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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
- 1) 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

Board of Selectmen April 26, 2021

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

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- 1. <u>Title of Submission:</u> Aquarion Water Company Presentation: Simsbury Centralized Water Treatment Project
- 2. Date of Board Meeting: April 26, 2021
- Individual or Entity Making the Submission: Maria E. Capriola, Town Manager; Jerome F. Shea, Town Engineer Maria E. Capriola
- 4. <u>Action Requested of the Board of Selectmen</u>: 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 STRATTON BROOK WATER TREATMENT PLANT PROJECT UPDATE

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



AGENDA

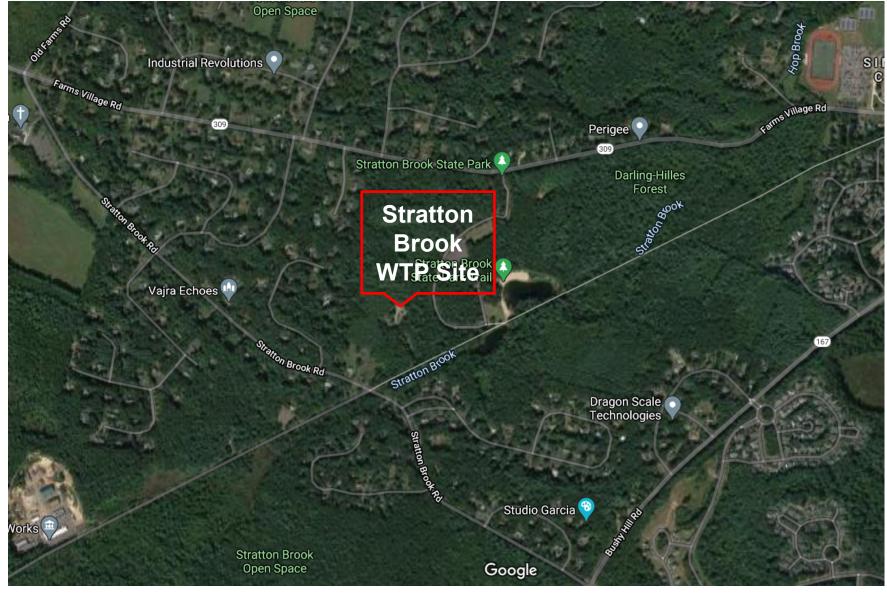
- Introduction
- Stratton Brook WTP Upgrade
- Existing Access Drive
- Proposed Access Drive
- Schedule
- Questions & Answers



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



Tighe&Bond

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





Town of Simsbury

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- 1. <u>Title of Submission:</u> Simsbury SPIRIT Council Update
- 2. Date of Board Meeting: April 26, 2021
- 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. <u>Action Requested of the Board of Selectmen</u>: 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. <u>Description of Documents Included with Submission:</u> None



Town of Simsbury

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- 1. <u>Title of Submission:</u> Donation from St. Matthew Lutheran Church
- 2. Date of Board Meeting: April 26, 2021
- Individual or Entity Making the Submission: Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community and Social Services Maria E- Capriole

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

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. <u>Title of Submission:</u> Proposed Revisions to the Juven

Proposed Revisions to the Juvenile Review Board Procedures

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

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

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 <u>not</u> 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.



'lown of Simsbury

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. <u>Individual or Entity Making the Submission</u>: Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk Maria E. Capriola
- Action Requested of the Board of Selectmen: If the Board of Selectmen supports applying for the Historic Dou

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 <u>https://ctstatelibrary.org/publicrecords/hdpp</u>

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 Manage	r	
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\$10,500 Large Municipality		Population between 20,000 and 69,999 Population of 70,000 or greater			
Amount Requested:	\$ 7,500		panty	ropu		eater
Grant Category(ies):	 Inventory and Planning Program Development Preservation/Conservation 		 Organization and Indexing Storage and Facilities See Page 6 of the Guidelines for Category descriptions. 			
Budget Summary			Grant Funds (A) Local Funds (B) Total Funds (A)		Total Funds (A+B)	
1. Consultants/Vendors						

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. <u>Number each question and answer</u>. If applying for more than one project, questions 1 through 3 must address each project <u>separately</u> 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 <u>only</u> if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, <u>Ericka L. Butler</u> making the above application.	, the Town Clerk, as the agent for		
Signature of MCEO	Date		
Maria E. Capriola, Town Manager Name and Title of MCEO			
Certification of	••		
This section <u>must</u> be signated above, the Town Clerk is designated above, the Town Clerk must signated above.			
I hereby certify that the statements contained in this application the <i>FY 2022 Targeted Grant Guidelines</i> have been met.	n are true and that all eligibility requirements as outlined in		
Signature of Applicant (MCEO or Town Clerk if Designated)	Date (<i>must be <u>same as or later than</u> above date</i>)		
Ericka L. Butler, Town Clerk			
Name and Title of Applicant			
For State Grant Disposition: Approved Denied	Library Use Only		
Grant Award: \$	Grant Number:		



Town of Simsbury

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- 1. <u>Title of Submission:</u> Tax Refund Requests
- 2. Date of Board Meeting: April 26, 2021
- Individual or Entity Making the Submission: Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector Maria E. Capriola

4. Action Requested of the Board of Selectmen:

If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

Move, effective April 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



lown of Simsbury

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. <u>Title of Submission:</u> 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 C. 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. <u>Description of Documents Included with Submission</u>: None



Town of Simsbury SIMSBURY, CONNECTICUT 06070 933 HOPMEADOW STREET

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. Capriola, Town Manager Maria E. Capriola

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.

Telephone (860) 658-3230 Facsimile (860) 658-9467 ewellman@simsbury-ct.gov www.simsbury-ct.gov A n Equal Opportunity Employer 8:30 - 7:00 M onday 8:30 - 4:30 Tuesday through Thursday 8:30 - 1:00 F riday 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,

Ein Wellmon

Eric Wellman First Selectman

alkie Kattos

Jackie Battos Selectman

mile Pain

Michael Paine Selectman

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

Sen all

Sean Askham Deputy First Selectman

Wendy Mackstutis

Wendy Mackstutis Selectman

Stess

Christopher Peterson Selectman



Town of Simsbury

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- 1. <u>Title of Submission:</u> License Agreement for Storage Shed Installation at Simsbury Farms by the Simsbury Youth Hockey Association
- 2. Date of Board Meeting: April 26, 2021
- 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;

1

- 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. <u>Indemnification.</u>

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 Licensor. Licensee's obligations under this paragraph shall survive the termination of this Agreement.

To the extent necessary to indemnify and hold harmless Licensor and Licensor's 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 Licensor 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 Licensor 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 Licensor prior to accessing the License Area under this Agreement. All policies under this Agreement shall be Primary, non-contributory to any coverage maintained by Licensor, 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 Licensor.

4. Compliance with Law.

Licensee further agrees that it shall comply with all applicable Licensor 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. <u>Termination.</u>

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. <u>Title of Submission:</u> 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.

<u>UNITS</u>

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.

<u>TERM</u>

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 it's 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. <u>Title of Submission:</u>

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. Capilola

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.

Contor Ino

Organization's Name: SIMSD	ary Perform	ning Arts	
Annlicont's Name Missy Dil	Nunno - E>	cecutive	Director
22 Iron Hors	e Blvd (PO B	ox 245) Si	msbury, C1 06070
860-651-4052	Email: M	issy@sir	nsburymeadowsmusic.com
Event Location: Simsbury	vleadows l	Performi	ng Arts Center
time, as well as the actual dates i	of the Public Ga	athering.)	e all required "set up" and "tear down"
Exact Time(s)/Date Begin:	1 5/12/21 & Thu	rs 5/13/21 8a	Bend: Wed 5/12/21 & Thurs 5/13/21 10p
 *times above include s Number of people expected to b The Town of Simsbury reserves th will be determined after consultation 	etup/breakdo e present for th he right to limit the on with the Town o	WN - See a e event (incl number of atten f Simsbury.	dees. The maximum number of permitted attendees
A Certificate of Insurance made of \$1,000,000 in force for the du Certificate of Insurance must in	\mathbf{n} ration of the $\boldsymbol{\epsilon}$	event, must	Town of Simsbury, evidencing coverag be submitted with this application. Thi ment for the Town.
TOWN OF SIMSBURY USE C	NLY:		
TOWLOU DEPROPORT		NO 🗖	N/A 🗖
Fee Received:			

TOWN OF SIMSBURY USE	ONLY:		
Fee Received: Insurance Received: Request Approved:	YES 🗖 YES 🗖 YES 🗖	NO 🗖 NO 🗖 NO 🗖	N/A 🗖 N/A 🗖 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: • You are responsible for proper collection and removal oj	YES 🗹	NO	NUMBER: 8T/8R
 Tow are responsible for proper contention and romoted of Portable toilets: If yes, please show locations on attached site plan. 	YES 🗹	NO	NUMBER: <u>12</u>
Tent:	YES 🗌 OPEN SII	NO ☑ DES □	SIZE: ENCLOSED 🗌
• Tents must be in compliance with State of Connecticut Marshal can advise on tent requirements.	tent regulations	. The Town of	Simsbury's Building Official or Fin
Lighting and/ot sound equipment: If yes, please attach a list of the equipment you plan to Lighting must meet the requirements of the Town of S. 	YES 🗹 use along with imsbury Fire M	NO 🗖 a stage plot win Iarsbal.	th locations for the equipment.
Does your event require electrical access? • If so, a plan for electrical access will need to be reviewed	YES 🗹 ed with the Tow	NO 🗖	Building Official or Fire Marsbal.
 Will food be sold or given away at your event? If food is to be served, whether prepared on- or off-site Valley Health District (www.fuhd.org). 	YES 🗖	NO ☑ ain a Tempora	ry Food Permit from the Farmingt
 Will alcohol be served at your event? If alcohol is to be served, you must obtain all pervregulations. An additional list of policies applies if alcohol 	YES tinent State per to be ser	NO 🗹 rmits and abid wed.	le by all Town and State laws a
 Will road closure(s) be necessary? Details of proposed traffic circulation and closings manapplication. If State roads are proposed for closing, a proposed for closing. 	YES ust be presented permit from the	NO 🗹 to the Chief of CT DOT ma	Police prior to his signing of the PC y be necessary.

<u>ANNING & ZONING DEPARTMENT</u> 3 HOPMEADOW STREET, SIMSBURY, CT	06070		860-658-3245
 cohol Does your event require a Special Exception? Has the Zoning Commission approved a S.E.? Have you obtained a State of CT liquor license? 	YES □ YES ☑ YES ☑	NO ☑ NO □ NO □	
 gnage Will your event require temporary signs? No signage may be erected without written Has your organization secured permits for such? 	YES permission gra YES	NO 🗹 nted from the Zo NO 🗹	ning Enforcement Officer
ttachments: Site Map • The site plan/map of the proposed Public Gathering. [] Layout of the Event (tents, booths/ven [] Location of Lighting	should be to-scal dors, rides, 2 Parking	aisies, etc.)	thy:
<u>'ARMINGTON VALLEY HEALTH DISTRI(</u> 5 RIVER ROAD, CANTON, CT 06019		anna an	www.fvhd.org 860-352-2333
f food will be prepared or dispensed at your event, you must District. Has a Temporary Food Permit been secured?	obtain a Tempo YES 🗖	nrary Food Permi	t jrom Farmingion V aitey 11ea.
http://www.fvhd.org/food-protection1.html			
<u>BUILDING DEPARTMENT</u> 933 HOPMEADOW STREET, SIMSBURY, C	T 06070	unter auf der Gesten de	860-658-3234
Tent:	YES OPEN S SQUARE	E FOOTAGE	CAPACITY: ENCLOSED 🗖
		capacity enclosus	e (or not), and if there will be he will be necessary.
• Tents may require a Building Permit, depending on and/or electrical. You should contact the Building (square footage,)fficial to detern	nine if a permit u	
 Tents may require a Building Permit, depending on and/ or electrical. You should contact the Building C Does your event require electrical access? Will you be utilizing portable generators? 	square footage, Official to determ YES 🗹 YES 🔲	nine if a permit u NO NO NO	

√ ≥...

<u>EPARTMENT OF PUBLIC WORKS (DPW)</u> 6 TOWN FOREST ROAD, SIMSBURY, CT 06070		860-658-3222		
Vill barricades/signage be required:	YES 🗌	NO 🗹		
• For the day of the event?	DATES:			
• In advance?	DATES.			
re DPW trucks required for use as barricades? QUANTITY:0	YES 🗌	NO 🗹		
• The fee schedule below is for one (1) Truck and one (1) staff n	nember.			
All fees will begin when Public Works Trucks leave the DPV	V 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	l by the Simsb	ury Police Depar	tment.	
• The fees for using DPW trucks as barricades are as follows:				
o \$250 for first four (4) hours	,			
o \$50/ hour for each additional hour during regular	101115 Edmir and Sum	danc		
0 \$75/ hour for each additional hour on Federal hol				
TOTAL FEE DUE: \$250 + (hours	x \$50/\$75)	_{= \$} N/A		
IOTAL FEE DOE. \$250 - (Kouro		1		
Fee is payable by check made one to the 10mm of Simsonry				
Please note: • <u>No markings on the roadways or custom signag</u> • <u>Traffic cones shall not be provided by DPW.</u> POLICE DEPARTMENT	e is allowed		658-3100	
Pee is payable by check made out to the Town of Sunsbury Please note: • <u>No markings on the roadways or custom signag</u> • <u>Traffic cones shall not be provided by DPW.</u> POLICE DEPARTMENT 933 HOPMEADOW STREET, SIMSBURY, CT 06070	e is allowed		658-3100	
Please note: • <u>No markings on the roadways or custom signag</u> • <u>Traffic cones shall not be provided by DPW.</u> POLICE DEPARTMENT 933 HOPMEADOW STREET, SIMSBURY, CT 06070 Is this event a concert and/or festival?	e is allowed	 860- NO 🗌	658-3100	
 Please note: <u>No markings on the roadways or custom signage</u> <u>Traffic cones shall not be provided by DPW.</u> POLICE DEPARTMENT 933 HOPMEADOW STREET, SIMSBURY, CT 06070 Is this event a concert and/or festival? If yes, please list recent prior venues that have hosted 	e is allowed YES 🗹 this concer	 860- NO [] t/festival:		
 Please note: <u>No markings on the roadways or custom signage</u> <u>Traffic cones shall not be provided by DPW.</u> POLICE DEPARTMENT 933 HOPMEADOW STREET, SIMSBURY, CT 06070 Is this event a concert and/or festival? If yes, please list recent prior venues that have hosted 	e is allowed YES 🗹 this concer	 860- NO [] t/festival:		
Please note: • <u>No markings on the roadways or custom signag</u> • <u>Traffic cones shall not be provided by DPW.</u> POLICE DEPARTMENT 933 HOPMEADOW STREET, SIMSBURY, CT 06070 Is this event a concert and/or festival?	e is allowed YES 🗹 this concer	 860- NO [] t/festival:		
 Please note: <u>No markings on the roadways or custom signage</u> <u>Traffic cones shall not be provided by DPW.</u> POLICE DEPARTMENT 933 HOPMEADOW STREET, SIMSBURY, CT 06070 Is this event a concert and/or festival? If yes, please list recent prior venues that have hosted 	e is allowed YES 🗹 this concer	 860- NO [] t/festival:		
 Please note: <u>No markings on the roadways or custom signage</u> <u>Traffic cones shall not be provided by DPW.</u> POLICE DEPARTMENT 933 HOPMEADOW STREET, SIMSBURY, CT 06070 Is this event a concert and/or festival? If yes, please list recent prior venues that have hosted 	e is allowed YES 🗹 this concer	 860- NO [] t/festival:		
Please note: • <u>No markings on the roadways or custom signage</u> • <u>Traffic cones shall not be provided by DPW.</u> POLICE DEPARTMENT 933 HOPMEADOW STREET, SIMSBURY, CT 06070 Is this event a concert and/or festival? If yes, please list recent prior venues that have hosted Small scale student concert typically he Will on-site private security be provided?	e is allowed YES this concer eld in put	860- NO t/festival: blic schoo	l auditorium.	
Please note: • <u>No markings on the roadways or custom signage</u> • <u>Traffic cones shall not be provided by DPW.</u> POLICE DEPARTMENT 933 HOPMEADOW STREET, SIMSBURY, CT 06070 Is this event a concert and/or festival? If yes, please list recent prior venues that have hosted Small scale student concert typically he	e is allowed YES this concer Id in put YES YES YES	NO NO t/festival: blic schoo	l auditorium. NUMBER:	

<u>SIMSBURY VOLUNTEER AMBULANCE ASSOCIAT</u> 64 WEST STREET, SIMSBURY, CT 06070	<u>rion</u>	·`~	58-7213
Will there be any athletic competitions or other activity, of injury or illness?	′activities YES ☑	that could inc NO 🗌	rease the likelihood
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 SPE	ECIFIC TIME	TIME : <u>5p - 8p</u>
<u>CULTURE, PARKS & RECREATION</u> 100 OLD FARMS ROAD, SIMSBURY, CT 06070	a,aa,aa ahaa ahaa ahaa ahaa ahaa ahaa a		558-3836
Are you serving food? • If so, trash recycling barrels are required at Permittee's expense	YES	NO 🗹	
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
	Mussy Dillumno-
Applicant's Signature:	
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.Tyburskit	331/21
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief	3 30/21	N. Boulton	N Bulter email	3/31/21
Dir of Public Works	3/30/21	TROY	T. Roy email	3/31/2
Dir of Health FVHD	3 30/21	P. Tour with	P. Tove willa email	3 3 21
Fire Marshal	13/30/21	JBrown	J. Brown email	3/31/21
Zoning Enforcement Officer	3/31/21	T.Hurl	gench	3 31/21
Board of Selectmen				

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

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 <<u>ibrown@fvhd.org</u>> 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

From: Sent:	Boulter, Nicholas <nboulter@pd.simsbury-ct.gov> Wednesday, March 31, 2021 9:44 AM</nboulter@pd.simsbury-ct.gov>
То:	'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

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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

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;
IV.	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
Attachments.	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 <<u>ttyburski@simsbury-ct.gov</u>>

Sent: Wednesday, March 31, 2021 8:28 AM

To: Missy DiNunno <<u>missy@simsburymeadowsmusic.com</u>>; nboulter <<u>nboulter@pd.simsbury-ct.gov</u>>; Hazel Thomas <<u>thazel@simsbury-ct.gov</u>>; Jason Brown <<u>ibrown@fvhd.org</u>>; Barkowski Laura <<u>lbarkowski@simsbury-ct.gov</u>>; Patrick T. Tourville, CFI I <<u>PTourville@simsburyfd.org</u>>; <u>troy@simsbury-ct.gov</u>; gsamselski <<u>gsamselski@pd.simsbury-ct.gov</u>>; **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

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"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."

To:	Tom Roy Wednesday, March 31, 2021 9:43 AM 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

1

From: Sent: To:	Tyburski Tom Tuesday, March 30, 2021 2:42 PM 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

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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 INFORMATIC	<u>DN:</u>	3. (99) (sta		
Organization	West Hartford Public Schools (Conard High School and Hall High School)	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
	Students arrive	Stage
4:45p - 5:00p	Gates Open	Field
5:00p - 6:00p	Performance	Stage/Field
6:00p - 8:00p	Load-out	Stage
8:00p-10:00p	the state of the	HALL
Thursday, May 13, 2021	(RD 6/1/21)	Stage
8:00a — 10:00a	Load-in	Stage/Field
10:00a – 1:00p	Rehearsal	Stage/Field
1:00p-4:45p	Dark	
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	

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

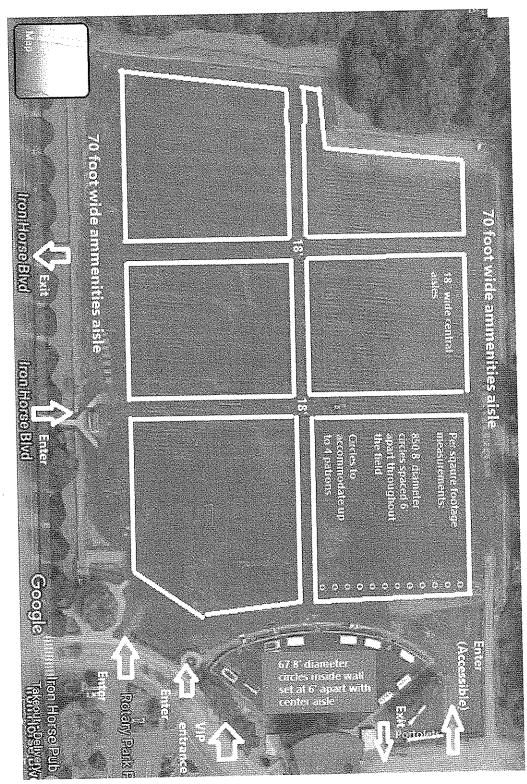
Public	
Restrooms	
Coordinated by	SMPAC
Units	Standard – 8
	Accessible – 1
	2 Station Sink - 3
Location	Southeast corner adjacent to parking

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

			•	
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a selected a sum of more insured of persons for exemption of the second data of the second of the second second			on and a construction and	
- Cofotu		NOT THAT IN A NAME OF COMMENT		
c Safety		and the second		
	NI/A			
7	N/A			 **************************************

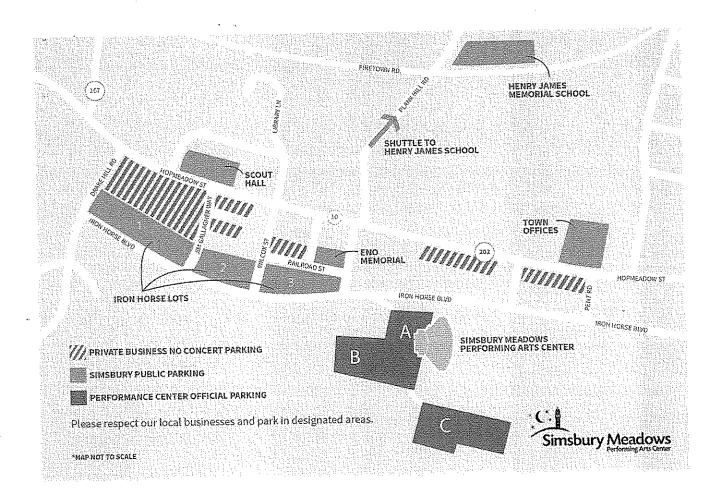
Public Safety		
Police	N/A	
Fire	N/A	
EMS	N/A	
DPW Trucks	N/A	

	A WAY ANY ANY ANY ANY ANY ANY ANY ANY ANY A
Number: 0	Sides: No
	Number: 0 Number: 0 Number: 0



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Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. <u>Title of Submission:</u>

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. Capitola

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, 2021at 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 <u>6 WEEKS</u> 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 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 500-1000 Number of people expected to be present for the event (incl. staff, volunteers, attendees):_____

• 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: Insurance Received: Request Approved:	YES □ YES □ YES □	NO □ NO □ NO □	N/AD N/AD MORE INFO:
Signature:			Date:

~ EVENT INFO

	Simsbury High School Performing Arts year-end concert will
Description of Event: _	

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: You are responsible for proper collection and removal 	YES 🗹 of all waste gene	NO rated by your et	NUMBER: 8T/8R
Portable toilets: • If yes, please show locations on attached site plan.	YES 🗹	NO	NUMBER: <u>12</u>
Tent:	YES 🗌 OPEN SII	NO ☑ DES □	SIZE: ENCLOSED 🔲
• Tents must be in compliance with State of Connecticu. Marshal can advise on tent requirements.			
Lighting and/or sound equipment: If yes, please attach a list of the equipment you plan i Lighting must meet the requirements of the Town of . 	YES 🗹 to use along with Simsbury Fire N	NO 🔲 a stage plot wi Aarshal.	th locations for the equipment.
 Does your event require electrical access? If so, a plan for electrical access will need to be review 	YES 🗹 ved with the Tou	NO 🗖	Building Official or Fire Marsbal.
 Will food be sold or given away at your event? If food is to be served, whether prepared on- or off-st Valley Health District (www.fvhd.org). 	YES 🗍 ite, you must obi	NO 🗹 tain a Tempore	ny Food Permit from the Farming
 Will alcohol be served at your event? If alcohol is to be served, you must obtain all pe regulations. An additional list of policies applies if a 	YES rtinent State pe lcohol is to be se	NO 🗹 prmits and abia rved.	de by all Town and State laws a
 Will road closure(s) be necessary? Details of proposed traffic circulation and closings mapplication. If State roads are proposed for closing, and state roads are proposed for closing. 	YES ust be presented permit from the	NO to the Chief of CT DOT ma	Police prior to his signing of the PC ty be necessary.

<u>PLANNING & ZONING DEPARTMENT</u> 933 HOPMEADOW STREET, SIMSBURY, CT	06070		860-658-3245
 Alcohol Does your event require a Special Exception? Has the Zoning Commission approved a S.E.? Have you obtained a State of CT liquor license? 	YES ☐ YES ☑ YES ☑	NO ☑ NO □ NO □	
 Signage Will your event require temporary signs? No signage may be erected without written Has your organization secured permits for such? 	YES repermission gram YES	NO 🗹 ted from the Z NO 🗹	oning Enforcement Officer
Attachments: Site Map • The site plan/map of the proposed Public Gathering s Layout of the Event (tents, booths/vent Location of Lighting	should be to-scale dors, rides, ai VParking	sles, etc.)	ctly:
FARMINGTON VALLEY HEALTH DISTRIC 95 RIVER ROAD, CANTON, CT 06019 If food will be prepared or dispensed at your event, you must		ary Food Perm	www.fvhd.org 860-352-2333 it from Farmington Valley Health
District.			
Has a Temporary Food Permit been secured? http://www.fvhd.org/food-protection1.html	YES 🗌	NO 🗹	
		NO 🗹	860-658-3234
http://www.fvhd.org/food-protection1.html	T 06070 YES 🗌 OPEN SIJ	NO 🗹	CAPACITY: ENCLOSED D
http://www.fvhd.org/food-protection1.html BUILDING DEPARTMENT 933 HOPMEADOW STREET, SIMSBURY, C	T 06070 YES OPEN SII SQUARE square footage, co	NO ☑ DES □ FOOTAGE apacity, enclosu	CAPACITY: ENCLOSED D :: re (or not), and if there will be heat
http://www.fvhd.org/food-protection1.html BUILDING DEPARTMENT 933 HOPMEADOW STREET, SIMSBURY, C Tent: Tent: Tents may require a Building Permit, depending on	T 06070 YES OPEN SII SQUARE square footage, co	NO ☑ DES □ FOOTAGE apacity, enclosu	CAPACITY: ENCLOSED D :: re (or not), and if there will be heat

VES 🗆		
DATES:	NO 🗹	
bours lidays and Sund x \$50/\$75) ?	days = \$N/A	tment.
0	860-	658-3100
YES 🗸	NO 🗌	· .
		auditorium.
YES 🗌	NO 🗹	NUMBER:
YES	NO 🗹	NUMBER:
	member. W Campus. staff member. d by the Simsbu- hours lidays and Sund x \$50/\$75) = re is allowed YES [] this concert eld in pub YES [] YES []	member. W Campus. staff member. d by the Simsbury Police Depart hours lidays and Sundays x \$50/\$75) = \$ N/A re is allowed. YES \square NO \square this concert/festival: eld in public school YES \square NO \square

SIMSBURY VOLUNTEER AMBULANCE ASSOCIAT 64 WEST STREET, SIMSBURY, CT 06070	<u>FION</u>	860-6	58-7213
Will there be any athletic competitions or other activity, of injury or illness?	/activities th YES 🗌	at could inc NO ☑	rease the likelihood
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 SPEC	IFIC TIME	C ✓ TIME: <u>5p - 8p</u>
	097527609499999999999999999999999999999999999	episzan z man a keremientek keremientek keremientek keremientek keremientek keremientek keremientek keremientek k	
<u>CULTURE, PARKS & RECREATION</u> 100 OLD FARMS ROAD, SIMSBURY, CT 06070		860-0	558-3836
Are you serving food? • If so, trash recycling barrels are required at Permittee's expense	YES	NO 🗹	
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 TOILET'S 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:	Mussy Dinune
Date Signed:	4-12-21

REQUIRED SIGN OFFS (in order required)

· · · · · · · · · · · · · · · · · · ·	Received Date:	Received By:	Approved By:	Action Date:
Culture Parks And Rec. Director	4/12/21	T:Tylourski	T. TY W Ewail	y B/21
Zoning Commission (As may be required by ZEO)				v
Building Official	4			
Police Chief	4/12/21	N. Boutter	N. Boulter Email	4/13/2)
Dir of Public Works	4/12/21	T.Roy	T. Rous J. Brown J. Brown	4/19/21
Dir of Health FVHD	4/12/21	T.R.O.Y J.Brown	J. Brown il	4/15/21
Fire Marshal	4/12/21	P.Tourville	P.Tourwithe	4/13/21
Zoning Enforcement Officer		T. Hazel	L. IA	54/19/21
Board of Selectmen			•	

From: Sent: To: Subject: Jason Brown <jbrown@fvhd.org> Thursday, April 15, 2021 3:49 PM Hazel Thomas 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 <<u>thazel@simsbury-ct.gov</u>> 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

From: Sent: To: Subject: Attachments:	Patrick T. Tourville, CFI I <ptourville@simsburyfd.org> Tuesday, April 13, 2021 1:48 PM Missy DiNunno; Boulter Nicholas (SPD); Hazel Thomas; Jason Brown; Barkowski Laura; Tom Roy; Samselski Gregory; Tyburski Tom RE: Additional May Event PGP applications 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</ptourville@simsburyfd.org>
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 <<u>nboulter@pd.simsbury-ct.gov</u>>; Hazel Thomas <<u>thazel@simsbury-ct.gov</u>>; Jason Brown <<u>jbrown@fvhd.org</u>>; Laura Barkowski <<u>lbarkowski@simsbury-ct.gov</u>>; Patrick T. Tourville, CFI I <<u>PTourville@simsburyfd.org</u>>; <u>troy@simsbury-ct.gov</u>; gsamselski <<u>gsamselski@pd.simsbury-ct.gov</u>>; Tom Tyburski <<u>ttyburski@simsbury-ct.gov</u>> 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.

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

"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: Monday, April 12, 2021 3:55 PM
To: Boulter Nicholas (SPD); Hazel Thomas; Jason Brown; Barkowski Laura; Patrick T. Tourville, CFI I; Tom Roy; Samselski Gregory; Tyburski Tom
Subject: Additional May Event PGP applications

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1

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

PD Approved.

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

Ø

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) Riley's School of Dance Recital - Wednesday, May 26, 2021 Town of Simsbury Memorial Day Ceremony & Celebration - May 31, 2021

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EVENT SUMMARY

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Simsbury High School Performing Arts Concert

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

CONTACT INFORMATI	
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, 202	1 (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 Requireme	nts	
Lights	N/A	กระสารโซสนโนซสนะสารโรการสุดสนานกระที่มีได้เหลาสนาน สารีว่า เวลสนานสารว่าไป พระสารไป พระสารไป ที่ ได้สารได้เสมาร
Sound	SHS to provide own sou	nd and production equipment
Setup	Coordinated by SHS	

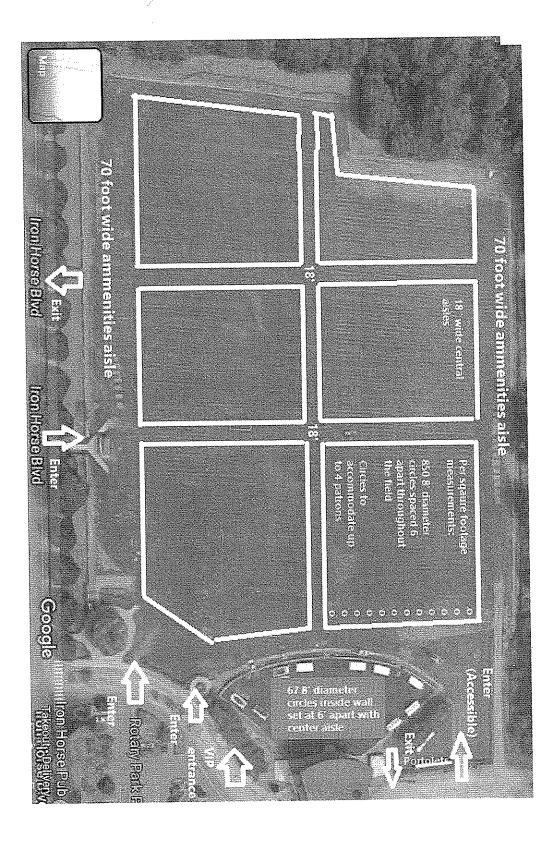
Vendor Information	
Merchandise Sales Vendors	N/A
Food Vendors	No Food or Beverage sales
Services/Activities	N/A

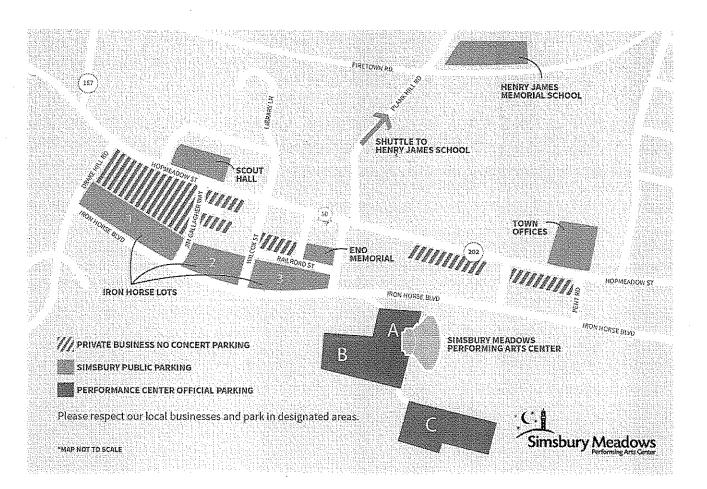
Public	
Restrooms	
Coordinated by	SMPAC
Units	Standard – 8
	Accessible – 1
	2 Station Sink - 3
Location	Southeast corner adjacent to parking

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

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

Number: 0	Sides: No
Number: 0	Sides: No
	Number: 0 Number: 0 Number: 0 Number: 0







Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- 1. <u>Title of Submission:</u> Proposed Public Gathering Permit Simsbury Performing Arts Center – Riley's Dance Recital
- 2. Date of Board Meeting: April 26, 2021
- Individual or Entity Making the Submission: Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development, Tom Hazel, Assistant Town Planner

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 <u>6 WEEKS</u> 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.

Drganization'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 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: ______ End: ______

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

• 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:		1
Fee Received: Insurance Received: Request Approved:	YES 🗖 YES 🗖 YES 🗖	N0 □ N0 □ N0 □	N/A D N/A D MORE INFO:
Signature:			Date:

EVENT INFO

neir recreational dancers with	shows a	10a, 2	о, <u>« ор</u> .
:			
		·····	
		·····	
lease indicate whether you will be bringing:			
			NUMBER: 8T/8R
 dditional trash and recycling receptacles: You are responsible for proper collection and removal 	YES	NO	
• I ou are responsible for proper collection and removal		uuu oy youn u	
ortable toilets:	YES 🗹	NO	NUMBER: 12
• If yes, please show locations on attached site plan.			
ent:	YES 🔽	ΝΟ 🗌	SIZE: see attached
	OPEN SII	DES 🔽	ENCLOSED 🗹
• Tents must be in compliance with State of Connecticu Marshal can advise on tent requirements.	ut tent regulation.	s. The Town of	'Simsbury's Building Official or I
ighting and/or sound equipment:	YES 🔽	NO 🗌	\$ ₁ -
 If yes, please attach a list of the equipment you plan t Lighting must meet the requirements of the Town of . 	to use along with Simsbury Fire N	a stage plot wi Iarshal.	th locations for the equipment.
	YES 🔽	NO 🗌	
 Does your event require electrical access? If so, a plan for electrical access will need to be review 			Building Official or Fire Marsha
• •			
Vill food be sold or given away at your event?	YES 🔽		E. I. Dunit from the Format
• If food is to be served, whether prepared on- or off-s. Valley Health District (www.fuhd.org). **pre-pace REOLURED	ckaged snacks	and bottled v	water - NO PERMIT
REQUIRED Will alcohol be served at your event?	YES 🗌	NO 🔽	
• If alcohol is to be served, you must obtain all pe regulations. An additional list of policies applies if a	rtinent State per dcohol is to be ser	rmits and abia rved.	le by all Town and State laws
Will road closure(s) be necessary?	YES 🗌	NO 🗹	
 Details of proposed traffic circulation and closings m application. If State roads are proposed for closing, a 	ust be presented	to the Chief of CT DOT ma	Police prior to his signing of the I y be necessary.

PLANNING & ZONING DEPARTMENT			
933 HOPMEADOW STREET, SIMSBURY, C	T 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 write 	· · · · · · · · · · · · · · · · · · ·	•	oning Enforcement Officer
• Has your organization secured permits for such?	YES 🗌	NO 🗹	
Attachments: Site Map			
• The site plan/map of the proposed Public Gathering	g should be to-sca	le and show exa	athy:
✓ Layout of the Event (tents, booths/ve	ndors, rides, a	uisles, etc.)	
Location of Lighting	 √ Parking	g Layout	
		and de la companya d	
FARMINGTON VALLEY HEALTH DISTR 05 RIVER ROAD, CANTON, CT 06019	ICT		www.fvhd.org 860-352-2333
55 RIVER ROAD, CANTON, CT 00019			000-332-2333
If food will be prepared or dispensed at your event, you musi	t obtain a Tempo	rary Food Perm	it from Farmington Valley Heal
District.	×	~	
The structure for a Domistic boost of the second states of the second st	YES	NO 🔽	
Has a Temporary Food Permit been secured?			
attp://www.fvhd.org/food-protection1.html			
http://www.fvhd.org/food-protection1.html			
BUILDING DEPARTMENT			
BUILDING DEPARTMENT			860-658-3234
BUILDING DEPARTMENT 933 HOPMEADOW STREET, SIMSBURY, C	CT 06070		
BUILDING DEPARTMENT 933 HOPMEADOW STREET, SIMSBURY, C	CT 06070 YES 🔽	N0 🔲	CAPACITY: vary - see attached
BUILDING DEPARTMENT 933 HOPMEADOW STREET, SIMSBURY, C	CT 06070 YES ☑ OPEN SI	N0 🔲	CAPACITY: Vary-see Bitached ENCLOSED
BUILDING DEPARTMENT 933 HOPMEADOW STREET, SIMSBURY, C	CT 06070 YES ☑ OPEN SI SQUARE square footage, ca	NO □ DES ☑ FOOTAGE: tpacity, enclosum	CAPACITY: <u>vary-see attached</u> ENCLOSED D (or not), and if there will be heat
BUILDING DEPARTMENT 933 HOPMEADOW STREET, SIMSBURY, C Fent: • Tents may require a Building Permit, depending on and/or electrical. You should contact the Building (CT 06070 YES ☑ OPEN SI SQUARE square footage, ca	NO □ DES ☑ FOOTAGE: tpacity, enclosum	CAPACITY: <u>vary-see attached</u> ENCLOSED D (or not), and if there will be heat
BUILDING DEPARTMENT 933 HOPMEADOW STREET, SIMSBURY, C Fent: • Tents may require a Building Permit, depending on and/or electrical. You should contact the Building (Does your event require electrical access?	CT 06070 YES 🔽 OPEN SIJ SQUARE square footage, co)flicial to determi	NO □ DES ☑ FOOTAGE: tpacity, enclosum ne if a permit w	CAPACITY: <u>vary-see attached</u> ENCLOSED D (or not), and if there will be heat
BUILDING DEPARTMENT 933 HOPMEADOW STREET, SIMSBURY, C Fent: • Tents may require a Building Permit, depending on and/or electrical. You should contact the Building (CT 06070 YES ☑ OPEN SI SQUARE square footage, ca)fficial to determi YES ☑	NO DES FOOTAGE: pacity, enclosure ne if a permit we NO NO	CAPACITY: <u>vary-see attached</u> ENCLOSED D (or not), and if there will be heat
and/ or electrical. You should contact the Building (Does your event require electrical access?	CT 06070 YES ☑ OPEN SI SQUARE square footage, ca)fficial to determi YES ☑	NO DES FOOTAGE: pacity, enclosure ne if a permit we NO NO	CAPACITY: <u>vary-see attached</u> ENCLOSED D (or not), and if there will be heat
BUILDING DEPARTMENT 933 HOPMEADOW STREET, SIMSBURY, C Tent: • Tents may require a Building Permit, depending on and/or electrical. You should contact the Building (Does your event require electrical access?	CT 06070 YES ☑ OPEN SI SQUARE square footage, ca)fficial to determi YES ☑	NO DES FOOTAGE: pacity, enclosure ne if a permit we NO NO	CAPACITY: <u>vary-see attached</u> ENCLOSED D <i>e</i> (or not), and if there will be hea

6 TOWN FOREST ROAD, SIMSBURY, CT 06070			
Will barricades/signage be required:			
• For the day of the event?	YES 🗌	NO 🗹	
• In advance?	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 DP			
• Each Truck will be filled with sand and operated by a single	*		
• The number and positioning of the Trucks shall be determine	<i></i>	urv Police Depa	artment.
• The fees for using DPW trucks as barricades are as follows:	ý . <u>– . / -</u> «	J X-	
0 \$250 for first four (4) hours			
o \$50/ hour for each additional hour during regular	· bours		
• \$75/ hour for each additional hour on Federal ho	lidays and Sun	days	
	680 (+mm)	N/A	
TOTAL FEE DUE: \$250 + (hours	x \$50/\$75)	= \$	
Fee is payable by check made out to the Town of Simsbury			
 <u>Please note:</u> <u>No markings on the roadways or custom signag</u> <u>Traffic cones shall not be provided by DPW.</u> 	<u>e is allowed</u>	<u>.</u>	
• No markings on the roadways or custom signag	• • • • • • • • • • • • • • • • • • •	Strender und Statistication and and Statistication and	-658-3100
 <u>No markings on the roadways or custom signag</u> <u>Traffic cones shall not be provided by DPW.</u> <u>POLICE DEPARTMENT</u> 	• • • • • • • • • • • • • • • • • • •	Strender und Statistication and and Statistication and	-658-3100
 <u>No markings on the roadways or custom signag</u> <u>Traffic cones shall not be provided by DPW.</u> <u>POLICE DEPARTMENT</u> POS3 HOPMEADOW STREET, SIMSBURY, CT 06070 	••••••••••••••••••••••••••••••••••••••	860- NO 🔽	-658-3100
 <u>No markings on the roadways or custom signag</u> <u>Traffic cones shall not be provided by DPW.</u> <u>POLICE DEPARTMENT</u> <u>V33 HOPMEADOW STREET, SIMSBURY, CT 06070</u> <i>is this event a concert and/or festival</i>? 	••••••••••••••••••••••••••••••••••••••	860- NO 🔽	-658-3100 NUMBER
 <u>No markings on the roadways or custom signag</u> <u>Traffic cones shall not be provided by DPW.</u> <u>POLICE DEPARTMENT</u> <u>33 HOPMEADOW STREET, SIMSBURY, CT 06070</u> is this event a concert and/or festival? if yes, please list recent prior venues that have hosted to be a statement of the statement of t) YES this concert	860- NO ☑ / festival:	
 <u>No markings on the roadways or custom signag</u> <u>Traffic cones shall not be provided by DPW.</u> POLICE DEPARTMENT 933 HOPMEADOW STREET, SIMSBURY, CT 06070 Is this event a concert and/or festival? If yes, please list recent prior venues that have hosted to be provided? Will on-site private security be provided?	YES YES YES YES YES	860- NO 🗹 /festival: NO 🗹 NO 🗹	NUMBER

SIMSBURY VOLUNTEER AMBULANCE ASSOCIA 64 WEST STREET, SIMSBURY, CT 06070	<u>FION</u>	860	-658-7213
Will there be any athletic competitions or other activity of injury or illness?	/activities t YES ☑	hat could in NO 🗌	crease the likelihood
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 SPE	CIFIC TIM	E 🗹 TIME: 10a, 2p, 6p
<u>CULTURE, PARKS & RECREATION</u> 100 OLD FARMS ROAD, SIMSBURY, CT 06070		860	-658-3836
Are you serving food? • If so, trash recycling barrels are required at Permittee's expension	YES 🔽	NO 🗌	
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.

• 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:	Musey Dinumo-
Date Signed:	4-12-21

REQUIRED SIGN OFFS (in order required)

{

	Received Date:	Received By:	Approved By:	Action Date:
Culture Parks And Rec. Director	4/12/21	T.TY burski	T.Tyburski HISTZI	4/13/21
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief	4/2/21	N. Boullter	N. Boutter email	4/13/21
Dir of Public Works	4/12/21	J. Roy	f. Perjal	4/119/21
Dir of Health FVHD	4/12/21	J.Brown	J. Brown all	4/15/21
Fire Marshal	4/12/21	P. Tourville	P Tourville email	4/13/21
Zoning Enforcement Officer	4/12/21	Florel (ADCA	- 4 15 21
Board of Selectmen				

Page 6 of 6

From: Sent: To: Subject: Jason Brown <jbrown@fvhd.org> Thursday, April 15, 2021 3:49 PM Hazel Thomas 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 <<u>thazel@simsbury-ct.gov</u>> 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: Sent: To: Subject:	Tyburski Tom Tuesday, April 13, 2021 8:41 AM Missy DiNunno; Boulter Nicholas (SPD); Hazel Thomas; Jason Brown; Barkowski Laura; Patrick T. Tourville, CFI I; Tom Roy; Samselski Gregory RE: Additional May Event PGP applications
Follow Up Flag: Flag Status:	Follow up Flagged
Good morning everyone,	all 4 events approved by Parks and Rec.
Have a great day,	
Tom	
Town of Simsbury, CT 860-408-4682 <u>www.SimsburyRec.com</u>	Ind Recreation Department
Please consider the environment	before printing a copy of this email.
 confidential information. If you ar or attached to this communicatio 	any documents, files, or attachments, is intended only for the use of the addressee and may contain legally privileged and e not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of any information contained in ns is strictly prohibited. If you have received this message in error, please notify the sender immediately and destroy the original ints without reading, printing, or saving in any manner."
Sent: Monday, April 12.	D); Hazel Thomas; Jason Brown; Barkowski Laura; Patrick T. Tourville, CFI I; Tom Roy; Jrski Tom
Attached please find th	he following event applications:
Simsbury High Music 100 Women of Color	Concert - Wednesday, May 19, 2021 Awards Ceremony - Friday, May 21, 2021 (repeat)

Town of Simsbury Memorial Day Ceremony & Celebration - May 31, 2021

Riley's School of Dance Recital - Wednesday, May 26, 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.

1

From: Sent: To:	Patrick T. Tourville, CFI I <ptourville@simsburyfd.org> Tuesday, April 13, 2021 1:48 PM Missy DiNunno; Boulter Nicholas (SPD); Hazel Thomas; Jason Brown; Barkowski Laura; Tom Roy; Samselski Gregory; Tyburski Tom</ptourville@simsburyfd.org>
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 <<u>missy@simsburymeadowsmusic.com</u>> Sent: Monday, April 12, 2021 3:55 PM To: nboulter <<u>nboulter@pd.simsbury-ct.gov</u>>; Hazel Thomas <<u>thazel@simsbury-ct.gov</u>>; Jason Brown <<u>ibrown@fvhd.org</u>>; Laura Barkowski <<u>lbarkowski@simsbury-ct.gov</u>>; Patrick T. Tourville, CFI I <<u>PTourville@simsburyfd.org</u>>; <u>troy@simsbury-ct.gov</u>; gsamselski <<u>gsamselski@pd.simsbury-ct.gov</u>>; Tom Tyburski <<u>ttyburski@simsbury-ct.gov</u>> 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.

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

Ø

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) Riley's School of Dance Recital - Wednesday, May 26, 2021 Town of Simsbury Memorial Day Ceremony & Celebration - May 31, 2021

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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.rileysschoolofdance.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@rileysschoolofdance.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 Priva	ate sale to studio families.					

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

Expected Attendance	
Total Attendance Expected	500 - 1000 max per performance

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

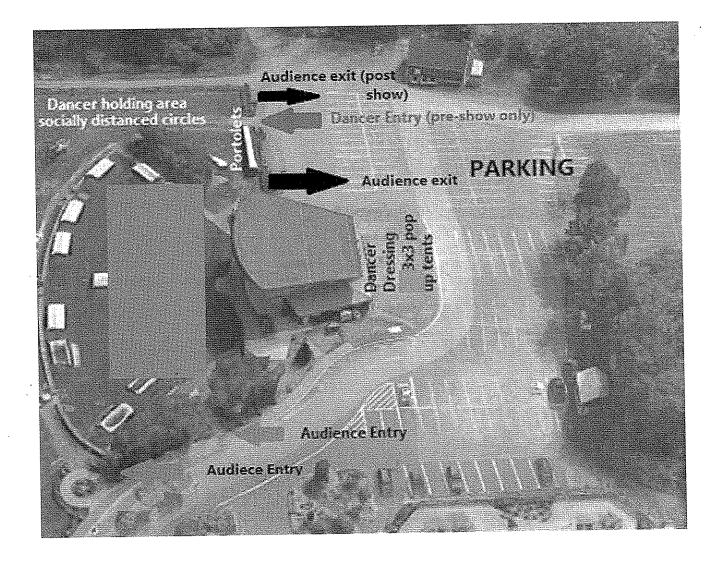
Vendor Information	
Merchandise Sales Vendors	N/A
Food Vendors	SMPAC – No Concessions
	Location – N/A
	Other Vendors – Riley's to sell pre-packaged snacks and bottled
	water
Services/Other Activities	Location – Tents for dressing areas (see below)

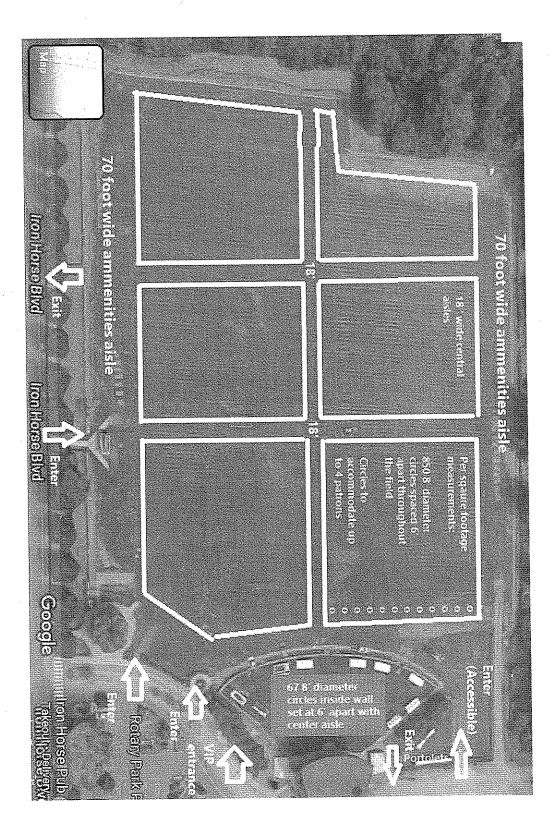
Coordinated by	SMPAC
Units	Standard – 8
	Sinks ~ 3
	Accessible - 1
	TOTAL - 12
Location	North east field – N/A ~
	North west field – N/A
	South east field (adjacent to parking lot and birch trees) $- 8/3/1$

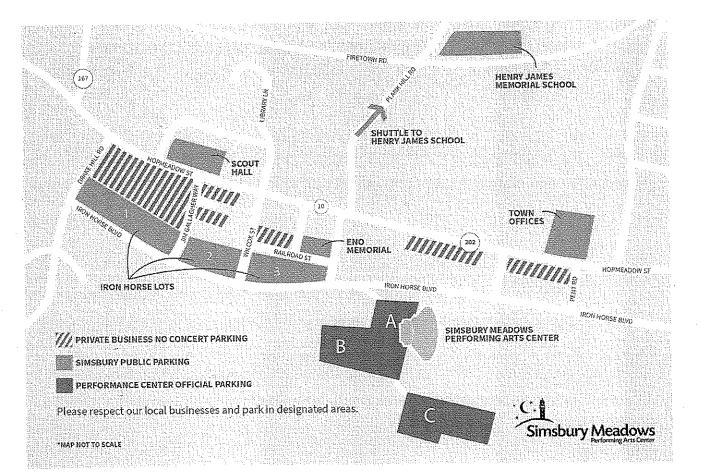
Security		
Stage Security	N/A	
Field Security	N/A	
Overnight Security	N/A	
Security Notes		

Public Safety		计记忆 计分子分子 法法律 医结肠的 异性的 医马克氏试验检尿道氏试验检尿道氏 医神经神经炎 化乙烯基 计中非
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









100,000 100,000 500,000

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		n & McGuire Agency Inc.				(A/C, No. E-MAIL	<u>exu:</u> s: ecombs@f		juire.com		
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Eas		artford CT 061					B:Ohio Se				24082
		School Of Dance Inc				INSURE					
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<u>тт</u>	19661					INSURE					
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					BLW59002389		9/15/2020	9/10/2021	MED EXP (Any one person) PERSONAL & ADV INJURY	s	1,000,000
				1					GENERAL AGGREGATE	\$ \$	2,000,000
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	x	POLICY PRO- JECT LOC		1	1					\$	
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	AUT	OMOBILE LIABILITY							BODILY INJURY (Per person)	\$	
		ANY AUTO							BODILY INJURY (Per accident)	\$	
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	AND	EMPLOYERS' LIABILITY	~1						E.L. EACH ACCIDENT	\$	100,000
в	AND ANY OFF	EMPLOYERS' LIABILITY Y/I			XWS59002389		3/31/2021	3/31/2022	E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE	\$	100,000 100,000 500,000

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

CERTIFICATE HOLDER	CANCELLATION
missy@simsburymeadowsmusic.cc Simsbury Performing Arts Center Inc Town of Simsbury	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
	Eillene Combs/ELC Eillene & Combs
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Town of Simsbury 933 HOPMEADOW STREET

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- 1. <u>Title of Submission:</u> Proposed Public Gathering Permit Simsbury Performing Arts Center – Roux Cajun Eatery Concert
- 2. Date of Board Meeting: April 26, 2021
- Individual or Entity Making the Submission: Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development, Tom Hazel, Assistant Town Planner
- 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, 2021at 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 <u>6 WEEKS</u> 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 Pe	erforming Arts Center, Inc.
Applicant's Name: Missy DiNunn	
	(PO Box 245) Simsbury, CT 06070
	mail:missy@simsburymeadowsmusic.com
	ows Performing Arts Center
Exact Date(s) of proposed Public Gather time, as well as the actual dates of the Pu	ring: (MUST include all required "set up" and "tear down" ublic Gathering.)
Exact Time(s)/Date Begin: Friday, Ma	ay 28, 2021 (8a) _{End:} Friday, May 28, 2021 (11p)
	eakdown - see attached event outline 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	E ONLY:		
Fee Received: Insurance Received: Request Approved:	YES 🗖 YES 🗖 YES 🗖	NO □ NO □ NO □	N/A 🗆 N/A 🗖 MORE INFO:
Signature:			Date:

EVENT INFO

Description of Event:	Hosted by Simsbury's Roux Cajun Eatery, The Fabulous
Equinox Orches	stra will be performing some amazing feel good music
at Simsbury Mea	dows Performing Arts Center. The concert will benefit the
Aurora Women ar	nd Girls Foundation & the Simsbury Horticulture Foundation.
The event will als	o coincide with Roux's Grand opening!

Please indicate whether you will be bringing:			
Additional trash and recycling receptacles: • You are responsible for proper collection and removal o	YES 🗹 f all waste gener	NO rated by your eve	NUMBER:
Portable toilets: • If yes, please show locations on attached site plan. Tent:	YES 🗹		NUMBER: 38 SIZE: see attached
• Tents must be in compliance with State of Connecticut Marshal can advise on tent requirements.	OPEN SII tent regulation.		ENCLOSED [] Simsbury's Building Official or Fire
Lighting and/or sound equipment: If yes, please attach a list of the equipment you plan to Lighting must meet the requirements of the Town of S 	YES 🗹 use along with imsbury Fire N	NO 🔲 a stage plot wit Aarshal.	b locations for the equipment.
Does your event require electrical access? • If so, a plan for electrical access will need to be reviewed	YES 🗹 ed with the Ton	NO 🗖	Building Official or Fire Marshal.
 Will food be sold or given away at your event? If food is to be served, whether prepared on- or off-sit Valley Health District (www.fuhd.org). 	YES 🗹 ie, you must obt	NO 🗖 tain a Temporan	ry Food Permit from the Farmington
 Will alcohol be served at your event? If alcohol is to be served, you must obtain all perregulations. An additional list of policies applies if all 	YES 🗹 tinent State pe cohol is to be set	NO <i>rmits and abia</i> rved.	le by all Town and State laws and
 Will road closure(s) be necessary? Details of proposed traffic circulation and closings mu application. If State roads are proposed for closing, a 	YES 🔽 ist be presented permit from the	NO to the Chief of . CT DOT may	**Possibly based on projected attendance Police prior to his signing of the PGP y be necessary.

Icohol	YES 🔽	NO 🗌	
 Does your event require a Special Exception? Has the Zoning Commission approved a S.E.? 	$\frac{1}{YES} $		
 Has the Zoning Commission approved a Sizie Have you obtained a State of CT liquor license? 	YES 🗹		
• Have you obtained a state of C1 liquot incrises			
ignage			
• Will your event require temporary signs?	YES 🗌	NO 🗹	
 No signage may be erected without writte 	n permission gra	nted from the Zo	ning Enforcement Officer
• Has your organization secured permits for such?	YES 🗌	NO 🗹	
ttachments:]Site Map			
• The site plan/map of the proposed Public Gathering	should be to-sca	le and show exac	th:
 The site plan imp of the proposed 1 white Guileting ✓ Layout of the Event (tents, booths/ven 	dors, rides, a	uisles, etc.)	5
Location of Lighting	Parking	Layout	
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<u>DEPARTMENT OF PUBLIC WORKS (DPW)</u> 66 TOWN FOREST ROAD, SIMSBURY, CT 06070		860-6	58-3222
 Will barricades/signage be required: For the day of the event? In advance? 	YES 🗌 DATES: _	NO 🗹	
Are DPW trucks required for use as barricades? QUANTITY:0	YES 🗌	NO 🔽	
 The fee schedule below is for one (1) Truck and one (1) stag All fees will begin when Public Works Trucks leave the D Each Truck will be filled with sand and operated by a sing The number and positioning of the Trucks shall be determine The fees for using DPW trucks as barricades are as follow: \$250 for first four (4) hours \$50/ hour for each additional hour during regule \$75/ hour for each additional hour on Federal TOTAL FEE DUE: \$250 + (hou	PW Campus. He staff member. Ined by the Simsb s: lar hours holidays and Sun ts x \$50/\$75)	days	tment.
 <u>Please note:</u> <u>No markings on the roadways or custom signation</u> <u>Traffic cones shall not be provided by DPW.</u> 	age is allowed	<u>l.</u>	
<u>POLICE DEPARTMENT</u> 933 HOPMEADOW STREET, SIMSBURY, CT 060	070	860-	658-3100
Is this event a concert and/or festival?	YES 🗹	NO 🗌	
If yes, please list recent prior venues that have hoste Fabulous Equinox Orchestra is scheduled to pla	d this concer y an event fo	t/festival: or Alhambra]	Theatre on May 7 in
Hopkinsville, KY and will play and event for th	e Ogle Culti	ural and Cor	mmunity Center in
New Albany, IN on May 8.			
Will on-site private security be provided?	YES 🗸	NO 🗌	NUMBER:
Will on-site emergency medical services be provide	d? YES 🗹	NO 🗌	NUMBER:
Where will they be located? Ski Sundown volunte	ers (If over 2	2,000 Aetna	ambulance on site)

SIMSBURY VOLUNTEER AMBULANCE ASSOCIAT 64 WEST STREET, SIMSBURY, CT 06070	<u>FION</u>	860-6	58-7213
Will there be any athletic competitions or other activity, of injury or illness?	/activities tl YES 🗌	nat could inc NO ☑	rease the likelihood
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 SPEC	CIFIC TIME	TIME: <u>5:30p-9:30p</u>
<u>CULTURE, PARKS & RECREATION</u> 100 OLD FARMS ROAD, SIMSBURY, CT 06070		860-0	558-3836
Are you serving food? • If so, trash recycling barrels are required at Permittee's expense	YES 🗹	NO 🗌	
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 patro	ns, at the Pe	rmittee'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:	Misey Di Numro-
Date Signed:	4-15-21

REQUIRED SIGN OFFS (in order required)

	Received Date:	Received By:	Approved By:	Action Date:
Culture Parks And Rec. Director	4/15/21	Tityburski	T.TY burski email	4 15 21
Zoning		V		¥
Commission				
(As may be				
required by				
ZEO)				
Building Official				
Police Chief	4/15/21	N. Boutter		
Dir of Public			com/	
Works	4/15/21	T. Nort	r fory bal	4/19/21
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Zoning		1		V
Enforcement Officer	4/15/21	T. Havel	Anoth	
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Selectmen	4/24/21			

From: Sent: To: Subject:

Patrick T. Tourville, CFI I <PTourville@simsburyfd.org> Monday, April 19, 2021 8:57 AM Hazel Thomas 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 <<u>thazel@simsbury-ct.gov</u>> Sent: Monday, April 19, 2021 8:53 AM To: Patrick T. Tourville, CFI I <<u>PTourville@simsburyfd.org</u>> 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.

1

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

From: Sent: To: Subject:

Jason Brown <jbrown@fvhd.org> Thursday, April 15, 2021 3:49 PM Hazel Thomas 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 <<u>thazel@simsbury-ct.gov</u>> 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.

1

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

From: Sent: To:	Tyburski Tom Thursday, April 15, 2021 4:08 PM Missy DiNunno; Boulter Nicholas (SPD); Hazel Thomas; Jason Brown; Barkowski Laura; Patrick T. Toupville, CELI: Tom Pays Second Mission Brown; Barkowski Laura;
Subject:	Patrick T. Tourville, CFI I; Tom Roy; Samselski Gregory 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 <u>www.SimsburyRec.com</u>

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

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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.

2

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 INFORMATIO	<u>DN:</u>
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	Stage / Field
	Performance	
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 restauranteur Stephanice 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 28th. 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 Informatio	
Construction in the construction of the second of the second second second second second second second second s	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

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)

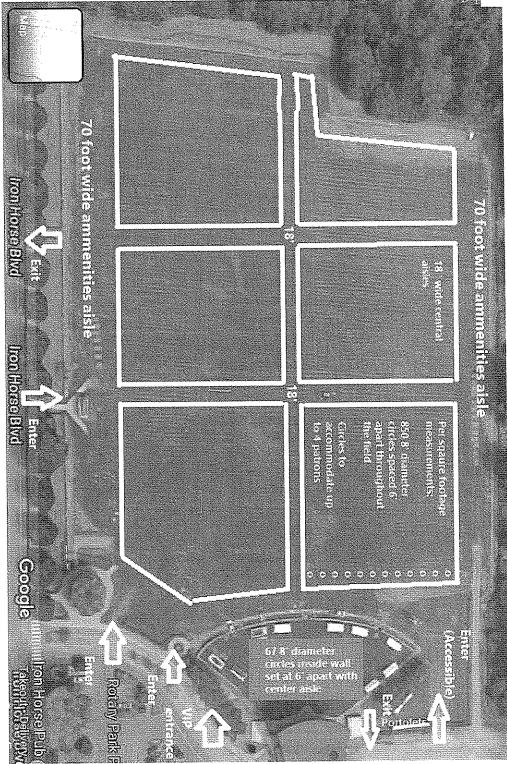
Security	
Stage Security (USA)	2 guards – front of stage steps, 2 guards backstage lot
Field / Parking Security (USA)	1 coordinator, 3 supervisors, 9 guards, 8 Event staff
Overnight Security	N/A
Security Notes	Security numbers above correspond with max 3500. Private
	security personnel will be reduced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

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

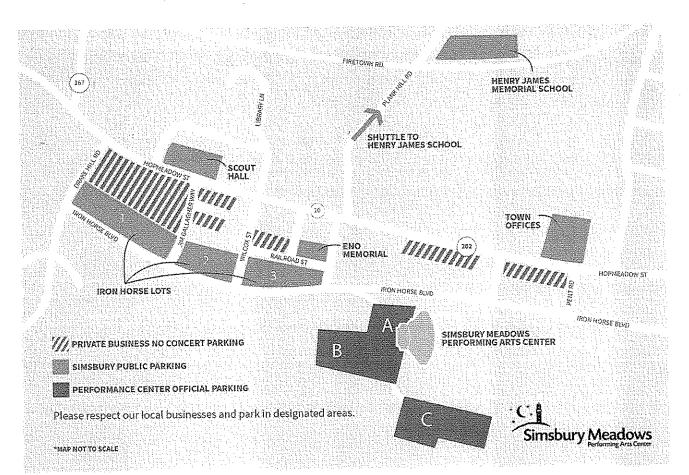
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12x12	Number: 0	Sides: No
9x20	Number: 0	Sides: No
20x20	Number: 1-2	Sides: No
30x30	Number: 1	Sides: No

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А	OFFI	PROPRIETOR/PARTN ICER/MEMBER EXCLU	DED?	N/A		XWS62417930		02/01/2021	02/01/2022	E.L. EACH ACCIDENT EL DISEASE - EA EMPLOYEE	s s	500,000
	If yes	idatory in NH) s, describe under CRIPTION OF OPERAT	IONS below							E.L. DISEASE - POLICY LIMIT		100,000
	10200									<u></u>		
DE	SCRIPT	ION OF OPERATIONS	/ LOCATIONS / VEHI	CLES (Attach	ACORD 101, Additional Rema	rks Scho	sdule, if more sp	ace is required)			
CE	RTIFI	CATE HOLDER					CAN	ICELLATION				
		Town of Sim 933 Hopmea	dow Street				11		I DATE THEREC	DESCRIBED POLICIES BE CA DF, NOTICE WILL BE DELIVER S.		
		Simsbury, C	T 06070					ORIZED REPRES	SENTATIVE			
							ben	mazzone				

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Town of Simsbury 933 HOPMEADOW STREET

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

- April 26, 2021 2. Date of Board Meeting:
- 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. Capilola

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 <u>6 WEEKS</u> 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 _____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 500-1000 Number of people expected to be present for the event (incl. staff, volunteers, attendees):______

• 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 USI			
Fee Received: Insurance Received:	YES □ YES □ YES □	NO □ NO □ NO □	N/A □ N/A □ MORE INFO:
Request Approved:			
Signature:			Date:

EVENT INFO

Description of Event: ______

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: • You are responsible for proper collection and removal	YES 🗹	NO rated by your et	NUMBER: 8T/8R
Portable toilets: • If yes, please show locations on attached site plan.	YES	NO	NUMBER: <u>12</u>
Tent:	YES ☑ OPEN SII		SIZE: 30x30 ENCLOSED 🔽
 Tents must be in compliance with State of Connecticu Marshal can advise on tent requirements. 	t tent regulation.	s. The Town of	^s Simsbury's Building Official or Fin
Lighting and/or sound equipment: • If yes, please attach a list of the equipment you plan t • Lighting must meet the requirements of the Town of	YES 🔽 to use along with Simsbury Fire N	NO 🔲 a stage plot wi Aarshal.	th locations for the equipment.
 Does your event require electrical access? If so, a plan for electrical access will need to be review 	YES 🔽 ved with the Ton	NO 🗖 on of Simsbury	Building Official or Fire Marshal.
 Will food be sold or given away at your event? If food is to be served, whether prepared on- or off-si Valley Health District (www.fvhd.org). 	YES 🗌 te, уон must obt	NO ☑ ain a Tempora	ny Food Permit from the Farmingto
 Will alcohol be served at your event? If alcohol is to be served, you must obtain all per regulations. An additional list of policies applies if all per served. 	YES rtinent State pe lcohol is to be set	NO 🗹 rmits and abia rved.	de by all Town and State laws an
 Will road closure(s) be necessary? Details of proposed traffic circulation and closings m application. If State roads are proposed for closing, a 	YES ust be presented permit from the	NO 🗹 to the Chief of CT DOT ma	Police prior to his signing of the PG y be necessary.

Mcohol			
Does your event require a Special Exception?	YES 🗌	NO 🔽	
 Does your event require a Special Exception? Has the Zoning Commission approved a S.E.? 	YES 🗹		
 Have you obtained a State of CT liquor license? 	YES 🗹	NO 🗌	
Bignage			
 Will your event require temporary signs? No signage may be erected without write 			oning Enforcement Officer
• Has your organization secured permits for such?	YES 🗌	NO 🔽	
Attachments:			
• The site plan/map of the proposed Public Gathering	g should be to-scal	e and show exac	ctly:
Layout of the Event (tents, booths/ve Location of Lighting	ndors, rides, a ☑ Parking	isles, etc.) Lavout	
		,	
	ahabanandogenianjununturmastandonipteermintatyopetee		μετα ματά τη ματά τη
FARMINGTON VALLEY HEALTH DISTR	ICT		www.fvhd.org
95 RIVER ROAD, CANTON, CT 06019			860-352-2333
		rary Food Perm	860-352-2333
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ill harriagdes (signage he required.			
fill barricades/signage be required:For the day of the event?	YES 🗌	NO 🗹	
• In advance?	DATES: _		
re DPW trucks required for use as barricades? UANTITY:0	YES 🗌	NO 🗹	
• The fee schedule below is for one (1) Truck and one (1) staff n	nember.	r.	
• All fees will begin when Public Works Trucks leave the DPU	V 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	l by the Simsb.	ury Police Depar	rtment.
• The fees for using DPW trucks as barricades are as follows:			
o \$250 for first four (4) hours			
o \$50/ hour for each additional hour during regular	hours	1	
• \$75 / hour for each additional hour on Federal hold			
TOTAL FEE DUE: \$250 + (hours	x \$50/\$75)	_{= \$} N/A	
Fee is payable by check made out to the Town of Simsbury	x ψ50/ψ75)	Ψ	
1. U IS payment of shorts many over to the come of company			
	e is allowed		
 <u>Please note:</u> <u>No markings on the roadways or custom signage</u> <u>Traffic cones shall not be provided by DPW.</u> POLICE DEPARTMENT 	ngajin da karanga karang ka	na an a	njang menjada kang dari kang d
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Please note: • <u>No markings on the roadways or custom signage</u> • <u>Traffic cones shall not be provided by DPW.</u> <u>POLICE DEPARTMENT</u> 33 HOPMEADOW STREET, SIMSBURY, CT 06070	ngajin da karanga karang ka	na an a	658-3100
 <u>Please note:</u> <u>No markings on the roadways or custom signage</u> <u>Traffic cones shall not be provided by DPW.</u> POLICE DEPARTMENT 		860-	658-3100
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Please note: • <u>No markings on the roadways or custom signage</u> • <u>Traffic cones shall not be provided by DPW.</u> <u>POLICE DEPARTMENT</u> 33 HOPMEADOW STREET, SIMSBURY, CT 06070 s this event a concert and/or festival?	YES .	860- NO 🗌	658-3100
Please note: • <u>No markings on the roadways or custom signage</u> • <u>Traffic cones shall not be provided by DPW.</u> <u>POLICE DEPARTMENT</u> 33 HOPMEADOW STREET, SIMSBURY, CT 06070 s this event a concert and/or festival?	YES .	860- NO 🗌	658-3100
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 <u>No markings on the roadways or custom signage</u> <u>Traffic cones shall not be provided by DPW.</u> <u>POLICE DEPARTMENT</u> 33 HOPMEADOW STREET, SIMSBURY, CT 06070 s this event a concert and/or festival? f yes, please list recent prior venues that have hosted to the state of the state	YES	860- NO 🗌	658-3100 NUMBER: _
Please note: • <u>No markings on the roadways or custom signage</u> • <u>Traffic cones shall not be provided by DPW.</u> <u>POLICE DEPARTMENT</u> 33 HOPMEADOW STREET, SIMSBURY, CT 06070 s this event a concert and/or festival?	YES .	860- NO 🗍 /festival: NO 🗹	NUMBER: _
 <u>No markings on the roadways or custom signage</u> <u>Traffic cones shall not be provided by DPW.</u> <u>POLICE DEPARTMENT</u> 33 HOPMEADOW STREET, SIMSBURY, CT 06070 s this event a concert and/or festival? f yes, please list recent prior venues that have hosted to the state of the state	YES	860- NO 🗌 /festival:	
Please note: • No markings on the roadways or custom signage • Traffic cones shall not be provided by DPW. POLICE DEPARTMENT 33 HOPMEADOW STREET, SIMSBURY, CT 06070 s this event a concert and/or festival? f yes, please list recent prior venues that have hosted to Will on-site private security be provided?	YES this concert YES YES YES	860- NO 🗌 /festival: NO 🗹 NO 🗹	NUMBER:

<u>SIMSBURY VOLUNTEER AMBULANCE ASSOCIA'</u> 64 WEST STREET, SIMSBURY, CT 06070	<u>FION</u>	860-6	58-7213
Will there be any athletic competitions or other activity of injury or illness?	/activities th YES ☑	at could inc NO 🗌	rease the likelihood
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 SPEC	IFIC TIME	TIME: <u>10:30a & 3p</u>
<u>CULTURE, PARKS & RECREATION</u> 100 OLD FARMS ROAD, SIMSBURY, CT 06070	2012.2149972.014963.00000.00000.00000.00000.00000	860-6	558-3836
Are you serving food? • If so, trash recycling barrels are required at Permittee's expense	YES	NO 🗹	
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 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:	Musey Dinuma				
Applicant's Signature.					
Date Signed:	3/30/21				

	(*	in order req.		
	Received Date:	Received By:	Approved By:	Action Date:
Culture Parks And Rec. Director	3/30/21	T. Typuski	Typerski pravil	3 3 21
Zoning Commission (As may be required by ZEO) Building Official				
Police Chief	3 30 21	N. Boulter	N.Bouller email	3/31/2)
Dir of Public Works	3/30/21	T.Roy	T. Portmail	3/31/21
Dir of Health FVHD	3/30/21	J. Brown	JBrown	n .
Fire Marshal	R3/30/21	P.Burville	P:Tourville email	3/31/21
Zoning Enforcement Officer	3/31/21	T. Huzel	AND	-3/31/21
Board of Selectmen				

REQUIRED SIGN OFFS (in order required)

From: Sent: To: Subject: Jason Brown <jbrown@fvhd.org> Thursday, April 1, 2021 9:49 AM Hazel Thomas 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 <<u>thazel@simsbury-ct.gov</u>> Sent: Thursday, April 1, 2021 9:45 AM To: Jason Brown <<u>ibrown@fvhd.org</u>> 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

1

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

From:	Tyburski Tom
Sent:	Wednesday, March 31, 2021 8:28 AM
То:	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!

From:	Boulter, Nicholas <nboulter@pd.simsbury-ct.gov></nboulter@pd.simsbury-ct.gov>
Sent:	Wednesday, March 31, 2021 9:03 AM
То:	'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,

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

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

Best, Missy

Missy DiNunno

From:	Tom Roy
Sent:	Wednesday, March 31, 2021 9:44 AM
То:	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

From:	Patrick T. Tourville, CFI I <ptourville@simsburyfd.org></ptourville@simsburyfd.org>
Sent:	Wednesday, March 31, 2021 10:01 AM
То:	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 <<u>ttyburski@simsbury-ct.gov</u>>

Sent: Wednesday, March 31, 2021 8:28 AM

To: Missy DiNunno <<u>missy@simsburymeadowsmusic.com</u>>; nboulter <<u>nboulter@pd.simsbury-ct.gov</u>>; Hazel Thomas <<u>thazel@simsbury-ct.gov</u>>; Jason Brown <<u>ibrown@fvhd.org</u>>; Barkowski Laura <<u>lbarkowski@simsbury-ct.gov</u>>; Patrick T. Tourville, CFI I < PTourville@simsbury-ct.gov; gsamselski < gsamselski gsamselski@pd.simsbury-ct.gov gsamselski@pd.simsbury-ct.gov</a href="mailto:gsamselski@pd.simsbury-ct.gov">gsamsel 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 Gather

Public Gathering Permit Application Submitted: 3-30-21

CONTACT INFORMATIO				
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	
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 (ON	ILY 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	
	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

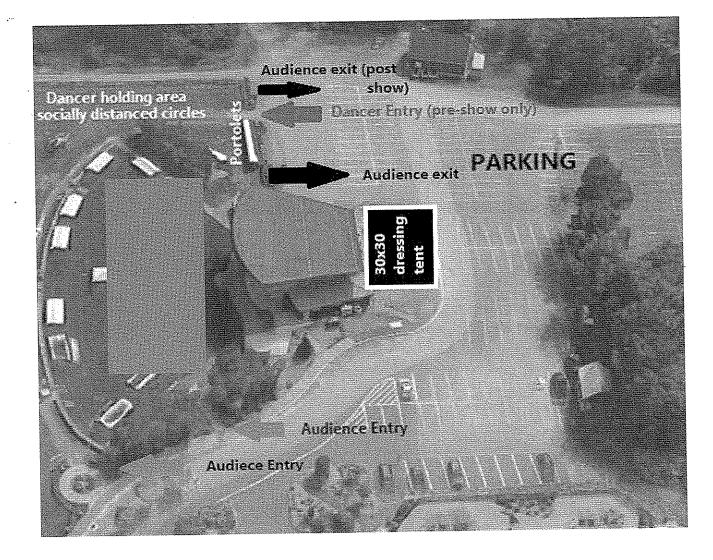
Merchandise Sales Vendors	N/A
Food Vendors	SMPAC – No Concessions
	Location – N/A
<i>,</i>	Other Vendors – None
Services/Other Activities	Location – Tents for dressing areas (see below)

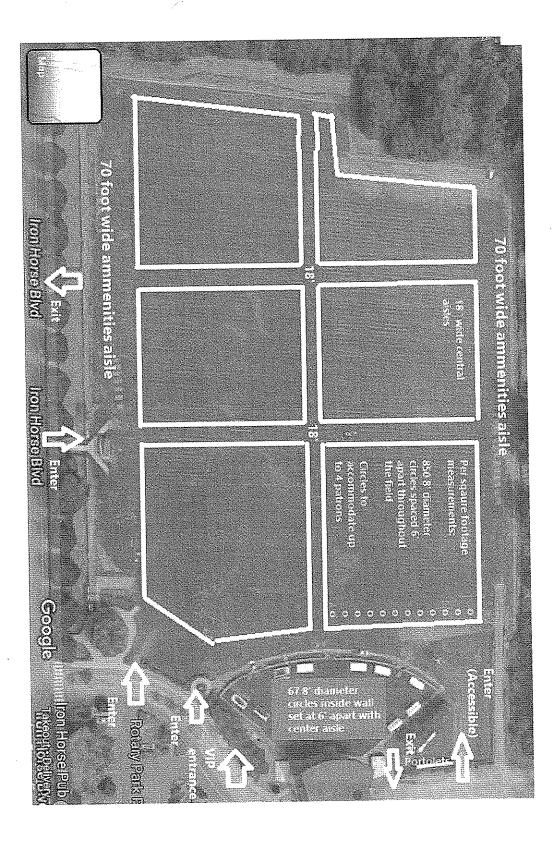
Coordinated by	SMPAC			
Units	Standard – 8			
	Sinks - 3			
	Accessible - 1			
	TOTAL - 12			
Location	North east field – N/A			
	North west field – N/A			
	South east field (adjacent to parking lot and birch trees) $- 8/3/1$			

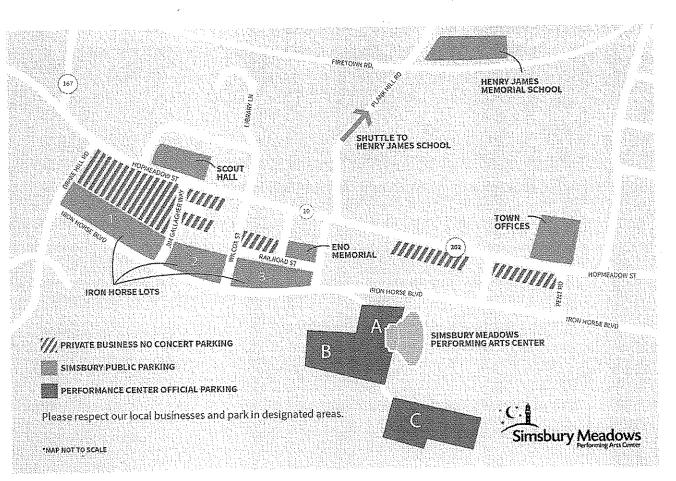
Security		
Stage Security	N/A	
Field Security	N/A	
Overnight Security	N/A	
Security Notes	مەرە مەرەپ بىرىكى بى بىرىكى بىرىكى	

Police	N/A	
Fire	N/A	
EMS	N/A	

Tents		
30x30	Number: 1	Sides: yes (building permit submitted)
5000	****	
a beneri darbah luku manananyan papah luku mananananya palakatan na mana papah bilan kara darah sebagai pa	فاستعدهم والمستعد المستعد المستعد المستعد والمستعد والمستعد والمستعد والمستعد والمستعد والمستعد والمستعد	นนุต์ต่าวไปซาลามสารประชาวิทยาไม่เกลาสระวร์หว่าไหลามสารประการไขโตการประการประโภาษาแหน่งสระวร์หรือการสารประการไขโตการประการไขโตการประการไขโตการประการไขโตการประการไขโตการประการไขโตการประการไขโตการประการไขโตการประการไขโตก







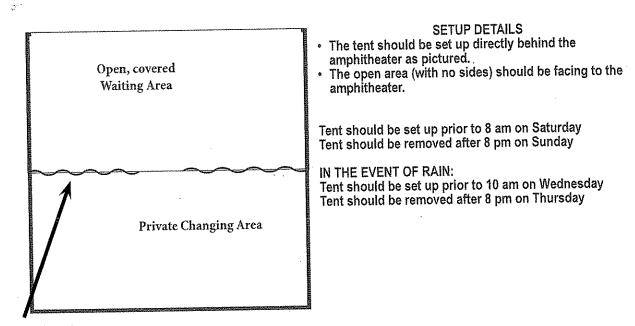
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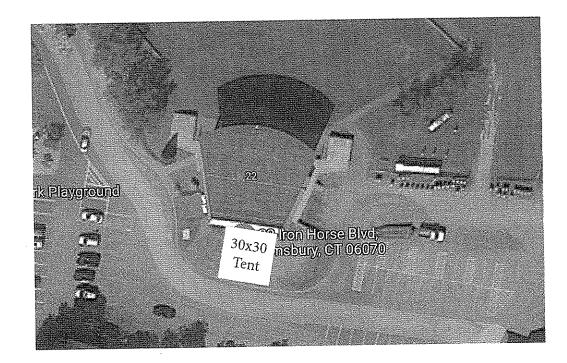
.



30x30 Tent Setup



Dividing Curtain (Provided by FVDM)





CERTIFICATE OF LIABILITY INSURANCE

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

A STATE OF THE ADDRESS AND DIGUTA UPON THE OF THE ADDRESS AND ADDR								
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.								
this certificate does not confer rights to the certifi	icate holder in lieu of such e	endorsement(s).		······				
PRODUCER	1	NAME: PHONE (860) 651		FAX				
Irongate Insurance Counselors, LLC		E-MAIL sobistrom/	Dirongateagen	(A/C, No):				
PO Box 2023		ADDRESS: damouronig		DING COVERAGE	NAIC #			
Burlington	CT 06013	INSURER A: Graphic A	25984					
INSURED		INSURER B : Republic	12475					
Farmington Valley Dance & Music		INSURER C :						
222 Main St # 129	i i i i i i i i i i i i i i i i i i i	INSURER D :						
	OT 00000	INSURER E :						
Farmington		INSURER F :			<u></u>			
COVERAGES CERTIFICATE THIS IS TO CERTIFY THAT THE POLICIES OF INSURANC	NUMBER: CL204905633			REVISION NUMBER:				
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANC INDICATED. NOTWITHSTANDING ANY REQUIREMENT, T CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE IN EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIN	FERM OR CONDITION OF ANY C	POLICIES DESCRIBED REDUCED BY PAID CL	DOCUMENT V HEREIN IS SU AIMS.	VITH KESPEULIU Which inio				
INSR TYPE OF INSURANCE ADDL SUBA	R	POLICY EFF	POLICY EXP (MM/DD/YYYY)	LIMITS				
COMMERCIAL GENERAL LIABILITY				EACH OCCORRENCE	,000,000			
			·	PREMISES (Ea occurrence)	00,000			
				MED EXP (Any one person)	000			
	CPP 5241273	04/10/2020	04/10/2021	FERODIAL CADY INVOICE	,000,000			
GEN'L AGGREGATE LIMIT APPLIES PER:		VIIII111		GENERALAGGREGATE 3	3,000,000			
POLICY PRO- JECT LOC	Ì			PRODUCTS COMPACE AGG	3,000,000			
OTHER:				COMBINED SINGLE LIMIT				
AUTOMOBILE LIABILITY				(Ea accident)	.000,000			
ANYAUTO			04400000	BODILY INJURY (Per person) \$				
B OWNED AUTOS ONLY SCHEDULED AUTOS	5225311	04/10/2020	04/10/2021	BODILY INJURY (Per accident) \$ PROPERTY DAMAGE				
HIRED AUTOS ONLY NON-OWNED AUTOS ONLY				(Per accident)	1,000,000			
					1,000,000			
UMBRELLA LIAB OCCUR	C111 D 5040000	04/10/2020	04/10/2021	EACH OCCURRENCE \$	1,000,000			
A EXCESS LIAB CLAIMS-MADE	CULP 5248229	04/10/2020	υπ⊭υί∡∪∠Ι	AGGREGATE	,, <u></u> , <u></u>			
DED RETENTION \$ 10,000				PER OTH- STATUTE ER				
AND EMPLOYERS' LIABILITY Y / N				E.L. EACH ACCIDENT \$				
ANY PROPRIETOR/PARTNER/EXECUTIVE				E.L. DISEASE - EA EMPLOYEE \$				
(Mandatory in NH)				E.L. DISEASE - POLICY LIMIT \$				
DESCRIPTION OF OPERATIONS below								
A Business Personal Property	CPP5241273	04/10/2020	04/10/2021	Limit:	\$50,000			
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD	1 101, Additional Remarks Schedule.	may be attached if more s	pace is required)					
Certificate holder is listed as additional insured								
· · · · · · · · · · · · · · · · · · ·								
1								
					_			
					•			
CERTIFICATE HOLDER		CANCELLATION						
		T			I ED DECODE			
		THE EXPIRATION	DATE THEREO	ESCRIBED POLICIES BE CANCE OF, NOTICE WILL BE DELIVERED	IN			
Simsbury Meadows Performing Arts Cent	ter	ACCORDANCE W	TH THE POLIC	Y PROVISIONS.	-			
22 Iron Horse Blvd								
. 22 IION HOISE DIVU		AUTHORIZED REPRESE	NTATIVE					
Simsbury	CT 06070			si Inderen and				
Children Chi		1		/				

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CERTIFICATE OF LIABILITY INSURANCE

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

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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	CONTACT Amanda A	histrom						
Irongate Insurance Counselors, LLC		PHONE (860) 65 (A/C, No, Ext):	8-6500	FAX (A/C, No);				
PO Box 2023			@irongateager					
		INSURER(S) AFFORDING COVERAGE NAIC #						
Burlington	CT 06013	INSURER A Graphic Arts Mutual Insurance Company				25984		
INSURED	INSURER B : Republic Franklin Insurance Company				12475			
Farmington Valley Dance & Music		INSURER C :						
-222 Main St # 129		INSURER D :						
		INSURER E :						
Farmington	CT 06032	INSURER F :						
COVERAGES CERTIFICATE				REVISION NUMBER:				
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCI INDICATED. NOTWITHSTANDING ANY REQUIREMENT, T CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE IN EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIN	ERM OR CONDITION OF ANY SURANCE AFFORDED BY THE MITS SHOWN MAY HAVE BEEN	CONTRACT OR OTHER POLICIES DESCRIBED REDUCED BY PAID CL	DOCUMENT V DHEREIN IS S AIMS.	NITH RESPECT TO WHICH TI	HIS			
INSR ADDLISUBR		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT:				
COMMERCIAL GENERAL LIABILITY					\$ 1,00			
CLAIMS-MADE 🔀 OCCUR				DAMAGE TO RENTED PREMISES (Ea occurrence)	<u></u> \$ 100,			
			0440/0004	MED EXP (Any one person)	\$ 5,00			
	CPP 5241273	04/10/2020	04/10/2021	PERSONAL & ADV INJURY	<u> </u>	0,000		
GEN'L AGGREGATE LIMIT APPLIES PER:				GENERALAGGREGATE	\$ 3,00 \$ 3,00	0,000		
				PRODUCTS - COMP/OP AGG Abuse or Molestation	\$ 1,00			
AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT	\$ 1,00			
ANYAUTO				(Ea accident) BODILY INJURY (Per person)	\$			
	5225311	04/10/2020	04/10/2021	BODILY INJURY (Per accident)	\$			
AUTOS ONLY HIRED AUTOS ONLY NON-OWNED				PROPERTY DAMAGE (Per accident)	\$			
AUTOS ONLY AUTOS ONLY				Underinsured motorist	\$ 1,00	0,000		
WIMBRELLA LIAB OCCUR				EACH OCCURRENCE	s 1,00	0,000		
A EXCESS LIAB CLAIMS-MADE	CULP 5248229	04/10/2020	04/10/2021	AGGREGATE	s 1,00	0,000		
DED X RETENTION \$ 10,000					\$			
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				PER OTH- STATUTE ER				
AND ENVELOTERS LIABLITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$			
(Mandatory in NH)	,			E.L. DISEASE - EA EMPLOYEE	\$			
If yes, describe under DESCRIPTION OF OPERATIONS below				E.L. DISEASE - POLICY LIMIT	\$			
A Business Personal Property	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 sp	pace is required)					
Certificate holder is listed as additional insured.								
1								
1								
CERTIFICATE HOLDER		CANCELLATION						
Town of Simsbury 933 Hopmeadow Street	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.							
300 hopmeddow Street		AUTHORIZED REPRESE	NTATIVE					
Simsbury	si) Distances							

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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

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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 <u>6 WEEKS</u> 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.

Simsbury	Performing Arts Center, Inc.
Organization's Name:	
Applicant's Name: Missy DiNur	nno - Executive Director
Applicant's Name:	
22 Iron Horse Bl	lvd (PO Box 245) Simsbury, CT 06070
Mailing Address:	lvd (PO Box 245) Simsbury, CT 06070
860-651-4052	missy@simsburymeadowsmusic.com
Phone:	Email: missy@simsburymeadowsmusic.com
Simebury Me	adows Performing Arts Center
Event Location:	adome r one
Exact Date(s) of proposed Public Ga	athering: (MUST include all required "set up" and "tear down" a Public Gathering.)
Exact Time(s)/Date Begin:	y, May 31, 2021 (8a) End: Monday, May 31, 2021 (7p)

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

• 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 USI Fee Received: Insurance Received: Request Approved:	YES 🗖 YES 🗖 YES 🗖	NO 🛛 NO 🗖	N/A C N/A C MORE INFO:
Signature:			Date:

EVENT INFO

Description of Event:	ony and Celebration open to Simsbury residents
Residents interested in attending must pre-reg	ister through park and rec system to secure
a spot. Only those registered will be admitted	ed. No outside food or beverage allowed.
2 food trucks, TCBY, and Iron Horse Pub pizza ava	ailable 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:	YES ☑ NO□ NUMBER:
Additional trash and recycling receptacles: • You are responsible for proper collection and removal of	f all waste generated by your event.
Portable toilets:If yes, please show locations on attached site plan.	YES \square NO NUMBER: 38
Tent:	YES NO SIZE: vary - see attached OPEN SIDES ENCLOSED
 Tents must be in compliance with State of Connecticu. Marshal can advise on tent requirements. 	t tent regulations. The Town of Simsbury's Building Official or Fire
 Lighting and/or sound equipment: If yes, please attach a list of the equipment you plan to Lighting must meet the requirements of the Town of S 	YES I NO o use along with a stage plot with locations for the equipment. Simsbury Fire Marshal.
 Does your event require electrical access? If so, a plan for electrical access will need to be review 	YES 🔽 NO 🗖 ved with the Town of Simsbury Building Official or Fire Marshal.
 Will food be sold or given away at your event? If food is to be served, whether prepared on- or off-se Valley Health District (www.fuhd.org). 	YES I NO I
 Will alcohol be served at your event? If alcohol is to be served, you must obtain all per regulations. An additional list of policies applies if a 	YES I NO C rtinent State permits and abide by all Town and State laws and choohol is to be served.
 Will road closure(s) be necessary? Details of proposed traffic circulation and closings mapplication. If State roads are proposed for closing, a 	YES NO Ø nust be presented to the Chief of Police prior to his signing of the PGP a permit from the CT DOT may be necessary.

PLANNING & ZONING DEPARTMENT 33 HOPMEADOW STREET, SIMSBURY, CT	06070		860-658-3245
 Alcohol Does your event require a Special Exception? Has the Zoning Commission approved a S.E.? Have you obtained a State of CT liquor license? 	YES ☑ YES ☑ YES ☑	NO NO NO	
 Signage Will your event require temporary signs? No signage may be erected without written Has your organization secured permits for such? 	YES 🗹 permission gra ¥ES 🗹	NO nuted from the Z NO	oning Enforcement Officer
Attachments: Site Map • The site plan/map of the proposed Public Gathering s Layout of the Event (tents, booths/vend Location of Lighting	bould be to-sca dors, rides, a Parking	aisies, etc.)	ctly:
FARMINGTON VALLEY HEALTH DISTRIC 95 RIVER ROAD, CANTON, CT 06019		ngang mangkan katalan k	www.fvhd.org 860-352-2333
If food will be prepared or dispensed at your event, you must of District.	obtain a Tempo	orary Food Perm	nit from Farmington Valley Health
Has a Temporary Food Permit been secured?	YES 🗹	NO 🗌	**Frankies & TCBY have annua permits.
http://www.fvhd.org/food-protection1.html			
BUILDING DEPARTMENT 933 HOPMEADOW STREET, SIMSBURY, C	Т 06070		860-658-3234
Tent:	YES ☑ OPEN S	NO 🗌 IDES 🗍 E FOOTAGI	CAPACITY: multiple ENCLOSED
• Tents may require a Building Permit, depending on and/or electrical. You should contact the Building C	sauare footage,	capacity, enclosi	are (or not), and if there will be heat
 Does your event require electrical access? Will you he utilizing portable generators? 	YES ☑ YES ☑	NO 🗌 NO 🗌	**possibly for food trucks only
• W III JUN IT ALLIN INS PUT NOUS SOLUTION			

<u>DEPARTMENT OF PUBLIC WORKS (DPW)</u> 66 TOWN FOREST ROAD, SIMSBURY, CT 06070		860-65	58-3222
 Will barricades/signage be required: For the day of the event? In advance? 	YES 🗌 DATES: _	NO	
Are DPW trucks required for use as barricades? QUANTITY:	V Campus. staff member. d by the Simsh hours lidays and Sun x \$50/\$75)	days = \$N/A	tment.
POLICE DEPARTMENT 933 HOPMEADOW STREET, SIMSBURY, CT 06076	0	860-	658-3100
Is this event a concert and/or festival?	YES 🔽	NO 🗌	
If yes, please list recent prior venues that have hosted Celebration Bands (Codes and Keys & Organized Chaos)	this concer) played SMF	t/festival: PAC for the Ro	ocktober 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?			

<u>SIMSBURY VOLUNTEER AMBULANCE ASSOCIAT</u> 64 WEST STREET, SIMSBURY, CT 06070	<u>FION</u>	860-6	58-7213
Will there be any athletic competitions or other activity, of injury or illness?	/activities tl YES 🔲	1at could inc NO ☑	rease the likelihood
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 SPE	CIFIC TIME	3 🗸 TIME: 12p-4:30p
<u>CULTURE, PARKS & RECREATION</u> 100 OLD FARMS ROAD, SIMSBURY, CT 06070	anan dara yan da anan d	860-	658-3836
Are you serving food? • If so, trash recycling barrels are required at Permittee's expense	YES 🗹	NO 🗌	
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 🗌	
• ATTENDANCE: 1500 / 50 = 30	per 50 patro PORT	ons, at the Po ABLE TOII	ermittee's expense. LETS REQUIRED
D 11's Catho	mino Part	nit	

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 Dillunne-
Date Signed:	4-12-21

REQUIRED SIGN OFFS (in order required)

	Received Date:	Received By:	Approved By:	Action Date:
Culture Parks And Rec. Director		J. Tybursk.	T. Kybowski Eunail	4/13/21
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief	4/12/21	NBoulter	N. Boulter email	4/13/21
Dir of Public Works	4/12/21	J.Roy	Tiperton	4/18/24
Dir of Health FVHD	4/12/21	J.Brown	J. Brows N. UMMIL	4/15/21
Fire Marshal	4/12/2/		P. Burville email	4/13/21
Zoning Enforcement Officer	4/12/21	T. Fhree !	quel	- 4/5/21
Board of Selectmen			•	

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

Y

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

From: Sent: To: Subject: Attachments:	Patrick T. Tourville, CFLI <ptourville@simsburyfd.org> Tuesday, April 13, 2021 1:48 PM Missy DiNunno; Boulter Nicholas (SPD); Hazel Thomas; Jason Brown; Barkowski Laura; Tom Roy; Samselski Gregory; Tyburski Tom RE: Additional May Event PGP applications 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</ptourville@simsburyfd.org>
Follow Un Flag:	Follow up

Follow Up Flag:	Follo	տ սլ
Flag Status:	Flagg	ged

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 <<u>nboulter@pd.simsbury-ct.gov</u>>; Hazel Thomas <<u>thazel@simsbury-ct.gov</u>>; Jason Brown <jbrown@fvhd.org>; Laura Barkowski <lbarkowski@simsbury-ct.gov>; Patrick T. Tourville, CFI I <<u>PTourville@simsburyfd.org</u>>; <u>troy@simsbury-ct.gov</u>; gsamselski <<u>gsamselski@pd.simsbury-ct.gov</u>>; 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.

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

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From: Sent: To:	Tyburski Tom Tuesday, April 13, 2021 8:41 AM 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: Flag Status:	Follow up 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.

"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: Monday, April 12, 2021 3:55 PM
To: Boulter Nicholas (SPD); Hazel Thomas; Jason Brown; Barkowski Laura; Patrick T. Tourville, CFI I; Tom Roy; Samselski Gregory; Tyburski Tom
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.

EVENT SUMMARY

Town of Simsbury Memorial Day Ceremony & Celebration

Monday, May 31, 2021

Public Gathering Permit Application Submitted: 4-12-21

CONTACT INFORMATIO	JM Internet and the second	
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: <u>irfoxx@comcast.net</u>	
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
	Remembrance Ceremony	Stage / Field
1:00p – 2:00p	Codes and Keys Performance	Stage / Field
2:00p-2:30p	Organized Chaos Performance	Stage / Field
2:30p-4:30p		Stage
5:00p – 7:00p	Load-out	

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 Commit	tee Volunteers
On-site Parking Fee	N/A	

Expected Attendant	Ρ	
Expected Attendant	1500 max	
Stage Requirement	S	
Lights	N/A	
Sound	Provided by Organized Cha	
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 (I	peer/wine)

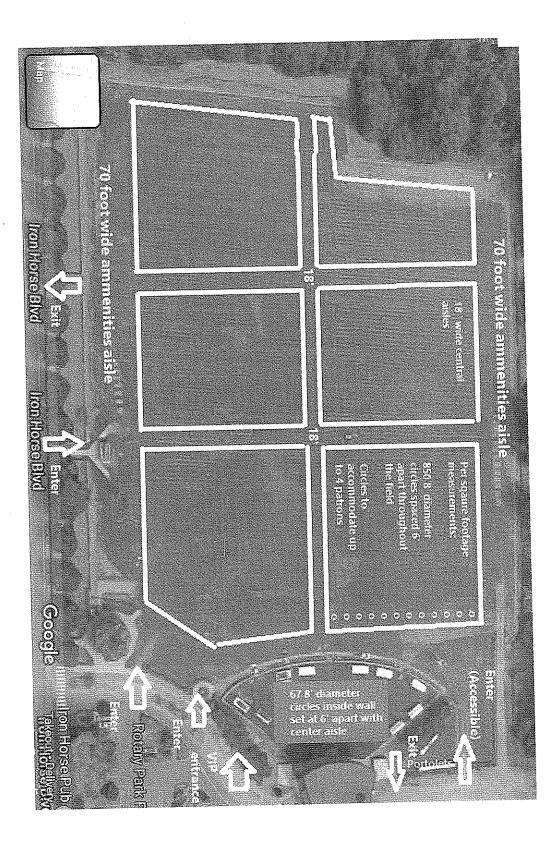
Public	
Restrooms	
Coordinated by	SMPAC
Units	Standard – 23
	2 Station Sinks - 10
	Accessible - 5
	TOTAL – 38
Location	Southeast corner adjacent to parking

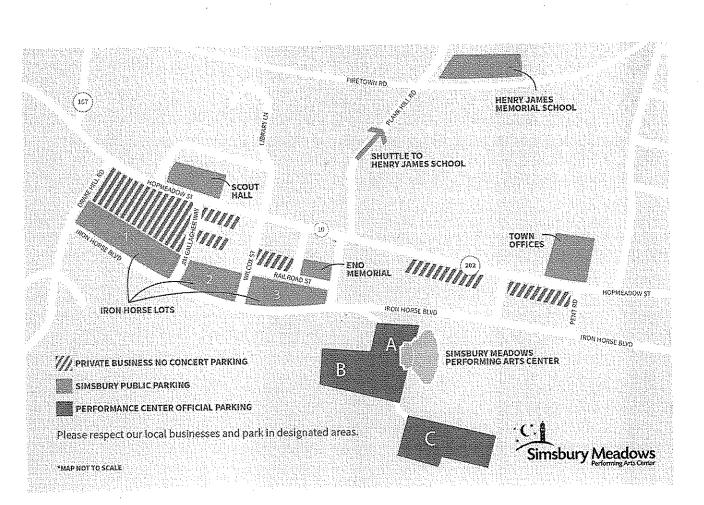
Security		
Stage Security (USA)	N/A	
Field Security (USA)	1 supervisor and 2 guar	rds roaming
Overnight Security	N/A	
Security Notes		

	3,4,2,1,	
Public Safety		
Police		
Fire		
EMS	N/A	
DPW Trucks	N/A	

ents	Number: 2	Sides: No
0x10	Number: 0	Sides: No
2×12	Number: 0	Sides: No
)x20	Number: 1	Sides: No
20x20 30x30	Number: 0	Sides: No

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Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. <u>Title of Submission:</u>

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. Capiola

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, 2021with a rain date of June 27, 2021at the Old Drake Hill Flower Bridge from 10:00 AM to 12:00 PM.

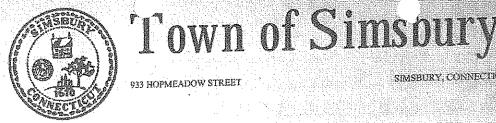
FVHD has approved the Simsbury 350 Hopbrook Landing Park Dedication event for COVID precautions.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

a) Application, Map and Summary of Event



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.

SAMA Organization's Name: 3105001 Applicant's Name:___ OKA Dr. SIMSbund CT 06070 Mailing Address: Email: KbarneHsimsbi Phone: 6 adina Event Location: 710 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: 10 am raindate Number of people expected to be present for the event (incl. staff, volunteers, attendees)

The Town of Simsbury reserves the right to limit the number of attendees. The maximum number of permitted attendees ø 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 C	NIX	19.
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Fee Received:	YESEINOFINAK	÷.,
the second se		
Insurance Received:	YES NO D N/AC	
Request Approved:	YES D NO D MORE INFO-	
		42
		28
Signamic:		

Page 1 of 6

VENT INFO			
Description of Event:			
Park Dedication of	Hap P	YZOK_	landing
and relebration of DI	d Dra	VD-Him	France Bradg
	sani		· · · · · · · · · · · · · · · · · · ·
	<u> </u>		
	 Arrigatesti Contra Status Sciences Status 		
Please indicate whether you will be bringing:			
Additional trash and recycling receptacles:	YES 🗖	NOØ	NUMBER:
 You are responsible for proper collection and remova 	a - tha shiring again table -		vent.
Portable toilets:	YES 🗖	NOR	NUMBER:
• If yes, please show locations on attached site plan.			
Tent:	YES 🗆	NO X	SIZE: ENCLOSED □
• Tents must be in compliance with State of Connects	OPEN SI	DES 🛛 25. The Town o	
Marshal can advise on tent requirements.			PA system no 11
Lighting and/or sound equipment:	YES 🛱	1 V Var South	그 너무 물로 물 물고를 위하는 것 같아. 물 것 들었는
 If yes, please attach a list of the equipment you plat Lighting must meet the requirements of the Town of 	n to use along with of Simchury Fire I	h a stage plot w. Marshal	ith locations for the equipment.
	· · · · · · · · · · · · · · · · · · ·		
Does your event require electrical access? • If so, a plan for electrical access will need to be revi	VES 🛱 iewed with the Ton	NO 🛛 wn of Simsbury	Building Official or Fire Marshal
	Saud	NO 🗆	
Will food be sold or given away at your events • If food is to be served, whether prepared on- or off	site, you must ob		ary Food Permit from the Farming
Valley Health District (unun.fubd.org).			
Will alcohol be served at your event?		NO 🕅	L. L. M. Trange and State Inside
 If alcohol is to be served, you must obtain all pregulations. An additional list of policies applies if 	pertanent State p f <i>alcohol is to be</i> s	ermas and avi erved.	ar by an 10mn and Searc muss
we	VES M		old Bridge Rou
 Will road closure(s) be necessary? Details of proposed traffic circulation and closings application. If State roads are proposed for closing. 	must be presented	t to the Chief of	(Police prior to his signing of the F
	usc	Laric	S+ Rec Vehicks
			rand

Alcohol • Data year event require a Special Exception? YES □ NO X • Has the Loning Commission approved a S.E.? YES □ NO X • Has you obtained a State of CT liquor liquor? YES □ NO X Signage • Will your event require temporary sigu? YES □ NO X • Will your event require temporary sigu? YES □ NO X Just + WO X LIONAL CLONALS • Will your event require temporary sigu? YES □ NO X Just + WO X LIONALS • The site plan/map of the proposed Public Galbering should be to-scale and thew excell? □ NO X □ Site Map • The site plan/map of the proposed Public Galbering should be to-scale and thew excell? □ Bayout of the Event (tents, booths/vendors, rides, stales, etc.) □ Location of Lighting □ Parkling Layout • www.fvhd.osg \$60-352-2333 If od will be propored or dispensed at your event, you must obtain a Temporary Food Permit from Farmington Valley Healt District NO X \$60-358-3234 If od will be propored or dispensed at your event, you must obtain a Temporary Food Permit from Farmington Valley Healt District NO X \$60-658-3234 Tent: YES □ NO X \$60-658-3234 Tent: Yes Sing period or dispensed to bailing Period period period period perinding on sparte footage, capacity, endoure (on no), and if there	Dues your event require a Special Exception? YES □ NO □ Has the Zoning Commission approved a S.E.? YES □ NO □ Haw you obtained a State of CT liquer litense? YES □ NO □ Will your event require temporary signs? YES □ NO □ JUS+ 1000 CLOSUU(1 No signage may be coacide without written permission granted from the Zoning Enforcement Officer Has your organization secared permits for such? YES □ NO □ Actachments: Site Map The site plan/map of the proposed Paddic Gathering should be to-stake and show ocadly: □ 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 How we field or dispensed at your event, you must obtain a Temporary Food Permit from Farmington Valley Healt Distric. Has a Temporary Food Permit been secured? YES □ NO □ http://www.fvhd.org/food-protectionLhtml BUILDING DEPARTMENT 93 HOPMEADOW STREET, SIMSBURY, CT 06070 Farts may require a Building Permit, depending on square footage, expandy, exclosure (or nut), and if there will be bear and/ or electrical. You should contage the Building Official to determine if a permit will be measure. FIRE MARSHAL	<u>PLANNING & ZONING DEPARTMENT</u> 33 HOPMEADOW STREET, SIMSBURY, C	T 06070		860-658-3245
 Does your event require a Special Exception? YES □ NO □ Has the Zoming Commission approved a S.E.? YES □ NO □ Haw you obtained a State of CT liquer items? YES □ NO □ Well your event require temporary signt? YES □ NO □ JUS+ YOOC (IOUU) No signage may be evided without written permission granted from the Zoming Enforcement Officer Has your organization seared permits for subb? YES □ NO □ Attachments: Site Map The site plan/map of the proposed Public Gathering should be to-subh and show reactly: □ Layout of the Event (tents, booths/vendors, rides, sistes, etc.) □ Location of Lighting □ Parking Layout FARMINGTON VALLEY HEALTH DISTRICT Sterver ROAD, CANTON, CT 06019 Stork at the proposed or dispensed at your event, you must obtain a Temporary Food Permit from Farmington Valley Healt District. Has a Temporary Food Permit been secured? YES □ NO □ Methy: //www.fvhd.org/food-protectionLhtml BUILDING DEPARTMENT SQUARE FOOTAGE: Tents map require a Building Permit, depending on squart potage, squady, enclosure (or not), and if there will be base and) or electrical access? YES □ NO □ YES □ NO □ Well you to institting portable guaratory? YES □ NO □ Welly prove finding Permit, depending on square potage, squady, enclosure (or not), and if there will be base and) or electrical access? YES □ NO □ Well you to studing portable guaratory? YES □ NO □ Well you to studing portable guaratory? YES □ NO □ YES □ NO	Dues your event require a Special Exception? YES □ NO □ Has the Zoning Commission approved a S.E.? YES □ NO □ Haw you obtained a State of CT liquer litense? YES □ NO □ Will your event require temporary signs? YES □ NO □ JUS+ 1000 CLOSUU(1 No signage may be coacide without written permission granted from the Zoning Enforcement Officer Has your organization secared permits for such? YES □ NO □ Actachments: Site Map The site plan/map of the proposed Paddic Gathering should be to-stake and show ocadly: □ 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 How we field or dispensed at your event, you must obtain a Temporary Food Permit from Farmington Valley Healt Distric. Has a Temporary Food Permit been secured? YES □ NO □ http://www.fvhd.org/food-protectionLhtml BUILDING DEPARTMENT 93 HOPMEADOW STREET, SIMSBURY, CT 06070 Farts may require a Building Permit, depending on square footage, expandy, exclosure (or nut), and if there will be bear and/ or electrical. You should contage the Building Official to determine if a permit will be measure. FIRE MARSHAL	Monhol			
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• Will you be sufficing portable generators? YES D NO R FIRE MARSHAL	• Will you be utilizing portable generators? YES D NO R FIRE MARSHAL	District. Has a Temporary Food Permit been secured? <u>http://www.fvhd.org/food-protection1.html</u> <u>BUILDING DEPARTMENT</u> 933 HOPMEADOW STREET, SIMSBURY, G Tent: • Tents may reastire a Bailding Permit, depending of	VES 🗆 CT 06070 VES 🗔 OPEN SU SQUARE 1 square footage, at	NO 🕅 NO 🕅 DES D FOOTAGI spacity, enclosu	860-658-3234 CAPACITY: ENCLOSED 3: ire (or not), and if there will be bea
FIRE MARSHAL	FIRE MARSHAL	District. Has a Temporary Food Permit been secured? <u>http://www.fvhd.org/food-protection1.html</u> <u>BUILDING DEPARTMENT</u> 933 HOPMEADOW STREET, SIMSBURY, of Tent: • Tents may require a Building Permit, depending of and/or electrical. You should contact the Building	YES □ CT 06070 YES □ OPEN SU SQUARE 1 square footage, ca Official to determi	NO 🕅 DES 🗆 FOOTAGI pacity, enclosu ne if a permit	860-658-3234 CAPACITY: ENCLOSED 3: ire (or not), and if there will be bea
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Page 3 of 6	Page 4 of 6	District. Has a Temporary Food Permit been secured? <u>http://www.fvhd.org/food-protection1.html</u> <u>BUILDING DEPARTMENT</u> 933 HOPMEADOW STREET, SIMSBURY, of Tent: • Tents may require a Building Permit, depending of and/or electrical. You should contact the Building Does your event require electrical access? • Will you be utilizing portable generators? FIRE MARSHAL	YES D CT 06070 YES D OPEN SU SQUARE 9 square footage, ca Official to determi YES Q YES D	NO ⊠ DES □ FOOTAGI pacity, enclosu ne if a permit NO □	860-658-3234 CAPACITY: ENCLOSED 3: are (or not), and if there will be hea will be necessary.

2.2

Vill barricades/signage be required:			
• For the day of the event?	YES X	NO 🛛	
In advance?	DATES:		
Are DPW trucks required for use as barricades? QUANTITY:	- 在海南福田	NO X	
• The fee schedule below is for one (1) Truck and one (1) sta	off member.		
 All fees will begin when Public Works Trucks leave the L Each Truck will be filled with sand and operated by a sin 	ole staff member.		
 Each I ruck will be fulled with same and operation by a sing The number and positioning of the Trucks shall be determined. 	ined by the Simsbr	try Police Depart	ment
 The fees for using DPW trucks as barricades are as follow \$250 for first four (4) bours \$50/ bour for each additional bour during regardered 	и г		
 \$75/ bour for each additional hour on Federal 	bolidays and Sund	lays	
TOTAL FEE DUE: \$250 + (hou	and a particular second	されば 検証・11	
Feo is payable by check made out to the Town of Simsba	IJ IJ		2011년 1912년 1월 1911년 1월 1911년 1월 1911년 1월 1911년 1월 1911년 1월 1911년 1월 19
 Please note: No markings on the roadways or custom sign 	age is allowed.		
 <u>No markings on the rozdways weeks</u> <u>Traffic cones shall not be provided by DPW.</u> 			
POLICE DEPARTMENT	n mh	ozn i	558-3100
933 HOPMEADOW STREET, SIMSBURY, CT 06	J/U	000-1	20-2100
Is this event a concert and/or festival?	YES D	NO 🕅	
	a chio origneri	/factival-	에 가슴 바뀌며 이 가슴 바뀌다
If yes, please list recent prior venues that have host	se uns concert,	/ LUBLEVILL	
		, 	
			995 100 4 10 4 10 10 10 10 10 10 10 10 10 10 10 10 10
			NUMBER:
	YES D	NO 🕅	I TO SAID IN MANY AREA AND A MANY AND
Will on-site private security be provided?	YES 🗖	NO Å	
Will on-site private security be provided? Will on-site emergency medical services be provide		NO X	NUMBER:
Will on-site emergency medical services be provide		×	
「「「「「「「」」」」「「「」」」」」」」」」」」」」」」」」」」」」」」		×	
Will on-site emergency medical services be provide		×	
Will on-site emergency medical services be provide		×	

SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION 64 WEST STREET, SIMSBURY, CT 06070	<u>ITON</u>	860-658-7213
Will there be any athletic competitions or other activity, of injury or illness?	/activities t YES □	hat could increase the likelihood NO 戶
Will the attendance be equal to or greater than 5000?	YES D	NO É NUMBER
Attendance will be: STAGGERED OVER COURSE OF EVENT D	AT A SPE	CIFIC TIME 🛛 TIME:
CULTURE, PARKS & RECREATION 100 OLD FARMS ROAD, SIMSBURY, CT 06070		860-658-3836
Are you serving food? • If so, trash recycling barrels are required at Permittee's expense	YES 🎘	NO 🛛
Will you require any special field lining or set up?	YES 🛛	мα
Do you intend to use "staked" tents on athletic fields?	YES 🗖	NO 🛱
Will athletic field lighting be necessary?	YES 🛛	NO X
Have you provided a parking plan on your site map?	YES C	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): <u>INNOULANEW</u>	
Applicant's Signature: <u>4 14/277 KAAA</u>	
Date Signed	

REQUIRED SIGN OFFS (in order required)

	ana mar an ann an an ann an an ann an ann an an	Received Date:	Received By:	Approved By:	Action Date:
*	Culture Parks And Rec. Director	4/14/21	tiTyborski	T.F.J. Durski T.F.J. email	y [14/21
•	Zoning Commission (As may be required by ZEO)				
	Building Official				
-	Police Chief	4/14/22			
	Dir of Public Works	4/14/21	5, Roy	T. Roy a	4/19/2
7	Dir of Health FVHD	4/14/21	p. Fourville	P. Tour wille email	4/14/21
J	Fire Marshal	4/14/21	1 0 . 31	J. Brown	4 15 21
	Zoning Enforcement Officer	4/14/21	T.Hazel	glide	- 4/ 19/2I
	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

Telephone (860) 658-3245 Jacsimile (860) 658-3206 An Equal Opportunity Employer www.simsbury-ct.gov 8:30 – 7:00 Monday 8:30 – 4:30 Tuesday through Thursday 8:30 – 1:00 Friday

From: Sent: To: Subject:

Jason Brown <jbrown@fvhd.org> Thursday, April 15, 2021 3:49 PM Hazel Thomas 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 <<u>thazel@simsbury-ct.gov</u>> 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.

From:	Patrick T. Tourville, CFI I <ptourville@simsburyfd.org></ptourville@simsburyfd.org>
Sent:	Wednesday, April 14, 2021 11:35 AM
То:	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 <<u>thazel@simsbury-ct.gov</u>>
Sent: Wednesday, April 14, 2021 11:20 AM
To: Tyburski Tom <<u>ttyburski@simsbury-ct.gov</u>>; <u>troy@simsbury-ct.gov</u>; gsamselski <<u>gsamselski@pd.simsbury-ct.gov</u>>; 'Jason Brown' <<u>ibrown@fvhd.org</u>>; Patrick T. Tourville, CFI I <<u>PTourville@simsburyfd.org</u>>
Subject: pgp 350 flower bridge event

1

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

From: Sent: To: Subject: Tyburski Tom Wednesday, April 14, 2021 11:38 AM Hazel Thomas 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

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 11:20 AM
To: Tyburski Tom; Tom Roy; Samselski Gregory; 'Jason Brown'; Patrick T. Tourville, CFI I
Subject: pgp 350 flower bridge event

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



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

A Historical Society
 B Farmington Valley
 Watershed
 Old Drake Hill

Old Drake Hill Flower Bridge Committee

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 SIMSBURY, CONNECTICUT 06070 933 HOPMEADOW STREET

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. <u>Title of Submission:</u>

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 <u>6</u> <u>WEEKS</u> 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 Sha	apiro				
Applicant's Name:		NIV	44005		
355 Lefferts Av		DORIYH, IN Y	11220		
Mailing Address:	oli-	zabothach	apiro@gmail.com		
203-610-3308	Email	Laboundon	apiro es grinamoorm		
Phone: The Old Drake	Hill Flower F	Bridge			
Event Location:					
·····					
Exact Date(s) of proposed Public	Gathering: (M	UST includ	e all required "set up" :	and "tear down"	
time, as well as the actual dates of	the Public Ga	thering.)		\sim	
3:30	PM 7/10/202	21	5:30 PM		
3:30 Exact Time(s)/Date Begin:			End:	<u> </u>	\sim
		(() - 1		dadas SO	ັ (
Number of people expected to be	present for the	e event (incl	. stail, volunteers, atten	Committed attended	
• The Town of Simsbury reserves the	right to limit the n	umber of attend	dees. The maximum number of	oj persontilea attenaces	
will be determined after consultation	with the Town of	Simsbury.			
		Banne ANT	Town of Simehury ev	idencing inverage	
A Certificate of Insurance made c of \$1,000,000 in force for the dur	aut to the App	meant must	he submitted with this	application. This	
of \$1,000,000 in force for the dura Certificate of Insurance must include	ation of the e	mless agree	ment for the Town.		
Certificate of Insurance must fuch	die a noid nat	IIIA-35 Agree			
			-		
TOWN OF SIMSBURY USE ON	TX A	Plan /	$\overline{\mathcal{O}}$		
TOWN OF SIMBDORT COD ON	LA: Conce	, plan(り		
Fee Received:	YES 🗖	NOÖ	N/A 🗹		
Insurance Received:	YES K	NO 🛛	N/A 🗆		
Request Approved:	YESD	NO 🗖	MORE INFO:		
vertuese exhboses.					
Signature:			Date:		

Page 1 of 6

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	l of all waste gene	erated by your et	vent.
Portable toilets:	YES 🗖	NO 🛛	NUMBER:
• If yes, please show locations on attached site plan.			
Tent:	YES 🗖 OPEN SI	NO 🗹 DES 🗖	SIZE: ENCLOSED 🗖
 Tents must be in compliance with State of Connection Marshal can advise on tent requirements. 	ut tent regulation	zs. The Town of	f Simsbury's Bailding Official or Fir
Lighting and/or sound equipment:	YES 🛛	NO 🛛	
 If yes, please attach a list of the equipment you plan Lighting must meet the requirements of the Town of 			th locations for the equipment.
Does your event require electrical access?	YES 🗖	NO 🛛	
• If so, a plan for electrical access will need to be revie	wed with the To	wn 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- Valley Health District (unuw.fuhd.org). 		tain a Tempora	ary Food Permit from the Farmingto
Will alcohol be served at your event?	YES 🗆	NO 🛛	
 If alcohol is to be served, you must obtain all p regulations. An additional list of policies applies if 	ertinent State p alcohol is to be so	ermits and abi erved.	de by all Town and State laws at
Will road closure(s) be necessary?	YES 🗆	NO 🛛	
 Details of proposed traffic circulation and closings application. If State roads are proposed for closing, 	must be presented a permit from th	l to the Chief of e CT DOT ma	Police prior to his signing of the PG zy be necessary.

<u>PLANNING & ZONING DEPARTMENT</u> 933 HOPMEADOW STREET, SIMSBURY, C	Г 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 🖻	
Bignage			
 Will your event require temporary signs? No signage may be erected without writtee 	YES 🗖	NO ☑ anted from the Z	oning Enforcement Officer
 Has your organization secured permits for such? 	YES D	NO 🛛	
Attachments:			
□ Site Map	, ())		
• The site plan/map of the proposed Public Gathering	should be to-sca	te and show exa	elly:
Layout of the Event (tents, booths/ver	idors, fides,	aisies, etc.)	
Location of Lighting		gwayour	
District.	obtain a Tempe YES 🗖	orary Food Perm	it from Farmington Valley Healt
<i>District.</i> Has a Temporary Food Permit been secured?			it from Farmington Valley Healt
District. Has a Temporary Food Permit been secured? http://www.fvhd.org/food-protection1.html BUILDING DEPARTMENT	YES 🗖		it from Farmington Valley Healt 860-658-3234
District. Has a Temporary Food Permit been secured? <u>http://www.fvhd.org/food-protection1.html</u> <u>BUILDING DEPARTMENT</u> 933 HOPMEADOW STREET, SIMSBURY, C	YES 🗖 T 06070	NO 🗹	860-658-3234
District. Has a Temporary Food Permit been secured? <u>http://www.fvhd.org/food-protection1.html</u> <u>BUILDING DEPARTMENT</u> 933 HOPMEADOW STREET, SIMSBURY, C	YES D T 06070 YES D OPEN SI	NO 🗹 NO 🗹 DES 🗖	860-658-3234 CAPACITY: ENCLOSED 🗖
District. Has a Temporary Food Permit been secured? <u>http://www.fvhd.org/food-protection1.html</u> <u>BUILDING DEPARTMENT</u> 933 HOPMEADOW STREET, SIMSBURY, C	YES D T 06070 YES D OPEN SI SQUARE square footage, c	NO ₽ NO ₽ DES □ FOOTAGE apacity, enclosur	860-658-3234 CAPACITY: ENCLOSED □ : e (or not), and if there will be hea
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5 TOWN FOREST ROAD, SIMSBURY, CT 06070			
ill barricades/signage be required:		NO F	
• For the day of the event?	YES 🗖		
• In advance?	DATES: _		<u></u>
re DPW trucks required for use as barricades? UANTITY:	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 DP	W 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	ed by the Simsb	oury Police Depar	tment.
• The fees for using DPW trucks as barricades are as follows:			
0 \$250 for first four (4) hours			
 \$50/ bour for each additional bour during regula 	r hours		
0 \$75 / hour for each additional hour on Federal ho	olidays and Sun	idays	
	\$50 / \$75 \	- \$	
TOTAL FEE DUE: \$250 + (hours	s x \$20/ \$12)	- Ψ	
Fine is to make by shack made out to the Town of Simplem	1		
Fee is payable by check made out to the Town of Simsbury Please note: • <u>No markings on the roadways or custom signate</u> • <u>Traffic cones shall not be provided by DPW.</u>	,	<u>1.</u>	
 <u>Please note:</u> <u>No markings on the roadways or custom signate</u> <u>Traffic cones shall not be provided by DPW.</u> POLICE DEPARTMENT 	ge is allowed	and a state of the state of t	658-3100
Please note: No markings on the roadways or custom signation of the second se	ge is allowed	and a state of the state of t	658-3100
Please note: • <u>No markings on the roadways or custom signate</u> • <u>Traffic cones shall not be provided by DPW.</u> <u>POLICE DEPARTMENT</u> 333 HOPMEADOW STREET, SIMSBURY, CT 0607	ge is allowed	860- NO 🗹	
Please note: • No markings on the roadways or custom signage • Traffic cones shall not be provided by DPW. POLICE DEPARTMENT 033 HOPMEADOW STREET, SIMSBURY, CT 0607 Is this event a concert and/or festival? If yes, please list recent prior venues that have hosted	ge is allowed	860- NO 🗹 t/festival:	658-3100 NUMBER: NUMBER:

SIMSBURY VOLUNTEER AMBULANCE ASSOCIAT 64 WEST STREET, SIMSBURY, CT 06070	<u>FION</u>	860-	658-7213
Will there be any athletic competitions or other activity, of injury or illness?	∕activities YES □	that could in NO □	crease the likelihood
Will the attendance be equal to or greater than 5000?	YES 🗖	NO 🗹	NUMBER:
Attendance will be: STAGGERED OVER COURSE OF EVENT 🗖	AT A SPI	ECIFIC TIM	E 🗹 TIME: <u>4:00 PM</u>
CULTURE, PARKS & RECREATION 100 OLD FARMS ROAD, SIMSBURY, CT 06070			-658-3836
Are you serving food? • If so, trash recycling barrels are required at Permittee's expense	YES 🗖	NO 🛛	
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			
* *	alizabeth	Mussie		
Applicant's Signature:	<u> </u>	<u> 2000</u> 2	·····	
Date Signed:	1/9/2021			
O				

REQUIRED SIGN OFFS (in order required)

/

-	Received Date:	Received By:	Approved By:	Action Date:
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Zoning	v ~u			
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(As may be	110			
required by	48			
ZEO)				
Building Official				
Police Chief			<u> </u>	
	4/8/21	N. Boulter	N. Souther	4/6/2/
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	4/8/21	T. Roy	Firenhail	4/8/21
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FVHD	4/9/21	J. Brown	5 Brown email	4/15 21
Fire Marshal		.11 A	1- 410	
	4/8/21	P. TOURUITE	Prouville	4/8/21
Zoning		j	A	t.
Enforcement	. dulas	- Mall (All Grid	4 15 21
Officer	4/8/21	Tittacel (PHOPP	
Board of			······································	
Selectmen				

spore no-food

From: Sent: To: Subject: Jason Brown <jbrown@fvhd.org> Thursday, April 15, 2021 3:49 PM Hazel Thomas 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 <<u>thazel@simsbury-ct.gov</u>> 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.

1





From: Sent: To: Subject: Tyburski Tom Wednesday, April 14, 2021 12:33 PM Hazel Thomas 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

1

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

1

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

1

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

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

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

1

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

Clarification.

From: Sent: To:	Tom Roy Wednesday, November 25, 2020 11:25 AM 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 (0) 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

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	gory Esterhai				E-MAIL ADDRES	<u>s. info@eve</u>	ntsured.com	*****		
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A	SCRIPTION OF OPERATIONS / LOCATIONS / VEHIC dditional Insureds must be venue manag rimary & Non-Contributory (PNC) wordin overage is with respect to the Wedding (Id Bridge Rd Simsbury, CT 06070. Additi	ers c g app	or mui olies (nicipalities and are added only when coverage is pur	chased	by the insure	d, required by	th 75 atlandage at Old F	rake H	III Flower Bridge
C	ERTIFICATE HOLDER				CAN	CELLATION	<u> </u>			
	Old Drake Hill Flower Bridge Town of Simsbury	•			[<u>7</u> 11	E EYDIQATIC	ON DATE T	DESCRIBED POLICIES BI HEREOF, NOTICE WILL ICY PROVISIONS.	E CANC BE	ELLED BEFORE DELIVERED IN
	Old Bridge Rd Simsbury CT, 06070				AUTH	ORIZED REPRES	SENTATIVE	728		
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A	CORD 25 (2010/05)						1988-2010 A		1. Mil'	ngino reserve

The ACORD name and logo are registered marks of ACORD

Flower Bridge Public Gathering Permit Application: Elizabeth Shapiro

Date: 7/10/2021 Time: 3:30-5:30 PM actual weldig 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 Shapis

Elizabeth Shapiro



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. <u>Title of Submission:</u>

Proposed Public Gathering Permit – Old Drake Hill Flower Bridge – LoPresti Wedding

- 2. Date of Board Meeting: April 26, 2021
- 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. Capitola

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 <u>6</u> 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 Lo Pre	sti r Kimberly Narciso
Mailing Address: 37 Elaine Drive	Simsbuy CT 06070
-	Chrislopresi 12 @ gmail. com perivinde 76@ yahoo.com
Phone: <u>703-379-7623-Chris</u> Email: 203-910-0674 - Kir Event Location: <u>Flower Bridge</u>	perivinde 76 @ yahoo tom

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): /O

• 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:	99 ()	
Fee Received: Insurance Received: Request Approved:	YES 🛛 YES 🗗 YES 🗖	NO 🗆 NO 🗖 NO 🗖	N/A N/A MORE INFO:
Signature:	Millipan, ant air a Marin Marin Marin ann an Le San Anna an San Anna ann an Anna ann an Anna ann an Anna ann a		Date:

EVENT INFO

. * *	Description of Event: Small Wedding	in th	e Floren	bridge u	<u>lith</u>	
	10 attenders, Using 5 cars, W					
	distancing, requiring masks and	n use c	f saniti	201. /1/ 9	auts	
	prepart will have been vaccion	tred. At	tuders in	iclude future	bridet	
	groom and their tire dividen,					
	est 37 Elaim Drie in Simsbury. Ad	1d itional	a Henders	include the	parents of the	e bride
ρ^{α}	rents of the shorm and the Justice 4	sthe Pra	æ.		-	
	Please indicate whether you will be bringing:	-				
	Additional trash and recycling receptacles:	YES 🗆	NO 🖾	NUMBER:		
	• You are responsible for proper collection and removal of	of all waste gene	rated by your e	vent.		
	Portable toilets:	YES 🗆	NOP	NUMBER:		
	• If yes, please show locations on attached site plan.					
	Tent:	YES 🛛 OPEN SE	NO Ø	SIZE: ENCLOSE	<u>п</u>	
	 Tents must be in compliance with State of Connecticu. 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	o use along with	a stage plot wi	ith locations for the	equipment.	
	 Lighting must meet the requirements of the Town of S 	Simsbury Fire I	Aarsbal.			
	Does your event require electrical access?	YES 🛛	NO 🕅			
	• If so, a plan for electrical access will need to be review	ed with the Tor	en of Simsbury	Building Official o	r 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-sin Valley Health District (www.febd.org). 	te, you must ob	tain a Tempore	ary Food Permit fri	om the Farmington	
	Will alcohol be served at your event?	YES 🗆	NO 🕅			
	 If alcohol is to be served, you must obtain all per regulations. An additional list of policies applies if al 	tinent State p cohol is to be se	rrmits and abi rved.	de by all Toun a	nd State laws and	
	Will road closure(s) be necessary?	YES 🛛	NO 🎾			
	 Details of proposed traffic circulation and closings mu application. If State roads are proposed for closing, a 	ust he presented permit from th	to the Chief of CT DOT ma	Police prior to his ty be necessary.	signing of the PGP	
	аррыанын, 2 селин төнө өнөрүчүнөн 3 селин 3	• •		- -		

PLANNING & ZONING DEPARTMENT 933 HOPMEADOW STREET, SIMSBURY, CT	06070		860-658-3245
 Alcohol Does your event require a Special Exception? Has the Zoning Commission approved a S.E.? Have you obtained a State of CT liquor license? 	YES 🗆 YES 🗖 YES 🗖	NO Ø NO Ø NO Ø	
Signage Will your event require temporary signs? No signage may be erected without written Has your organization secured permits for such? 	YES D permission gran	NO 19 ited from the Zo NO 10	ning Enforcement Officer
 Attachments: Site Map The fite plan / map of the proposed Public Gathering s Layout of the Event (tents, booths/vent Location of Lighting 	hould be to-scale	' and show exact isles, etc.)	þ:
<u>FARMINGTON VALLEY HEALTH DISTRIC</u> 95 RIVER ROAD, CANTON, CT 06019			www.fvhd.org 860-352-2333
If food will be prepared or dispensed at your event, you must o District.	ibtain a Tempor	ary Food Permi	from Farmington Valley Health
Has a Temporary Food Permit been secured?	YES 🗆	NO	
http://www.fvhd.org/food-protection1.html			
<u>BUILDING DEPARTMENT</u> 933 HOPMEADOW STREET, SIMSBURY, CT	F 06070		860-658-3234
Tent:	YES □ OPEN SII SOUARE		CAPACITY: ENCLOSED
 Tents may require a Building Permit, depending on so and/or electrical. You should contact the Building Oj 	quare footage, ca	ipacity, enclosure	(or not), and if there will be heat
Does your event require electrical access? • Will you be utilizing portable generators?	YES 🗆 YES 🗆		
FIRE MARSHAL 871 HOPMEADOW STREET, SIMSBURY, C	r 06070		860-658-1973

DEPARTMENT OF PUBLIC WORKS (DPW) 66 TOWN FOREST ROAD, SIMSBURY, CT 06070		860-6	58-3222
	YES 🗖 DATES:	4	and the second
Are DPW trucks required for use as barricades? QUANTITY:	V Campus, staff member, I by the Simshu hours idays and Sund x \$50/\$75) =	lays = \$	onent.
Traffic cones shall not be provided by DPW. POLICE DEPARTMENT		ng Janggan ang Panggan ang	n y gestalet han an an gestal di kalan y gestalet kalan yang sa
933 HOPMEADOW STREET, SIMSBURY, CT 06070	YES 🗆	860-0 NO Ø	558-3100
Is this event a concert and/or festival? If yes, please list recent prior venues that have hosted t		ł	
Will on-site private security be provided?	YES 🗖	NO 🎽	NUMBER:
 Will on-site emergency medical services be provided? Where will they be located?	YES D	NO 50	NUMBER:
• Where will they be located?	مد معرف (مالکانید) می موجود بر محمد بر این مالک ایک محمد بر مح مربوع می هری ایک ایک محمد بر محم		

SIMSBURY VOLUNTEER AMBULANCE ASSOCIA 64 WEST STREET, SIMSBURY, CT 06070	860-658-7213		
Will there be any athletic competitions or other activity, of injury or illness?	∕activities tl YES □	hat could inc NO 🎽	tease the likelihood
Will the attendance be equal to or greater than 5000?	YES D	NO XI	NUMBER:
Attendance will be: STAGGERED OVER COURSE OF EVENT □	AT A SPE	CIFIC TIME	E Ø TIME: <u>1:30</u> -2:00 pm
	19		<u>ar a a faith a tha an /u>
CULTURE, PARKS & RECREATION 100 OLD FARMS ROAD, SIMSBURY, CT 06070	860-658-3836		
Are you serving food? • If so, trash recycling barrels are required at Permittee's expense	YES D	№ Й	J .
Will you require any special field lining or set up?	YES 🗆	NO 🎾	
Do you intend to use "staked" tents on athletic fields?	YES D	мо 🕅	
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 patro	ns, at the Per	mittee's expense.

10 PURIABLE I

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 Lo Pressi
Applicant's Signature:	distan loposti
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. TY Burski	Tityburski Tityburski	4/14/21
Zoning			- Ç	
Commission				
(As may be				
required by	alannad Vaddill Ba	-		
ZEO)				
Building Official				
Police Chief	4/8/21			
Dir of Public Works	4/1/23	L P	T. Roy emili	4/8/21
WOINS	91910	T. Roy	emai	10101
Dir of Health FVHD	4/8/2/	JErowh	J. Brown	4 5/21
Fire Marshal	4/8/21	P.Tourville	J. Brown Brownille Browville	4/8/21
Zoning Enforcement Officer	4/8/21	J. Harvell		4/15/21
Board of Selectmen	 			





From: Sent: To: Subject: Tyburski Tom Wednesday, April 14, 2021 12:28 PM Hazel Thomas 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.

Hazel Thomas

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

Understood, no problem. Yes all good Tom.

Sent from my iPhone

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

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 PMTo:Hazel Thomas; Tyburski Tom; Tom Roy; 'Jason Brown'; Samselski GregorySubject:RE: Another wedding PGPAttachments:LoPresti_Narcisco_Wedding.pdf

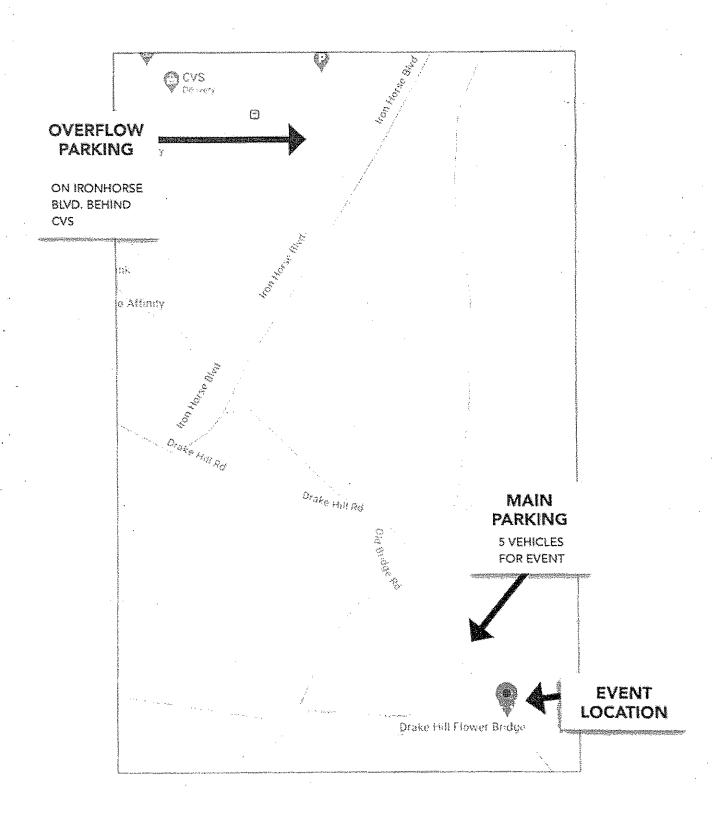
Fire Marshal office approved

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 <<u>thazel@simsbury-ct.gov</u>> Sent: Thursday, April 8, 2021 1:11 PM To: Tyburski Tom <<u>ttyburski@simsbury-ct.gov</u>>; <u>troy@simsbury-ct.gov</u>; Patrick T. Tourville, CFI I <<u>PTourville@simsburyfd.org</u>>; 'Jason Brown' <<u>ibrown@fvhd.org</u>>; gsamselski <<u>gsamselski@pd.simsbury-ct.gov</u>> 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.

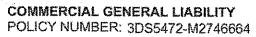
Thomas Hazel Assistant Town Planner Town of Simsbury (860) 658-3240 thazel@simsbury-ct.gov **EVENT SITE & PARKING PLAN**



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.

			1				
ACORD [®] CERTI, CATE OF LIABILITY INSURA, CE							
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 pol	licy, certain p	olicies may i				
this certificate does not confer rights to the certificate					****		
PRODUCER		CONTACT Will Maddux					
East Main Street Insurance Services, Inc.	LAC.	PHONE (A/C, No, Ext): (530) 477-6521 [AX (A/C, No):					
Will Maddux	E-MA ADDR	E-MAIL ADDRESS: info@theeventhelper.com					
PO Box 1298	values destabilitations and	INSURER(S) AFFORDING COVERAGE			NAIC #		
Grass Valley	CA 95945 INSU	INSURER A: Evanston Insurance Company			35378		
INSURED	INSU	INSURER E :					
		INSURER C :					
Christopher Lo Presti		INSURER D :					
37 Elaine Drive							
SIMSBURY CT 06070		INSURER F :					
COVERAGES CERTIFICATE NU	ومعدؤه مساعله مسمويه درج دريمة إجدا دمة ديسه إج علمه إزدر (د) بارور محز (عليه مزما الرعه إنا مردا أرحمه إندا الارد إستار الارد ا	****	******	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. LIMI	TS SHOWN MAY HAVE BEEN			n the continuent to an experimentation of the state of the			
INSR TYPE OF INSURANCE ADDL SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/OD/YYYY)	LIM			
				EACH OCCURRENCE	s 1,000,000		
		Local and L		DAMAGE TO RENTED PREMISES (Ea occurrence)	s 100,000		
Host Liquor Liability	• **			MED EXP (Any one person)	s 5,000		
A Relail Liquor Liability Y 3D	S5472-M2746664	07/17/2021		PERSONAL & ADV INJURY	s 1,000,000		
GEN'L AGGREGATE LIMIT APPLIES PER		12:01 AM	12:01 AM	GENERAL AGGREGATE	\$ 2,000,000		
POLICY PRO- LOC				PRODUCTS - COMP/OF AGG	s 1,000,000		
OTHER	****			Deductible	\$ None		
AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	8		





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. <u>Title of Submission:</u> 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

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]

§ 25-1District 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.

§ 25-2Boundaries.

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.

§ 25-3Historic 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,^{III} 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 appoint the 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?
- 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.

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 Highway Pavement Management (Bonds 605,000; Cash 200,000; LoCIP Grant	\$700,000
156,500; Town Aid Road Grant 243,500) Sidewalk Reconstruction	\$1,205,000 \$200,000
<u>General Purpose Projects (Grants)</u>	
North End Sidewalk Construction	\$ 10,000
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.

REIVEW 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 inclass 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

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. 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.

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Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

То:	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	Туре	
Apogee Dance Recital	May 23, 2021 with a May 24,	Performance event (500 -	
	2021 Rain Date	1000 person capacity)	
Simsbury Duck Race	May 27, 2021	Fundraising Event (Virtual)	
	2PM to 8 PM	40 staff only for the event	
100 Women of Color Awards	May 21, 2021 12PM to 9PM Awards ceremony		
	Rain date May 22, 2021		

** 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.

townmanager@simsbury-ct.gov www.simsbury-ct.gov