OF EVENT ☐

AT A SPECIFIC TIME ☒ TIME: 12p - 4:30p

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: 1500 / 50 = 30 PORTABLE TOILETS REQUIRED

Public Gathering Permit Required Declaration

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

Applicant's Name (Printed): Missy DiNunno on behalf of 350th Committee

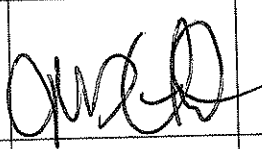
Applicant's Signature:

Missy DiNunno

Date Signed:

4-12-21

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	4/12/21	T. Tyburski	T. Tyburski email	4/13/21
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief	4/12/21	M. Boulter	M. Boulter email	4/13/21
Dir of Public Works	4/12/21	T. Roy	T. Roy verbal	4/14/21
Dir of Health FVHD	4/12/21	J. Brown	J. Brown email	4/15/21
Fire Marshal	4/12/21	P. Tourville	P. Tourville email	4/13/21
Zoning Enforcement Officer	4/12/21	T. Hartzel		4/15/21
Board of Selectmen				

Hazel Thomas

From: Jason Brown <jbrown@fvhd.org>
Sent: Thursday, April 15, 2021 3:49 PM
To: Hazel Thomas
Subject: Re: final PGP s

Understood, no problem. Yes all good Tom.

Sent from my iPhone

On Apr 15, 2021, at 10:50 AM, Hazel Thomas <thazel@simsbury-ct.gov> wrote:

Jason

You and I discussed the weddings and we got the answer on food for the larger wedding (none, receptions at Metro Bis)

The 350 dedication at the bridge Tom Tyburski said you were good with their wrapped snacks and bottled water.

All the others were Missy's apps with the standard boiler plate for COVID

Is it safe for me to approve what I have from your end?

I am trying to wrap all this up with a bow ASAP.

Thanks

Sorry for the repetition, I have 10 PGPS I am pushing through the system by next week and I want to make sure I am not missing anything especially on your end.

Thomas Hazel

Assistant Town Planner

Town of Simsbury

(860) 658-3240

thazel@simsbury-ct.gov

Hazel Thomas

From: Patrick T. Tourville, CFI I <PTourville@simsburyfd.org>
Sent: Tuesday, April 13, 2021 1:48 PM
To: Missy DiNunno; Boulter Nicholas (SPD); Hazel Thomas; Jason Brown; Barkowski Laura; Tom Roy; Samselski Gregory; Tyburski Tom
Subject: RE: Additional May Event PGP applications
Attachments: FM Approved_PGP_Simsbury High School Concert_4-12-21.pdf;
FM_Approved_PGP_Memorial Day Celebration 4-12-21.pdf; FM_Approved_PGP_100
Women of Color 4-12-21.pdf; FM_Approved_PGP_Riley's Dance Recital 4-12-21.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Fire Marshal's Office approved

Patrick Tourville, CFI-I
Fire Marshal
Simsbury Fire District
871 Hopmeadow Street
Simsbury, CT 06070
(P) 860-658-1973
(C) 860-818-0479

From: Missy DiNunno <missy@simsburymeadowsmusic.com>
Sent: Monday, April 12, 2021 3:55 PM
To: nboulter <nboulter@pd.simsbury-ct.gov>; Hazel Thomas <thazel@simsbury-ct.gov>; Jason Brown <jbrown@fvhd.org>; Laura Barkowski <lbarkowski@simsbury-ct.gov>; Patrick T. Tourville, CFI I <PTourville@simsburyfd.org>; troy@simsbury-ct.gov; gsamselski <gsamselski@pd.simsbury-ct.gov>; Tom Tyburski <ttyburski@simsbury-ct.gov>
Subject: Additional May Event PGP applications

Attached please find the following event applications:

Simsbury High Music Concert - Wednesday, May 19, 2021
100 Women of Color Awards Ceremony - Friday, May 21, 2021 (repeat)
Riley's School of Dance Recital - Wednesday, May 26, 2021
Town of Simsbury Memorial Day Ceremony & Celebration - May 31, 2021

Tom Hazel - anything that's good to go for Maria sign off is listed as "(repeat)" above. Everything else is a first time event for us this year.

This should be the balance of all May events, with the exception of one big one that I have coming to you as follows:

ROUX, a new Simsbury restaurant, will be hosting a concert for their grand opening weekend featuring The Fabulous Equinox Orchestra on Friday, May 28, 2021. I have a meeting with their planning committee on Wednesday to gather final details and then will have a permit application to you for that as well. I expect that one to be full scale with fire, police, EMT, and road closures comparable to standard HSO TMMF concert, so wanted to give you all the heads up.

Hazel Thomas

From: Boulter, Nicholas <NBoulter@pd.simsbury-ct.gov>
Sent: Tuesday, April 13, 2021 1:42 PM
To: 'Missy DiNunno'; Hazel Thomas; Jason Brown; Barkowski Laura; Patrick T. Tourville, CFI I; Tom Roy; Samselski Gregory; Tyburski Tom
Subject: RE: Additional May Event PGP applications

Follow Up Flag: Follow up
Flag Status: Flagged

PD Approved.

Nicholas J. Boulter
Chief of Police
Simsbury Police Department
933 Hopmeadow Street
Simsbury, CT 06070
(860) 658-3101



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From: Missy DiNunno [<mailto:missy@simsburymeadowsmusic.com>]
Sent: Monday, April 12, 2021 3:55 PM
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Hazel Thomas

From: Tyburski Tom
Sent: Tuesday, April 13, 2021 8:41 AM
To: Missy DiNunno; Boulter Nicholas (SPD); Hazel Thomas; Jason Brown; Barkowski Laura; Patrick T. Tourville, CFI I; Tom Roy; Samselski Gregory
Subject: RE: Additional May Event PGP applications

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning everyone, all 4 events approved by Parks and Rec.

Have a great day,

Tom

Tom Tyburski
Director, Culture, Parks and Recreation Department
Town of Simsbury, CT
860-408-4682
www.SimsburyRec.com

Please consider the environment before printing a copy of this email.

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To: Boulter Nicholas (SPD); Hazel Thomas; Jason Brown; Barkowski Laura; Patrick T. Tourville, CFI I; Tom Roy; Samselski Gregory; Tyburski Tom
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EVENT SUMMARY

Town of Simsbury Memorial Day Ceremony & Celebration

Monday, May 31, 2021

Public Gathering Permit Application Submitted: 4-12-21

CONTACT INFORMATION:	
Organization	Simsbury Memorial Day Parade Committee
Event Contact	John Fox (committee chair) and Tom Tyburski (registration mngmt) John Fox Phone: 860-658-0388 Text: 860-977-5209 email: jrfoxx@comcast.net
SMPAC Contact	Missy DiNunno, Executive Director Office: 860-651-4052 Cell: 203-305-1847 Email: missy@simsburymeadowsmusic.com

TIMELINE:

Monday, May 31, 2021		
8:00a – 11a	Load-in	Stage / Field
11:00a	Gates Open	Field
12:00p – 1:00p	Band Performances	Stage / Field
1:00p – 2:00p	Remembrance Ceremony	Stage / Field
2:00p – 2:30p	Codes and Keys Performance	Stage / Field
2:30p – 4:30p	Organized Chaos Performance	Stage / Field
5:00p – 7:00p	Load-out	Stage

EVENT DETAILS:

Description
Free event for Simsbury residents. Capacity limit = 1500. Attendees must pre-register to attend. 3 food vendors, Moonlight Pub, plus TCBY to provide frozen yogurt and popcorn. NO OUTSIDE FOOD OR BEVERAGE, however patrons encouraged to bring their own blankets, chairs, etc. Patron seating first-come first-served socially distanced by way of 8' diameter circles 6' apart.

Ticketing Information
Register at: www.SimsburyRec.com

Parking	
Advanced Preparation	Lining required
Management	Memorial Day Committee Volunteers
On-site Parking Fee	N/A

Expected Attendance	
	1500 max

Stage Requirements	
Lights	N/A
Sound	Provided by Organized Chaos
Setup	Coordinated by Organized Chaos

Vendor Information	
Merchandise Sales Vendors	N/A
Food Vendors	Frankie's Food Truck, Iron Horse Pub pizza sales, TCBY + one additional TBD
Services/Activities	SMPAC's Moonlight Pub (beer/wine)

Public Restrooms	
Coordinated by	SMPAC
Units	Standard – 23 2 Station Sinks - 10 Accessible - 5 TOTAL – 38
Location	Southeast corner adjacent to parking

Security	
Stage Security (USA)	N/A
Field Security (USA)	1 supervisor and 2 guards roaming
Overnight Security	N/A
Security Notes	N/A

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

Tents		
10x10	Number: 2	Sides: No
12x12	Number: 0	Sides: No
9x20	Number: 0	Sides: No
20x20	Number: 1	Sides: No
30x30	Number: 0	Sides: No



70 foot wide amenities aisle

18' wide central aisles

Per square footage measurements:
850 8' diameter circles spaced 6' apart throughout the field
Circles to accommodate up to 4 patrons

67 8' diameter
Circles inside wall set at 6' apart with center aisle

70 foot wide amenities aisle



Exit

Iron Horse Blvd



Enter

Iron Horse Blvd

Google

Mill Iron Horse Pub
Takeout & Delivery
North Hollywood



Enter

Rotary Park P



Enter

VIP entrance

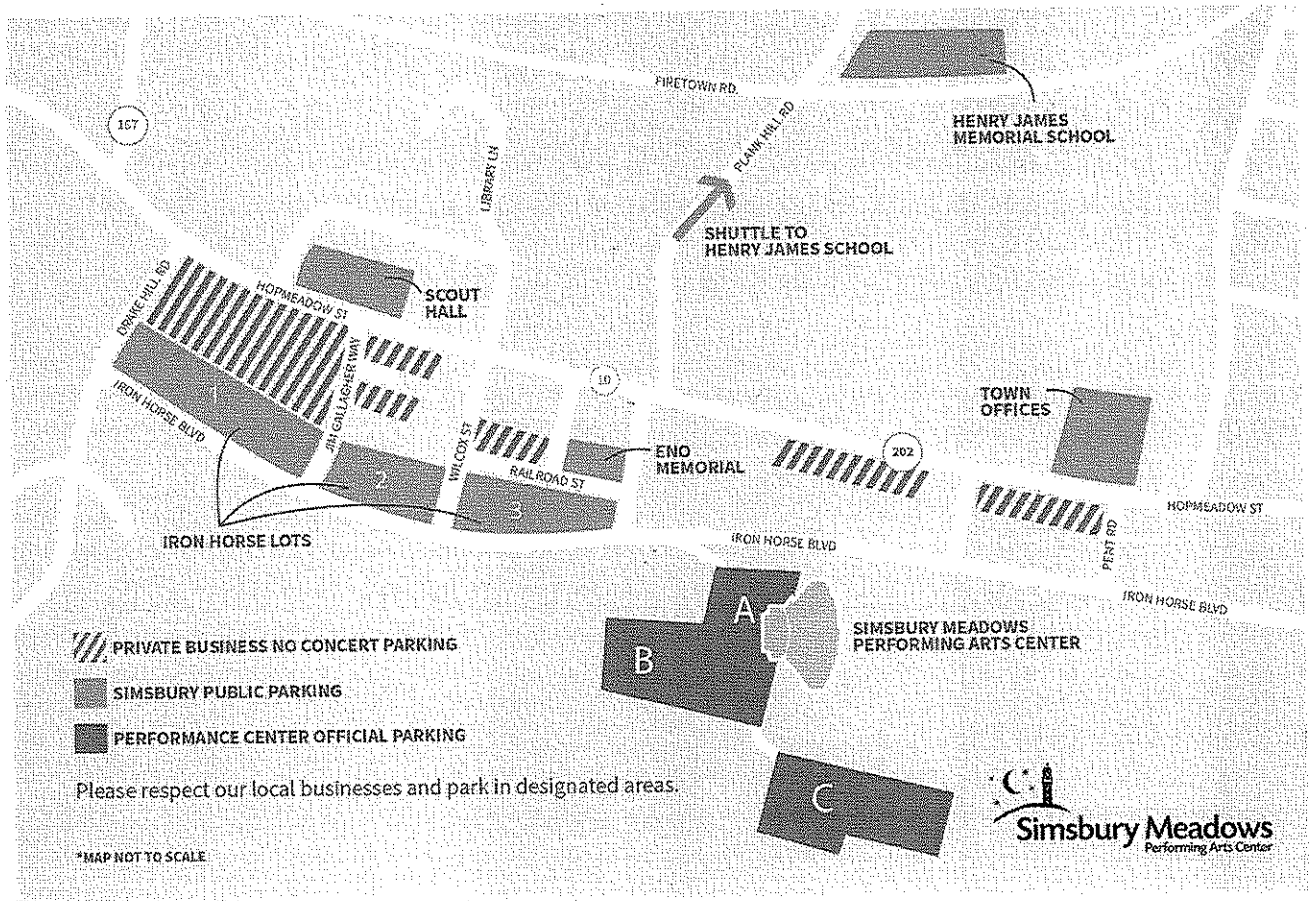


Exit

Enter (Accessible)



Portolets





Town of Simsbury

933 HOPMEADOW STREET

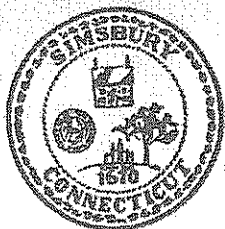
SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – Old Drake Hill
Flower Bridge – Simsbury 350th Hopbrook Landing
Park Dedication
2. **Date of Board Meeting:** April 26, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community
Development, Tom Hazel, Assistant Town Planner
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as
presented, the following motion is in order:

*Move, effective April 26, 2021, to approve the public gathering application on behalf of
Simsbury Parks and Recreation and to authorize the issuance of the public gathering
permit for the Simsbury 350th Hopbrook Landing Park Dedication.*
5. **Summary of Submission:**
The Public Gathering Committee has approved the application for the Simsbury 350th
Hopbrook Landing Park Dedication event. The event will be held on June 26, 2021 with
a rain date of June 27, 2021 at the Old Drake Hill Flower Bridge from 10:00 AM to 12:00
PM.

FVHD has approved the Simsbury 350 Hopbrook Landing Park Dedication event for
COVID precautions.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
a) Application, Map and Summary of Event



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. Please include 6 copies of your completed application IN ADDITION TO the original when you submit it. Applications 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 350th Committee

Applicant's Name: Kns Barnett

Mailing Address: 15 Ox Yoke Dr. Simsbury, CT 06070

Phone: 860-424-6648 Email: kbarnett@simsbury350@gmail.com

Event Location: Hop Brook landing / Old Drake Mill Power Bridge

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: 6/26 10am - End: 6/26 12 noon

rain date 6/27 10 am 6/27 12 noon
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 200

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

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

TOWN OF SIMSBURY USE ONLY:

Fee Received:

YES ☐

NO ☐

N/A ☒

Insurance Received:

YES ☐

NO ☐

N/A ☒

Request Approved:

YES ☐

NO ☐

N/A ☒

MORE INFO: _____

Signature: _____

Date: _____

EVENT INFO

Description of Event: _____

Park Dedication of Hop Brook landing
and celebration of Old Drake Hill Flower Bridge
for the 350th Anniversary

Please indicate whether you will be bringing:

Additional trash and recycling receptacles:

YES ☐

NO ☒

NUMBER: _____

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

Portable toilets:

YES ☐

NO ☒

NUMBER: _____

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

Tent:

YES ☐

NO ☒

SIZE: _____

OPEN SIDES ☐

ENCLOSED ☐

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

Lighting and/or sound equipment:

YES ☒

NO ☐

PA system no lightning

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

Does your event require electrical access?

YES ☒

NO ☐

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

Will food be sold or given away at your event?

YES ☒

NO ☐

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

Will alcohol be served at your event?

YES ☐

NO ☒

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

Will road closure(s) be necessary?

YES ☒

NO ☐

Old Bridge Road

- 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.

use Raricks + Rec Vehicles
across entrance

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 ☐ *Just road closure*
 - No signage may be erected without written permission granted from the Zoning Enforcement Officer
- Has your organization secured permits for such? YES ☐ NO ☒

Attachments:

☐ Site Map

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

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

www.fvhd.org
860-352-2333

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

Has a Temporary Food Permit been secured? YES ☐ NO ☒

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

BUILDING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

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

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

Does your event require electrical access?

YES ☒ NO ☐
YES ☐ NO ☒

- Will you be utilizing portable generators?

FIRE MARSHAL
871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

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

860-658-3222

Will barricades/signage be required:

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

YES ☒ NO ☐

DATES: _____

Are DPW trucks required for use as barricades?

YES ☐ NO ☒

QUANTITY: _____

- 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:

Will on-site private security be provided?

YES ☐ NO ☒ NUMBER: _____

Will on-site emergency medical services be provided?

YES ☐ NO ☒ NUMBER: _____

- Where will they be located? _____

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

860-658-7213

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

Will the attendance be equal to or greater than 5000? YES ☐ NO ☒ NUMBER: _____

Attendance will be:

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

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

860-658-3836

Are you serving food?

YES ☒ NO ☐

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

Will you require any special field lining or set up?

YES ☐ NO ☒

Do you intend to use "staked" tents on athletic fields?

YES ☐ NO ☒

Will athletic field lighting be necessary?

YES ☐ NO ☒

Have you provided a parking plan on your site map?

YES ☐ NO ☒

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

• ATTENDANCE: _____ / 50 = _____ PORTABLE TOILETS REQUIRED

Public Gathering Permit Required Declaration

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

Applicant's Name (Printed):

Kris Barnett

Applicant's Signature:

Kris Barnett

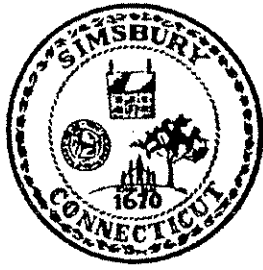
Date Signed:

3/24/2021

REQUIRED SIGN OFFS (in order required)

	Received Date:	Received By:	Approved By:	Action Date:
Culture Parks And Rec. Director	4/14/21	T. Tyburski	T. Tyburski email	4/14/21
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief	4/14/21			
Dir of Public Works	4/14/21	T. Roy	T. Roy verbal	4/19/21
Dir of Health FVHD	4/14/21	P. Tourville	P. Tourville email	4/14/21
Fire Marshal	4/14/21	J. Brown	J. Brown email	4/15/21
Zoning Enforcement Officer	4/14/21	T. Hazel	[Signature]	4/19/21
Board of Selectmen				





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Office of Community Planning and Development

April 19, 2021

Simsbury 350th Dedication event 6/26/2021

DPW approves the event with barricades

Tom Roy

Hazel Thomas

From: Jason Brown <jbrown@fvhd.org>
Sent: Thursday, April 15, 2021 3:49 PM
To: Hazel Thomas
Subject: Re: final PGP s

Understood, no problem. Yes all good Tom.

Sent from my iPhone

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Jason

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Thanks

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Thomas Hazel
Assistant Town Planner
Town of Simsbury
(860) 658-3240
thazel@simsbury-ct.gov

Hazel Thomas

From: Patrick T. Tourville, CFI I <PTourville@simsburyfd.org>
Sent: Wednesday, April 14, 2021 11:35 AM
To: Hazel Thomas; Tyburski Tom; Tom Roy; Samselski Gregory; 'Jason Brown'
Subject: RE: pgp 350 flower bridge event
Attachments: FM_Appoved_PGP_Drake Hill Bridge Park Dedication_6-26-2021.pdf

Approved Fire Marshal Office

Patrick Tourville, CFI-I
Fire Marshal
Simsbury Fire District
871 Hopmeadow Street
Simsbury, CT 06070
(P) 860-658-1973
(C) 860-818-0479

From: Hazel Thomas <thazel@simsbury-ct.gov>
Sent: Wednesday, April 14, 2021 11:20 AM
To: Tyburski Tom <ttyburski@simsbury-ct.gov>; troy@simsbury-ct.gov; gsamselski <gsamselski@pd.simsbury-ct.gov>; 'Jason Brown' <jbrown@fvhd.org>; Patrick T. Tourville, CFI I <PTourville@simsburyfd.org>
Subject: pgp 350 flower bridge event

Please find an attached PGP for the Simsbury 350 event by the flower bridge.

Thomas Hazel
Assistant Town Planner
Town of Simsbury
(860) 658-3240
thazel@simsbury-ct.gov

Hazel Thomas

From: Tyburski Tom
Sent: Wednesday, April 14, 2021 11:38 AM
To: Hazel Thomas
Subject: RE: pgp 350 flower bridge event

Approved for P & R ☺

Tom

Tom Tyburski
Director, Culture, Parks and Recreation Department
Town of Simsbury, CT
860-408-4682
www.SimsburyRec.com

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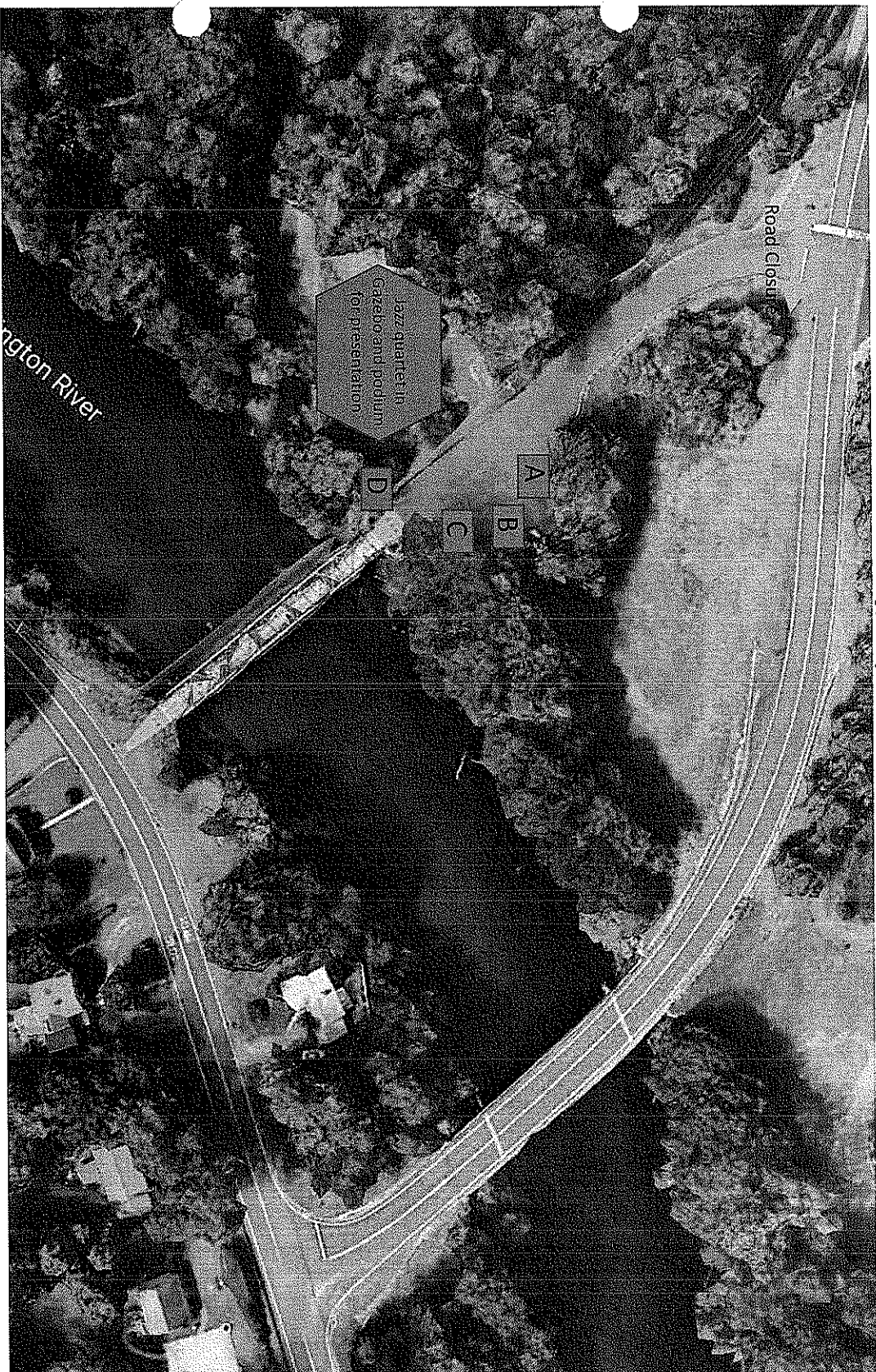
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Thomas Hazel
Assistant Town Planner
Town of Simsbury
(860) 658-3240
thazel@simsbury-ct.gov

350th River Day/Hop Brook Landing Park Dedication Site Plan



- A** Historical Society
- B** Farmington Valley Watershed
- C** Old Drake Hill Flower Bridge Committee
- D** Refreshments

Hopbrook Landing Park Dedication COVID Guidelines

Date: Saturday, June 28

Based on current State of CT guidance this is the plan to mitigate any community spread of the COVID-19 virus among the volunteers, performers and guests who will be in attendance at this event.

-Invitations will include language to discourage anyone from attending if they feel unwell, have recently traveled outside the country or have had recent contact with someone known to have the COVID-19 virus.

-Through regular announcements, all in attendance will be reminded to wear a facemask and maintain social distance from others who are not part of their family unit.

-Disposable masks will be made available at the event for anyone who has forgotten theirs.

-We will have hand sanitizer stationed around the event for use by those in attendance.

-Any food or beverages to be made available will be unopened and pre-packaged with guests serving themselves from the available items placed on a table top.



Town of Simsbury

933 HOPMEADOW STREET

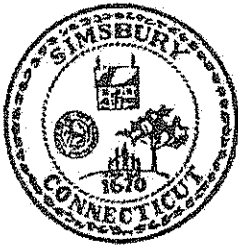
SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – Old Drake Hill Flower Bridge – Shapiro Wedding
2. **Date of Board Meeting:** April 26, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development, Tom Hazel, Assistant Town Planner
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

Move, effective April 26, 2021, to approve the public gathering application on behalf of Simsbury Parks and Recreation and to authorize the issuance of the public gathering permit for the Shapiro Wedding.
5. **Summary of Submission:**
The Public Gathering Committee has approved the application for the Shapiro Wedding event. The event will be held on July 10, 2021 at the Old Drake Hill Flower Bridge from 3:30 PM to 5:30 PM.

FVHD has approved the Shapiro wedding event for COVID precautions.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
a) Application, Map and Summary of Event



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. **Please include 6 copies of your completed application IN ADDITION TO the original when you submit it.** Applications 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.

N/A

Organization's Name: _____

Elizabeth Shapiro

Applicant's Name: _____

355 Lefferts Ave Apt 1K Brooklyn, NY 11225

Mailing Address: _____

203-610-3308

elizabethashapiro@gmail.com

Phone: _____ Email: _____

The Old Drake Hill Flower Bridge

Event Location: _____

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.)

3:30 PM 7/10/2021

5:30 PM

Exact Time(s)/Date Begin: _____ End: _____

Number of people expected to be present for the event (incl. staff, volunteers, attendees): 50

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

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

TOWN OF SIMSBURY USE ONLY:

Covid Plan Y

Fee Received:

YES ☐

NO ☐

N/A ☒

Insurance Received:

YES ☒

NO ☐

N/A ☐

Request Approved:

YES ☐

NO ☐

MORE INFO: _____

Signature: _____ Date: _____

EVENT INFO

We are hoping to have our wedding ceremony at the bridge

Description of Event:

before our reception up the road at Metro Bis. Attendees will have individualized, socially distanced

seating the duration of the ceremony. All cars will be parked at Metro Bis and guests would walk down

to the flower bridge.

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES ☐ NO ☒ NUMBER: _____

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

Portable toilets: YES ☐ NO ☒ NUMBER: _____

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

Tent: YES ☐ NO ☒ SIZE: _____
OPEN SIDES ☐ ENCLOSED ☐

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

Lighting and/or sound equipment: YES ☐ NO ☒

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

Does your event require electrical access? YES ☐ NO ☒

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

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

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

Will alcohol be served at your event? YES ☐ NO ☒

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

Will road closure(s) be necessary? YES ☐ NO ☒

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

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

860-658-3245

Alcohol

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

Signage

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

Attachments:

☐ **Site Map**

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

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

www.fvhd.org
860-352-2333

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

Has a Temporary Food Permit been secured? YES ☐ NO ☒

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

BUILDING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

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

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

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

FIRE MARSHAL
871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

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

860-658-3222

Will barricades/signage be required:

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

YES ☐ NO ☐

DATES: _____

Are DPW trucks required for use as barricades?

YES ☐ NO ☒

QUANTITY: _____

- 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:

Will on-site private security be provided?

YES ☐ NO ☒ NUMBER: _____

Will on-site emergency medical services be provided?

YES ☐ NO ☒ NUMBER: _____

- Where will they be located? _____

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

860-658-7213

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

Will the attendance be equal to or greater than 5000? YES ☐ NO ☒ NUMBER: _____

Attendance will be:
STAGGERED OVER COURSE OF EVENT ☐ AT A SPECIFIC TIME ☒ TIME: 4:00 PM

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: _____ / 50 = _____ PORTABLE TOILETS REQUIRED

Public Gathering Permit Required Declaration

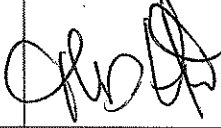
I declare that the information provided on this application is true and correct to the best of my knowledge and belief. I understand that if the information I have provided is a misrepresentation of the actual event, or that the actual event digresses in a manner from the approved permit, that the permit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

Applicant's Name (Printed): Elizabeth Shapiro

Applicant's Signature: Elizabeth Shapiro

Date Signed: 1/9/2021

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	J. Tyburski 4/8/21	T. Tyburski	T. Tyburski email	4/19/21
Zoning Commission (As may be required by ZEO)	4/8			
Building Official				
Police Chief	4/8/21	N. Boulter	N. Boulter email	4/8/21
Dir of Public Works	4/8/21	T. Roy	T. Roy email	4/8/21
Dir of Health FVHD	4/8/21	J. Brown	J. Brown email	4/15/21
Fire Marshal	4/8/21	P. Tourville	P. Tourville email	4/8/21
Zoning Enforcement Officer	4/8/21	T. Hazel		4/15/21
Board of Selectmen				

SPOKE
no food

Hazel Thomas

From: Jason Brown <jbrown@fvhd.org>
Sent: Thursday, April 15, 2021 3:49 PM
To: Hazel Thomas
Subject: Re: final PGP s

Understood, no problem. Yes all good Tom.

Sent from my iPhone

On Apr 15, 2021, at 10:50 AM, Hazel Thomas <thazel@simsbury-ct.gov> wrote:

Jason

You and I discussed the weddings and we got the answer on food for the larger wedding (none, receptions at Metro Bis)

The 350 dedication at the bridge Tom Tyburski said you were good with their wrapped snacks and bottled water.

All the others were Missy's apps with the standard boiler plate for COVID

Is it safe for me to approve what I have from your end?

I am trying to wrap all this up with a bow ASAP.

Thanks

Sorry for the repetition, I have 10 PGPS I am pushing through the system by next week and I want to make sure I am not missing anything especially on your end.

Thomas Hazel
Assistant Town Planner
Town of Simsbury
(860) 658-3240
thazel@simsbury-ct.gov

Hazel Thomas

From: Tyburski Tom
Sent: Wednesday, April 14, 2021 12:33 PM
To: Hazel Thomas
Subject: RE: Weddings at the flower bridge PGP's

Hi Tom, I think I just approved one of them. I can't find the original email from the first (Shapiro) but P&R approves that one as well,
I apologize for the oversight.

Have a good day,

Tom

Tom Tyburski
Director, Culture, Parks and Recreation Department
Town of Simsbury, CT
860-408-4682
www.SimsburyRec.com

Please consider the environment before printing a copy of this email.

"This communication, along with any documents, files, or attachments, is intended only for the use of the addressee and may contain legally privileged and confidential information. If you are not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of any information contained in or attached to this communications is strictly prohibited. If you have received this message in error, please notify the sender immediately and destroy the original communication and its attachments without reading, printing, or saving in any manner."

From: Hazel Thomas
Sent: Wednesday, April 14, 2021 11:39 AM
To: 'Jason Brown'; Tyburski Tom; Samselski Gregory
Subject: Weddings at the flower bridge PGP's

Tom T – I know they're tour submittals for the two weddings at the bridge but I need an email stating you approve
Jason – You seemed good verbally with the 10 person wedding and I believe the applicant for the 50 person wedding responded that there will be no food at the ceremony.

Greg – You had Nick Ok the 50 person wedding I just need an okay on the 10 person wedding.

If anyone need information resent let me know

Thomas Hazel
Assistant Town Planner
Town of Simsbury
(860) 658-3240
thazel@simsbury-ct.gov

Hazel Thomas

From: Patrick T. Tourville, CFI I <PTourville@simsburyfd.org>
Sent: Thursday, April 8, 2021 10:12 AM
To: Hazel Thomas; Tom Roy; Boulter Nicholas (SPD); 'Jason Brown'; Tyburski Tom
Subject: RE: PGP

Still approved by the Fire Marshal's Office

Patrick Tourville, CFI-I
Fire Marshal
Simsbury Fire District
871 Hopmeadow Street
Simsbury, CT 06070
(P) 860-658-1973
(C) 860-818-0479

From: Hazel Thomas <thazel@simsbury-ct.gov>
Sent: Thursday, April 8, 2021 9:23 AM
To: troy@simsbury-ct.gov; Patrick T. Tourville, CFI I <PTourville@simsburyfd.org>; nboulter@pd.simsbury-ct.gov; 'Jason Brown' <jbrown@fvhd.org>; Tyburski Tom <ttyburski@simsbury-ct.gov>
Subject: PGP

This application is for a wedding at the flower bridge. Tom Roy and Patrick Tourville, you had approved this back in November but I was waiting on the Covid Plan, if you could re review this and please let me know if there are any comments since then I would appreciate it.

Thomas Hazel
Assistant Town Planner
Town of Simsbury
(860) 658-3240
thazel@simsbury-ct.gov

Hazel Thomas

From: Boulter, Nicholas <NBoulter@pd.simsbury-ct.gov>
Sent: Friday, April 9, 2021 9:07 AM
To: Hazel Thomas; Tom Roy; Patrick T. Tourville, CFI I; 'Jason Brown'; Tyburski Tom
Subject: RE: PGP

PD Approved

Nicholas J. Boulter
Chief of Police
Simsbury Police Department
933 Hopmeadow Street
Simsbury, CT 06070
(860) 658-3101



CONFIDENTIAL INFORMATION: The information contained in this e-mail is confidential and protected from general disclosure. If the recipient or the reader of this e-mail is not the intended recipient, or person responsible to receive this e-mail, you are requested to delete this e-mail immediately and do not disseminate or distribute or copy. If you have received this e-mail by mistake, please notify us immediately by replying to the message so that we can take appropriate action immediately and see to it that this mistake is rectified.

From: Hazel Thomas [<mailto:thazel@simsbury-ct.gov>]
Sent: Thursday, April 8, 2021 9:23 AM
To: Roy, Thomas; Patrick T. Tourville, CFI I; Boulter, Nicholas; 'Jason Brown'; Tyburski Tom
Subject: PGP

This application is for a wedding at the flower bridge. Tom Roy and Patrick Tourville, you had approved this back in November but I was waiting on the Covid Plan, if you could re review this and please let me know if there are any comments since then I would appreciate it.

Thomas Hazel
Assistant Town Planner
Town of Simsbury
(860) 658-3240
thazel@simsbury-ct.gov

Hazel Thomas

From: Patrick T. Tourville, CFI I <PTourville@simsburyfd.org>
Sent: Wednesday, November 25, 2020 11:16 AM
To: Hazel Thomas; Tyburski Tom; Tom Roy; Boulter Nicholas (SPD); TSheehan
Subject: RE: PGP wedding 2021 Flower bridge
Attachments: PGP Approval Fire Marshal.pdf

Thinking about Turkey I'm sure. I approve. Happy Thanksgiving to all!

From: Hazel Thomas <thazel@simsbury-ct.gov>
Sent: Wednesday, November 25, 2020 10:35 AM
To: Tyburski Tom <ttyburski@simsbury-ct.gov>; troy@simsbury-ct.gov; Patrick T. Tourville, CFI I <PTourville@simsburyfd.org>; nboulter <nboulter@pd.simsbury-ct.gov>; TSheehan <TSheehan@pd.simsbury-ct.gov>
Subject: FW: PGP wedding 2021 Flower bridge

SORRY! Forgot the attachment.

From: Hazel Thomas
Sent: Wednesday, November 25, 2020 9:47 AM
To: Tyburski Tom; Tom Roy; 'ptourville@simsburyfd.org'; Boulter Nicholas (SPD); 'Sheehan, Thomas'
Subject: PGP wedding 2021 Flower bridge

Committee members

Please review the attached PGP and email me your response. Tom Tyburski do you have an exact head count? I will need that for the application review for my department. Also, please note this is an event for July next year. COVID protocols will still be required for this application until changes on the status of the outbreak. Tom Tyburski can you have them also draft a general distancing guideline memo with statements about facemasks and any need for sanitizers. Thanks.

Thomas Hazel
Code Compliance Officer
Town of Simsbury
(860) 658-3240
thazel@simsbury-ct.gov

*Clarification
for Food!*

Hazel Thomas

From: Tom Roy
Sent: Wednesday, November 25, 2020 11:25 AM
To: Hazel Thomas; Tyburski Tom; 'ptourville@simsburyfd.org'; Boulter Nicholas (SPD); 'Sheehan, Thomas'
Subject: RE: PGP wedding 2021 Flower bridge

No issues from PW - Approved.

Thomas J. Roy, P.E.
Director of Public Works
Town of Simsbury
66 Town Forest Road
West Simsbury, CT 06092
(o) 860.658.3222
(f) 860.408.5416

From: Hazel Thomas
Sent: Wednesday, November 25, 2020 10:35 AM
To: Tyburski Tom; Tom Roy; 'ptourville@simsburyfd.org'; Boulter Nicholas (SPD); 'Sheehan, Thomas'
Subject: FW: PGP wedding 2021 Flower bridge

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Thomas Hazel
Code Compliance Officer
Town of Simsbury
(860) 658-3240
thazel@simsbury-ct.gov



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/08/2020

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

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

PRODUCER

Foresite Sports, Inc. (DBA: Eventsured)
Gregory Esterhai
518 W Lancaster Ave Haverford, PA 19041
info@eventsured.com | 888-882-5902

CONTACT NAME: Eventsured Customer Service

PHONE (A/C, No, Ext): 888-882-5902

FAX (A/C, No):

E-MAIL: info@eventsured.com

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Houston Casualty Company

43274

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

Elizabeth Shapiro
355 Lefferts Ave
Brooklyn NY, 11225

COVERAGES

CERTIFICATE NUMBER: TM204418

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	Y	19/7004314-TM204418	07/10/2021 12:01AM	07/11/2021 12:01AM	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 1,000
	<input checked="" type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER:					PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$ 1,000,000
	AUTOMOBILE LIABILITY					PRODUCTS - COM/OP AGG \$ 1,000,000
	ANY AUTO					DEDUCTIBLE \$ 0
	ALL OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$
	HIRED AUTOS					BODILY INJURY (Per person) \$
	SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB					EACH OCCURRENCE \$
	EXCESS LIAB					AGGREGATE \$
	DED					
	RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A			WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

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

Additional Insureds must be venue managers or municipalities and are added with respect to our insureds operations only. Waiver of Subrogation (WOS) and Primary & Non-Contributory (PNC) wording applies only when coverage is purchased by the insured, required by written contract and as indicated below. This coverage is with respect to the Wedding (Ceremony and/or Reception) to be held on 07/10/2021 - 07/10/2021 with 75 attendees at Old Drake Hill Flower Bridge Old Bridge Rd Simsbury, CT 06070. Additional Insureds include: Old Drake Hill Flower Bridge Old Bridge Rd Simsbury, CT 06070; Town of Simsbury.

CERTIFICATE HOLDER

Old Drake Hill Flower Bridge
Town of Simsbury
Old Bridge Rd
Simsbury CT, 06070

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Flower Bridge Public Gathering Permit Application: Elizabeth Shapiro

Date: 7/10/2021

Time: 3:30-5:30 PM *actual wedding 4:30-5:00pm*

Guest Count: *75-50*

There are several ways we will ensure that our wedding ceremony at the Flower Bridge adheres to COVID safety measures, should public health guidelines necessitate their use.

1. **Individualized Seating:** When guests arrive at the Flower Bridge they will take a seat in chairs that have been rented and set up six feet apart.
2. **Disposable Masks:** While guests will likely bring their own masks, there will be disposable masks provided should anyone need them.
3. **Hand Sanitizer:** There will be personal-sized hand sanitizer on each guest's chair for use throughout the ceremony.

Should you require additional information please let me know.

Thank you,

Elizabeth Shapiro

Elizabeth Shapiro



Town of Simsbury

933 HOPMEADOW STREET

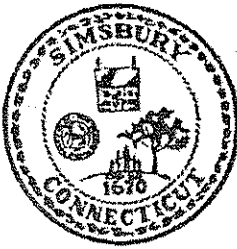
SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – Old Drake Hill Flower Bridge – LoPresti Wedding
2. **Date of Board Meeting:** April 26, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development, Tom Hazel, Assistant Town Planner
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

Move, effective April 26, 2021, to approve the public gathering application on behalf of Simsbury Parks and Recreation and to authorize the issuance of the public gathering permit for the LoPresti Wedding.
5. **Summary of Submission:**
The Public Gathering Committee has approved the application for the LoPresti Wedding event. The event will be held on July 17, 2021 at the Old Drake Hill Flower Bridge from 1:30 PM to 2:00 PM.

FVHD has approved the LoPresti wedding event for COVID precautions.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
a) Application, Map and Summary of Event



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. Please include 6 copies of your completed application **IN ADDITION TO** the original when you submit it. Applications 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: _____

Applicant's Name: Christopher La Presti & Kimberly Narciso

Mailing Address: 37 Elaine Drive Simsbury CT 06070

Phone: 203-379-7623 Chris Email: chrislapresti72@gmail.com
203-910-0674 Kim periwinkle76@yahoo.com

Event Location: Flower Bridge

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

Exact Time(s)/Date Begin: 7/17/21 1:30 pm End: 2:00

Number of people expected to be present for the event (incl. staff, volunteers, attendees): 10

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

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

TOWN OF SIMSBURY USE ONLY:

Fee Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Insurance Received:	YES <input checked="" 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: Small wedding on the Flown bridge with 10 attendees, using 5 cars. We will be implementing social distancing, requiring masks and use of sanitizer. All adults present will have been vaccinated. Attendees include future bride & groom, and their three children, ages 11-13; All of whom reside at 37 Elaine Drive in Simsbury. Additional attendees include the parents of the bride, parents of the groom and the Justice of the Peace.

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES ☐ NO ☒ NUMBER: _____

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

Portable toilets: YES ☐ NO ☒ NUMBER: _____

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

Tent: YES ☐ NO ☒ SIZE: _____
OPEN SIDES ☐ ENCLOSED ☐

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

Lighting and/or sound equipment: YES ☐ NO ☒

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

Does your event require electrical access? YES ☐ NO ☒

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

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

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

Will alcohol be served at your event? YES ☐ NO ☒

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

Will road closure(s) be necessary? YES ☐ NO ☒

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

PLANNING & ZONING DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3245

Alcohol

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

Signage

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

Attachments:

☒ **Site Map**

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

FARMINGTON VALLEY HEALTH DISTRICT

95 RIVER ROAD, CANTON, CT 06019

www.fvhd.org

860-352-2333

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

Has a Temporary Food Permit been secured? YES ☐ NO ☒

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

BUILDING DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

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

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

Does your event require electrical access?

YES ☐ NO ☒
YES ☐ NO ☒

- Will you be utilizing portable generators?

FIRE MARSHAL

871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

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

860-658-3222

Will barricades/signage be required:

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

YES ☐ NO ☒

DATES: _____

Are DPW trucks required for use as barricades?

YES ☐ NO ☒

QUANTITY: _____

- 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:

Will on-site private security be provided?

YES ☐ NO ☒

NUMBER: _____

Will on-site emergency medical services be provided?

YES ☐ NO ☒

NUMBER: _____

- Where will they be located? _____

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

860-658-7213

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

Will the attendance be equal to or greater than 5000? YES ☐ NO ☒ NUMBER: _____

Attendance will be:

STAGGERED OVER COURSE OF EVENT ☐ AT A SPECIFIC TIME ☒ TIME: 1:30-2:00 pm

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: 10 / 50 = 1 PORTABLE TOILETS REQUIRED

**Public Gathering Permit
Required Declaration**

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

Applicant's Name (Printed): Christopher LoProshi

Applicant's Signature: Christopher LoProshi

Date Signed: 3/22/21

REQUIRED SIGN OFFS
(in order required)

	Received Date:	Received By:	Approved By:	Action Date:
Culture Parks And Rec. Director	4/8/21	T. Tyburski	T. Tyburski Email	4/14/21
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief	4/8/21			
Dir of Public Works	4/9/21	T. Roy	T. Roy Email	4/8/21
Dir of Health FVHD	4/8/21	J. Brown	J. Brown Email	4/15/21
Fire Marshal	4/8/21	P. Tarrville	P. Tarrville Email	4/8/21
Zoning Enforcement Officer	4/8/21	T. Hazel	T. Hazel Email	4/15/21
Board of Selectmen				

Hazel Thomas

From: Tyburski Tom
Sent: Wednesday, April 14, 2021 12:28 PM
To: Hazel Thomas
Subject: RE: Another wedding PGP

Approved P&R!

Tom

Tom Tyburski
Director, Culture, Parks and Recreation Department
Town of Simsbury, CT
860-408-4682
www.SimsburyRec.com

Please consider the environment before printing a copy of this email.

"This communication, along with any documents, files, or attachments, is intended only for the use of the addressee and may contain legally privileged and confidential information. If you are not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of any information contained in or attached to this communications is strictly prohibited. If you have received this message in error, please notify the sender immediately and destroy the original communication and its attachments without reading, printing, or saving in any manner."

From: Hazel Thomas
Sent: Thursday, April 08, 2021 1:11 PM
To: Tyburski Tom; Tom Roy; Patrick T. Tourville, CFI I; 'Jason Brown'; Samselski Gregory
Subject: Another wedding PGP

Here is another smaller PGP for a flower bridge wedding. Jason I typed out his Covid narrative that he hand wrote in the description in case the scan wasn't clear.

Thomas Hazel
Assistant Town Planner
Town of Simsbury
(860) 658-3240
thazel@simsbury-ct.gov

Hazel Thomas

From: Jason Brown <jbrown@fvhd.org>
Sent: Thursday, April 15, 2021 3:49 PM
To: Hazel Thomas
Subject: Re: final PGP s

Understood, no problem. Yes all good Tom.

Sent from my iPhone

On Apr 15, 2021, at 10:50 AM, Hazel Thomas <thazel@simsbury-ct.gov> wrote:

Jason

You and I discussed the weddings and we got the answer on food for the larger wedding (none, receptions at Metro Bis)

The 350 dedication at the bridge Tom Tyburski said you were good with their wrapped snacks and bottled water.

All the others were Missy's apps with the standard boiler plate for COVID

Is it safe for me to approve what I have from your end?

I am trying to wrap all this up with a bow ASAP.

Thanks

Sorry for the repetition, I have 10 PGPS I am pushing through the system by next week and I want to make sure I am not missing anything especially on your end.

Thomas Hazel
Assistant Town Planner
Town of Simsbury
(860) 658-3240
thazel@simsbury-ct.gov

Hazel Thomas

From: Tom Roy
Sent: Thursday, April 8, 2021 1:54 PM
To: Hazel Thomas; Tyburski Tom; Patrick T. Tourville, CFI I; 'Jason Brown'; Samselski Gregory
Subject: RE: Another wedding PGP

PW Approved

Thomas J. Roy, P.E.
Director of Public Works
Town of Simsbury
66 Town Forest Road
West Simsbury, CT 06092
(o) 860.658.3222
(f) 860.408.5416

From: Hazel Thomas
Sent: Thursday, April 08, 2021 1:11 PM
To: Tyburski Tom; Tom Roy; Patrick T. Tourville, CFI I; 'Jason Brown'; Samselski Gregory
Subject: Another wedding PGP

Here is another smaller PGP for a flower bridge wedding. Jason I typed out his Covid narrative that he hand wrote in the description in case the scan wasn't clear.

Thomas Hazel
Assistant Town Planner
Town of Simsbury
(860) 658-3240
thazel@simsbury-ct.gov

Hazel Thomas

From: Patrick T. Tourville, CFI I <PTourville@simsburyfd.org>
Sent: Thursday, April 8, 2021 1:19 PM
To: Hazel Thomas; Tyburski Tom; Tom Roy; 'Jason Brown'; Samselski Gregory
Subject: RE: Another wedding PGP
Attachments: LoPresti_Narcisco_Wedding.pdf

Fire Marshal office approved

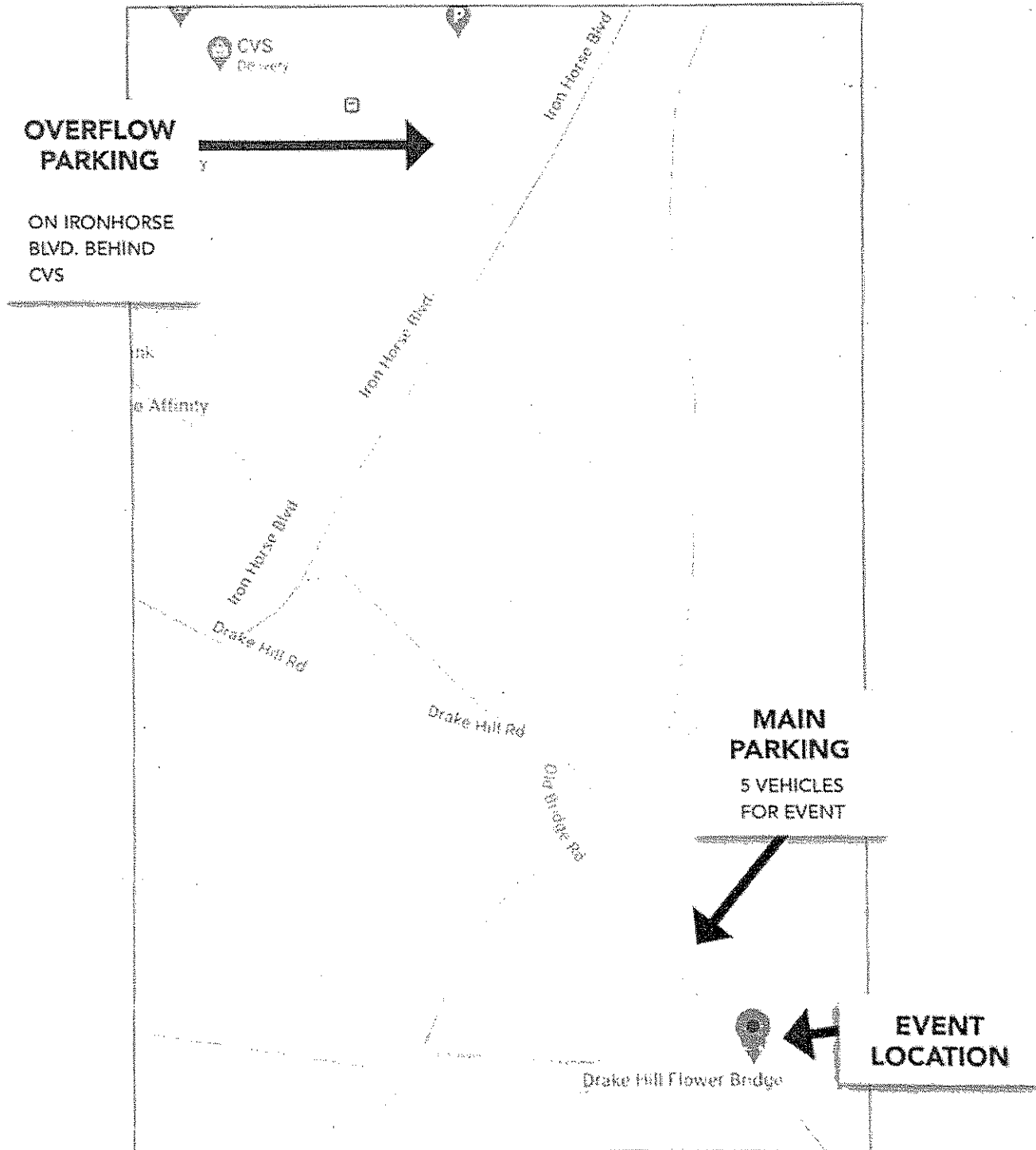
Patrick Tourville, CFI-I
Fire Marshal
Simsbury Fire District
871 Hopmeadow Street
Simsbury, CT 06070
(P) 860-658-1973
(C) 860-818-0479

From: Hazel Thomas <thazel@simsbury-ct.gov>
Sent: Thursday, April 8, 2021 1:11 PM
To: Tyburski Tom <ttyburski@simsbury-ct.gov>; troy@simsbury-ct.gov; Patrick T. Tourville, CFI I <PTourville@simsburyfd.org>; 'Jason Brown' <jbrown@fvhd.org>; gsamselski@pd.simsbury-ct.gov
Subject: Another wedding PGP

Here is another smaller PGP for a flower bridge wedding. Jason I typed out his Covid narrative that he hand wrote in the description in case the scan wasn't clear.

Thomas Hazel
Assistant Town Planner
Town of Simsbury
(860) 658-3240
thazel@simsbury-ct.gov

EVENT SITE & PARKING PLAN



Covid narrative from the description

We will be implementing social distancing, requiring masks, and use of sanitizer. All adults (illegible) will have been vaccinated. Attendees include future bride and groom and their three children ages 11-13; all reside at 37 Elain Drive in Simsbury. Additional attendees include (illegible) parents of the bride, parents of the groom and the justice of the peace.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/09/2021

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

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

PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945	CONTACT NAME: Will Maddux PHONE (A/C, No, Ext): (530) 477-6521 E-MAIL ADDRESS: info@theeventhelper.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: Evanston Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 35378
INSURED Christopher Lo Presti 37 Elaine Drive SIMSBURY CT 06070		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Host Liquor Liability Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	3DS5472-M2746664	07/17/2021 12:01 AM	07/18/2021 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000					
	MED EXP (Any one person) \$ 5,000					
	PERSONAL & ADV INJURY \$ 1,000,000					
	GENERAL AGGREGATE \$ 2,000,000					
						PRODUCTS - COMP/OP AGG \$ 1,000,000
						Deductible \$ None
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$



COMMERCIAL GENERAL LIABILITY
POLICY NUMBER: 3DS5472-M2746664

EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Town of Simsbury, CT
933 Hopmeadow Street
Simsbury, CT 06070



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Revisions to Chapter 25 of the Town Code Concerning the Historic District Commission; Schedule Public Hearing
2. **Date of Board Meeting:** April 26, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Michael Glidden CFM CZEO, Director of Planning
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports scheduling a public hearing for proposed updates to Chapter 25 of the Town Code concerning the Historic District Commission, the following motion is in order:

Move, effective April 26, 2021 to set a public hearing to receive public comment concerning proposed revisions to Chapter 25 of the Town Code concerning the Historic District Commission for 6:00pm on Monday, May 24, 2021.
5. **Summary of Submission:**
The Historic District Commission was first established by Ordinance in 1987. The limit of the Commission's regulatory authority is along portions of East Weatogue Street and Hartford Road.

A review by staff has been recently completed which identified some areas of the current code that need updates to either conform to statute or other town codes (specifically the purchasing policy). One substantive proposed change is for our ordinance to mirror the state statute in regards to membership residency requirements. State statute is less restrictive than our ordinance; the Town has struggled over the years with maintaining membership and achieving quorums for the Commission due to the more restrictive residency requirements written in our Town Code.

The draft has been reviewed and approved by the Town Attorney.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Proposed Revisions to Chapter 25 of the Town Code

Article I

East Weatogue Historic District

[Adopted 12-16-1987]

§ 25-1 **District and Commission established; purpose.**

In order to perpetuate and preserve the historic features of Simsbury and to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places associated with the history of or indicative of a period or style or architecture of Simsbury, of Connecticut or of the nation, there is hereby established an historic district to be known as the "East Weatogue Historic District" and an Historic District Commission.

§ 25-2 **Boundaries.**

The boundaries of the East Weatogue Historic District shall be those described on Schedule A attached hereto and made a part hereof and are shown on a map entitled "East Weatogue Historic District," which map is incorporated herein by reference.⁽¹⁾

[1]

Editor's Note: Schedule A and the map are on file in the office of the Town Clerk.

§ 25-3 **Historic District Commission.**

A.

~~At least two regular members and one alternate member of the Commission shall be owners of record or residents within an historic district under the jurisdiction of the Commission, and at least one such~~ One or more of the members or alternates of the historic district commission shall reside ~~in any such district~~ in an historic district under the jurisdiction of the commission and be willing to serve on the Commission.

~~[Amended 3-23-1992]~~ [Amended XX, 2021]

B.

Within 15 days of the effective date of this Article,⁽¹⁾ the Board of Selectmen shall appoint five regular members to the Commission, whose terms shall expire five years, four years, three years, two years and one year from the effective date of this Article. The Board of Selectmen shall also appoint three alternate members to the Commission, whose terms shall expire three years, two years and one year from the effective date of this Article. Thereafter, the Board of Selectmen shall appoint successors to regular and alternate members to terms of five years, except that an appointment to fill a vacancy shall be for the duration of the unexpired term of a

regular or alternate member. Any member or alternate may be appointed for another term or terms. All regular and alternate members shall serve without compensation.

[1]

Editor's Note: The ordinance appearing in this Article took effect December 16, 1987.

C.

Within 30 days after appointment of the members of the first Commission and annually thereafter on a date that the Commission shall establish, the members shall meet, organize and elect a Chairman, Vice Chairman and a Clerk from its own number. Alternate members shall not participate in any election of officers of the Commission.

D.

The presence of ~~four~~ three regular or alternate members shall constitute a quorum. ~~No resolution or vote, except a vote to adjourn or to fix the time and place of the Commission's next meeting, shall be adopted by less than three affirmative votes.~~ No action shall become valid unless authorized by a vote of the majority of the total membership present and voting.

E.

Any member of the Commission may be removed by the Board of Selectmen, upon the recommendation of the Town Manager, for cause. Such member will be afforded an opportunity for a public meeting with the Board of Selectmen prior to a final decision being made regarding their status for removal. The purpose of the public meeting is to give the member an opportunity to be heard in person before the Board of Selectmen prior to a final decision being made.

Any Commission member who is absent from more than fifty (50) percent of Commission meetings during any twelve (12) month period may be removed from the Commission, and the vacancy shall be filled by the Board of Selectmen. An exception may be granted by and at the discretion of the Town Manager due to a member's illness or other exigent circumstances.

§ 25-4 Powers and duties.

The Commission shall have such powers, shall perform such functions, shall have such duties and shall be subject to such limitations as shall from time to time be prescribed by the enabling legislation, Title 7, Chapter 97a, Sections 7-147a through 147k, of the Connecticut General Statutes, as amended from time to time. Without limiting the powers and duties of the Commission as set forth in the enabling

legislation, as it may be amended from time to time, the Commission's powers and duties shall include the following:

A.

To hear and determine applications for certificates of appropriateness regarding the erection, alteration or demolition or removal of a building or structure or the use of premises for parking within the East Weatogue Historic District.

B.

To adopt rules of practice and regulations to provide guidance to property owners as to factors to be considered in preparing an application for a certificate of appropriateness.

C.

In the performance of its duties, the Commission may ~~To~~ employ clerical and technical assistants or consultants. However, the Commission shall not incur any expense, or obligate the Town to pay any expense, unless funds have been appropriated by the Town specifically for the use of the Commission and authorized in advance by the Director of Planning.

D.

~~To accept grants and gifts.~~

E.

~~To incur expenses appropriate to the carrying on of its work, subject to appropriation by the municipality or receipt of grants or gifts.~~

F.

To take action to prevent illegal acts and to enforce its regulations and the enabling legislation.

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. on ZOOM due to COVID-19. Present were: First Selectman Eric Wellman; Deputy First Selectman Sean Askham, Board members: Jackie Battos, Wendy Mackstutis, Mike Paine and Chris Peterson. Others in attendance include: Town Manager Maria E. Capriola; Deputy Town Manager, Melissa Appleby; Director of Public Works Tom Roy; Director of Parks and Recreation Tom Tyburski; Director of Finance Amy Meriwether; Attorney Bob DeCrescenzo and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Susan Masino spoke to the Board about the Board of Finance meeting last night and the Meadowood project. She feels the Board of Finance abused power and was in violation of public trust when they didn't even second the motion on this issue and, therefore, no allowing the project to move forward to public vote. She said there will be a petition at The Grange on Saturday and Sunday from 12 – 5 p.m. that can be signed by all residents who want the Meadowood project to be moved to public vote.

Mr. Wellman read an email from Philip Banker, who also spoke about disappointment on the Board of Finance's failure to include the Meadowood project in the budget process. He feels that historic preservation is good for Simsbury and asked this Board to continue to support this project.

Mr. Askham read an email from Joan Coe, who spoke about employee drug testing, Board of Finance pension payments, affordable housing, the Climax Road development, CHFA/Eno Farms, and other issues.

PRESENTATION

a) Mailbox Policy

Mr. Roy spoke about how mailboxes become damaged possibly from heavy snow, not being placed properly, poor mailbox design, rotted wood, etc. He said the old mailbox policy was to pay the resident \$25 for the mailbox and \$25 for the post after investigating the damage. He would like this policy increased to \$40 for the post; leaving the \$25 for the mailbox itself, after the investigation.

Ms. Battos made a motion, effective April 7, 2021, to adopt the Mailbox Policy as revised. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

Mr. Wellman asked for a motion to add an item to the agenda at the end of Selectmen Action. Ms. Battos made a motion to add an agenda item at the end of Selectmen Action to discuss c-waivers for outdoor dining at restaurants. Mr. Askham seconded the motion. All were in favor and the motion passed.

FIRST SELECTMAN'S REPORT

Mr. Wellman, First Selectman, reviewed his First Selectman's Report.

TOWN MANAGER’S REPORT

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

SELECTMEN ACTION

a) Designation of Code Enforcement Officer and Assistant Wetland Agent

Mr. Wellman said Laura Barkowski has served in the Planning Department for over a year now and has done a great job.

Mr. Paine made a motion, retroactive to March 23, 2021, to designate Laura Barkowski as an Assistant Conservation, Inland Wetlands Officer and as the Code Enforcement Officer. These designations shall remain in effect until rescinded or Ms. Barkowski’s separation from services, whichever comes first. Mr. Askham seconded the motion. All were in favor and the motion passed.

b) Community Project Funding Request/Application

Mr. Wellman said the Committee on Appropriations in the U.S. House of Representatives has asked for funding requests for a community project. The staff is asking for \$300,000 for renovations and expansion at the pickleball courts in Tariffville.

Pickleball is becoming a more demanding sport and this money would be to improve these courts and increase the usage to six courts. This money can only be used for certain projects and this project falls into the designation for the funds.

Ms. Mackstutis made a motion, effective April 7, 2021, to authorize Town Manager, Maria E. Capriola to submit a Federal appropriations request in the amount of \$300,000 for the Tariffville Pickleball Court Renovation. Should the appropriation be awarded, move to accept the Federal appropriations request for the Tariffville Pickleball Court Renovation and authorize Town Manager, Maria E. Capriola to execute all documents related to the award. Ms. Battos seconded the motion. All were in favor and the motion passed.

c) Tax Refund Requests

Mr. Askham made a motion, effective April 7, 2021, to approve the presented tax refunds, in the amount of \$2,019.77, 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.

d) FY 21/22 Operating Budget, Capital Budget and Referendum Questions/Date

There was a lot of discussion on what happened at the Board of Finance meeting last night and how the Board of Finance voted not to advance the Meadowood project to referendum. This Board felt the Board of Finance should have let the Meadowood project move forward so the voters could decide if they wanted the project completed or not.

Mr. Askham noted that the Board of Selectmen does have the right to initiate the process of voting on this project through the citizen petition effort.

Mr. Askham made the following motion:

Fiscal Year 2021/2022 Board of Selectmen Final Resolutions and Referendum Questions

Pursuant to Section 808 of the Town Charter, the following motions were introduced in the Regular Meeting of the Board of Finance on April 6, 2021:

Be it Resolved, that the appropriation recommended and approved by the Board of Finance for the purposes of paying the expenses of the Board of Selectmen annual budget for the fiscal year ending June 30, 2022, shall be approved and implemented in the amount of \$24,979,980.

Be it Resolved, that the appropriation recommended and approved by the Board of Finance for the purposes of paying the expenses of the Board of Education annual budget for the fiscal year ending June 30, 2022, shall be approved and implemented in the amount of \$73,881.930.

Be it Resolved, that the appropriation recommended and approved by the Board of Finance for the purposes of paying the expenses of the Sewer Use Fund (Sewer Treatment Plant) Residential Rental Properties, Simsbury Farms/Special Programs, Non-public Schools, Debt Retirement Capital and Non-recurring annual budgets for the Fiscal Year ending June 30, 2022, shall be approved and implemented in the amount of \$14,666,200.

In accordance with Section 406 (Automatic Referendum) and 808 (Duties of the Board of Finance on the budget) of the Charter, the recommended operating budgets will be submitted to a referendum in the following forms:

Questions for the Referendum Ballot:

1. Shall the appropriations recommended and approved by the Board of Finance for the purposes of paying the expenses of the Board of Selectmen annual budget for the Fiscal Year ending June 30, 2022, be approved and implemented in the amount of \$24,979,980?
2. Shall the appropriation recommended and approved by the Board of Finance for the purpose of paying the expenses of the Board of Education annual budget for the fiscal year ending June 30, 2022, be approved and implemented in the amount of \$73,881.930?
3. Shall the appropriation recommended and approved by the Board of Finance for the purpose of paying the expenses of the Sewer Use Fund (Sewer Treatment Plant), and Residential Rental Properties, Simsbury Farms/Special Programs, Non-public Schools, Debt Retirement Capital and Capital Non-recurring annual budgets for the Fiscal Year June 30, 2022, be approved and implemented in the amount of \$14,666,200?
4. Shall the Town of Simsbury appropriate, from the Sewer Use Fund, and anticipated grants of \$3,250,000 for berm improvements at the Water Pollution Facility?
5. Shall the Town of Simsbury appropriate \$36,792,406 for the renovations and expenses of the Latimer Lane Elementary School; and authorize bonds and notes in the same amount to finance said appropriation?

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

Motion to set the automatic Referendum for the budget set the date of Tuesday, May 4, 2021 for automatic referendum.

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Mr. Askham made a motion, effective April 7, 2021, pursuant of Section 406 of the Town Charter, from 6:00 a.m. to 8:00 p.m. at the Simsbury Public Library, 725 Hopmeadow Street. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

Resolution of the Board of Selectmen

Mr. Askham made a motion:

Resolved, upon motion duly made, seconded and adopted, the reading into the minutes of the full text of the resolutions set out below is waived, copies of the Resolution having been made available to those in attendance, and recoded in these records immediately preceding those minutes.

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

Mr. Askham made motion:

Resolved, that the Board of Selectmen recommends and approves the following:

CIP# General Purpose Projects (Bonds)

Parking and Accessibility Improvements at Simsbury Meadows	\$700,000
Highway Pavement Management (Bonds 605,000; Cash 200,000; LoCIP Grant 156,500; Town Aid Road Grant 243,500)	\$1,205,000
Sidewalk Reconstruction	\$200,000

General Purpose Projects (Grants)

North End Sidewalk Construction	\$ 10,000
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Sewer Use/Assessment Funds and Grants

Sewer Liners	\$600,000
Berm Improvements	\$3,250,000
Woodland Street/Hopmeadow Upgrades	\$1,200,000

School Projects (Bonds)

District Security Improvements	\$250,000
SHS Bleachers/Press Box Improvements	\$600,000
Renovations and Expansions of Latimer Lane School	\$36,792,406

Ms. Battos seconded the motion. All were in favor and the motion passed.

e) Proposed 21/22 Budget Mailer

There was discussion on making sure the residents know the change of venue to the Simsbury Public Library. They also want the tax impact to be highlighted.

Mr. Askham made a motion, effective April 7, 2021, to approve and authorize issuance of the FY 21/22 Budget Mailer, as presented, with suggested changes. Staff is authorized to make changes as recommended by the SEEC. Mr. Paine seconded the motion. All were in favor and the motion passed.

f) C-waivers for Outdoor Dining

Mr. Wellman said he'd like the c-waivers for outdoor dining to be extended. This would help all of the restaurants during this COVID pandemic.

Ms. Battos made a motion, effective April 7, 2021, to extend c-waivers for administrative zoning and building fees through March 31, 2022 for restaurants seeking approval for outdoor dining. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of March 22, 2021

There were no changes to the regular meeting minutes of March 22, 201, and, therefore, the minutes were adopted.

LIASION AND SUB-COMMITTEE REPORTS

- a) Personnel** – no report at this time.
- b) Finance** – no report at this time.
- c) Welfare** – no report at this time.
- d) Public Safety** – no report at this time.
- e) Board of Education** – Ms. Mackstutis spoke about distance learning and how more students are back to in-class learning.

Mr. Wellman spoke about the SPIRIT Council who has an interest in forming a fair housing committee as they are working on a proposal for the Board of Selectmen.

COMMUNICATIONS

- a) Memo from Simsbury Planning Commission RE: Fiscal Year 2021/2022, Fiscal Year 2026/2027, Capital Improvement Program Refund Requests, dated March 25, 2021** – there was no discussion at this time.
- b) Memo from M. Capriola RE: Administration Approvals of Public Gathering Permits, dated March 31, 2021** - there was no discussion at this time.

EXECUTIVE SESSION

a) Pursuant to General Statutes Section 1-200(6)(E): Documents exempt from disclosures under the attorney-client privileges re: Freedom of Information Requests

Mr. Askham made a motion to adjourn to Executive Session at 7:47 p.m., pursuant to General Statutes Section 1-200(6)(E): Documents exempt from disclosures under the attorney-client privileges re: Freedom of Information Request, to include Attorney DeCrescenzo, Town Manager Maria Capriola, and Deputy Town Manager Melissa Appleby. Ms. Battos seconded the motion. All were in favor and the motion passed.

ADJOURN

Mr. Askham made a motion to adjourn from Executive Session at 8:01 p.m. Ms. Battos seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to adjourn at 8:01 p.m. Ms. Battos seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk

**TOWN OF SIMSBURY – BOARD OF SELECTMEN
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CALL TO ORDER

The Special Meeting of the Board of Selectmen was called to order at 5:32p.m. on ZOOM due to COVID-19. Present were: First Selectman Eric Wellman; Deputy First Selectman Sean Askham; board members Mike Paine, Wendy Mackstutis and Chris Peterson. Others in attendance included Town Manager Maria E. Capriola and Deputy Town Manager Melissa Appleby.

Mr. Wellman discussed the citizen petition initiative that occurred over this past weekend in an effort to put the Meadowood acquisition project on the referendum ballot. The required number of signatures was obtained, so the Board needs to take a couple of procedural votes this evening. Mr. Wellman said that the Board will formally accept the petition and will schedule the special Town Meeting as required by the Town Charter. Following that Town Meeting, the Board will send the proposed resolution to referendum.

Members remarked on this unprecedented display of public involvement. Mr. Askham noted that prior to the Charter revision, the Town did have an annual Town Meeting. Although this part of the annual budget process was removed, the Charter revision did preserve the citizen petition process. This allows citizens to hold their elected boards accountable when they do not make decision that accurately reflect what they want.

Ms. Capriola said that it was heartening to see the residents engage in the democratic process in this way. Mr. Peterson noted that it is usually a small percentage of residents who are engaged in major issues in Town. He said this effort proved that just because the Board, and other actively engaged volunteers, are involved regularly, this does not mean that we always know what people want.

SELECTMEN ACTION

a) Accept Certified Petition for Special Town Meeting

Mr. Askham made a motion to accept the certified petition which seeks to acquire and authorize bond funding for the property known as “Meadowood” and to call a special Town Meeting for the same topic. Ms. Mackstutis seconded the motion. All were in favor and the motion passed unanimously.

b) Pursuant to Charter Section 409 Discussion of Special Town Meeting for Meadowood and Set Special Town Meeting Date

Mr. Askham made a motion to hold a special town meeting of the electors and citizens qualified to vote in town meetings of the Town of Simsbury, Connecticut at the Simsbury Farms Ice Rink, 100 Old Farms Road, in the Town of Simsbury, Connecticut on Saturday, April 24, 2021, at 11:00 a.m. to consider the following resolution:

ACQUISITION OF MEADOWOOD PROPERTY

RESOLVED,

(a) THAT THE TOWN OF SIMSBURY APPROPRIATE \$2,515,860 FOR THE PURCHASE AND IMPROVEMENT OF MEADOWOOD (APPROXIMATELY 288 ACRES OF UNDEVELOPED LAND LOCATED OFF HOSKINS ROAD, COUNTY ROAD AND FIRETOWN ROAD); AND AUTHORIZE BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION.

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Pursuant to Section 406 of the Charter of the Town of Simsbury, this resolution shall be subject to an automatic referendum by all qualified voters of the Town of Simsbury on a date set by the Board of Selectmen.

Ms. Mackstutis seconded the motion. All were in favor and the motion passed unanimously.

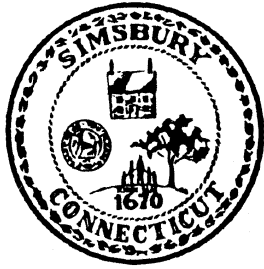
A brief discussion ensued regard the purpose of the Town Meeting. Ms. Capriola explained that the meeting is mainly procedural, and that the meeting will be adjourned to referendum for a vote. Staff is working out the mechanics of that procedure with the Town Attorney. She said that we will be sending out public communications in advance of the Town Meeting to explain what to expect on April 24.

ADJOURN

Mr. Askham made a motion to adjourn at 5:47p.m. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Melissa Appleby
Deputy Town Manager



Town of Simsbury

66 TOWN FOREST ROAD, WEST SIMSBURY, CONNECTICUT 06092

~ Department of Public Works ~

Memorandum: Paving Work 2021

To: Maria Capriola, MPA – Town Manager
CC: Board of Selectmen
From: Thomas J. Roy, PE - Director of Public Works
Date: April 6, 2021

Based upon the proposed budget, the following roads are scheduled for paving during the 2021 construction season:

- Bradley Road
- Camille Lane
- East Weatogue St. (Heather to Rt. 185)
- Fairview Lane
- Farmstead Lane (from Stratton Brook)
- Five Gates
- Heather Lane
- Laurie Joe Way
- Nod Road
- Old Farms (power lines to Farms Village)
- Quarry Road
- Simsbury Pines
- Simscroft Place
- Springbrook Lane
- Tanglewood Trail
- Wildflower Lane
- Wildwood Road

This will amount to roughly 10 miles of roads being paved during the 2021 construction season. Adjustments to this schedule may be required, depending on weather and other factors influencing our paving work, including, but not limited to, final budget approval. Letters will be sent to residents of these streets notifying them of our anticipated work.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen
From: Maria Capriola, Town Manager
Cc: Tom Hazel, Assistant Town Planner; Tom Tyburski, Director of Culture, Parks and Recreation; Nick Boulter, Chief of Police; Chris Davis, Deputy Chief of Police; Lt. Greg Samselski
Date: April 21, 2021
Subject: Administrative Approvals of Public Gathering Permits

This memo is to inform the Board of Selectmen of the public gathering permits that I have approved for the Performing Arts Center (PAC) via an administrative approval.

Staff from Planning, Police, Culture, Parks and Recreation, Public Works, the Fire District, and the Farmington Valley Health District reviewed both applications to ensure compliance and safety measures were addressed prior to approval. Following completion of that process, the following public gathering permits have been approved by me:

Name of Event	Date	Type
Apogee Dance Recital	May 23, 2021 with a May 24, 2021 Rain Date	Performance event (500 - 1000 person capacity)
Simsbury Duck Race	May 27, 2021 2PM to 8 PM	Fundraising Event (Virtual) 40 staff only for the event
100 Women of Color Awards	May 21, 2021 12PM to 9PM Rain date May 22, 2021	Awards ceremony

**** Note due to evolving COVID sector rules from the state capacities for events are ever evolving, Event organizers have been requested to update the committee and the town about any amendments made to the public gatherings so that they may be noted and added to the file.****

Regarding the previously approved Iron Horse Half Marathon for June 4th and June 5th, the event has been increased from 500 participants to 1,000 participants due to evolving COVID regulations.

Should you have any questions or concerns about one of the applications listed above, please contact me so staff and I can help answer those questions.