

Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN Regular Meeting – July 13, 2020 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

- a) Ordinance to Prohibit the Intentional Feeding of Wildlife

PUBLIC AUDIENCE

PRESENTATION

- a) Aquarion Water Company – System Overview, Water Demands and Supply

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) Tax Refund Requests
- b) Grant Application to Support Local Prevention Activities
- c) Donation from the Peterson Family
- d) Simsbury Volunteer Fire Company Donation
- e) Proposed Updates to (Human Services Aide) Social Services Assistant Classification
- f) Public Gathering Permit – PAC: 2020 Apogee Dance Academy Dance Recital
- g) Public Gathering Permit – PAC: 2021 Charity Concert and Motorcycle Ride
- h) Public Gathering Permit – Simsbury Airport 2020 Food Truck Event
- i) Road Acceptance for Murphy's Turn
- j) Letter of Support for State Per Capita Funding for Local Health Departments
- k) Draft Ordinance to Prohibit the Intentional Feeding of Wildlife
- l) Letter to Governor, DEEP, and Other State Officials re: Wildlife Concerns
- m) Review of Diversity and Inclusion Banner Proposal
- n) Settlement Agreements to Resolve Claims Regarding R. Newton/CSEA (MPP-33825, MPP- 33831, Triple AAA Case 01-19-0004-1876)

REVIEW OF MINUTES

- a) Regular Meeting of June 22, 2020
- b) Special Meeting of July 1, 2020

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) Personnel
- b) Finance
- c) Welfare

- d) Public Safety
- e) Board of Education

COMMUNICATIONS

- a) Memo from M. Glidden, re: FEMA Flood Map Update, dated June 22, 2020
- b) Memo from M. Capriola, re: FY 19/20 Town Manager Performance Review Process and Timeline, dated July 9, 2020
- c) Memo from T. Roy, re: Revised Paving Schedule 2020, dated July 9, 2020

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Public Hearing - *Ordinance to Prohibit the Intentional Feeding of Wildlife*
2. **Date of Board Meeting:** July 13, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Nicholas Boulter, Chief of Police
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
No action is needed during the public hearing. After the public hearing is closed, the Board can determine whether to table, reject, or approve the proposed ordinance under "Selectmen Action."
5. **Summary of Submission:**
At the September 9, 2019 Board of Selectmen meeting the Board motioned to establish a workgroup reviewing the feasibility of an ordinance to prohibit the public from intentionally feeding wildlife. At the September 19, 2019 Public Safety Sub-Committee members Sean Askham, Chris Peterson, and Gary Wilcox volunteered to assist with the effort. Chief Boulter and I staffed the workgroup.

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

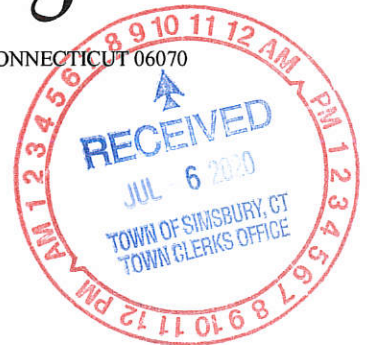
The workgroup forwarded the draft ordinance to DEEP for their comments and incorporated those changes into the current proposal. The Town Attorney has also reviewed and commented on the draft, with one recent change incorporated as presented. The Public Safety Sub-Committee met on Thursday June 18, 2020 and recommended the draft ordinance to the Board of Selectmen.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Public Hearing Legal Notice
 - b) Draft Ordinance Prohibiting the Intentional Feeding of Wildlife



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070



TOWN OF SIMSBURY PUBLIC HEARING NOTICE

Proposed Ordinance to Prohibit the Intentional Feeding of Wildlife

Notice is hereby given pursuant to Section 404 of the Charter of the Town of Simsbury that the Board of Selectmen will hold a public hearing on Monday, July 13, 2020 at 6:00 p.m. via Zoom to receive public comment concerning a proposed ordinance, Ordinance to Prohibit the Intentional Feeding of Wildlife. Copies of the proposed ordinance can be found on the Town of Simsbury's website, www.simsbury-ct.gov on the Board of Selectmen's page. Hard copies are available at the Town Clerk's Office, 933 Hopmeadow Street, Simsbury, CT.

Pursuant to Executive Order No. 7B, issued by the Governor on March 14, 2020, in-person public access to Public Hearings is suspended. The public may view the meeting live and rebroadcasted on Comcast Channels 96 and 1090, Frontier Channel 6071, or live on-demand at www.simsburytv.org.

Interested persons may be heard at the hearing by submitting written comment to the Town Clerk's Office via email to EButler@simsbury-ct.gov by 12:00 pm on July 13, 2020. Public comments received by that date will be read into the record.

Public Hearing Date: Monday, July 13, 2020 at 6:00 p.m.

Telephone (860) 658-3245
Facsimile (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

TOWN OF SIMSBURY
DRAFT Ordinance to Prohibit the Intentional Feeding of Wildlife
Dated July 13 ~~February 28~~, 2020 - DRAFT

Purpose.

The Town of Simsbury, under its powers pursuant to state law, has adopted this ordinance to protect public health, safety, and welfare by prohibiting the intentional feeding of wildlife. This ordinance is intended to assist our residents, guests, and other stakeholders peacefully and safely coexist with wildlife.

Definitions.

When used in this ordinance, the following definitions apply:

- a) **Authorized Enforcement Agency:** All sworn personnel of the Police Department and Animal Control Officers. Additionally, any employees or designees of the town as designated by the Town Manager to enforce this ordinance.

- b) **Person:** Person shall be construed to mean and include an individual, a corporation, a partnership, a non-profit, a trust, an unincorporated organization, business organization of any kind or any other group or organization.

- c) **Town:** Town means the Town of Simsbury.

- d) **Wildlife:** Wildlife includes, but is not limited to, non-domesticated animals that due to intentional feeding have been determined to be a nuisance or threat to public health, safety, and welfare such as bears, deer, coyotes, bobcats, fisher cats, turkeys and wild birds. Wildlife does not include livestock used for agricultural purposes.

Prohibited Activity.

In recognition that these animals are wild and should be left alone for the health, safety, and welfare of both the wildlife and our residents, guests, and other stakeholders, the following is prohibited activity:

- a) **Intentional Feeding of Wildlife.** Feeding, giving, placing, exposing, depositing, distributing or scattering any edible material, attractant, or other substance with the intention of feeding, attracting or enticing wildlife.

- b) **Feeding Birds.** Bird feeders may not be used from April 1st through November 30th, unless the source is recognized as not being desirable to bears, such as but not limited to Nyjer or thistle.

- c) **Improperly Storing Food, Refuse, or Other Wildlife Attractants.** Improperly storing food, pet food, refuse (garbage), or other attractants and substances in a manner that result in wildlife feedings.

Exceptions.

- a) **Unintentional Feeding of Wildlife.** Unintentional feeding of wildlife means using or placing any material for a purpose other than to intentionally attract, entice, or feed wildlife but which results in unintentionally attracting, enticing, or feeding of wildlife. Composting that was properly secured but unintentionally led to the feeding of wildlife is excluded.
 - i. Unintentional feeding will become intentional feeding if a written notice is issued by an Authorized Enforcement Agency and ignored.

- b) **Feeding Birds.** Bird feeders may be used from December 1st through March 31st.
 - i. If the source is recognized as not desirable to bears, such as but not limited to Nyjer or thistle, bird feeders may be used year round.

- c) **Permitted Activity.** This ordinance does not apply to any person with a valid permit issued by the state of Connecticut, Department of Energy and Environmental Protection.

- d) **Wildlife Rehabilitation.** Any person providing care to wildlife for the purpose of an animal's rehabilitation due to illness or injury, as part of a recognized for-profit or non-profit entity providing for such care of wildlife.

Violations and Penalties.

Whenever the authorized enforcement agency determines that a person has violated this ordinance, the authorized enforcement agency is authorized to issue a fine to the violator in the amount of two hundred and fifty dollars (\$250.00) for each offense. Any violation continued more than one (1) day shall constitute a separate offense for each day such violation continues.

After two or more violations of this ordinance have been cited to any person, the town may initiate a civil action in Superior Court for injunctive relief to prohibit and prevent such violation or violations and the court may proceed in the action in a summary matter.

Appeals.

Any person receiving a fine may appeal the determination of the authorized enforcement agency. The notice of appeal must be received in writing and filed with the Town Clerk's Office within ten (10) business days from receipt of the notice of the fine. The appeal shall be deemed received by the Town on the first business day following the day it is filed with and received by the Town Clerk's Office. Hearing on the appeal before the Hearing Officer shall take place within thirty (30) business days from the date of receipt of the notice of appeal. ~~The decision of the Hearing Officer shall be final.~~ The decision of the Hearing Officer may be appealed to Superior Court.



Town of Simsbury

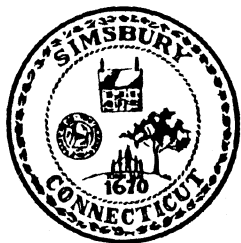
933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Aquarion Water Company Presentation
2. **Date of Board Meeting:** July 13, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Jeff Shea, Town Engineer
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
This presentation is informational with respect to the current status of the Aquarion Water Company water supply system, current water demands, and potential water shortage.
5. **Summary of Submission:**
The Town Manager was contacted by Aquarion Water Company (Aquarion) to discuss the implementation of possible conservation measures to better manage the peak water demand during the summer months. At this point in time, two of the three public water systems in town have encouraged voluntary water conservation measures from their customers. Recently, the Town assisted with education efforts regarding voluntary water conservation measures.

A presentation will be provided tonight by Robert (Jeff) Ulrich, Vice President of Supply Operations and Sustainability for Aquarion that will review the current service area, the current demands on their system, short and long term plans to improve the capacity of the water supply system, and discussion of a future plan to establish water conservation measures to mitigate the current water demand in Simsbury.
6. **Financial Impact:**
There is no financial impact anticipated to Aquarion customers or residents of Simsbury.
7. **Description of Documents Included with Submission:**
 - a) Press Release re: Voluntary Water Conservation Measures, dated June 26, 2020
 - b) Powerpoint Presentation from Aquarion Water Company
 - c) Excerpts from the 2018 Connecticut State Water Supply Plan



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

Voluntary Water Conservation Measures

The Town of Simsbury is asking residents connected to our public water systems to please engage in voluntary water conservation measures at this time. Due to below average precipitation, unseasonably warm weather, and increases in water demand two of our three water utilities have sent messages to their customers seeking voluntary water conservation measures.

Here are five ways you can help to conserve **OUTDOOR** water use:

- ✓ Adjust your mower to a higher setting. A taller lawn provides shade to the roots and helps retain soil moisture, so your lawn requires less water.
- ✓ Reduce your sprinkler setting to 2 days per week. The grass roots will grow deeper and make your grass more drought tolerant.
- ✓ Adjust your sprinklers so that they're watering your lawn and garden, and not the street or sidewalk.
- ✓ Turn off your irrigation system and use hand watering or drip irrigation for shrubs and flowers.
- ✓ Inspect your overall irrigation system for leaks, broken lines or blockage in the lines. A well-maintained system will save you money, water, and time.

Here are five ways you can help to conserve **INDOOR** water use:

- ✓ Turn off the water while lathering up, shaving, or brushing your teeth.
- ✓ Minimize baths and the amount of water you use for each. Trim one minute off the length of your showers.
- ✓ Wash only full loads in your dishwasher and washing machine.
- ✓ Hand wash dishes in a pan or the sink, not under continuous running water.
- ✓ Reuse dehumidifier water or use a bucket to capture shower and bath water while you wait for it to warm up; then use the water to water your plants.

For additional tips to reduce your water use please visit www.aquarionwater.com/consERVE.

In order to better understand the increased demand, we are sharing some recent data provided to the Town by Aquarion. This data applies to water consumption of customers on Aquarion's water system only. Aquarion has reported that in the month of June Simsbury's historic average demand is 2.2 Million gallons per day. Our demand in Simsbury for the last week has been over 4 Million gallons per day and has approached 4.5 Million gallons per day. Our winter demand in Simsbury is approximately 1.5 Million gallons per day. A high summer peaking factor in the water industry is 2 times winter demand. Simsbury is approaching a summer peaking factor of 3 times winter demand. Our peaking factor is currently the highest for any town in the state served by Aquarion.


During this period of dry conditions, the Town has taken measures to reduce its water consumption. We have reduced our irrigation at parks and athletic fields, reducing our water consumption due to irrigation by an estimated 20%.

Additionally, the Simsbury Farms Golf Course is not connected to a public water supply. The Golf Course utilizes a retention pond and well for irrigation purposes. When dry conditions arise, the Golf Course carefully monitors weather and turf conditions and reduces the frequency of their irrigation as well.

Simsbury Board of Selectmen


Simsbury's Summer Demands
.....
July 13, 2020

Jeff Ulrich - Vice President of Supply & Sustainability
Dan Lawrence – Vice President of Engineering
Peter Fazekas – Director of Corporate Communications



Simsbury 2020 Update

- High Demands were stressing the water system
- Code Reds to customers
- E-mails to customers
- Worked with the Town of Simsbury
 - Simsbury sent out an e-mail
 - Simsbury set up a message board
- Contacted large irrigators
- Conference call with irrigation contractors that serve the area
- Rainfall on June 27 and June 30



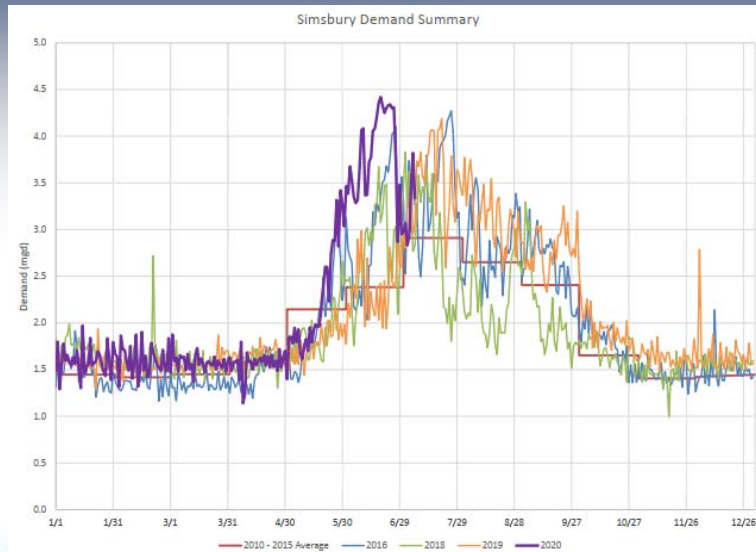
Simsbury – 2020 Demands

- Total Rainfall since May 2.18 inches. Normal 9+ inches.
- Historic average demand for June is 2.2 Million gallons per day.
- Demand in Simsbury for more than a week was over 4 Million gallons per day and approached 4.5 Million gallons per day.
- Winter demand in Simsbury is approximately 1.5 Million gallons per day.
- Simsbury is approaching a summer peaking factor of 3 times winter demand. That peaking factor is currently the highest for any town in the state served by Aquarion.

3

AQUARION
Water Company

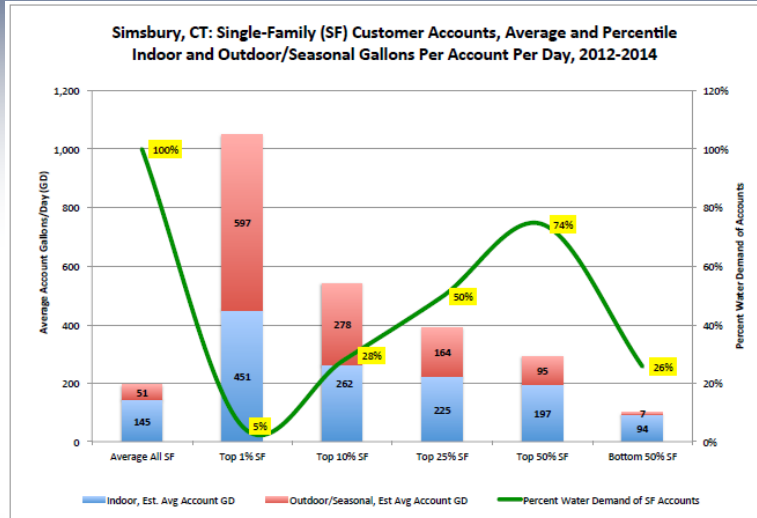
Simsbury Demands



4

AQUARION
Water Company

Simsbury – Residential Water Use



5

AQUARION
Water Company

Simsbury - Summary

- Most Customers are Water Efficient
- Small Number of Users in each Customer Class are Very Large Users
- System is stressed during extended dry periods
- Reduce Peaking Factor
 - Outdoor water use offers the largest potential
 - 2 Day per Week watering in 2021
- Continue to invest in the system
- Look to increase available water

6

AQUARION
Water Company



State Water Plan
CONNECTICUT

FINAL REPORT
January 2018

Final Report

Connecticut State Water Plan



PURA

Table 2-6 System Demand, Available Yield, and Margin of Safety for Water Systems Serving > 1,000 People

Water System	Reference Year1 and (Data Source)	Average Day Demand (mgd)	Average Day Available Water2 (mgd)	Average Day Margin of Safety	Maximum Month Average Day Demand (mgd)	Maximum Month Average Day Available Water2 (mgd)	Maximum Month Average Day Margin of Safety	Peak Day Demand (mgd)	Peak Day Available Water2 (mgd)	Peak Day Margin of Safety	Unaccounted-For Water Percentage	Per-Capita Residential Demand (gpcd)
Aquarion Water Company – Brookfield	2015 (PC), 2015 (PAR), 2012 (WSP)	0.320	0.544	1.70	0.393	0.544	1.39	0.519	0.687	1.32	43%	51
Aquarion Water Company – Chimney Heights	2015 (PC), 2015 (PAR), 2015 (WSP)	0.192	0.402	2.09	0.229	0.402	1.76	0.315	0.456	1.45	20%	62
Aquarion Water Company – East Derby	2015 (PC), 2015 (PAR), 2015 (WSP)	0.143	0.260	1.82	0.169	0.260	1.54	0.237	0.350	1.48	0%	NR
Aquarion Water Company – Litchfield	2015 (PC), 2015 (PAR), 2015 (WSP)	0.271	0.566	2.09	0.327	0.566	1.73	0.426	0.621	1.46	13%	44
Aquarion Water Company – Main System ³	2015 (PC), 2015 (PAR), 2005 (WSP)	43.244	71.530	1.65	57.452	88.320	1.54	66.090	102.610	1.55	10%	73
Aquarion Water Company – Mystic System	2015 (PC), 2015 (PAR), 2005 WSP	1.339	2.100	1.57	1.788	2.530	1.41	2.141	3.100	1.45	18%	55
Aquarion Water Company – New Milford	2015 (PC), 2015 (PAR), 2015 (WSP)	0.999	2.895	2.90	1.088	2.895	2.66	2.056	3.218	1.57	10%	47
Aquarion Water Company – Newtown	2015 (PC), 2015 (PAR), 2015 (WSP)	0.504	1.124	2.23	0.617	1.124	1.82	0.732	1.498	2.05	9%	48
Aquarion Water Company – Norfolk	2015 (PC), 2015 (PAR), 2005 (WSP)	0.090	0.730	8.11	0.142	0.767	5.40	0.216	0.767	3.55	25%	63
Aquarion Water Company – North Canaan	2015 (PC), 2015 (PAR), 2005 (WSP)	0.229	0.610	2.66	0.252	0.610	2.42	0.356	0.706	1.99	13%	56
Aquarion Water Company – Ridgefield	2015 (PC), 2015 (PAR), 2015 (WSP)	0.906	1.782	1.97	1.179	1.782	1.51	1.430	1.944	1.36	12%	74
Aquarion Water Company – Salisbury	2015 (PC), 2015 (PAR), 2005 (WSP)	0.315	1.057	3.36	0.436	1.564	3.59	0.519	1.564	3.01	22%	86
Aquarion Water Company – Simsbury System	2015 (PC), 2005 (WSP)	1.990	4.910	2.47	2.815	4.910	1.74	3.562	6.240	1.75	23%	93
Aquarion Water Company - Southwest Fairfield County Region (Greenwich, Stamford, Noroton,	2015 (PC), 2015 (PAR), 2005 (WSP)	34.170	38.439	1.12	46.610	54.239	1.16	51.320	66.519	1.30	NR	81
Aquarion Water Company – Valley	2015 (PC), 2015 (PAR), 2005 (WSP)	1.186	4.890	4.12	1.410	4.890	3.47	2.003	5.390	2.69	3%	71
Aquarion Water Company – Western Brookfield System	2015 (PC), 2015 (PAR), 2012 (WSP)	0.050	0.093	1.86	0.054	0.093	1.72	0.069	0.112	1.62	11%	55
Aquarion Water Company – Woodbury	2015 (PC), 2015 (PAR), 2015 (WSP)	0.138	0.243	1.76	0.158	0.243	1.53	0.179	0.324	1.81	17%	53

Table 2-10 Planned and/or Identified Expansions/Alterations for Community Water Systems Serving > 1,000 People

Community Water System	Planned or Identified Expansions / Alterations to Water Supply Facilities
Aquarion Water Co. – Mystic System	Install redundant Mystic River crossing, additional storage tank to enhance fire protection
Aquarion Water Company – Brookfield System	Interconnection with Chimney Heights system; well development, improvements, and testing; consolidate Western Brookfield, Candlewood Acres, Town Brooke, and Butternut systems, distribution system upgrades
Aquarion Water Company – Chimney Heights	Consolidate Berkshire Corporate Park system, interconnect with Brookfield system
Aquarion Water Company – East Derby System	No planned or identified expansions or alterations
Aquarion Water Company – Greenwich System	Distribution upgrades, dam modifications, water treatment plant upgrades
Aquarion Water Company – Litchfield System	Replace groundwater well
Aquarion Water Company – Main System	Distribution upgrades, dam modifications
Aquarion Water Company – New Canaan System	Distribution upgrades, dam modifications
Aquarion Water Company – New Milford System	Consolidate Litchfield Hills, Dean Heights, Pleasant View, Meadowbrook, Park Glen, Forest Hills, Carmen Hill, Laurel View, and Laurel Ridge systems, distribution system upgrades
Aquarion Water Company – Newtown System	Interconnection upgrades, well site improvements, consolidate Chestnut Tree Hill system
Aquarion Water Company – Norfolk System	Distribution upgrades
Aquarion Water Company – Noroton System	Distribution upgrades, dam modifications
Aquarion Water Company – North Canaan System	Distribution upgrades
Aquarion Water Company – Ridgefield System	Well replacement, pump station upgrades, consolidate Craigmoor and Ridgefield Knolls systems
Aquarion Water Company – Salisbury System	Distribution upgrades, dam modifications
Aquarion Water Company – Simsbury System	Distribution system upgrades, identify/install additional supply sources, create new high-service zone
Aquarion Water Company – Stamford System	Distribution upgrades, dam modifications, water treatment plant upgrade
Aquarion Water Company – Valley System	Distribution upgrades
Aquarion Water Company – Western Brookfield	Consolidate with Brookfield system
Aquarion Water Company – Woodbury System	Well replacement

Table 2-11 Potential Future Source of Supply Exploration Planned/Needed for Community Water Systems Serving >1,000 People

Community Water System	None Identified	Within 5-Year Planning Period	Beyond 5-Year Planning Period
Aquarion Water Co. – Mystic System			X
Aquarion Water Company – Brookfield System		X	
Aquarion Water Company – Chimney Heights		X	
Aquarion Water Company – East Derby System	X		
Aquarion Water Company – Litchfield System			X
Aquarion Water Company – Main System			X
Aquarion Water Company – New Milford System	X		
Aquarion Water Company – Newtown System		X	
Aquarion Water Company – Norfolk System	X		
Aquarion Water Company – North Canaan	X		
Aquarion Water Company – Ridgefield System		X	X
Aquarion Water Company – Salisbury System	X		
Aquarion Water Company – Simsbury System			X
Aquarion Water Company – Southwestern Fairfield County Region Systems (Greenwich, New Canaan, Noroton, Stamford)			X
Aquarion Water Company – Valley System	X		
Aquarion Water Company – Western Brookfield		X	
Aquarion Water Company – Woodbury System		X	
Avon Water Company			X
Berlin Water Control Commission		X	X
Bethel Water Department		X	
Bristol Water Department			X
Candlewood Shores Tax District		X	



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** July 13, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector

Maria E. Capriola

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

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

Move, effective July 13, 2020 to approve the presented tax refunds in the amount of \$10,552.17, 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 \$10,552.17. The attachment dated July 13, 2020 has a detailed listing of all requested tax refunds.

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

- a) Requested Tax Refunds, dated July 13, 2020

REQUESTED TAX REFUNDS
JULY 13, 2020

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2016				
Center for Dental Excellence LLC	16-02-40148	\$52.76		\$52.76
Cumberland Farms Inc	16-02-40211	\$3,920.99		\$3,920.99
Total 2016		\$3,973.75	\$0.00	\$3,973.75
List 2017				
Center for Dental Excellence LLC	17-02-40145	\$98.90		\$98.90
Cumberland Farms Inc	17-02-40203	\$1,833.05		\$1,833.05
Total 2017		\$1,931.95	\$0.00	\$1,931.95
List 2018				
Koeniger Philip	18-03-59921	\$46.35		\$46.35
VW Credit Leasing Ltd	18-03-69653	\$148.76		\$148.76
VW Credit Leasing Ltd	18-03-69683	\$109.94		\$109.94
Graham Stuart E 3rd	18-04-81245	\$35.13		\$35.13
Koeniger Philip	18-04-81801	\$198.47		\$198.47
Total 2018		\$538.65	\$0.00	\$538.65
List 2019				
Litke Joseph	19-01-04696	\$34.87		\$34.87
Prabulous Joseph	19-01-06477	\$3,790.04		\$3,790.04
Comprehensive Neuropshch. Serv	19-02-40211	\$18.00		\$18.00
Cahill Ann	19-03-52527	\$19.13		\$19.13
Jameson Russell	19-03-59006	\$60.90		\$60.90
Kozhenevsky Yevgeny	19-03-60177	\$24.95		\$24.95
Robinson Bernice	19-03-65836	\$138.05		\$138.05
Vendetti, Charles	19-03-69611	\$21.88		\$21.88
Total 2019		\$4,107.82	\$0.00	\$4,107.82
TOTAL 2016		\$3,973.75	\$0.00	\$3,973.75
TOTAL 2017		\$1,931.95	\$0.00	\$1,931.95
TOTAL 2018		\$538.65	\$0.00	\$538.65
TOTAL 2019		\$4,107.82	\$0.00	\$4,107.82
TOTAL ALL YEARS		\$10,552.17	\$0.00	\$10,552.17



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Grant Application to Support Local Prevention Activities
2. **Date of Board Meeting:** July 13, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community & Social Services *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports applying for a grant to support local prevention activities, the following motion is in order:

Move, effective July 13, 2020, to submit a grant application to support local prevention activities and to authorize Town Manager, Maria E. Capriola to execute the grant application.

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

Move, to accept the local prevention activities 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 Community & Social Services Department applies for a grant to provide funds for substance abuse prevention. This year the grantor has requested that all funds focus on awareness and prevention of vaping. If awarded, the funds will go towards: purchase and/or production of materials for distribution, facilitation of community meetings, and hosting a guest speaker.
6. **Financial Impact:**
If the grant is awarded in full, the amount would be \$5,342.
7. **Description of Documents Included with Submission:**
 - a) Proposed Grant Application

LPC Town: _____ LPC Applicant: _____

Funding Application for Grant to Support Local Prevention Council

1	Application Date July 6, 2020	Funding Start Date September 1, 2020 - June 30, 2021
2	Applicant Agency (Legal Name & Address) Community & Social Services Department Town of Simsbury 754 Hopmeadow Street Simsbury, CT 06070	Applicant Agency FEIN 06-6002085
3	Has a permanent Local Prevention Council been established? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
4	Local Prevention Council name and address Community For Care c/o Community & Social Services Department Town of Simsbury 754 Hopmeadow St. Simsbury, CT 06070	
5	LPC Contact Person (Programmatic) Kristen Formanek	Telephone Number/Fax Number 860-658-3283
	Title Director of Community & Social Services Department	Email Address kformanek@simsbury-ct.gov
6	Contact Person (Fiscal) Kristen Formanek	Telephone Number/Fax Number 860-658-3283
	Title Director of Community & Social Services Department	Email Address kformanek@simsbury-ct.gov
7	List town(s) impacted/included in application Simsbury (including Weatogue, West Simsbury & Tariffville)	
8	Is litigation pending on any of the applicant organization's programs? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, briefly explain below.	
FUNDING SUMMARY		
9	Total Program Budget \$5,342.00	Amount Requested \$5,342.00

Funding Application for Grant to Support Local Prevention Council

ATTESTATION			
10	I attest that to the best of my knowledge and belief, the information in this application is true and correct, the document has been duly authorized by the governing body of the contractor, the contractor has legal authority to apply for assistance, the contractor will comply with applicable state and/or federal regulations, and that I am a duly authorized signatory for the contractor.		
	Name (Print Or Type)	Title	Signature
	Kristen Formanek	Director	
	AUTHORIZING SIGNATURE(S)		
11	In order for this application to be considered for funding, it must be signed by an official signatory of the prioritized municipality.		
	Name (Print Or Type)	Title	Signature
	Maria Capriola	Town Manager	
12	If proposed activities involve the public schools in the prioritized community, the signature of the Superintendent of Schools (or designee) is required.		
	Name (Print Or Type)	Title	Signature
	Matthew Curtis	Superintendent of Schools	

13. Partnership(s)

A. Why was this partner(s)/community based-organization chosen?

This department coordinates and provides oversight to Community For Care which acts as our LPC. The Community for Care is committed to prevention of substance use in our whole community, particularly our youth. We have provided several programs in the past targeting vaping. In addition to the LPC, our Department also administers the Youth Service Bureau. The YSB is also strongly committed to prevention efforts and also focuses on other areas of wellness and risk reduction related to our youth. We also were recent recipients of a mini-grant with which we furthered our partnership with A Promise To Jordan and our local in Health District. We also have a very well established partnership with the Board of Education. We will work closely with as many community partners as possible in the mission to reduce vaping among our youth.

B. What is the evidence of this partner(s)/community based-organization’s capacity to manage community based coalitions?

The Department itself manages numerous organization/community based commissions, committees, councils and coalitions. To name a few, we manage; The Aging and Disability Commission, The Local Prevention Council (Community for Care), The Youth Service Bureau, The Juvenile Review Board, and SPIRIT Council. We have very strong partnerships with many organizations and members of the community.

C. What is the evidence of this partner(s)/community based-organization’s commitment to the community?

LPC Town: _____LPC Applicant: _____

Funding Application for Grant to Support Local Prevention Council

The Town of Simsbury, Department of Community and Social Service is deeply committed to serving the community. Our entire mission statement focuses on that; The Social Services Department provides assistance for residents with social, emotional, and economic needs of every kind. Our services help residents achieve self-sufficiency, maintain economic well-being and adjust to difficult circumstances and events in their lives. Like Simsbury itself, our services have grown and changed over the years. Today, our major program areas include services to families, youth, seniors and persons with disabilities. We offer multiple programs and services focused on assisting the community. Please visit our website for extensive details at <https://www.simsbury-ct.gov/social-services>

LPC Town: _____ LPC Applicant: _____

Funding Application for Grant to Support Local Prevention Council

14. WORKPLAN (use as many pages as needed)					
LPC Town Served:					
Service Type Code	Activity	Resources/Partners	Proposed Priority Population(s)	Estimated numbers served	Proposed Service Dates/Ranges (MM/YY)
*STM11 Material Dissemination	Purchase and/or Develop, produce & distribute brochures and flyers for social media and paper distribution.	Amplify Resources FVHD A Promise to Jordan Simsbury Police Dept. Simsbury Youth Service Bureau Simsbury Public Library	Middle School Students High School Students Parents/Families General	1000+ \$2342.00	09/2020-6/2021
*STC05 Community/Team Activities/Coalition Meeting	Facilitate at least 4 formal meetings of Community for Care that fosters, supports, enhances or advocates for prevention and health promotion.	Simsbury Social Services Community for Care A Promise to Jordan Simsbury Public Library	Parents/Families General Public	17	09/2020 -6/2021
STN02 Health and Informational Fairs	Participate & provide materials and information on vaping and vaping related resources	Amplify Resources FVHD A Promise to Jordan Simsbury Police Dept. Simsbury Youth Services Simsbury Public Library	Parents/Families Middle School Students High School Students General	500+ \$2000.00	09/2020-06/2021
Speaking Engagement	Host a speaking engagement.	Simsbury Social Services Community for Care	Parents/Families General	1 presentation \$1000.00	

Funding Application for Grant to Support Local Prevention Council

15. Budget Narrative

Please use or replicate the format below to complete your Budget Narrative and Budget Justification below for each line item. This budget amount is located in Appendix A. of the Announcement and should show exactly what requested dollars will purchase keeping the following in mind:

- Allowable administrative costs may not exceed \$599 or 15% of total funding.
- Honorariums not to exceed \$500.00.
- Allowable program expenses may include materials/supplies, equipment rentals, and programmatic food expenses; however, food expenses may not exceed more than 5% of the total budget for the entire funding period.
- Direct services for intervention or treatment are not allowed.
- Receipts must be maintained as you may need to submit them upon request.

Budget Narrative	
Item(s)	Total Costs
Personnel	0
Fringe	
Supplies, printing, postage	
Travel	
Campaign/print materials/website	
Total Direct Charges	5,342
Indirect Charges	
Total	

Please provide a Budget Justification for the items noted in the narrative above:

All administrative costs will be given in kind. All dollars will be directly program related. We will plan to utilize funds to purchase materials for programs. We will also utilize funds for potential speakers at health and informational events as well as smaller programs. We will also utilize funds for refreshments at programs and activities.

Funding Application for Grant to Support Local Prevention Council

16. Local Prevention Council Membership List

Member Name	Gender	Race	Email Address	Title	Sector Representation
Kristen Formanek	F	C	[REDACTED]	Director of Community and Social Services	Department of Community and Social Services
Wendy Mackstutis	F	C	[REDACTED]	Selectwoman	Simsbury Board of Selectmen
Position Vacant	Unknown			Teen Services Librarian	Simsbury Public Library
Amy Muska	F	C	[REDACTED]	Simsbury Schools Health Dept.	Simsbury Public Schools
Fred Sifodaskalakis	M	C	[REDACTED]	Simsbury Police Lieutenant	Simsbury Police Department
Nancy Sheetz	F	C	[REDACTED]	Director Farmington Valley VNA	Farmington Valley VNA
Sue Homrok-Lemke	F	C	[REDACTED]	Assistant Superintendent of Schools	Simsbury Public Schools
Cheryl Cook	F	C	[REDACTED]	Community For Care Chair	Community At Large
Candee Brohinsky	F	C	[REDACTED]	Committee Member	Community at Large
Karen Gallagher	F	C			
Marc Lehman	M	C		Committee Member	Community at Large
Rebecca Rosenthal	F	C		Committee Member	Community at Large
Sally Reiger	F	C		Committee Member	Community at Large
Thomas Steen	M	C		Committee Member	Community at Large
Hannah Reynolds	F	C		Committee Member	Community at Large
Gene Ott	M	C		Committee Member	Community at Large
Chris Kelly	M	C		Committee Member	Community at Large
Richard Holden	M	C		Committee Member	Community at Large
Sarah Gwinn	F	C		Committee Member	Community at Large
Heather Mudano	F	C		Committee Member	Community at Large

LPC Town: _____ LPC Applicant: _____

Funding Application for Grant to Support Local Prevention Council



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Donation from the Peterson Family

2. **Date of Board Meeting:** July 13, 2020

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 acceptance of the donation from the Peterson Family, the following motion is in order:

Move, effective June 13, 2020 to accept a donation from the Peterson Family in the amount of \$1,500 for the purpose of providing assistance to residents in need.

5. **Summary of Submission:**

The Peterson Family has provided a financial donation in the amount of \$1,500 to the Town of Simsbury Social Services Department. The funds have been allocated as follows: \$500 for programs that support children's needs such as sports registration or purchase of equipment; the remaining balance of \$1,000 should be used at the discretion of the Director of Social Services for programs and matters where there is a need for client assistance.

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 the Peterson Family.

6. **Financial Impact:**

The \$1,500 donation from the Peterson family will be deposited into a Social Services special revenue fund.

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

None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Simsbury Volunteer Fire Company Donation
2. **Date of Board Meeting:** July 13, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; James Baldis and Gary Wilcox, Members, SVFC
75th Anniversary Committee *maria E. Capriola*

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

If the Board of Selectmen supports acceptance of the donation from the Simsbury Volunteer Fire Company, the following motion is in order:

Move, effective July 13, 2020 to accept a donation from the Simsbury Volunteer Fire Company for the resetting and replacement of brick pavers, replacement of benches and installation of a commemorative plaque in the walkway that surrounds the ornamental clock in front of Town Hall.

5. **Summary of Submission:**

In commemoration of the 75th anniversary of the organization, the Simsbury Volunteer Fire Company (SVFC) would like to donate to the Town of Simsbury services and materials to refurbish the existing brick paver walkway and plaza area located in front of Town Hall. The scope of work includes resetting existing brick pavers, replacing any damaged pavers, replacing two existing ornamental benches in the plaza area, and the installation of a commemorative plaque. Additional engraved brick pavers will be offered to the public as part of the project. The work would be completed by a contractor hired by the SVFC later this summer or in the fall.

6. **Financial Impact:**

There is no direct financial impact. Some modest indirect staff time from the Engineering Department is expected. The estimated value of the work is \$15,000. The Ensign Bickford Foundation graciously contributed to the Fire Company's fundraising efforts for this project.

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

- a) Letter from the Simsbury Volunteer Fire Company, dated July 3, 2020

Simsbury Volunteer Fire Company

871 Hopmeadow St. Simsbury CT 06070
860-658-1971

July 3,2020

Board of Selectmen
Town of Simsbury

Board members of the Board of Selectmen,

25 years ago the Simsbury Volunteer Fire Company with the gracious assistance of the Ensign Bickford Foundation made a donation to the town of the clock and surrounding brick area that proudly stands in front of town hall in celebration of the SFVC's 50th anniversary. Here we are 25 years later and now completing our 75th year. In appreciation to the Town of Simsbury the SVFC would like to offer an upgrade to this clock display area. The Ensign Bickford Foundation has once again graciously donated to our efforts. This project would include removal and resetting of all the brickwork as time has degraded the bricks and some are now in need of replacement. We are also planning to add some appropriate wrought iron benches and include a commemorative plaque in the center clock planting. Many of the bricks are engraved and we will once again allow the purchase of engraved bricks in support of the project. Our total cost estimate in the repair / upgrade project is \$ 15,000.00 and upon your approval and acceptance of this gift we would like to see this project be completed by the fall of this year. Thank you for your consideration.

James Baldis
Gary Wilcox,
Members, SVFC 75th Anniversary Committee



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Updates to (Human Services Aide) Social Services Assistant Classification
2. **Date of Board Meeting:** July 13, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community and Social Services; Eric Gomes, HR Coordinator

Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the proposed classification updates to the (Human Services Aide) Social Services Assistant position, the following motion is in order:

Move, effective July 13, 2020 to change the job title of Human Services Aide to Social Services Assistant and to approve the proposed changes to the job description for the classification as presented.

5. **Summary of Submission:**
Attached please find a proposed revised job description for the (Human Services Aide) Social Services Assistant position in the Community and Social Services Department. The position will become vacant in early September due to a staff member retiring after 30 years of service to the Town. The job description for this position has not been updated since 2002. The proposed job description changes are largely housekeeping to reflect modern terminology, current practices, and current duties of the position. Similarly, the proposed job title of Social Services Assistant better reflects the current terminology used for the Community and **Social Services** Department.

The position is represented by the CSEA Secretarial, Clerical and Library unit and is currently classified at grade "T-6" on that employees' pay plan. The position would stay at that pay grade, still be classified as non-exempt and remain at its regularly scheduled 35 hours per week.

The Union and Management have reached an agreement on the proposed changes.

The Director of Community and Social Services, Management Specialist, Employee Benefits and Human Resources Coordinator and Town Manager were involved in preparing the job description.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed changes to job descriptions to the Board of Selectmen for review and approval.

Excerpted Charter language reads:

“...the Town Manager shall cause to have prepared a statement of the duties and responsibilities of each position in the Town service and of the minimum qualifications for appointment to such position. The statement so prepared shall become effective upon the approval by resolution of the Board of Selectmen and may be amended, upon recommendation of the Town Manager, by resolution of the Board.”

The Personnel Sub-Committee reviewed and approved the proposed updates at their July 9, 2020 meeting.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

a) Proposed Job Description – Social Services Assistant

Town of Simsbury

TITLE: Social Services Assistant ~~Human Services Aide~~ **GRADE:** T-6

DEPARTMENT: Community and Social Services **DATE:** July XX, 2020

POSITION DESCRIPTION:

Performs ~~secretarial and clerical~~ social and human service assistance of a complex, confidential, and responsible nature.

SUPERVISION RECEIVED:

Receives general supervision from Director of Community and Social Services and functional supervision from professional staff.

ESSENTIAL JOB FUNCTIONS:

- Provides customer service to the public, screens calls, walk-in traffic and correspondence. Provides information on department and/or Town services and acts as a point of contact for clients. Refers correspondence to the appropriate staff person or department as needed; follows up on requests to ensure satisfactory resolution.
- Arranges appointments and meetings for the Director of Community and Social Services.
- ~~Types and transcribes letters, reports and documents from rough draft, notes or source materials.~~
- ~~Composes correspondence and other materials without instruction.~~ Composes routine and specialized correspondence and documents from written notes, source material and verbal discussions on behalf of the Department and the Director of Community and Social Services including documents of a confidential nature.
- Maintains confidential data, case records, and statistics. Prepares reports and case files. Maintains records according to state retention schedule, prepares requests to destroy documents, and arranges for destruction of authorized documents. Prepares and maintains office files and records. ~~including personnel, travel, and purchase orders.~~
- Assists with administration of eligibility based programs as assigned such as the Renters' Rebate program, Energy Assistance program, Food programs, and Holiday program. Assists with screening applicants and participants for eligibility and completes client applications using various software programs.
- Assists with administration of programming, special initiatives, and services such as youth services, local prevention council activities, and others as assigned.
- ~~Administers food for emergency needs.~~
- ~~Meets the public and~~ Provides information and referrals to the public on various assistance programs such as: emergency assistance, Energy Assistance, Renters'

Rebate, food programs, senior services and various governmental, non-profit, and private social assistance programs.

- Informs applicants or recipients of rules, regulations, and procedures of various assistance programs.
- Assists with event planning and coordination.
- Assists in the coordination of senior and disabled Dial-A-Ride bus service.
- Assists in the preparation of grant applications and in the administration of grant awards. Assists in ensuring grant compliance.
- Responsible for preparing departmental purchase orders, processing invoices and P-card statements, maintaining gift card logs, depositing, tracking and acknowledging donations, and other financial management duties as assigned.
- Responsible for tracking budget expenditures.
- Assists with preparing and processing the Department's payroll and staff leave requests. Tracks and maintains staff leave requests.
- Assists with creation, preparation, posting and distribution of agendas, minutes, and packets for Boards, Committees, and Commissions assigned to the Department. Assists with scheduling, technology and other meeting needs.
- Prepares information, designs, and distributes informational and marketing materials for newsletters, press releases, social media, and other mediums.
- Assists in maintaining the Department's website and social media platforms.
- Gathers materials, data, and other information for review by supervisor.
- Reports work accomplished to supervisor.
- Receives oral or written instruction from Director of Community and Social Services.
- Plans and organizes work according to established standard office procedures.

~~ADDITIONAL JOB FUNCTIONS:~~

- ~~• Provides secretarial services and coordination to programs such as youth employment, Juvenile Review Board, and Human Services Council.~~
- ~~• Prepares, organizes, and collates materials for meetings.~~
- ~~• Screens telephone calls for staff.~~
- ~~• Responds to inquiries from public.~~
- ~~• Refers applicants for assistance to other public and private social agencies as required.~~

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic office procedures including data entry, filing, scheduling, posting and record keeping.
- Knowledge of principles and techniques of personal computer operations and software packages including word processing, Microsoft Word, Excel, Access, Publisher, or similar software.
- Ability to deal tactfully and effectively in person and over the phone with commission and board members, Town officials, staff members and general public.
- Ability to work under a minimum of supervision and to deal with problems assigned.

- Ability to follow written and oral instructions.
- Ability to acquire a working knowledge of procedures pertaining to the mission of the assigned department.
- Ability to accurately type letters, forms, notices and reports for review and signature of supervisor.
- Ability to acquire skill in operating data processing equipment.
- Ability to maintain accurate files and records.
- Ability to perform accurate mathematical computations.
- Ability to capably operate office equipment as required, including but not limited to [personal computer](#), typewriter, calculator, copy machine, fax machine, ~~computers~~ and printers.
- [Ability to maintain confidential records and information.](#)

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

The physical and mental effort demands as well as the environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to sit at a desk or stand and work continuously for extended periods of time.
- Ability to talk and hear.
- Ability to use hands to finger, handle, or operate objects, tools, or controls and reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust vision.
- Works in office setting subject to frequent interruptions and background noises.
- Includes exposure to video display terminals on a daily basis.
- Ability to move reports and office equipment by exerting up to ten (10) pounds of force.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 6' from the floor.
- Ability to handle stressful situations.
- Ability to move throughout Town buildings and sites.

REQUIRED MINIMUM QUALIFICATIONS:

~~The skills and knowledge required would generally be acquired with~~ A high school diploma, ~~with course work in Business English and Commercial Arithmetic, and~~ three years of increasingly responsible [paraprofessional](#) ~~secretarial~~ social and human services related work, [and experience with providing service to the public.](#) [An Associate's Degree in Human Services or a related field is preferred.](#)

LICENSE OR CERTIFICATE:

Must possess a valid driver's license.

Notary Public, desirable.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit –
Performing Arts Center: 2020 Apogee Dance Recital

2. **Date of Board Meeting:** July 13, 2020

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

Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development; Tom Hazel, Code Compliance Officer

Maria E. Capriola

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

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

Move, effective July 13, 2020 to approve the public gathering application on behalf of the 2020 Apogee Dance Recital and to authorize the issuance of the public gathering permit.

5. **Summary of Submission:**

The Public Gathering Committee has approved the application for the Apogee Dance Recital event. The event will be held on July 24th and July 25th, 2020 at the Simsbury Performing Arts Center. The event is scheduled to start at 12:00pm on July 24, 2020 and end at 7:00pm on July 25, 2020.

The Simsbury Performing Arts Center provided a copy of the plan to re-open along with certification reference from CT DECD.

6. **Financial Impact:**

None

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

- a) Application, Map and Summary of Event
- b) Re-Open Plan for Simsbury Performing Arts Center



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

PUBLIC GATHERING PERMIT APPLICATION

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

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

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

Applicant's Name: Missy DiNunno - Executive Director

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

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

Event Location: Simsbury Meadows Performing Arts Center

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

Exact Time(s)/Date Begin: Friday, July 24, 2020 12:00 PM End: Saturday, July 25, 2020 7:00 PM

*times above include setup/breakdown - see attached event outline 300/perf.
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 300/perf.

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

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

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

EVENT INFO

Description of Event: Apogee Dance Academy will hold a year-end recital showcase for their recreational dancers. The recital will feature two performances in an effort to limit crowds and number of student performers gathered at one time.

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES NO NUMBER: 8T/8R
• *You are responsible for proper collection and removal of all waste generated by your event.*

Portable toilets: YES NO NUMBER: 4
• *If yes, please show locations on attached site plan.*

Tent: YES NO SIZE: 3x3 dress pods
OPEN SIDES ENCLOSED
• *Tents must be in compliance with State of Connecticut tent regulations. The Town of Simsbury's Building Official or Fire Marshal can advise on tent requirements.*

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

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

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

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

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

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

860-658-3245

Alcohol

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

Signage

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

Attachments:

Site Map

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

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

www.fvhd.org
860-352-2333

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

Has a Temporary Food Permit been secured? YES NO

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

BUILDING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent: YES NO CAPACITY: attached
OPEN SIDES ENCLOSED
SQUARE FOOTAGE: 9 sq ft

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

Does your event require electrical access? YES NO

- Will you be utilizing portable generators? YES NO

FIRE MARSHAL
871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

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

860-658-3222

Will barricades/signage be required:

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

YES NO

DATES: _____

Are DPW trucks required for use as barricades?

YES NO

QUANTITY: 0

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

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

Please note:

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

POLICE DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES NO

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

Will on-site private security be provided?

YES NO

NUMBER: _____

Will on-site emergency medical services be provided?

YES NO

NUMBER: _____

- Where will they be located? _____

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

860-658-7213

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

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

Attendance will be:

STAGGERED OVER COURSE OF EVENT AT A SPECIFIC TIME TIME: 11a & 2:30p

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

860-658-3836

Are you serving food? YES NO

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

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

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

Will athletic field lighting be necessary? YES NO

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

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

• ATTENDANCE: _____ / 50 = _____ PORTABLE TOILETS REQUIRED

***Portable toilet quantity (4) per recommendation of USS for 2 hr event with 300 ppl, no alcohol
Additionally, 2 Town Parks units also available in the parking area.*

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 (Apogee Dance Academy)

Applicant's Signature: 

Date Signed: 6-28-20

REQUIRED SIGN OFFS (in order required)

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

EVENT SUMMARY

Apogee Dance Academy Recital

Saturday, July 25, 2020 (rain date July 26)

Public Gathering Permit Application Submitted: 6-28-20

CONTACT INFORMATION:	
Organization	Apogee Dance Academy Event website: www.apogee
Event Contact	Alexandria Puglisi Owner Apogee Dance Academy 122 Spring Street Unit D6 Southington, CT 06070 Cell: 203-915-0010 Office: 860-628-8998 Email: apogeedanceacademy@att.net
SMPAC Contact	Missy DiNunno, Executive Director Office: 860-651-4052 Cell: 203-305-1847 Email: missy@simsburymeadowsmusic.com

TIMELINE:

Friday, July 24, 2020	
12:00p – 2:00p	Load-in & setup
Saturday, July 25, 2020	
8a – 10:00a	Load-in and setup
10:00a – 11:00a	Gates open: staggered audience entry
11:00a – 12:30p	Performance One
1:30p – 2:30p	Gates open: staggered audience entry
2:30p – 4p	Performance Two
4p – 6p	Load-out

EVENT DETAILS:

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

Ticketing Information
N/A Private sale to studio families. \$10 per ticket.

Parking
Advanced Preparation Lot lining by Parks Department

Parking	
Management	SMPAC
On-site Parking Fee	N/A

Expected Attendance	
Total Attendance Expected	300 max per performance **staggered arrival times to be provided to ticket holders to manage and maintain social distancing at entry **staggered dismissal style exit at conclusion of recital

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

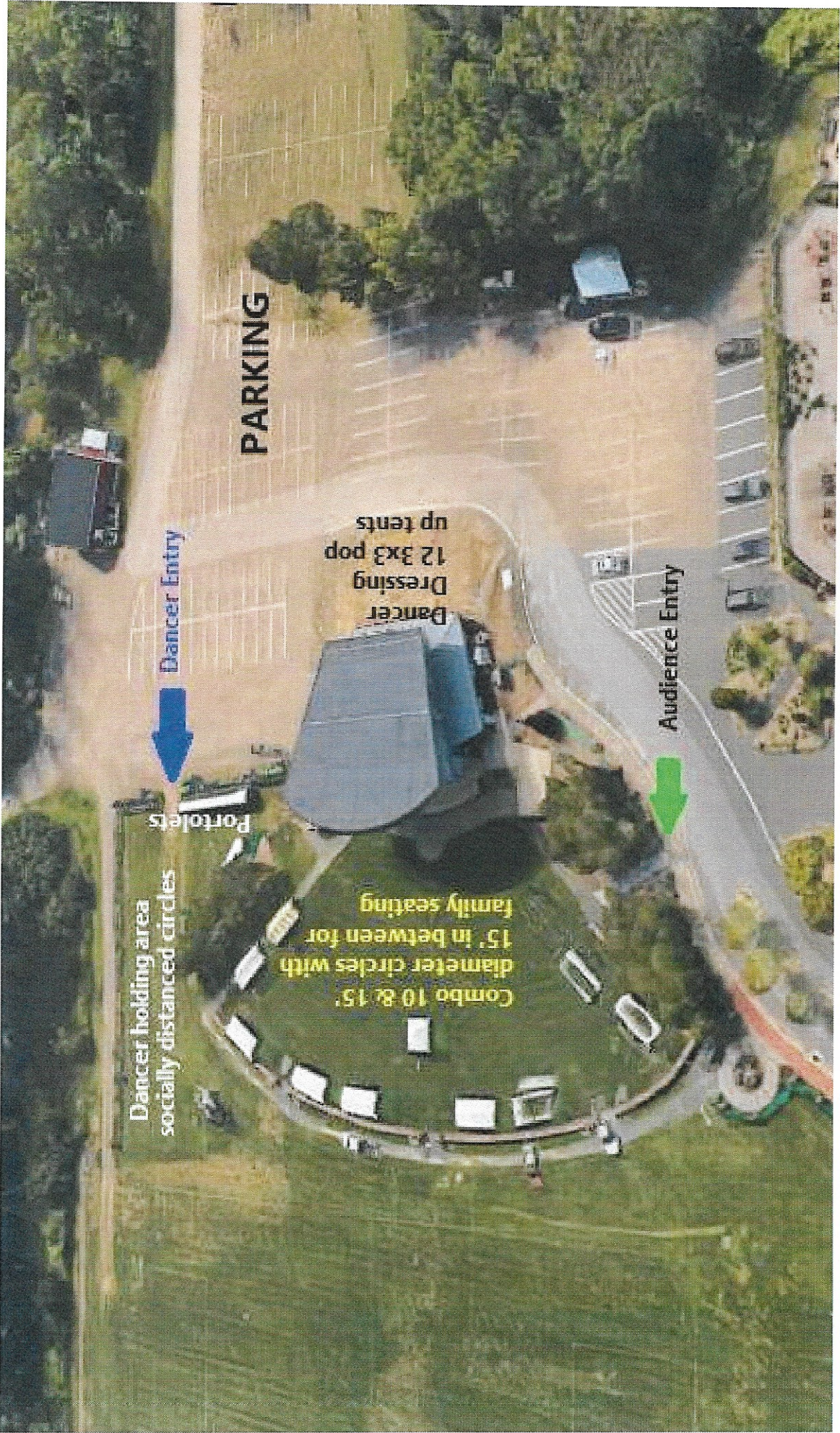
Vendor Information	
Merchandise Sales Vendors	N/A
Food Vendors	SMPAC – No Concessions Location – N/A Other Vendors – None
Services/Other Activities	Location – Tents for dressing areas (see below)

Public Restrooms	
Coordinated by	SMPAC
Units	Standard – 2 Sinks - 1 Accessible - 1 TOTAL - 4
Location	North east field – N/A North west field – N/A South east field (adjacent to parking lot and birch trees) – 2/1/1

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

Public Safety	
Police	No police required
Fire	N/A
EMS	N/A

Tents		
3x3 pop up changing pods	Number: 12	Sides: yes



PARKING

Dancer Entry

Audience Entry

**Dancer holding area
socially distanced circles**

Portolets

**Combo 10 & 15'
diameter circles with
15' in between for
family seating**

**Dancer
Dressing
12 3x3 pop
up tents**

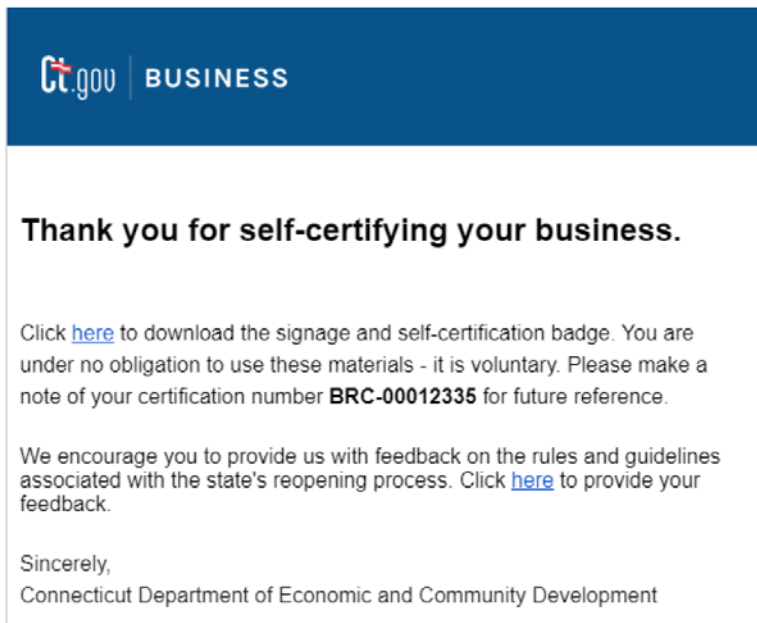


Plan for Reopen and Event Activity 2020

Practices and Procedures

- SMPAC has completed the State of Connecticut certification for safe reopen and is adhering to all guidelines associated with outdoor events as outlined here in Phase 2:

https://portal.ct.gov/-/media/DECD/Covid_Business_Recovery-Phase-2/Outdoor_Events_C5_V1.pdf



- Isolation Plan (to address suspected ill patron/employee/volunteer on premises): An isolation area has been identified off the rear of the band shell. Employees have been instructed to direct a suspected individual to remain in that location while they call for an ambulance to further address immediate isolated treatment.
- Cleaning logs: Logs have been created for the band shell restroom as well as the office and equipment storage areas to document frequency of cleaning, as well as the employee responsible for completing the cleaning.
- Contact Tracing - employee / volunteer / attendee recordkeeping: All rental clients are required as part of their agreement with SMPAC to track and provide records of attendees for the purposes of contact tracing. SMPAC is also tracking employee and volunteer on-site work times through standard timesheet practices. SMPAC is minimizing the use of volunteers at this time, as the bulk of its corps are members of the higher risk age group (65+) still encouraged to stay home and stay safe.
- COVID-19 Employee / Volunteer Training (written daily procedures check list and verbal presentation): SMPAC employees have received training with regard to state mandated reopen procedures, as well as proper use of PPE for cleaning and sanitizing.
- SMPAC does not handle ticketing for rental clients, however we have encouraged those who are selling tickets to adopt policies which afford more leniency with refunds as related to health in an effort to discourage those who are sick from attending.
- SMPAC has acquired PPE for all employees as well as cleaning and sanitizing products to include hand sanitizer at each public entrance, gloves, face coverings, infrared thermometer for daily checks, and safety glasses for use when cleaning.

- SMPAC and rental clients will employ use of contactless reservation / payment as necessary
- All ticketed events will have assigned staggered entry for ticket holders, as well as coordinated dismissal at the conclusion of each event for staggered exit.
- SMPAC has instituted a “bring your own policy” for 2020 to discourage shared use of on-site equipment (tables and chairs), instead encouraging rental clients to have patrons bring their own seating and food/beverage (if applicable) from home.
- SMPAC employees will not share work stations, golf carts or radio equipment and said equipment will be thoroughly sanitized following each use.
- Portolets will be provided for patrons to use “at his/her own risk”. Portolets will be equipped with full stock of hand sanitizer and will be cleaned in between each event.

Equipment

- SMPAC has acquired PPE for all employees as well as cleaning and sanitizing products to include hand sanitizer at each public entrance, gloves, face coverings, infrared thermometer for daily checks, and safety glasses for use when cleaning.
- Traffic pattern and ID markers for social distancing (stage spike tape, signage, grounds paint)
 - o Ground markers are used onstage to note minimum 6’ distance between individuals
 - o One-way entry and exit markers stage left and right respectively along with A-Frame Signage noting “Entry ONLY” “Exit ONLY”
 - o One-way entry signage to be displayed for audience entry/exit on field for performance events with additional sidewalk markers to cue waiting at 6’ apart during staggered entry.
 - o Combo 10’ and 15’ diameter circles to be marked on field with spray paint for ticketed household groups to gather together. 15’ distance to be maintained between each circle to allow for 6’ from each group plus 3’ walking aisle as mandated by state guidelines.
 - o All performers will be staged a minimum of 12’ from audience
- Guidelines signage prominently displayed to outline protocols



- **Maintain 6’ distance between you and others**
- **Wear a mask at all times when within 6’ of another individual**
- **Keep your hands clean**
- **Stay home if you feel sick**
- **High risk groups and those 65+ recommended to stay home and stay safe**



- o PPE protocols for SMPAC staff and volunteers: A mask must be worn at all times.
- o PPE protocols for patrons, guests, performers:
 - Masks required in public areas at all times
 - Exemption for 6’ distance between fitness class participants/instructor

- Exemption for groups of individuals from same household as long as 6' distance and 3' walking space maintained between each group (ie 15' like the beach)
 - Exemption for performers (singers, wind instruments, etc.) as long as 12' distance
- Point of sale barriers – In the event that usage is required, ticket booth windows will have clear barriers installed to provide protection between booth representatives and patrons.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- Title of Submission:** Proposed Public Gathering Permit –
Performing Arts Center: 2021 Charity Concert and
Motorcycle Ride
- Date of Board Meeting:** July 13, 2020
- Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community
Development; Tom Hazel, Code Compliance Officer
Maria E. Capriola
- 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 July 13, 2020 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 2021 charity concert and motorcycle ride.*

- Summary of Submission:**
The Simsbury Performing Arts Center has a concert and charity motorcycle ride
scheduled for one of the following dates: June 20, 2021, July 18, 2021, or September
19, 2021. ZZ Top is expected to be the headline act for the event (tentative contract
pending).

The event schedule is as follows:

TIMELINE:

<u>Saturday, June 19, July 17, or September 18</u>		
8:00 AM – 5:00 PM	Load-in	SMPAC Stage / Field
<u>Sunday, June 20, July 18 or September 19</u>		
8:00 AM	Load-in continued	SMPAC Stage / Field
12:00 PM	Gates open to public	SMPAC site
12:00 PM – 6:00 PM	Performances (proposed headliner ZZ Top)	SMPAC Stage
6:00 PM – 10:00 PM	Load-out	SMPAC Stage / Field

The event consists of a concert with ZZ Top as the headline event with some opening
acts. The applicant has indicated that attendance is expected to be between 4,000 and
5,000 with the potential of exceeding 5,000.

The applicant has met with the Chief of Police regarding traffic and parking. According to the application, they are expecting 2,500 motorcycles at the event. The group discussed a parking plan that would involve using Iron Horse Boulevard with overflow parking at the Simsbury Public Library for motorcycles.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

a) Application, Map and Summary of Event



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

PUBLIC GATHERING PERMIT APPLICATION

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

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

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

Applicant's Name: Missy DiNunno

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

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

Event Location: Simsbury Meadows Performing Arts Center

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

Exact Time(s)/Date Begin: 8:00 AM Saturday End: 10:00 PM Sunday

Number of people expected to be present for the event (incl. staff, volunteers, attendees): 4,000-5,000
** See attached Event Outline for proposed dates and detailed timeline

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

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

TOWN OF SIMSBURY USE ONLY:

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

Signature: _____ Date: _____

EVENT INFO

Description of Event: Charity concert to benefit the Muscular Dystrophy Association.

Event will feature headlining performance by ZZ Top plus other opening acts.

Benefit ride will begin at multiple Harley Davidson dealerships and conclude through Simsbury to the venue with motorcycles parking on Iron Horse Blvd.

Please indicate whether you will be bringing:

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

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

Portable toilets: YES NO NUMBER: 65 units

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

Tent: YES NO SIZE: see attached
OPEN SIDES ENCLOSED

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

Lighting and/or sound equipment: YES NO

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

Does your event require electrical access? YES NO

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

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

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

Will alcohol be served at your event? YES NO

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

Will road closure(s) be necessary? YES NO

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

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

860-658-3245

Alcohol

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

Signage

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

Attachments:

Site Map

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

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

www.fvhd.org
860-352-2333

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

Has a Temporary Food Permit been secured? YES NO

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

BUILDING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

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

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

Does your event require electrical access? YES NO

- Will you be utilizing portable generators? YES NO

FIRE MARSHAL
871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

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

860-658-3222

Will barricades/signage be required:

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

YES NO

DATES: _____

Are DPW trucks required for use as barricades?

YES NO

QUANTITY: 0

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

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

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

Please note:

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

POLICE DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES NO

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

MDA Benefit Ride and Charity Concert was previously held at Sun Valley Resort in Stafford Springs.

ZZ Top played the following venues in 2019: Coral Sky Amphitheatre, FL, MidFlorida Credit Union

Amphitheatre, FL, Verizon Amphitheatre, Georgia

Will on-site private security be provided?

YES NO

NUMBER: 30+

Will on-site emergency medical services be provided?

YES NO

NUMBER: 15 vols.

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

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

860-658-7213

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

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

Attendance will be:

STAGGERED OVER COURSE OF EVENT

AT A SPECIFIC TIME TIME: 12p - 6p

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

860-658-3836

Are you serving food? YES NO

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

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

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

Will athletic field lighting be necessary? YES NO

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

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

• ATTENDANCE: 4000-5000 / 50 = see note PORTABLE TOILETS REQUIRED

**restroom quantities above as recommended by United Site Services

Public Gathering Permit Required Declaration

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

Applicant's Name (Printed): Missy DiNunno

Applicant's Signature: 

Date Signed: 7-3-2020

REQUIRED SIGN OFFS (in order required)

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

EVENT SUMMARY

Trantolo & Trantolo MDA Benefit Ride and Concert

Tentative Dates: Sunday, June 20, Sunday, July 18, or Sunday, Sept 19, 2021

(Rain Date: N/A)

Public Gathering Permit Application Submitted: 7-3-20

CONTACT INFORMATION:

Organization	Trantolo & Trantolo Event website: trantololaw.com/concerts
Event Contact	<p>Scott Trantolo – licensee w/ SMPAC 50 Russ Street Hartford, CT 06106</p> <p>Main: 860-999-9999 Cell: 860-966-6886 Email: ScottT@trantololaw.com</p> <p>Norman LeBlanc – Trantolo Events Coordinator Same address as above</p> <p>Main: 860-999-9999 Cell: 860-830-1256 Email: NormL@trantololaw.com</p>
SMPAC Contact	<p>Missy DiNunno, Executive Director</p> <p>Office: 860-651-4052 Cell: 203-305-1847</p>

TIMELINE:

Saturday, June 19, July 17, or September 18		
8:00 AM – 5:00 PM	Load-in	SMPAC Stage / Field
Sunday, June 20, July 18 or September 19		
8:00 AM	Load-in continued	SMPAC Stage / Field
12:00 PM	Gates open to public	SMPAC site
12:00 PM – 6:00 PM	Performances (proposed headliner ZZ Top)	SMPAC Stage
6:00 PM – 10:00 PM	Load-out	SMPAC Stage / Field

EVENT DETAILS:

Description
The MDA Benefit Ride and Concert is a summer event destination for motorcyclists and music fans from across the region. Trantolo and Trantolo are working to confirm ZZ Top as this year's headliner.

Ticketing Information	
Price: \$30 in advance, \$35 at the door	Point of Sale: Online at trantololaw.com/concerts , in person at Fitzgerald's Foods, SMPAC ticket depot day of event

Field and Parking	
	On-site parking closed to public
Advanced Preparation	Concert Field Lining (TMMF template) and parking lot lining by CP&R
Motorcycle Parking	Both lanes heading north on Iron Horse Blvd from SMPAC entrance to RT 10 closed to traffic for motorcycle parking. 2,500 motorcycles expected. Overflow motorcycle parking to be offered at the Simsbury Public Library.
Management	SMPAC for on-site parking and T & T Security for motorcycle parking
On-site Parking Fee	\$10 – limited space available for general public

Expected Attendance	**Figures are estimated and subject to change
Total Attendance Expected	4,000 – 5,000

Stage Requirements	
Lights	Per Production Rider and coordinated with SCL
Sound	Per Production Rider and coordinated SCL
Production Setup	Per Rider

Vendor Information	
Merchandise Sales Vendors	TBD Per artist
Food Vendors	SMPAC Provided – Standard Beverage Tents Approximately 12 food trucks split east and west field Other – Backstage catering and private catering in VIP tent Location – Southeast field adjacent to accessible parking
Services/Activities	Location – non food tents between main and flag pole gate

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

USA Security	
Stage Security	Yes
Field Security	Yes

USA Security	
Motorcycle Parking Security	Yes – T&T provides
Overnight Security	Yes

Public Safety Services	
Police	Per SPD for concerts – 8 plus additional personnel for ride in
Fire	Standard concert IC setup – no fireworks
EMS	Yes – see detailed notes below
DPW Trucks	N/A – Fire to provide water barricades for Iron Horse
Notes	<ul style="list-style-type: none"> • Aetna Ambulance • Certified Ski Sundown Patrol First Aid Responders (approx. 15-20) stationed at FA Tent and throughout field

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



T & J MDA Benefit Ride and Concert

PORTOLETS

FOOD VENDORS

Sound tent

20 ft aisles

Accessible Entry

Portolets

160 ft from ctr stage

Ambulance

Entry

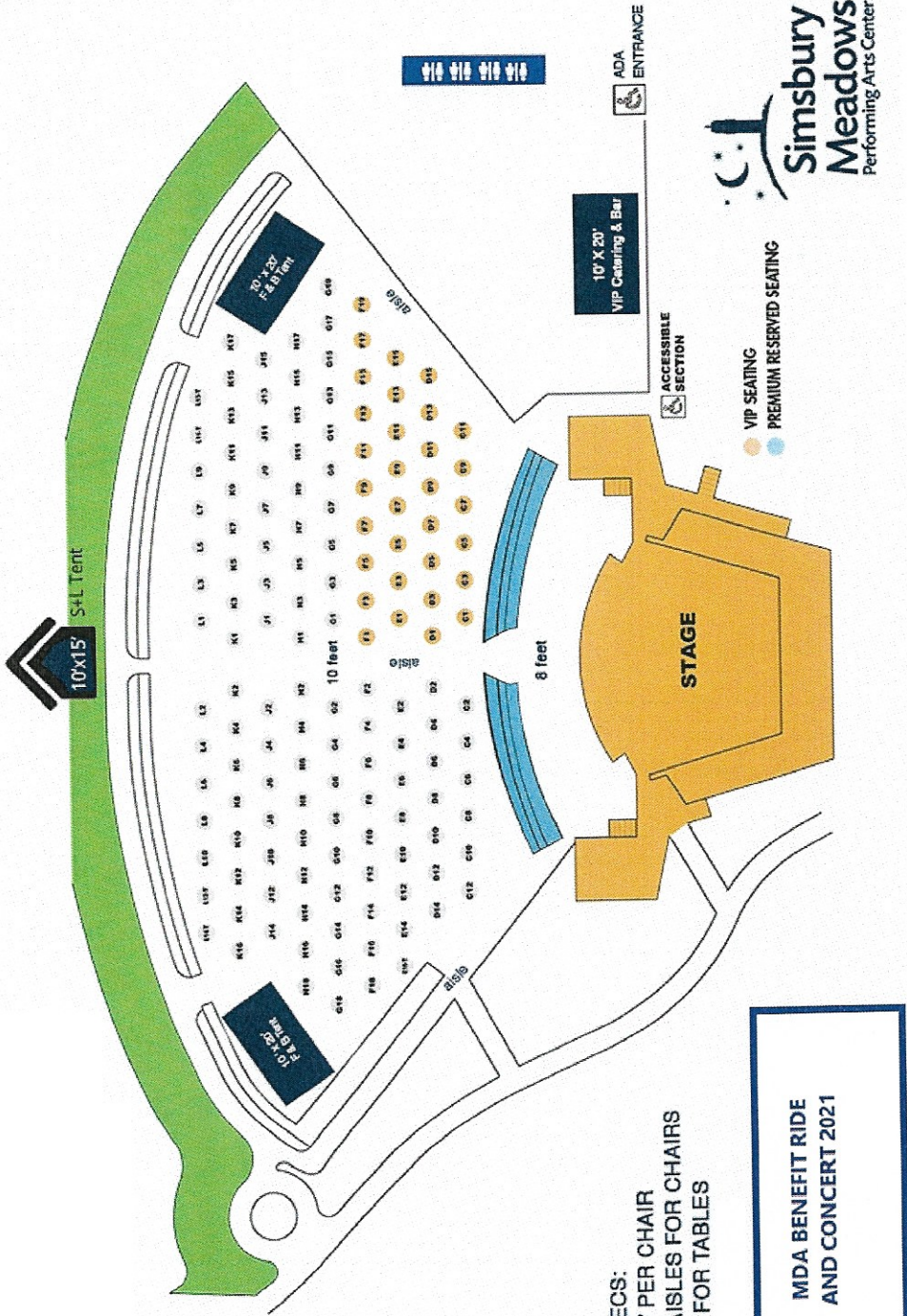
Entry

FOOD VENDORS

Sponsors & First Aid

PORTOLETS

Gazebo Entry



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

**MDA BENEFIT RIDE
 AND CONCERT 2021**



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 Airport – 2020 Food Truck Event
2. **Date of Board Meeting:** July 13, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community
Development; Tom Hazel, Code Compliance Officer
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as
presented, the following motion is in order:

*Move, effective July 13, 2020 to approve the public gathering application on behalf of
the Simsbury Airport and to authorize the issuance of the public gathering permit for a
drive-thru food truck event, on the condition that all necessary food permits are obtained
from the Farmington Valley Health District.*
5. **Summary of Submission:**
The Public Gathering Committee has approved the application for the Simsbury Airport
food truck event. The event will be a drive-thru style event with approximately 8 food
trucks. The Farmington Valley Health District has reviewed their plans, including for
safety related to COVID-19. The event will be held on August 15 and 16, 2020 at the
Simsbury Airport. The event is scheduled to start at 11:00am on August 15 and end at
6:00pm on August 16.

The Simsbury Airport is approved for the event from the FVHD and will be acquiring
their temporary food permits for the food trucks.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
a) Application, Map and Summary of Event



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

PUBLIC GATHERING PERMIT APPLICATION

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

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

Organization's Name: Simsbury Flying Club

Applicant's Name: Bradford Griswold

Mailing Address: 94 Wolcott Rd., Simsbury, CT 06070

Phone: 860-459-1575 Email: brad@nsls.tv

Event Location: Simsbury Airport, 94 Wolcott Rd., Simsbury, CT

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

Exact Time(s)/Date Begin: 8/15 & 8/16 - 11AM (each day) End: 6PM (each day)

Number of people expected to be present for the event (incl. staff, volunteers, attendees): 3,000

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

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

TOWN OF SIMSBURY USE ONLY:

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

Signature: _____ Date: _____

EVENT INFO

Description of Event: Fair Food Drive Through: Patrons would
be able to order fair food in a manner consistent with
that of a drive through food establishment. Depending on
the current phase of reopening, patrons may be able to park
and picnic (in a manner consistent with social distancing)
near their vehicles in a large picnic area.

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES NO NUMBER: 25

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

Portable toilets: YES NO NUMBER: _____

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

Tent: YES NO SIZE: Several 10x10
OPEN SIDES ENCLOSED

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

Lighting and/or sound equipment: YES NO Small PA for announcements/emergencies

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

Does your event require electrical access? YES NO

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

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

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

Will alcohol be served at your event? YES NO

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

Will road closure(s) be necessary? YES NO

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

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

860-658-3245

Alcohol

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

Signage

- Will your event require temporary signs? YES NO
 - No signage may be erected without written permission granted from the Zoning Enforcement Officer
- Has your organization secured permits for such? YES NO Directional signage posted 2 days prior to event, may/may not seek permit for sandwich board advertisements

Attachments:

Site Map

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

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

www.fvhd.org
860-352-2333

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

Has a Temporary Food Permit been secured? YES NO

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

Several planned food vendors have permits, remaining in process of obtaining

BUILDING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

YES NO CAPACITY: 2 volunteers per tent
OPEN SIDES ENCLOSED
SQUARE FOOTAGE: 100 sq ft each

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

Does your event require electrical access? YES NO

- Will you be utilizing portable generators? YES NO

FIRE MARSHAL
871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

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

860-658-3222

Will barricades/signage be required:

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

YES NO

DATES: _____

Are DPW trucks required for use as barricades?

YES NO

QUANTITY: _____

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

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

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

Please note:

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

POLICE DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES NO

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

This is an outdoor gathering, however events of this nature have been
held at Hebron Fairgrounds, Harwington Fairgrounds, and Guilford Fairgrounds
utilizing the same food service provider/organizer.

Will on-site private security be provided?

YES NO

NUMBER: _____

Will on-site emergency medical services be provided?

YES NO

NUMBER: _____

- Where will they be located? _____

SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION

64 WEST STREET, SIMSBURY, CT 06070

860-658-7213

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

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

Attendance will be:

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

CULTURE, PARKS & RECREATION

100 OLD FARMS ROAD, SIMSBURY, CT 06070

860-658-3836

Are you serving food? YES NO

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

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

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

Will athletic field lighting be necessary? YES NO

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


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

- ATTENDANCE: _____ / 50 = _____ PORTABLE TOILETS REQUIRED
-

**Public Gathering Permit
Required Declaration**

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

Applicant's Name (Printed): Bradford Griswold

Applicant's Signature: 

Date Signed: 7/9/2020

REQUIRED SIGN OFFS (in order required)

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

Simsbury Airport Fair Food Drive Through

Dates: August 15 & August 16

Brief Event Description:

Patrons would be able to order fair food in a manner consistent with that of a drive through food establishment. Depending on the current phase of reopening, patrons may be able to park and picnic (in a manner consistent with social distancing) near their vehicles in a large picnic area.

Hours of Operation: 11 AM to 6 PM

Gates will open at 10:30 am into the grounds to prevent early birds from backing up into the road. Event will not be advertised to start until 11AM.

Organizer Contacts:

Brad Griswold (Airport Manager / Organizer)

860-459-1575

brad@nsls.tv

Bill Thomas (Airport Board Member / Organizer)

860-693-4550

walthomas421@gmail.com

Frank Flood (Food Concessionaire / Organizer)

860-989-5999

ctcreamery@aol.com

Expected Attendance:

Approx 500 vehicles over the span of the day.

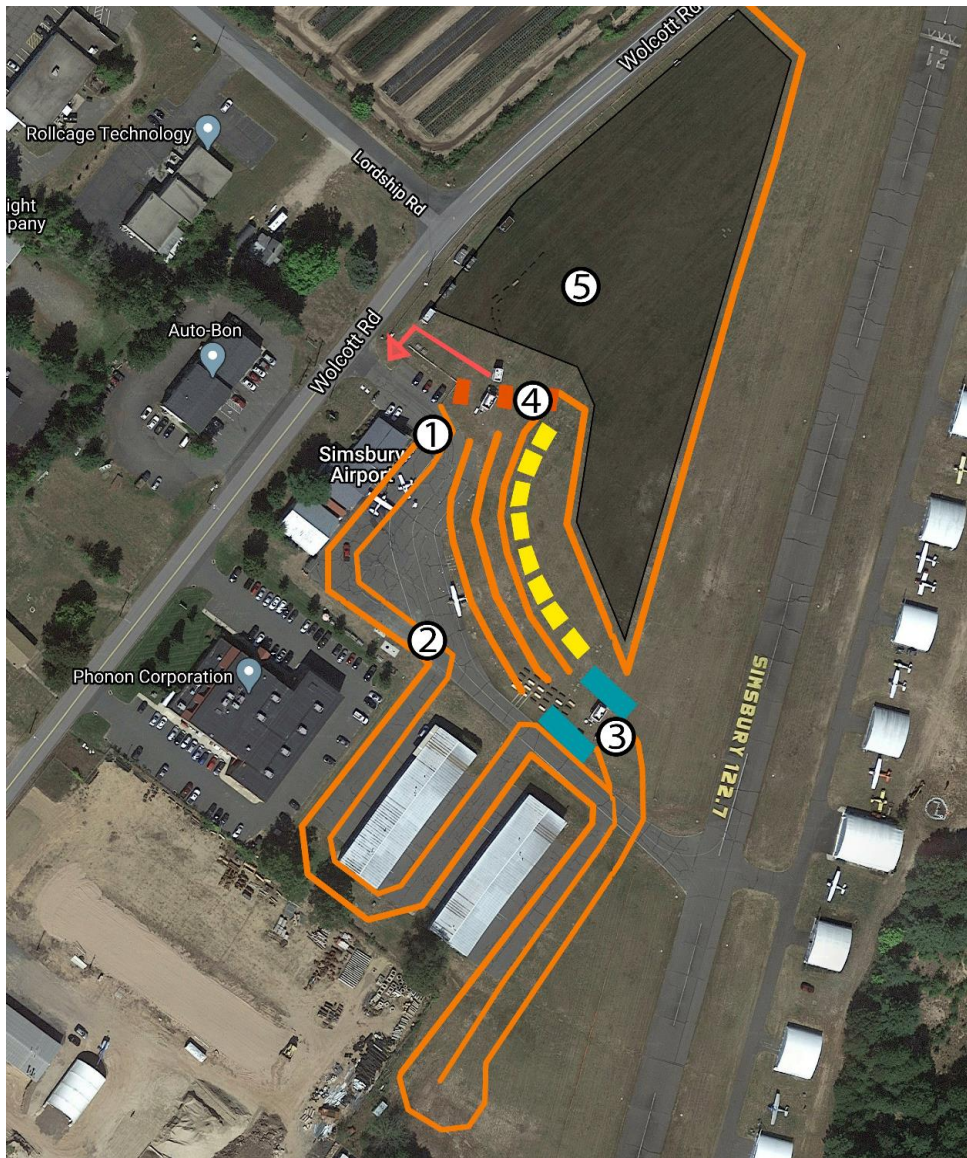
Type of Attendance:

Only motorized vehicles will be permitted to enter the grounds. Pedestrians on foot/bicycles are not allowed. Essentially only vehicles that would be permitted in a food establishment drive through are permitted. Persons are not allowed to exit their vehicle until after receiving their food.

PPE Protocol:

- 1) All Runners and cashiers as well as food service staff will be wearing PPE, gloves and masks or face coverings the entire time the Fair Food Drive Thru is open.
- 2) Simsbury Airport Authority will have a member(s) on a golf cart monitoring/enforcing our stay in your car rule/social distancing.
- 3) Customer must stay in their cars until they have received their food and have exited the Food Service area. If any customer Exits their car while in the food service area they will be asked to leave and escorted to the exit.
- 4) If allowed by state mandates and health department: Customers will be allowed to eat in the parking area for a maximum of 30 minutes to make room for more customer and avoid social distancing infractions.

Event Map:



1) Entrance

Vehicles enter the grounds coming from the south (10/202 & Wolcott). Directional signage located at 10/202/Floydville, Wolcott/Floydville and 10/202/Wolcott will direct all traffic to that entrance coming from the south. Once entering the grounds, vehicles will enter a serpentine that is .45 miles long (and can be extended up to almost a mile if needed, but we do not anticipate using more than about .15-.25 miles of the length). This is designed to remove all vehicular traffic from the road.

2) Order Form Handout

Vehicles will pull in approximately 800ft into the serpentine and will receive a disposable paper order form and writing utensil (golf pencil that they keep to avoid shared surfaces). They will fill out this form and hand it to the cashier at station "3".

3) Cashier

The driver will hand the order form to the cashier and will then pay for their food. Food Caller takes paper menu from cashier walks the food truck line putting in the orders with each food truck then passes paper menu to runner. Runner will pull the orders from the food trucks matching the menu items to license plates/car make and model and place food on the table next to the vehicle at station "4"

4) Food Pickup

Vehicles will pull past the food trucks up to the food pickup location. At this area, food will be placed on a tray on a table next to their vehicle (matched by license plate number on the order form) so that they may take their food. From here they may take their food and exit or proceed to the picnic area at station "5".

5) Socially Distanced Picnic Area

Patrons choosing to enjoy their food on grounds will pull into a demarcated row and park socially distanced from any other vehicles/groups. They may exit their vehicle and enjoy their food in proximity to their vehicle so long as they remain socially distanced from other groups. Simsbury Airport will have a member(s) on a golf cart monitoring/enforcing our stay in your car rule while in line and social distancing in the picnic area for the duration. Patrons will be encouraged to linger no longer than 30 minutes to ensure ample space for patrons coming through.

Other Notes

Signage will direct traffic exiting the grounds to make a right turn only to avoid any traffic tie ups/conflicts.

Other Considerations:

Aircraft

This will not be advertised as a fly in, strictly as a drive through fair food event. While normal aircraft operations may be going on (takeoffs/landings), patrons will not be allowed to wander through the aircraft area (it will be cordoned off). Additionally, the safety barrier offsets for a normal fly in will be doubled to ensure an additional safety factor for all patrons.

Signage

In addition to the directional signage mentioned earlier, there will be significant on-ground signage directing people to remain in their vehicles while in line for food, to encourage social distancing and other safety signage as appropriate.

Food Trucks

The map currently shows 8 trucks. This is an estimated total and will vary (between 5 and 9) as permitted by the Farmington Valley Health District.

Hand Sanitizing Stations

Will be provided for safety.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Road Acceptance for Murphy's Turn
2. **Date of Board Meeting:** July 13, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Jerome Shea, Town Engineer; Thomas Roy, Director of Public Works; Mike Glidden, Director of Planning and Community Development. *maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
The next step in this process is for the Board of Selectmen to refer acceptance of the Murphy's Turn Roadway to the Planning Commission. The following motion is in order:

Move, effective July 13, 2020 to refer the acceptance of Murphy's Turn roadway to the Planning Commission pursuant to CGS 8-24.
5. **Summary of Submission:**
In 2013, the Planning Commission approved the subdivision of 46 Hildurcrest Drive. The plan called for the construction of 5 single family residences that would be served by a public road. 3 out of the 5 homes have been constructed.

The developer has completed public improvements associated with the roadway and utilities. The roadway and associated improvements have been reviewed by town staff. After careful consideration, staff feels that the roadway is ready for acceptance by the Town of Simsbury.

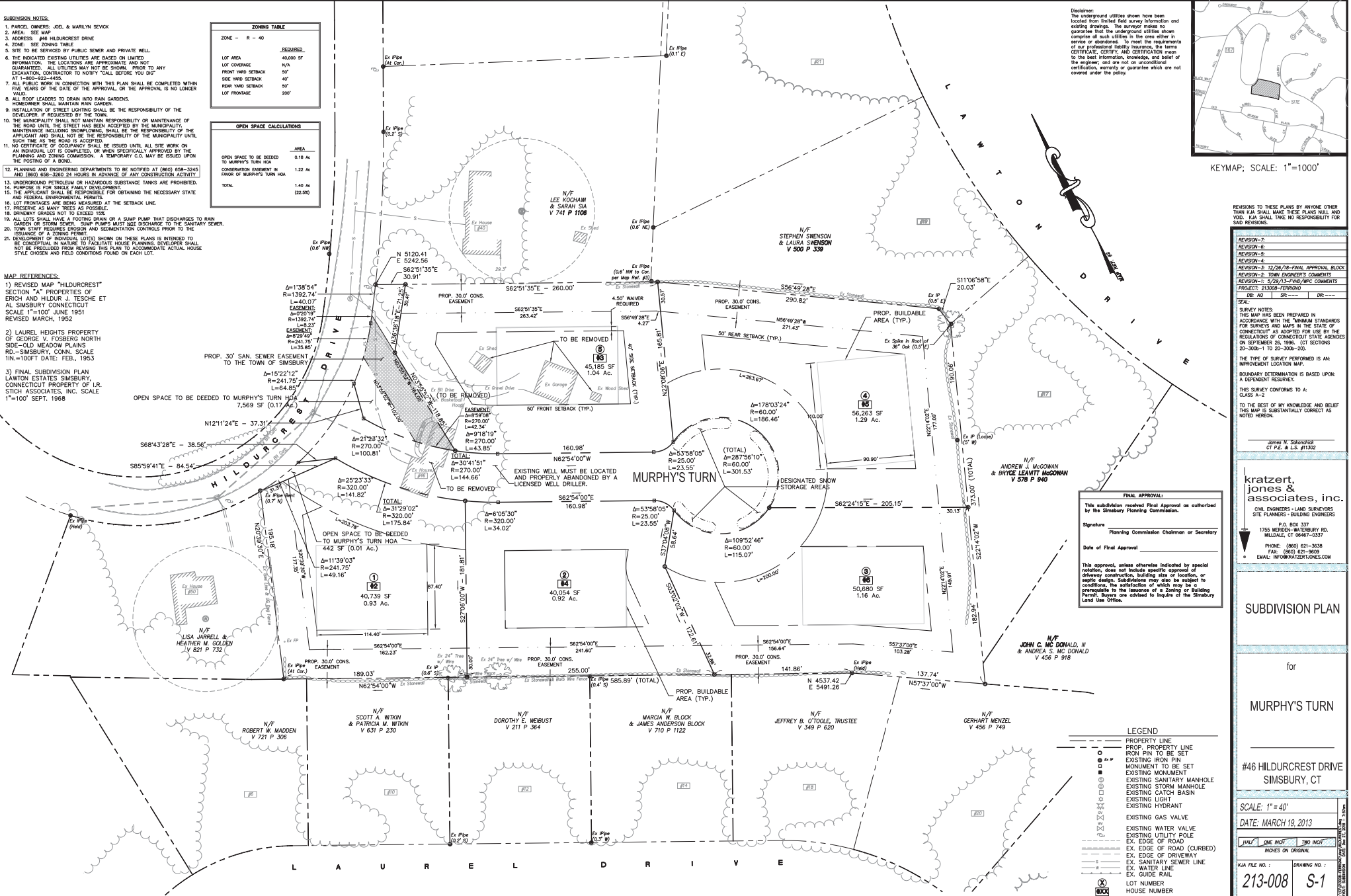
The Town Attorney has reviewed the deed for the roadway and utilities.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Map of Subdivision

- SUBDIVISION NOTES:**
1. PARCEL OWNERS: JOEL & MARLYN SEVICK
 2. AREA: SEE MAP
 3. ADDRESS: #46 HILDURCREST DRIVE
 4. ZONIC: SEE ZONING TABLE
 5. SITE TO BE SERVICED BY PUBLIC SEWER AND PRIVATE WELL.
 6. THE INDICATED EXISTING UTILITIES ARE BASED ON LIMITED INFORMATION. THE LOCATIONS ARE APPROXIMATE AND NOT GUARANTEED. ALL UTILITIES MAY NOT BE SHOWN. PRIOR TO ANY EXCAVATION, CONTRACTOR TO NOTIFY "CALL BEFORE YOU DIG" AT 1-800-322-4452.
 7. ALL PUBLIC WORK IN CONNECTION WITH THIS PLAN SHALL BE COMPLETED WITHIN THE YEARS OF THE DATE OF THE APPROVAL. THE APPROVAL IS NO LONGER VALID.
 8. ALL ROOF LEADERS TO DRAIN INTO RAIN GARDENS. HOMEOWNER SHALL MAINTAIN RAIN GARDEN.
 9. INSTALLATION OF STREET LIGHTING SHALL BE THE RESPONSIBILITY OF THE DEVELOPER, IF REQUESTED BY THE TOWN.
 10. THE BOUNDARIES SHALL NOT MAINTAIN RESPONSIBILITY OR MAINTENANCE OF THE ROAD UNTIL THE STREET HAS BEEN ACCEPTED BY THE MUNICIPALITY. MAINTENANCE INCLUDING SWEEPINGS SHALL BE THE RESPONSIBILITY OF THE APPLICANT AND SHALL NOT BE THE RESPONSIBILITY OF THE MUNICIPALITY UNTIL SUCH TIME AS THE ROAD IS ACCEPTED.
 11. NO CERTIFICATE OF OCCUPANCY SHALL BE ISSUED UNTIL ALL SITE WORK ON AN INDIVIDUAL LOT IS COMPLETED, OR WHEN SPECIALLY APPROVED BY THE PLANNING AND ZONING COMMISSION. A TEMPORARY C.O. MAY BE ISSUED UPON THE POSTING OF A BOND.
 12. PLANNING AND ENGINEERING DEPARTMENTS TO BE NOTIFIED AT (860) 658-3242 AND (860) 658-3262 24 HOURS IN ADVANCE OF ANY CONSTRUCTION ACTIVITY.
 13. UNDERGROUND PETROLEUM OR HAZARDOUS SUBSTANCE TANKS ARE PROHIBITED.
 14. PURPOSE IS FOR SINGLE FAMILY DEVELOPMENT.
 15. THE APPLICANT SHALL BE RESPONSIBLE FOR OBTAINING THE NECESSARY STATE AND FEDERAL ENVIRONMENTAL PERMITS.
 16. LOT FRONTS ARE BEING MEASURED AT THE SETBACK LINE.
 17. PRESERVE AS MANY TREES AS POSSIBLE.
 18. DRAINAGE GRADIENTS NOT TO EXCEED 10%.
 19. ALL LOTS SHALL HAVE A FLOODING DRAIN OR A SUMP PUMP THAT DISCHARGES TO RAIN CANALS OR STORM SEWER. SUMP PUMPS MUST NOT DISCHARGE TO THE SANITARY SEWER.
 20. TOWN STAFF REQUIRES EROSION AND SEDIMENTATION CONTROLS PRIOR TO THE ISSUANCE OF A ZONING PERMIT.
 21. DEVELOPMENT OF INDIVIDUAL LOTS SHOWN ON THESE PLANS IS INTENDED TO BE CONTEMPORANEOUS. NATURE TO FACILITATE HOUSE PLANNING. DEVELOPER SHALL BE RESPONSIBLE FOR CONDUCTING FIELD SURVEYS TO DETERMINE ACTUAL HOUSE STYLE CHOSEN AND FIELD CONDITIONS FOUND ON EACH LOT.

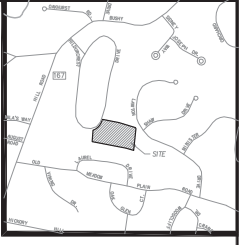
ZONING TABLE	
ZONE - R - 40	REQUIRED
LOT AREA	40,000 SF
LOT COVERAGE	N/A
FRONT YARD SETBACK	50'
SIDE YARD SETBACK	40'
REAR YARD SETBACK	50'
LOT FRONTAGE	200'

OPEN SPACE CALCULATIONS	
OPEN SPACE TO BE DEEDED TO MURPHY'S TURN HOA	0.18 Ac.
CONSERVATION EASEMENT IN FAVOR OF MURPHY'S TURN HOA	1.22 Ac.
TOTAL	1.40 Ac.
	(22,330)

- MAP REFERENCES:**
- 1) REVISED MAP "HILDURCREST" SECTION "A" PROPERTIES OF ERICH AND HILDUR J. TESCHE ET AL SIMSBURY CONNECTICUT SCALE 1"=100' JUNE 1951 REVISED MARCH, 1952
 - 2) LAUREL HEIGHTS PROPERTY OF GEORGE V. FOSBERG NORTH SIDE-OLD MEADOW PLAINS RD.-SIMSBURY, CONN. SCALE 1IN.=100FT DATE: FEB., 1953
 - 3) FINAL SUBDIVISION PLAN LAWTON ESTATES SIMSBURY, CONNECTICUT PROPERTY OF LR. STICH ASSOCIATES, INC. SCALE 1"=100' SEPT. 1968



Disclaimer:
The underground utilities shown have been located from limited field survey information and existing drawings. The surveyor makes no guarantee that the underground utilities shown comprise all such utilities. If there are other service or abandoned. To meet the requirements of the professional liability insurance, the firm CERTIFICATE, VERIFY AND CERTIFICATION mean to the best information, knowledge, and belief of the engineer, and are not an unconditional certification, warranty or guarantee which are not covered under the policy.



KEYMAP: SCALE: 1"=1000'

REVISIONS TO THESE PLANS BY ANYONE OTHER THAN KJA SHALL MAKE THESE PLANS NULL AND VOID. KJA SHALL TAKE NO RESPONSIBILITY FOR SUCH REVISIONS.

REVISION NO.	DATE	DESCRIPTION
REVISION-7		
REVISION-6		
REVISION-5		
REVISION-4		
REVISION-3	12/26/18	FINAL APPROVAL BLOCK
REVISION-2		TOWN ENGINEER'S COMMENTS
REVISION-1	5/23/15	FINAL W/PC COMMENTS
PROJECT:	21308-FERRIS	
DR:	AO	SR: ---
GC:	---	

SEAL:

SURVEY NOTES:
THIS MAP HAS BEEN PREPARED IN ACCORDANCE WITH THE MINIMUM STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT AS ADOPTED FOR USE BY THE REGULATIONS OF CONNECTICUT STATE AGENCIES IN SEPTEMBER 26, 1994. (CT SECTION 20-300a-1 TO 20-300a-20).

THE TYPE OF SURVEY PERFORMED IS AN IMPROVEMENT LOCATION MAP.
BOUNDARY DETERMINATION IS BASED UPON A DEPENDENT RESURVEY.
THIS SURVEY CONFORMS TO A CLASS #1-2
TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREIN.

James N. Saporito
CT P.E. & L.S. #1102

kratzer, jones & associates, inc.
CIVIL ENGINEERS - LAND SURVEYORS
SITE PLANNERS - BUILDING ENGINEERS
P.O. BOX 337
1755 WENTWORTH-HATFIELD RD.
MILDALE, CT 06467-0337
PHONE: (860) 621-3638
FAX: (860) 621-8609
EMAIL: INFO@KRATZERJONES.COM

FINAL APPROVAL:
This subdivision received Final Approval as authorized by the Simsbury Planning Commission.
Signature: _____
Planning Commission Chairman or Secretary
Date of Final Approval: _____

This approval, unless otherwise indicated by special notation, does not include specific approval of driveway construction, building site or location, or septic design. Subdivisions may also be subject to conditions, the satisfaction of which may be a prerequisite to the issuance of a Zoning or Building Permit. Buyers are advised to inquire at the Simsbury Land Use Office.

SUBDIVISION PLAN

for
MURPHY'S TURN

#46 HILDURCREST DRIVE
SIMSBURY, CT

SCALE: 1"=40'
DATE: MARCH 19, 2013

HALF SHEET INCH TWO INCH

KJA FILE NO.: 213-008
DRAWING NO.: S-1

LEGEND

- PROPERTY LINE
- - - PROP. PROPERTY LINE
- IRON PIN TO BE SET
- EXISTING IRON PIN
- MONUMENT TO BE SET
- EXISTING MONUMENT
- EXISTING SANITARY MANHOLE
- EXISTING STORM MANHOLE
- EXISTING CATCH BASIN
- EXISTING LIGHT
- EXISTING HYDRANT
- EXISTING GAS VALVE
- EXISTING WATER VALVE
- EXISTING UTILITY POLE
- - - EX. EDGE OF ROAD
- - - EX. EDGE OF ROAD (CURBED)
- - - EX. EDGE OF DRIVEWAY
- - - EX. SANITARY SEWER LINE
- - - EX. WATER LINE
- - - EX. GUIDE RAIL
- LOT NUMBER
- HOUSE NUMBER



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Letter of Support for State Per Capita Funding for Local Health Departments
2. **Date of Board Meeting:** July 13, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Jeff Shea, Town Engineer
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports sending the attached letter to the Governor and Acting Commissioner of the Department of Public Health (DPH), the following motion is in order:

Move, effective July 13, 2020 to demonstrate the Board of Selectmen's support for fully funding the State Per Capita Funding for Local Health Departments, and to authorize the Town Manager's Office to send a letter to the Governor's Office and the Acting Commissioner of the Department of Public Health.

5. **Summary of Submission:**
The Director of the Farmington Valley Health District has notified members that the state is planning to underfund their FY 20/21 state per capita funding by 8.5%. The attached is a draft letter that could be sent to the Governor and Acting Commissioner of the Department of Public Health stating why this is not desirable during a pandemic and Simsbury supports funding health districts at their statutory level.

In addition to the Health District's normal operations, they have been tasked with many duties related to our current public health crisis. They are tracking COVID, trends, and testing rates since the pandemic first hit the Health District in March. They have assisted their ten member towns in regards to reopening guidelines, employee return to work, prevention strategies, exposures and much more. They have been providing guidance to day care providers to ensure they could safely remain open so essential workers continued to have child care. They have conducted contact tracing for more than 300 cases. They have been helping to facilitate local convenient COVID testing in our towns. They have also been responsible for enforcing certain sector re-opening rules and are doing inspections related to the 600+ restaurants, salons, and pools that have re-opened.

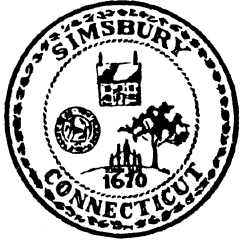
6. Financial Impact:

If the Health District were funded at the statutory per capita amount, it would be receiving a total of \$202,414 from the state. As proposed, state per capita funding for FY 20/21 will be \$185,209, \$17,205 less than what statute requires.

To date the FVHD has only received \$40,000 from the state DPH, despite Connecticut receiving at least \$20M in additional CDC funding specific for the current public health response.

7. Description of Documents Included with Submission:

- a) Letter in Support of State Per Capita Funding for Local Health Departments



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

July 13, 2020

Deidre S. Gifford
Acting Commissioner
Department of Public Health
410 Capitol Avenue
Hartford, CT 06134

Governor Ned Lamont
State Capitol
210 Capitol Avenue
Hartford, CT 06106

To Whom it May Concern,

This letter is to state Simsbury's support in fully funding our local health districts, especially during the current pandemic that is gripping the world. The local health departments are vital to ensuring public safety throughout the year in normal times, and are even more invaluable during the current times. Learning that the State FY21 per capita allocation for the Farmington Valley Health District will be underfunded by 8.5% will place a burden on municipalities to fund what the state will not.

In addition to the Health District's normal operations, they have been tasked with many duties related to our current public health crisis. They are tracking COVID, trends, and testing rates since the pandemic first hit the Health District in March. They have assisted their ten member towns in regards to reopening guidelines, employee return to work, prevention strategies, exposures and much more. They have been providing guidance to day care providers to ensure they can safely remain open so essential workers continue to have child care. They have conducted contact tracing for more than 300 cases. They have been helping to facilitate local convenient COVID testing in our towns. They have also been responsible for enforcing certain sector re-opening rules and are doing inspections related to the 600+ restaurants, salons, and pools that have re-opened. All their normal duties have become even more challenging in recent times in an effort to keep not only our communities safe, but themselves safe at the same time.

If the Health District were funded at the statutory per capita amount, it would be receiving a total of \$202,414 from the state. As proposed, state per capita funding for FY 20/21 will be an estimated \$185,209, \$17,205 less than what statute requires.

To date the FVHD has only received \$40,000 from the state DPH, despite Connecticut receiving at least \$20M in additional CDC funding specific for the current public health response.

Local Health Departments will be vital in preparing their communities for the upcoming flu season and simultaneously a potential second wave of COVID-19 cases. These duties are on top of all the other responsibilities a health district does on a day to day basis. These organizations are important and should be funded to their statutory levels.

Respectively,

Eric Wellman
First Selectman

Sean Askham
Deputy First Selectman

Jackie Battos
Selectman

Wendy Mackstutis
Selectman

Mike Paine
Selectman

Chris Peterson
Selectman

Maria Capriola
Town Manager

C: State Representative John Hampton
State Senator Kevin Witkos
Farmington Valley Collaborative
Jennifer Kertanis, Farmington Valley Health District Executive Director



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Draft Ordinance Prohibiting the Intentional Feeding of Wildlife
2. **Date of Board Meeting:** July 13, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Nicholas Boulter, Chief of Police
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
The Board of Selectmen has two options for action regarding the Proposed Ordinance Prohibiting the Intentional Feeding of Wildlife depending on whether or not the Board needs additional time to consider public comment received at the public hearing tonight:
 - A. *Option A:* Further consider public comment received at the public hearing and table taking action on the ordinance until a future date.
 - B. *Option B:* Take action on the proposed ordinance at this evening's meeting.

If the Board supports Option A, the following motion is in order:

Move, effective July 13, 2020 to table the proposed Ordinance Prohibiting the Intentional Feeding of Wildlife to the next regularly scheduled Board of Selectmen meeting on August 10, 2020.

If the Board supports Option B, and is in support of the ordinance as presented, the following motion is in order:

Move, effective July 13, 2020 to adopt the proposed Ordinance Prohibiting the Intentional Feeding of Wildlife as presented, which shall be effective 21 days after publication in a newspaper having circulation within the Town of Simsbury. Further move to authorize a summary of the adopted ordinance be published.

5. **Summary of Submission:**
At the September 9, 2019 Board of Selectmen meeting the Board motioned to establish a workgroup reviewing the feasibility of an ordinance to prohibit the public from intentionally feeding wildlife. Several members of the Public Safety Sub-Committee assisted with this endeavor.

The workgroup forwarded the draft ordinance to DEEP for their comments and incorporated those changes into the current proposal. The Town Attorney has also reviewed and commented on the draft, with one recent change incorporated as

presented. The Public Safety Sub-Committee met on Thursday June 18, 2020 and recommended the draft ordinance to the Board of Selectmen.

If the ordinance is passed, it must be filed with the Town Clerk and posted in its entirety or in summary form within 10 days after final passage. The Board of Selectmen would have to approve use of a summary. The ordinance would become effective on the twenty-first day after final publication. General Code will assign the Chapter number to this new ordinance.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

a) Draft Ordinance Prohibiting the Intentional Feeding of Wildlife

TOWN OF SIMSBURY
DRAFT Ordinance to Prohibit the Intentional Feeding of Wildlife
Dated July 13 ~~February 28~~, 2020 - DRAFT

Purpose.

The Town of Simsbury, under its powers pursuant to state law, has adopted this ordinance to protect public health, safety, and welfare by prohibiting the intentional feeding of wildlife. This ordinance is intended to assist our residents, guests, and other stakeholders peacefully and safely coexist with wildlife.

Definitions.

When used in this ordinance, the following definitions apply:

- a) **Authorized Enforcement Agency:** All sworn personnel of the Police Department and Animal Control Officers. Additionally, any employees or designees of the town as designated by the Town Manager to enforce this ordinance.

- b) **Person:** Person shall be construed to mean and include an individual, a corporation, a partnership, a non-profit, a trust, an unincorporated organization, business organization of any kind or any other group or organization.

- c) **Town:** Town means the Town of Simsbury.

- d) **Wildlife:** Wildlife includes, but is not limited to, non-domesticated animals that due to intentional feeding have been determined to be a nuisance or threat to public health, safety, and welfare such as bears, deer, coyotes, bobcats, fisher cats, turkeys and wild birds. Wildlife does not include livestock used for agricultural purposes.

Prohibited Activity.

In recognition that these animals are wild and should be left alone for the health, safety, and welfare of both the wildlife and our residents, guests, and other stakeholders, the following is prohibited activity:

- a) **Intentional Feeding of Wildlife.** Feeding, giving, placing, exposing, depositing, distributing or scattering any edible material, attractant, or other substance with the intention of feeding, attracting or enticing wildlife.

- b) **Feeding Birds.** Bird feeders may not be used from April 1st through November 30th, unless the source is recognized as not being desirable to bears, such as but not limited to Nyjer or thistle.

- c) **Improperly Storing Food, Refuse, or Other Wildlife Attractants.** Improperly storing food, pet food, refuse (garbage), or other attractants and substances in a manner that result in wildlife feedings.

Exceptions.

- a) **Unintentional Feeding of Wildlife.** Unintentional feeding of wildlife means using or placing any material for a purpose other than to intentionally attract, entice, or feed wildlife but which results in unintentionally attracting, enticing, or feeding of wildlife. Composting that was properly secured but unintentionally led to the feeding of wildlife is excluded.
 - i. Unintentional feeding will become intentional feeding if a written notice is issued by an Authorized Enforcement Agency and ignored.

- b) **Feeding Birds.** Bird feeders may be used from December 1st through March 31st.
 - i. If the source is recognized as not desirable to bears, such as but not limited to Nyjer or thistle, bird feeders may be used year round.

- c) **Permitted Activity.** This ordinance does not apply to any person with a valid permit issued by the state of Connecticut, Department of Energy and Environmental Protection.

- d) **Wildlife Rehabilitation.** Any person providing care to wildlife for the purpose of an animal's rehabilitation due to illness or injury, as part of a recognized for-profit or non-profit entity providing for such care of wildlife.

Violations and Penalties.

Whenever the authorized enforcement agency determines that a person has violated this ordinance, the authorized enforcement agency is authorized to issue a fine to the violator in the amount of two hundred and fifty dollars (\$250.00) for each offense. Any violation continued more than one (1) day shall constitute a separate offense for each day such violation continues.

After two or more violations of this ordinance have been cited to any person, the town may initiate a civil action in Superior Court for injunctive relief to prohibit and prevent such violation or violations and the court may proceed in the action in a summary matter.

Appeals.

Any person receiving a fine may appeal the determination of the authorized enforcement agency. The notice of appeal must be received in writing and filed with the Town Clerk's Office within ten (10) business days from receipt of the notice of the fine. The appeal shall be deemed received by the Town on the first business day following the day it is filed with and received by the Town Clerk's Office. Hearing on the appeal before the Hearing Officer shall take place within thirty (30) business days from the date of receipt of the notice of appeal. ~~The decision of the Hearing Officer shall be final.~~ The decision of the Hearing Officer may be appealed to Superior Court.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

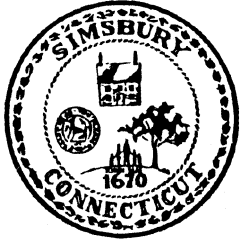
1. **Title of Submission:** Letter to the Governor, DEEP and Other State Officials re: Wildlife Concerns
2. **Date of Board Meeting:** July 13, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Eric Wellman, First Selectman; Sean Askham, Deputy First Selectman *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports endorsing and sending the letter about wildlife concerns to the Governor, DEEP and other State officials, the following motion is in order:

Move, effective July 13, 2020, to endorse the drafted letter about wildlife concerns in Simsbury. Further move to send the letter to the Governor, DEEP and other State officials.

5. **Summary of Submission:**
In the March 11, 2019 Board of Selectmen packet an analysis of bear data dated February 26, 2019 was included. That analysis can be found HERE from pages 38 to 47 for reference. Our Town has continued to experience a significant number of calls for service related to bear activity. To help deter problematic bear and other wildlife activity, the Board of Selectmen passed a resolution on June 24, 2019 encouraging residents to:
 - not use bird feeders, particularly during warmer months;
 - not leave trash outside overnight or unsecured on the morning of trash pick-up;
 - not intentionally feed wildlife.

At your August 12th, 2019 meeting, many residents spoke to the Board regarding concerns about coyote activity. Since that time staff worked on developing educational information for the public. Additionally, the Selectmen work group reviewing an Ordinance to Prohibit the Intentional Feeding of Wildlife has completed its work and the ordinance is now under consideration by the full Board.

6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Letter to the Governor, DEEP and Other State Officials re: Wildlife Concerns
 - b) Information Release, re: Bear Issues, dated July 7, 2020
 - c) Memo from M. Rudewicz, re: Bear activity and Response ..., dated July 6, 2020



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

July 13, 2020

Mike Demicco
State Representative & Chair of Environment Committee
Legislative Office Building, Room 3201
Hartford, CT 06106

Dear Representative Demicco,

On behalf of the Town of Simsbury, we are reaching out to share a public safety concern that requires swift and meaningful action by the General Assembly. As you know, interactions between humans and wildlife are on the rise in Simsbury and throughout the Farmington Valley. So far this year, our police department has responded to 139 calls about bears as of July 8th. In the full year of 2019, they responded to 374 calls and in 2018 they responded to 584 calls. The 5 year average for calls has been 377 per year.

Our concern is that bears are becoming more brazen in their attempt to procure food, putting human lives in danger. Over the July 4th weekend in just one day, our police along with officials at the Department of Energy and Environmental Protection responded to four calls – two were home invasions where bears actually entered the premises, a third was an attack of a man and dog who were walking on a nature trail, and the fourth was an incident involving a bear cub that became trapped in a commercial dumpster in our downtown area with a distressed mother and fellow cub guarding the bear and dumpster. Thankfully no human has been seriously injured or killed, but we fear it is only a matter of time as these interactions become more common.

We have also had increasing reports of problematic behavior exhibited by coyotes in our area. We have had reports of dogs being attacked and injured and dogs and humans being followed and “stalked” by coyotes. Some of this has been the result of members of the public intentionally feeding wildlife, despite advice from our local animal control officials to not do so. There is currently not state legislation that prohibits the public from intentionally feeding wildlife.

In Simsbury, we are doing our part with the resources we have. Our Board of Selectmen is working on an ordinance that would prohibit the intentional feeding of wildlife. We are pursuing this course of action because it is within our control and we believe it will have *some* impact. However, we understand this ordinance does not solve the root cause of the problem. That's why we implore the State Legislature to do its part. DEEP has been an incredible partner to Simsbury and an invaluable resource as we've navigated this issue. Please heed their expert advice and ensure they have the tools they need to ensure the safety of our residents, which we believe is the highest responsibility of those elected to lead.

Respectfully,

Eric Wellman
First Selectman

Sean Askham
Deputy First Selectman

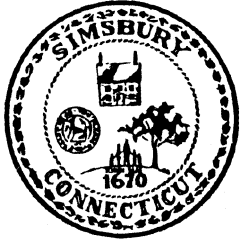
Jackie Battos
Selectman

Wendy Mackstutis
Selectman

Mike Paine
Selectman

Chris Peterson
Selectman

Cc: Governor Ned Lamont
Katie Dykes, DEEP Commissioner
Jenny Dickson, DEEP Director of Wildlife
Rick Jacobson, DEEP Bureau of Natural Resources Bureau Chief
State Representative John Hampton
State Senator Kevin Witkos
Farmington Valley Collaborative
Nick Boulter, Simsbury Chief of Police



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Over the weekend three notable separate incidents involving bears occurred in town.

A bear entered a resident's three season area of a home on Bushy Hill Road in an attempt to access some bird seed. Police arrived on scene and discovered that the bear was able to enter the three season room through a closed screen door. The bear was able to be startled away, but damaged a window as it left the room. DEEP and Simsbury Police responded to this incident.

Another bear entered a three season area of a home on Ox Yoke Drive for bird seed. DEEP responded to this incident as well. The bear was able to be startled away and it was euthanized by DEEP. The bear was estimated to weigh between 500 and 600 pounds.

Another incident occurred in the McLean Game Refuge near the Granby border when a resident was walking with three dogs and a bear came out of the woods and attacked one dog. Unfortunately, the handler of the dogs was bitten in the leg by the bear while trying to separate the bear from the dog. One dog was treated by a local veterinarian and the resident was treated and has been released. During this encounter one dog escaped and ran off but has since been located safely. Simsbury Police are assisting DEEP with this incident. For more information about this incident please watch a video from the Simsbury Police Department by clicking [HERE](#).

"These incidents are deeply unsettling," said First Selectman Eric Wellman. "As public officials, we have no higher responsibility than ensuring public safety. That's why I'm supportive of the ordinance to prohibit the intentional feeding of wildlife the Board of Selectmen is considering at our meeting on July 13."

Deputy First Selectman Sean Askham agrees. "Prohibiting the intentional feeding of wildlife is a start, but it doesn't solve the root of the problem," Askham said. "Wildlife policy is driven at the state level so I call on our legislators to equip DEEP with the resources required to protect the safety of our residents."

DEEP has a website to report bear sightings to and it is strongly encouraged to report any bear sighting you have so the most up to date information is available to DEEP and other interested parties. You can report bear sightings by clicking [HERE](#).

Please review some of the following tips for keeping bears away from your garbage and home:

- Wait until the morning of trash collection to bring your trash and recycle barrels curbside.
- Leave your trash and recycle barrels secured in a garage, shed or out building to prevent bears from gaining access.

- Regularly wash your trash barrel to clean out the scent of food.
- Do not add meat or sweets to your compost piles.
- Do not leave pet food outside your house.

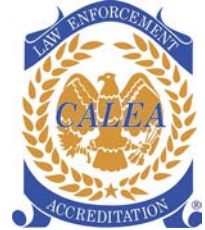
At the July 13th Board of Selectmen meeting, there will be a public hearing on the proposed Ordinance to Prohibit the Intentional Feeding of Wildlife. If you would like to submit a comment to be read into the public hearing please email ebutler@simsbury-ct.gov. The proposed ordinance can be found by clicking [HERE](#).



Simsbury Police Department

933 Hopmeadow Street

Simsbury, CT 06070



NICHOLAS J. BOULTER
CHIEF OF POLICE

MEMORANDUM

TO: Nicholas J. Boulter, Chief of Police
FROM: Mark Rudewicz
DATE: July 6, 2020
SUBJECT: Bear activity and response for Sunday July 5, 2020

On July 5, 2020 the department received 6 calls for service regarding bear activity. The following summarizes each of the calls for service.

Bear Incident, Mclean Game Refuge:

At approximately 07:30 hours Mr. Dan Lee was walking three dogs on the Eddy Loop Trail in the McLean Game Refuge. One of these dogs was on a lead and the other two were off leads. Lee explained that about twenty minutes into the hike he heard rustling in the woods. One of Lee's dogs started barking and a bear came charging out of the woods towards them. One of the dogs started to run, however the bear was able to bite the dog. Lee quickly grabbed hold of the bear to make it let go of his dog when it turned and bit him in the left leg. During the scuffle all three dogs ran back towards his vehicle in the trail head parking lot. Two of the dogs were waiting by the vehicle when Lee returned, however one of them was not there. Lee had left the area to seek medical attention for his injuries sustained to his leg from the bear bite. Once Lee finished getting medical attention he notified the police. At 09:50 hours Officer Denalsky responded to the entrance of the McLean Game Refuge/Firetown Road. Officer Denalsky immediately started a search for the bear and the dog that was missing.

A Simsbury Police Department sergeant and three officers responded to the scene as well as three officers from the Connecticut Department of Energy and Environmental Protection (DEEP) and a wildlife Biologist. They attempted to search for the bear and the dog. The dog was subsequently located by hikers the following day in the area near the attack. The dog was uninjured and was reunited with the owner.

Bear Incident, 356 Firetown Road:

At approximately 10:38 hours Sergeant Chase responded to 356 Firetown Road for a report of a bear eating trash out of a garbage can in the driveway. The bear was gone upon arrival of the officer.

Headquarters (860) 658-3100
Administration (860)-658-3105

Facsimile (860) 658-6682

Bear Incident, 515 Bushy Hill Road:

At approximately 11:05 hours Officer Lantiere responded to 515 Bushy Hill Road for a report of a bear that was stuck inside of a mud room. The bear eventually was able to get out of the room by smashing a side window with its paw and tearing the screen. The bear then ran back into the woods. The mud room was attached to the home however the side entrance door was closed, so the bear was not able to gain access into the home. The CT DEEP responded and canvassed the area in search for the bear with negative results. It is important to note that there was bird seed located in the mud room which was the attractant for the bear.

Bear Incident, 6 Banbury Drive:

At 1418 hours, dispatch received a report of a bear playing under an old railroad bridge, adjacent to the property. Before officers could respond to this area, the complainant called back and stated that the bear had left the area.

Bear Incident, 114 West Street, Moe's Tire:

At 1439 hours, Officer Lantiere responded to 114 West Street for a report of a bear cub stuck inside a large dumpster. Upon arrival he could hear the bear crying inside the dumpster, while a mother bear and a second cub were circling it. Officer Lantiere was told by witnesses that two others tried to drive up to the dumpster to put a wood plank inside. When they tried this the mother bear charged at them. The CT DEEP arrived and blew their truck air horns allowing them to get close enough to place a large wooden plank inside the dumpster. Moments later the cub climbed out and all bears ran into the wooded area behind the garage.

Bear Incident 21 Ox Yoke Drive:

At 1531 hours, Officer Harrington and Officer Buoniconti responded to 21 Ox Yoke Drive for a report of a bear entering into an enclosed sunroom. The bear was in the sunroom eating from a container of bird seed. A CT DEEP Officer also responded. The bear displayed no fear of human presence and after several attempts to scare the bear off the porch, the bear finally exited the porch and the DEEP officials determined that this bear should be euthanized for the safety of the public. I as the ACO have responded several times to 21 Ox Yoke Drive and have completed several incident reports of bears entering into the sunroom. It has also been documented regarding the homeowner's unwillingness to remove his large containers of bird seed from his back sunroom.

There were many resources and agencies involved with the July 5, 2020 bear activity. With the McLean Game Refuge incident, a Simsbury Police Supervisor and three officers as well as three DEEP EnCon Police officers and a wildlife biologist responded.

Chief of Police Boulter and Lieutenant Sifodaskalakis also responded to the area to assist in the search for the dog.

Several Simsbury Police Officers along with DEEP EnCon Officers responded with other bear calls mentioned in this memo.

Bear statistics for January 2020 to July 5, 2020:

- 136 bear calls for service.
- 5 bear calls for service involving property damage (2 of these into porch of home).
- 1 bear call for service involving livestock (goat). This bear was euthanized by Sgt. Lessard.
- 1 bear call for service involving human contact, McLean Game Refuge.

Bear statistics for January 2019 to December 2019:

- 374 bear calls for service
- 19 bear calls for service involving property damage
- 4 bear calls for service involving livestock (chickens).
- 0 bear call for service involving human contact.
- 3 bears involved in motor vehicle strikes.
- 1 bear entered residential area of home (50 Pine Glen Road).



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Review of Diversity and Inclusion Banner Proposal
2. **Date of Board Meeting:** July 13, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community and Social Services
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the design for an inclusivity banner as submitted, the following motion is in order:

Move, effective July 13, 2020, to approve the submitted design by the Simsbury SPIRIT Council for an inclusivity banner to be hung across a roadway in town.
5. **Summary of Submission:**
During the June 8th Board of Selectmen meeting, First Selectman Eric Wellman asked the community for designs on a banner to express the unambiguous message that racism has no place in Simsbury.

Members of the SPIRIT Council helped review the submissions and picked the design to present to the Board of Selectmen.

The submitted banner design was done by Lori Wagner.
6. **Financial Impact:**
Costs to print the banner are anticipated to be around \$750-\$1,000.
7. **Description of Documents Included with Submission:**
 - a) Inclusivity Banner Submission

SIMSBURY^{Discrimination} SIMSBURY^{Prejudice} SIMSBURY^{Racism} SIMSBURY^{Bias}



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Settlement Agreements to Resolve Claims Regarding R. Newton/CSEA (MPP-33825, MPP-33831, Triple AAA Case 01-19-0004-1876)
2. **Date of Board Meeting:** July 13, 2020
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 approves of the settlement agreements to resolve claims regarding R. Newton, including MPP-33825, MPP-33831, and Triple AAA 01-19-0004-1876 the following motion is in order:

Move, effective July 13, 2020, to approve the settlement agreements related to claims brought by R. Newton/CSEA including MPP-33825, MPP-33831, and Triple AAA Case 01-19-0004-1876.
5. **Summary of Submission:**
Ms. Newton was formerly employed by the Town of Simsbury from October 19, 2015 to November 1, 2019. In an effort to resolve claims related to her former employment with the Town, the proposed settlement agreements have been negotiated. Both the Union and the former employee have agreed to those terms should the Selectmen approve the agreements this evening.

The agreements include releases and would be full and final settlements to resolve all outstanding matters. Ms. Newton has issued a retraction of her written statement of August 27, 2019. Ms. Newton will be permitted to issue a letter of resignation.

Labor counsel assisted with review, negotiation and preparation of the agreements.
6. **Financial Impact:**
The settlement agreement specific to Ms. Newton reflects a payment of \$8,000, providing for salary transition. The other agreement with the union is estimated at \$3,000, reflecting a one-time \$125 payment per union member.
7. **Description of Documents Included with Submission:**
 - a) CSEA Settlement Agreement
 - b) Newton Settlement Agreement

SETTLEMENT AGREEMENT AND GENERAL RELEASE

WHEREAS, the Union represents certain employees employed by the Town of Simsbury, Connecticut.

WHEREAS, whereas the Union has filed several municipal prohibited practice (MPP) charges against Simsbury.

WHEREAS, the parties wish to resolve all issues related to those MPP charges;

NOW, THEREFORE, for the mutual consideration set forth herein and intending to be legally bound, the Parties hereto do agree as follows:

1. Parties

This Settlement Agreement is made and entered into between the Town of Simsbury, and the Simsbury Administrative & Professional Employees Association, CSEA, Service Employees International Union, Local 2001 (herein, the Union).

2. Non-Admission

Neither the negotiation, undertaking, agreement nor execution of this Settlement Agreement and General Release shall constitute or operate as an acknowledgement or admission of any wrongdoing or violation of any law, regulation or statute by the parties.

3. Consideration

In consideration of the Union signing this Agreement and withdrawing the charges it filed against Simsbury (MPP-33825; and MPP-33831) with prejudice:

a. Simsbury shall pay each of the bargaining unit members of the Administrative and Professional's Union \$125.00, less required withholdings, within 20 business days of this Agreement being fully executed (herein, Settlement Proceeds). To be eligible for the payment, the individual must be an active employee of Simsbury in the bargaining unit on the day the payment is made.

The Union agrees that the members are not entitled to the consideration described in this Agreement without entering into this Settlement Agreement and General Release.

4. Waiver and Withdrawal

The Union shall withdraw all MPP charges it filed against Simsbury.

5. Entire Agreement

The parties agree that this Agreement constitutes the full and complete understanding between them and may not be modified or amended, except in writing, signed by all parties.

6. Effective Date This Agreement shall be effective upon signatures of all parties.

7. Counterparts This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same instrument.

Town of Simsbury

CSEA, LOCAL 2001



Its _____

Its Counsel _____

Date: _____, 2020

Date: July 6, 2020

SETTLEMENT AGREEMENT AND GENERAL RELEASE

WHEREAS, Robin Newton was employed with the Town of Simsbury, Connecticut;

WHEREAS, Ms. Newton's employment with Simsbury ended in the fall of 2019;

WHEREAS, Ms. Newton and her union filed a grievance challenging the termination of Ms. Newton's employment;

WHEREAS, the parties wish to resolve all issues related to Ms. Newton's employment with the Town of Simsbury;

NOW, THEREFORE, for the mutual consideration set forth herein and intending to be legally bound, the Parties hereto do agree as follows:

1. Parties

This Settlement Agreement and General Release (hereinafter "Agreement and General Release") is made and entered into between the Town of Simsbury, Robin Newton, and the Simsbury Administrative & Professional Employees Association, CSEA, Service Employees International Union, Local 2001 (herein, the Union).

2. Non-Admission

Neither the negotiation, undertaking, agreement nor execution of this Settlement Agreement and General Release shall constitute or operate as an acknowledgement or admission of any wrongdoing or violation of any law, regulation or statute by the parties.

3. Consideration

In consideration of Ms. Newton signing this Settlement Agreement and General Release:

- a. Simsbury shall pay Ms. Newton, Eight Thousand Dollars (\$8,000), less required withholdings, within 20 business days of this Agreement being fully executed (herein, Settlement Proceeds).
- b. Simsbury shall accept a letter of resignation from Ms. Newton and substitute it for her termination letters, dated October 23, 2019 and November 2, 2019, and shall withdraw from on-line the October 31, 2019 Memo regarding Ms. Newton's August 27, 2019 letter to the Board of Selectman. To the extent that any copy of a termination letter or the October 31, 2019 is retained by the Town it shall indicate that it has been rescinded.

Ms. Newton agrees that she is not entitled to the consideration described in this Agreement without entering into this Settlement Agreement and General Release.

4. Retraction

Ms. Newton shall issue a written retraction of the letter she wrote to the Board of Selectman and others, dated August 27, 2019.

5. General Release By Newton

In consideration of the Settlement Proceeds and other consideration provided in this Agreement, which is in addition to anything Ms. Newton is otherwise entitled, Ms. Newton promises not to sue (to the extent permitted by law) the Town of Simsbury, its elected officials, appointed officials, employees, insurers, agents, and/or attorneys in both individual and/or representative capacities (hereinafter collectively referred to as "Releasees") for any matters arising from the beginning of time to the effective date of this Settlement Agreement and General Release. Ms. Newton also releases and discharges the Releasees from, and holds them harmless against, any and all claims, obligations or liabilities, she has or may have by reason of any matter, cause or thing whatsoever, whether known or unknown, including but not limited to, those claims arising from or out of her employment with the Town of Simsbury and/or the termination of such employment, including without limitation: Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §§ 2000e et seq.; Connecticut's Fair Employment Practices Act; the Equal Pay Act, 29 U.S.C. § 206(d); the Civil Rights Act of 1866, 42 U.S.C. §§ 1981, 1983, 1985 and 1988; the Americans with Disabilities Act, 42 U.S.C. §§ 12101 et seq.; claims pursuant to the state and/or federal constitutions; the Rehabilitation Act of 1973; the Age Discrimination in Employment Act of 1974, 29 U.S.C. §§ 621 et seq., as amended (including the Older Workers' Benefit Protection Act, 29 U.S.C. § 626); the Employee Retirement Income Security Act of 1974, 29 U.S.C. §§1001-1461; the Labor Management Relations Act; the Fair Labor Standards Act, 29 U.S.C. §§ 201-219; state or federal Consolidated Omnibus Budget Reconciliation Act; Employee Retirement Income Security Act; the Connecticut Municipal Employee Relations Act (MERA); Connecticut's Wage and Hour Laws; the Connecticut's Worker's Compensation Act (with the exception of any pending claim for workers' compensation benefits); the Federal Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601 et seq.; the Connecticut Sick Leave Act; the Genetic Information Nondiscrimination Act of 2008; the Consolidated Omnibus Budget Reconciliation Act; any federal, state or municipal law; and any and all other legal or equitable claims, whether in a contract, express or implied, or in tort, including but not limited to tortious interference with business relations, breach of the covenant of good faith and fair dealing, breach of contract (including breach of collective bargaining agreement), promissory estoppel, detrimental reliance, misrepresentation, tortious or wrongful or retaliatory discharge from employment, breach of public policy, any federal and/or state whistleblower law, any federal and/or state occupational health and safety law, fraud, misrepresentation, defamation, self-defamation, tortious interference with contractual relations, intentional

or negligent infliction of emotional or mental distress, negligent supervision or hiring, or for attorneys' fees and costs.

However, this Release does not include: (a) any claim for employee fringe benefits to which Ms. Newton is entitled (Ms. Newton acknowledges that she is not presently aware of any breach by the Town of Simsbury of any obligation to provide such benefits); (b) any claim by Ms. Newton for unemployment compensation benefits; (c) any rights or claims arising out of this Settlement Agreement and General Release; (d) any rights or claims that may arise after the date this Settlement Agreement and General Release is signed; or (e) any rights which Ms. Newton cannot legally waive.

6. General Release By Simsbury

In consideration of Ms. Newton signing this Agreement, Simsbury promises not to sue Ms. Newton, her heirs, insurers, and/or attorneys, in both individual and/or representative capacities (hereinafter collectively referred to as "Releasees") for any matters arising from the beginning of time to the effective date of this Settlement Agreement and General Release. Simsbury also releases and discharges the Releasees from, and holds them harmless against, any and all claims, obligations or liabilities, it has or may have by reason of any matter, cause or thing whatsoever, whether known or unknown, including but not limited to, those claims arising from or out of Ms. Newton's employment with the Town of Simsbury and/or the termination of such employment.

However, this Release does not include: (a) any rights or claims arising out of this Settlement Agreement and General Release; (b) any rights or claims that may arise after the date this Settlement Agreement and General Release is signed; or (c) any rights which Simsbury cannot legally waive.

7. Waiver and Withdrawal

Ms. Newton and/or the Union shall withdraw all pending claims/grievances/demands for arbitration/prohibited practice charges against Simsbury in any forum. Except as provided herein, Ms. Newton waives any right to file or participate in any charge or complaint against any of the Released Parties, or accept any recovery from any charge or complaint against any of the Released Parties. This waiver applies to actions before any court, arbitrator, or administrative agency, *except* that this waiver shall not apply to Ms. Newton's rights to file any charge or complaint with, or assist in any investigation or proceeding conducted by or through, the Equal Employment Opportunity Commission or any other governmental entity or agency, where a waiver of such rights is prohibited by law. However, by executing this Agreement, Ms. Newton waives the right to recover any damages or other relief in any claim or suit brought by or through any such governmental agency or entity. Also, nothing in this Agreement shall affect any right Ms. Newton may have to file a claim based upon actions taken by the Town of Simsbury or any Released Party that is excluded from the Release by virtue of subparagraph 5(d) of this Agreement.

8. Indemnity and Hold Harmless

The parties covenant not to file or pursue any lawsuits concerning the matters released above. If either party attempts to bring or pursue such a lawsuit, they shall indemnify and hold harmless the other party, their affiliates, executors, administrators, successors, assigns, employees, elected officials, attorneys and agents from all costs, attorney's fees and liability occasioned by any such lawsuit/action.

9. Right to Revoke, Consideration Period, Consult an Attorney

Ms. Newton has twenty-one (21) days to consider whether to sign this Settlement Agreement and Release. However, Ms. Newton may choose to sign and deliver this Settlement Agreement and Release at any time before the consideration period expires. Ms. Newton may revoke this Settlement Agreement and Release at any time during the period of seven (7) days after the date she signs it, by delivering a written revocation to the Town Manager. The revocation must include the statement: "*I revoke my acceptance of the Settlement Agreement and General Release,*" or a similar statement. A written revocation will be considered effective if it is delivered, either by hand before the end of the seven-day revocation period, or by mail with a postmark dated before the end of the seven-day revocation period.

Furthermore, the Town of Simsbury has specifically advises Ms. Newton to consult with an attorney prior to signing this Settlement Agreement and Release, which she has.

10. Governing Law and Venue

Except as referenced herein, this Agreement and disputes arising therefrom shall be governed by and construed in accordance with the laws of the State of Connecticut, without giving effect to any choice or conflict of law, provision or rule. Any action concerning this Agreement shall be brought in state or federal court in Connecticut.

11. Severability and Entire Agreement

The provisions of this Agreement are severable. The parties agree that this Agreement constitutes the full and complete understanding between them and may not be modified or amended, except in writing, signed by all parties. In the event that any provision of this Agreement is held to be void or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall nevertheless be binding upon the parties with the same effect as though the void or unenforceable part had been deleted. Each party agrees to execute such amendments as may be necessary to

accomplish the intent of this paragraph, which is to maintain in force all terms of this Agreement to the full extent permitted by law.

This Agreement shall not be modified or amended except by an instrument in writing under seal signed by all the parties hereto.

12. Voluntary Agreement

This Agreement embodies the arm's-length negotiation and mutual agreement between the Town of Simsbury and Ms. Newton and shall not be construed against either party as having been drafted by such party.

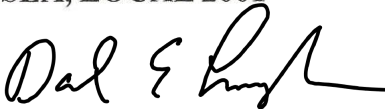
Ms. Newton represents that she has read and understands this Agreement, and voluntarily agrees to its terms.

13. Effective Date This Agreement shall be effective upon signatures of all parties or upon expiration of the revocation period, whichever is later.

14. Counterparts This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same instrument.

Town of Simsbury

CSEA, LOCAL 2001



Its _____

Its Counsel _____

Date: _____, 2020

Date: July 6, 2020

Robin Newton



Date: June 22, 2020

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:03 p.m. on ZOOM due to COVID-19. Present were: First Selectman Eric Wellman; Deputy First Selectman Sean Askham; Board members Michael Paine, Jackie Battos, Wendy Mackstutis and Chris Peterson. Others in attendance included: Town Manager Maria E. Capriola; Finance Director Amy Meriwether; Police Chief Nicholas Boulter; Planning and Community Development Director Mike Glidden; Town Engineer Jeff Shea; and Management Specialist Tom Fitzgerald.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

Mr. Askham made a motion to add item g, under Selectmen Action, to approve the LGBTQ Proclamation on Pride Month. Ms. Battos seconded the motion. All were in favor and the motion passed.

PUBLIC HEARING

a) Disposition of Holcomb Street Open Space Parcel

Mr. Wellman reminded everyone to email EButler@Simsbury-ct.gov if they want their comments read during Public Audience.

Mr. Wellman said this Public Hearing is being held for the Proposal for the sale by the Town of a parcel of Town-owned open space land adjacent to 133 Holcomb Street pursuant to Simsbury Town Code §21-8 and upon positive referrals from the Planning Commission, Conservation Commission and Open Space Committee. Notice for this hearing was published twice in The Hartford Courant and also in The Valley Press.

Mr. Wellman read an email from Jon and Margaret Gooch, Bill and Karyn Cordner, Patricia Piano, Jane Moos, Lee Peters, Susan Fitzgerald, Camilla Thompson, Steve Noble, James and Diana Moody, Sara Burrows and Robert and Elizabeth Richards, who oppose the sale of open space to a private individual. This person already uses the property, while not owning it and maybe it would be possible for the Town to lease the open space to this person. They don't want this process to be rushed or limited due to the pandemic. They feel open space improved the quality of life for the residents of Simsbury.

Mr. Wellman read an email from Dave Chase, who is against the Town buying land from a private owner to create a land swap. He spoke about a lease agreement and not setting precedence.

Mr. Wellman read an email from Susan Masino, who doesn't want the Board to speak in general terms on orphaned parcels or open spaces as disposal. This is a valuable piece of property and has much potential. She said residents have been very clear about preserving open space and their voices shouldn't be ignored. She also spoke about the bike path and the needing for full disclosure of this swap.

Mr. Askham read an email from Lisa Antonio, who said she has respect and appreciation for preservation of open space. This property is right next to her property and she spoke about an old Zoning rule and how the piece was divided. She also spoke about her sheep grazing there. This is an orphaned parcel and they would like to be granted purchase of this property. They would create a deed restriction to this parcel guarantying the open space in perpetuity. She would like the Board to approve the sale to her family.

Mr. Wellman read an email from Karyn Corder who opposes the selling of this small parcel of land to a resident. She said the potential buyer is already encroaching/using the property illegally, which is horrible. Maybe there is a possibility of leasing this parcel to the resident.

Mr. Askham read an email from Danielle D’Ermo, who opposes the selling of this open space parcel. She feels each piece of open space needs to be preserved. She doesn’t want a precedence set by the Town for open space. We have already over-built in Town.

Mr. Wellman read an email from Wanda Colman, who also opposed the disposal of this open space. She feels that there has not been proper disclosure on this property. Every parcel of open space has great value to the environment not matter how small it is.

Mr. Askham read an email from Katie Galt, who is not in support of selling open space to an individual, which would reward them for illegal behavior as well as set a precedence for the sale of open space. She encouraged the Town to consider a lease agreement with this individual with restrictions.

Mr. Wellman read an email from Jan Beatty and Michael Park, who were disheartened to see that the Board is thinking of selling this parcel of open land. They feel open space is inherent to the character of the Town. They would like to see a lifetime leasing of the property, where the Town could gain some revenue.

Mr. Askham read an email from Ieke Scully, who is also against selling or swapping open space to a private land owner. She feels leasing the land makes better sense.

Mr. Wellman read an email from Vitali Zhulkovsky, who is also opposed to the sale of any open space parcel. He considers all open space valuable and not portioned land.

Mr. Askham read an email from Lori Stethers, is also strongly opposed to the sale of open space to a private land owner. Open space makes Simsbury a great place to live and protects wildlife. She feels this should not be done while under a pandemic, but wants more discussion where people can attend a Public Hearing.

Mr. Wellman read an email from Joanne Dombrosky, who opposes the sale of open space and feels it is outrageous to give away the trails, trees, animal habitats for a few bucks.

Mr. Askham read an email from Linda Goodman, who objects to the sale of open space. She said the beauty of open space in Town was one of the deciding factors in purchasing a home here. She wants this parcel to be kept safe so others want to live here.

Mr. Wellman read an email from Linette Arnold, said it is not a time to decide on the sale of open space due to this time of uncertainty.

Mr. Askham read an email from Arlene Zappile, who opposes the sale of this open space especially during this time of COVID when there is no public access.

Mr. Wellman read an email from Sue Brachwitz, who objects to the sale, leasing, trading or giving away any open space. The sale of this space would set precedence and possibly encourage others to use open space for their own purposes. We need to protect open space as they are very important to the habitat. She spoke about the environmental purposes and wants open space preserved.

Mr. Askham read an email from Anita Scopino is in love with the forest areas, small farms, and open space parcels. She is opposed of the sale of the open space to one individual, especially one who has been using the land illegally for some time. The Public Hearing needs to be an open hearing where residents can attend and not just send an email. She offered some alternatives that she heard from other residents.

Mr. Wellman read an email from David Galt, who also opposes the sale of open space, especially to someone who has been encroaching for many years. We should not be rewarding him with a sweet deal. It is also ill-advised to run the bike path down Rte. 315 and it might be better to run it down Wolcott Road.

Mr. Askham read an email from Heather Eversdyke, who is opposed to the sale of any open space. She said a lease agree with use restrictions could be a solution.

Mr. Wellman read an email from Steven Antonio, who is the person trying to purchase this parcel. He said there are 22 parcels of small open space in Simsbury. He gave the history of how he purchased his house and land. The property his is now trying to purchase are orphaned parcels near where his property is. He is agreeable to having a deed restriction on the orphaned parcel guaranteeing that the open space nature of the parcel will remain. Mr. Antonio said he did speak to his neighbors and they were ok with the purchase of this property. The said the Town Commissions also discussed the sale of this parcel and were in favor of the sale with restrictions. He said he has been very transparent on this proposal and the Town isn't losing anything and he doesn't want residents to rush to judgement.

Mr. Askham read an email from Helen Peterson, who is not only a resident, but a member of the Open Space Committee. She spoke about the Town expressing the purchase of an easement along Tariffville Road for the East Coast Greenway. This should be an independent easement. The action on the parcel on Holcomb Drive is ill-advised as it will have a damaging precedence for the Town. There is a process to follow for the purchase of open space and this process should be followed.

Mr. Wellman read an email from Diane Nash, who does not endorse the sale of the open space parcel on Holcomb Street. An informed Public Hearing cannot be conducted with transparency under the COVID-19 guidelines. The individual trying to purchase this open space has been illegally encroaching on this property and he thinks he has done a good thing. What is the value of this parcel? She also spoke about the bike path. She said this is not the way business should be conducted in the Town of Simsbury.

Mr. Wellman thanked everyone who participated in the Public Hearing. He feels residents are asking for more time to discuss this issue.

After comments, Mr. Askham made a motion to keep the Public Hearing on the Disposition of Holcomb Street open space parcel open until the August 10, 2020 Board of Selectmen meeting at 6:49 p.m. Ms. Battos seconded the motion. All were in favor and the motion passed.

PUBLIC AUDIENCE

Mr. Wellman read an email from Judy and John Schaefer, who are also not in favor of selling open space as it improves the quality of life for residents of Simsbury. They also wondered about leasing this parcel

Mr. Wellman read an email from Joan Coe, who spoke about the tax bills, extending Ms. Capriole’s contract, abuse of power, bears and the abuse of privilege by the Town Manager, Black Life Matters protest, and other issues.

Mr. Askham asked to invoke privilege on comments made in Public Audience. He and the rest of the Board feel these comments were out of line and nothing inappropriate about contacting the Animal Control Officer. They were trying to protect their family and it was very scary for that family. Mr. Peterson said there is an abuse of sharing certain information to other Town residents. It is very upsetting and needs to be followed up on. Mr. Paine said respect is given and earned by people’s actions. He is very disappointed by the attack and said we are all better than that.

FIRST SELECTMAN’S REPORT

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

TOWN MANAGER’S REPORT

Ms. Capriola said she and her family had an encounter with a bear at her house, where they had a hard time entering the house. She did what every other resident should do when encountering a bear and called Animal Control. This was not an abuse of power, they were very scared.

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

Ms. Mackstutis made a motion to add three appointments to the agenda under Appointments and Resignations. Mr. Askham seconded the motion. All were in favor and the motion passed.

SELECTMEN ACTION

a) Tax Refund Requests

Mr. Paine made a motion, effective June 22, 2020, to approve the presented tax refunds in the amount of \$1889.71, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds. Ms. Battos seconded the motion. All were in favor and the motion passed.

b) Proposed Deputy Chief of Police Classification

Mr. Wellman said the budget for the new upcoming fiscal year includes a new position of Deputy Chief of Police. The proposed job description and salary range was approved by the Police Commission and Personnel Sub-Committee.

Mr. Askham made a motion, effective June 22, 2020, to approve the creation of the position classification of Deputy Chief of Police and the job description as presented. Further move to approve an annual salary range for the Deputy Chief of Police position of \$122,000 - \$128,300, which may be amended from time to time through resolutions of the Board of Selectmen. Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Wellman said there is interest in accelerating this Body Cameras and Car Cameras due to national events. Ms. Capriola explained this project and said it was in the second year of the Capital Plan. We do have available funds that won't impact the general funds.

Chief Boulter went through the body camera proposal and the car cameras and their upgrades, etc. Ms. Meriwether when through the process of purchasing these cameras and the transfers needed.

Mr. Askham made a motion, effective June 22, 2020, to recommend to the Board of Finance a transfer of up to \$111,000 from the Private Duty Fund to the General Fund to offset the Police operating expenditures. Ms. Battos seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion, effective June 22, 2020, to recommend to the Board of Finance a transfer of up to \$111,000 from the General Fund to Capital Non-Recurring Fund, to cover the costs of the body worn cameras and car cameras. Ms. Battos seconded the motion. All were in favor and the motion passed.

c) Proposed Ordinance to Prohibit the Intentional Feeding of Wildlife

Mr. Wellman said a Public Safety workgroup was made to discuss and intentional feeding of wildlife. After much work on this issue and a lot of input from everyone, this is the draft ordinance that now needs to go to a Public Hearing.

Mr. Askham said all this ordinance does is eliminate the bears, but it officially make it so you should not be feeding wildlife and attracting them into your yard putting yourself and your neighbors in danger.

After discussion, Mr. Askham made a motion to hold a Public Hearing at 6:00 p.m. at the Board of Selectmen regular meeting on July 13, 2020 to solicit public comment regarding the proposed adoption of the Ordinance Prohibiting the Intentional Feeding of Wildlife. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

d) Vacation Carryover Requests

Mr. Wellman said any vacation days, over 10, need to be approved by the Board of Selectmen.

Ms. Capriola said some of these requests are part of the COVID-19 issue, which limits the ability to take time off as requested.

Mr. Askham made a motion, effective June 22, 2020, to approve the vacation carryover requests as presented requiring Selectmen action. Further stipulate that the approved excess vacation days must be used on or before December 31, 2020. Any unused approved excess vacation days still on the books as of January 1, 2021 will be forfeited. Should the employee leave service for any reason, including but not limited to retirement or resignation, they will not be paid out for the approved unused excess vacation authorized by the Board of Selectmen. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

e) Town Manager's Draft FY 20/21 Goals

Mr. Wellman said this draft was reviewed by the Personnel Sub-Committee. Mr. Askham said these goals are consistence with prior years.

Ms. Mackstutis made a motion, effective June 22, 2020, to adopt the Town Manager’s Goals for July 1, 2020 – June 30, 2021 as presented. Mr. Askham seconded the motion. All were in favor and the motion passed.

f) Proclamation for LGBTQ Pride Month

Mr. Wellman said this is a request from the LGBTQ community and he would sign this proclamation for the Board if they approve it.

Mr. Askham made a motion to adopt the LGBTQ Proclamation as read by First Selectman Wellman. Mr. Paine seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

a) Proposed Appointment of Tolly Gibbs to the Library Board of Trustees

Mr. Askham made a motion, to approve the appointment of Tolly Gibbs (D) as a regular member of the Library Board of Trustees, effective June 22, 2020, with a term expiring December 4, 2023. Mr. Paine seconded the motion. All were in favor and the motion passed.

Ms. Mackstutis made a motion, effective June 22, 2020, to appoint Erin Leavitt-Smith (D) as a regular member of the Aging and Disability Commission with a term expiring January 1, 2024; to appoint Phil Purciello (D) as a regular member of the Clean Energy Task Force, with a term expiring December 2, 2021; and to re-appoint Ronald Anastasio (D) as a regular member of the Housing Commission with a term expiring April 1, 2025. Mr. Askham seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

Regular Meeting of June 8, 2020

There were no changes to the Regular Meeting Minutes of June 8, 2020, and, therefore, the minutes were adopted.

SELECT MEN LIAISON AND SUB-COMMITTEE REPORTS

a) Personnel – Mr. Wellman spoke on how to proceed with the Town Manager’s contract and what the process was. They had feedback from 8 people. There were two members of the public who were not in favor of moving forward with her contract. Mr. Wellman feels that Ms. Capriola’s contract should be discussed and renewed.

Ms. Mackstutis said they are taking all comments into consideration. Her priorities seem to be in line and she feels the Board should move forward with another contract for Ms. Capriola.

Mr. Askham agreed with Ms. Mackstutis and feels Ms. Capriola and Mr. Wellman have set the community up for success. She exercises professionalism at all times and takes feedback well. She is willing to learn and does everything in an ethical way.

Mr. Askham made a motion to empower the Personnel Sub-Committee to update and draft a contract for final adoption by the Board of Selectmen. Mr. Paine seconded the motion. All were in favor and the motion passed.

- 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 the Equity Council and that we were already proactive. They are making a statement tomorrow. We are still waiting for more information on the opening of schools.

COMMUNICATIONS

- a) **Letter from M. Capriola, re: Appointment of Michael Berry as Emergency Management Director, dated June 18, 2020**

Mr. Askham spoke about Kevin Kowalski, Fire Marshall and Emergency Management Director, is retiring. He said Michael Berry will run point at the Emergency Management office and coordinates all needed if there is a crisis in our Town. He will do a great job.

Mr. Kowalski has blessed this Town with that position for a very long time. He gave some stories of Mr. Kowalski and said it was a honor to work with him. He would like the Town to properly honor Mr. Kowalski after COVID-19.

ADJOURN

Mr. Askham made a motion to adjourn at 8:15 p.m. Mr. Paine 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 3:30 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 and Chris Peterson. Others in attendance included: Town Manager Maria E. Capriola; Management Specialist Tom Fitzgerald; Planning and Community Development Director Mike Glidden; Project Manager for The Trust for Public Land Honor Lawler; Town Engineer Jeff Shea; and Culture, Parks & Recreation Director Tom Tyburski.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

There was no public audience.

SELECTMEN ACTION

a) Submission of Open Space and Watershed Land Acquisition Grant Application

Mr. Wellman noted this application is connected to the acquisition of the Meadowood parcel and would be one of the grants necessary in order to acquire the parcel. He explained that this is being discussed during a Special Meeting because of the application deadline for this particular grant.

Ms. Capriola explained that the Town Charter has a requirement about grant applications needing to go before the Board of Selectmen. She noted this application deadline was today. The potential grant funding would be over \$1M, which could then be used towards the acquisition if the Town proceeds with the acquisition. If it is decided not to proceed with the acquisition, the Town may simply not accept the grant award.

Honor Lawler, Project Manager for The Trust for Public Land, addressed the Board, noting thanks for accommodating this last-minute meeting.

Mr. Askham noted the Board of Selectmen is involved because there is often a match component to grant applications.

Ms. Lawler indicated this program has historically been important to The Trust for Public Land and towns across Connecticut in order to be able to acquire public space and leverage municipal funding. She noted this application is for \$1.3M. She explained that municipalities can apply for up to 65% of the fair market value, adding that the value has not been determined yet because the appraisal is still underway. The Department of Energy and Environmental Protection (DEEP) Open Space Program has extended the deadline for appraisals until August 1. The funding part of the application will be able to be amended because of that deadline extension. Ms. Lawler noted the application is long, about 19 pages of narrative and about 20 pages of addendums and maps. She added this is an important opportunity to capitalize on this opportunity for state funding of open space. This grant would go towards the 140-acre open space component of the larger 288-acre purchase, with a small area excluded from that being the barns on Firetown Road. She added the State prefers to not have structures within their conservation easement area. The appraisal is for approximately 140 acres, excluding the barns. The remaining 140 acres on the maps would be subject to the conservation easement.

Ms. Battos asked Ms. Capriola or Mr. Wellman to let the public know more about Meadowood. She added that this meeting is specifically about the grant and a decision has not been made.

Mr. Wellman noted there are several grants that would be required in order for the Town to pay \$2.2M for the larger 288-acre project. Today’s motion would only allow the Town to apply for this grant. It would not require the Town to accept the grant.

Ms. Capriola added that there may be additional grant applications brought back to the Board of Selectmen. These would be potential funding sources for the acquisition. If the acquisition does not proceed, the Town can always say, “No thank you” to a grant award. If funds are awarded the purchase would be more affordable for the Town.

Ms. Battos clarified that no decision has been made on Meadowood.

Mr. Wellman agreed with that clarification.

Mr. Peterson added that the Town is far from a purchase and is walking through a very lengthy, due-diligent process, which would ultimately end up with a package presentation made to the Board of Selectmen and the Town to help them understand the financials and the value, and whether or not, at that point, the Town should proceed with this purchase. Assuming that the financial modeling is unchanged since first looking at this, Mr. Peterson asked that the Board be clear that obtaining this grant does not reduce the potential purchase outlay from the Town from \$2.2M to \$1.1M.

Ms. Lawler responded by noting The Trust for Public Land tries to get the best deal for the communities with which they work. In the event that a full \$1.3M is obtained from the Open Space and Watershed Land Acquisition grant program and more was obtained from the Highlands grant program, potentially the Town would need to put in less.

Mr. Peterson clarified that these assumptions are based upon a reflective number already shown, simply modeling at this point. This grant doesn’t lessen the Town’s potential outlay. All other input is assumed to be the same and certainly not successfully acting in a timely fashion could significantly increase the purchase model.

Mr. Askham noted that this should not be new, adding it is similar to how the Ethel Walker acquisition of over \$11M was handled with over three opportunities to vote via referendum for that project with three phases. He further referenced the Tulmeadow acquisition, which took years. It is a multi-year approval process and there will be ample opportunity to exit the deal if the taxpayers chose not to go forward with it. This will be on the referendum at some point given the amount. This is a very standard and normal process.

Ms. Mackstutis asked about the references to DEEP in the attachments and whether the State of Connecticut has any rights or “say” over this land.

Ms. Lawler responded that when a municipality applies for an in-fee purchase, the Town of Simsbury would be the buyer of the Meadowood property. The Open Space award would go to the Town of Simsbury for the fee purchase. In return for those funds, which can fund up to 65% of that fee purchase, a conservation easement would be granted by the Town post closing on the property, 148 acres in this case. The State holds several rights and restrictions, including the Town ensuring public access and the Town must ensure that the natural

resource values are protected and that the land stays, for the most part, in its natural state. For example, this is not a program for athletic fields or commercial timber land. It is for open space and it should remain wild and natural. Managing invasive species and putting in trails are allowed.

Ms. Mackstutis asked that it be clarified whether DEEP would have enforcement rights or if it would fall under the Town of Simsbury.

Ms. Lawler responded that it would fall under the Town of Simsbury. She added that DEEP would want to see these contracts honored and benefiting the public.

Mr. Askham added there is the same easement on a portion of the Ethel Walker property.

Referring to the grant application, Mr. Wellman inquired about the question on environmental contamination, noting the grant application indicates “no,” and asked what is known about this property in regard to that and what would need to be done if the property is acquired.

Ms. Lawler responded that the contamination was strictly confined to the farmland component, which is not included in this portion. She noted Griffin has provided the closure reports, which indicate that those are the areas contaminated and they have been taken care of. She indicated the Town is working to do an environmental review but the State is well aware of those issues on the other side of the property and there are none on this side of the property.

Mr. Wellman clarified that this particular grant only applies to a specific part of the property.

Ms. Lawler agreed.

Mr. Askham noted the environmental pollution issues were why this development was turned down approximately 15 years ago. He said the Town went to court over this piece of property and there was a court-ordered settlement in which the developer was required to remediate the pollution. The Town had to acquire a piece, known as “the Triangle,” for \$3.5M. He noted the Meadowood property is substantially larger than the Triangle.

Mr. Glidden added this was in 2014 and noted he was on site at the time of the excavation of material from the field referred to as Hoskins 7. He noted this was pursuant to the court settlement and was completed.

Mr. Wellman asked if there were any further questions and there were none.

Mr. Askham made a motion, effective July 1, 2020, to submit the FY 2020/2021 OSWA application and authorize Maria E. Capriola, Town Manager, to execute the grant application. Ms. Battos seconded the motion. All were in favor and the motion passed.

Ms. Lawler was thanked for her work on the grant.

Ms. Capriola asked that a resolution be made authorizing the attached resolution to be signed by Town Clerk Ericka Butler certifying that the Board of Selectmen approved having the Town submit the grant application.

Mr. Askham made a motion to approve the resolution that accompanied the grant application. Mr. Wellman seconded the motion. All were in favor and the motion passed.

ADJOURN

Mr. Askham made a motion to adjourn at 3:58 p.m. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Karen Haberlin
Commission Clerk



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Office of Community Planning and Development

Date: June 22, 2020

To: Maria Capriola MPA, Town Manager



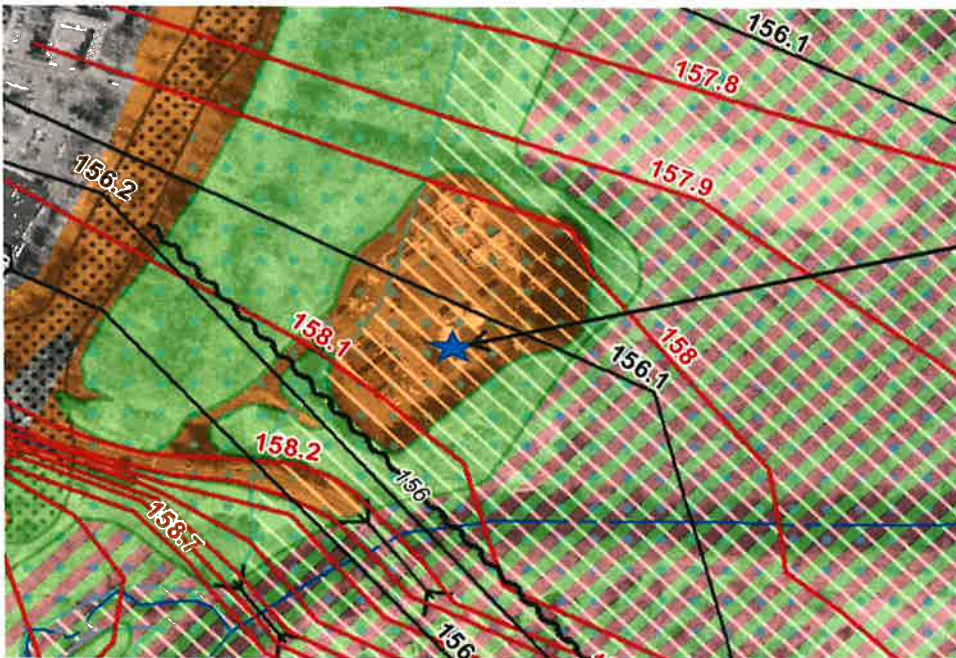
From: Michael Glidden CFM CZEO
Director of Planning and Community Development

Re: **FEMA Update to Flood Insurance Rate Maps**

Maria:

FEMA recently shared the draft Flood Insurance Rate Maps (FIRMs) with Planning Department staff. The updates to these maps are a result new survey and engineering data.

Below is a copy of one of the draft panels that highlights changes to the FIRM in the area of the WPCA treatment plant:



The star indicates location of the WPCA treatment Plant

Telephone (860) 658-3245
Facsimile (860) 658-3206

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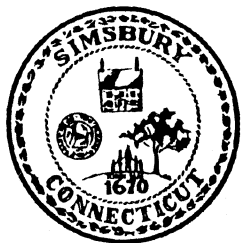
8:30 - 7:00 Monday
8:30 - 4:30 Tuesday through Thursday
8:30 - 1:00 Friday

The lines in red are the new or revised flood elevations while the black lines represent the current flood elevations from the effective FIRM. The area in green is the limits of the 100 year floodplain based, the blue polka dots notes areas that are mapped as 100 year floodplain in the current or effective FIRM, the pink and green hatched area is the limits of the floodplain, and the area in orange is the 500 year floodplain.

Staff has noted the following observations regarding changes to the FIRM. Base flood elevations have increased. This is a result of using current rainfall data and more accurate engineering practices. In the case of this facility, the base flood elevation has been increased by approximately 2 feet in height. The areas mapped as floodplains have changed as a result of new survey data. The example above shows how thanks to a new survey the WPCA treatment plant has been taken out of the 100 year floodplain in part due to the earthen berm that surrounds the facility. Changes such as this can be seen in other areas where new field surveys were performed.

The maps are still draft. FEMA will be holding informational sessions and performing public outreach. A public comment period will be held for a period of 90 days. Members of the public will have the chance to submit written comments in favor or against the proposed changes by FEMA.

In the meantime, planning staff will be uploading digital copies of the maps onto the department's web page. The public is encouraged to access and review the draft maps.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen Members
From: Maria Capriola, Town Manager
Date: July 9, 2020
Subject: Town Manager's Performance Review Timeline

Following discussion with the Personnel Sub-Committee, the following timeline is planned for the Town Manager FY 19/20 Performance Review Process:

- July 31, 2020: the Town Manager submits an update on progress towards the prior year's goals. The Town Manager will also complete a self-review.
- August 1 through August 16, 2020: the Board of Selectmen completes a review review of the Town Manager utilizing an online tool.
- August 17 through September 13, 2020: the First Selectman prepares a draft review based on responses received from the online review. The Personnel Sub-Committee assists with this draft.
- September 14, 2020: the Board of Selectmen meets and reviews the report drafted by the First Selectman.
- September 28 2020: the Board of Selectmen meets with the Town Manager to discuss the review.

Should any Board members have concerns on the proposed timeline please let me know and we can work to amend the dates and/or tasks presented above. For reference, the performance review instrument will be the same as the one used last year (just formatting edits and goals have been updated) and is attached.



Simsbury Town Manager Performance Review

Update: 07/02/20

Purpose of Document	<p>This document:</p> <ol style="list-style-type: none"> 1. Outlines the process for conducting the annual review of the Town Manager 2. Contains the review document 								
Structure to Review	<p>The Town Manager will be evaluated in three areas:</p> <ol style="list-style-type: none"> 1. Performance related to six identified attributes 2. Performance in each of four goal categories 3. An overall performance rating 								
Process	<p>The process for the review is:</p> <ol style="list-style-type: none"> 1. Town Manager goals are established at the start of each fiscal year in June. 2. Prior to review the Town Manager completes a self-review. 3. Each Selectperson inputs their feedback into an online application (such as Survey Monkey). 4. A consolidated document is developed. For each category being reviewed: <ol style="list-style-type: none"> a. Dots will be used to show the rankings from each Selectperson b. All comments will be presented <p>The rankings and comments will not be identified by the author</p> 5. The Board of Selectpersons will meet to review the document 6. The Board of Selectpersons will meet with the Town Manager to review their performance 								
Process Owner	<p>The First Selectperson is responsible for the management of this process. They will work with the Personnel Subcommittee.</p>								
Schedule	<p>The timeline for the 2019-2020 Review will be:</p> <table border="1" data-bbox="428 1466 2016 1502"> <thead> <tr> <th data-bbox="428 1466 537 1502">Step</th> <th data-bbox="537 1466 1339 1502">Date</th> <th data-bbox="1339 1466 2016 1502">Action</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Step	Date	Action			
Step	Date	Action							

	1	July 31, 2020	Town Manager submits update on progress towards goals
	2	July 31, 2020	Town Manager completes self-review
	3	August 1– August 16, 2020	Board Members complete online review
	4	August 17 – September 13, 2020	First Selectperson prepares draft review based on received responses with assistance from Personnel Sub-Committee
	5	September 14, 2020	Board of Selectpersons meet and review consolidated review
	6	September 28, 2020	Board of Selectpersons meets with Town Manager for Mid-Year Review

Simsbury Town Manager Performance Review

Rating	Definition
Outstanding	Superior performance in all skill sets of this category
Above Expectations	Stronger than baseline expected performance in category
Meets Expectations	Employee routinely completes the primary duties and responsibilities of the position and performance meets expectations
Below Expectations	One or more skill sets in this competency needs to be improved.
Needs Improvement/Development	Employee failed to meet/or correct deficiencies and did not improve in areas previously noted in a performance improvement plan.

Attribute Review

#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
1	Financial Management <ul style="list-style-type: none"> Develops annual operating and capital budgets based on the Town's needs and available resources. Prepares annual operating and capital budgets that are responsive to the Board of Selectmen's goals and priorities. Develops annual operating and capital budgets that provide services at a level directed by the Board of Selectmen. Appropriately monitors and manages fiscal activities of the organization. Effectively administers the annual operating and capital budgets. Considers financial impact before decisions are made. 						

#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
2	Organizational Management and Leadership <ul style="list-style-type: none"> Effectively oversees and manages the daily operations of the organization. Makes difficult decisions when required and accepts responsibility for those decisions. Selects, leads, directs and develops staff effectively. Creates a culture that promotes innovation, excellence in public service, and accountability. Sets a professional example by handling town matters ethically, with integrity, fairly, and impartially. Fosters team environment. Instills a collaborative approach to providing services and finding solutions to problems. 						
#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
3	Professional Development <ul style="list-style-type: none"> Values and supports personal and professional development of self and others. Creates a culture of professional development through all levels of the organization. Uses training and job assignments to facilitate learning. Provides constructive performance feedback through coaching and regular performance reviews. Regularly meets with department heads. 						

#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
4	Implementation of Board of Selectmen Policies, Initiatives, and Goals <ul style="list-style-type: none"> • Is accessible and responsive to elected officials. • Determines the feasibility of expected outcomes of policy options, initiatives, and goals. • Articulates fiscal, administrative, legal, ethical, and other implications of policy options, initiatives, and goals. • Develops a plan to implement policies, initiatives, and goals. • Monitors and evaluates programs and services to ensure effectiveness, efficiency, quality, and responsiveness. • Supports the action of the governing body after a decision has been reached, both inside and outside the organization. • Establishes organizational priorities based on Board of Selectmen policies, initiatives, and goals. • Makes reasonable progress towards established Town Manager Goals. 						
#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
5	Communications <ul style="list-style-type: none"> • Maintains effective and timely communications, both verbal and written, with the Board of Selectmen. • Assists by facilitating decision making alongside the policy authority of the Board of Selectmen. • Establishes and maintains effective working relationships with community partners and stakeholders. • Demonstrates a customer service oriented approach when interacting with residents. Demonstrates an attitude of helpfulness, respect, sensitivity. • Listens to concerns of staff, Selectmen, and the public. Responds appropriately. 						

#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
6	Economic Development <ul style="list-style-type: none"> • Develops strategies, activities, and procedures that result in attracting and retaining businesses that contribute to the expansion of the grand list in a manner consistent with the community's vision for growth. • Maintain town's infrastructure in good condition to support business growth and attract new development. • Supports programs and services that enhance the quality of life of residents, making Simsbury and attractive place to live, work, play. • Supports economic development activities with innovative and forward thinking ideas. 						

Simsbury Town Manager Performance Review

Rating	Definition
Outstanding	Superior performance in all skill sets of this category
Above Expectations	Stronger than baseline expected performance in category
Meets Expectations	Employee routinely completes the primary duties and responsibilities of the position and performance meets expectations
Below Expectations	One or more skill sets in this competency needs to be improved.
Needs Improvement/Development	Employee failed to meet/or correct deficiencies and did not improve in areas previously noted in a performance improvement plan.

Goal Review

#	Category	Priority	Goal	Rating					Comments
				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
1	Human Resources and Labor Relations	High	Complete negotiations for successor collective bargaining agreements with: IBPO pension agreement (police); AFSCME (parks and public works), dispatchers, and all 3 unions represented by CSEA. Implement wage, benefits, and other ratified changes.						
		High	Issue a RFQ for defined contribution and deferred compensation administrative services. If a new vendor is selected, proceed with implementation.						
		Medium	Conduct second annual leadership retreat. Research and conduct other professional development opportunities for small group/departmental work (funds permitting). Identify customer service training for staff.						
		Medium	Review and revise personnel and administrative policies. Finalize FOIA policy for the town, FOIA form, and centralized process for handling requests.						
		Medium	Issue a RFQ for pension counsel.						
		Low	Issue a RFQ for pension and OPEB actuarial services.						

#	Category	Priority	Goal	Rating					Comments
				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
2	Financial Management	High	Prepare and submit FY 20/21 operating and capital budgets in accordance with Charter timeline requirements. Continue to refine and develop our budgeting process for the CNR Fund (capital projects under \$250,000).						
		High	Implement a new financial management and human resources software system. Implement electronic timekeeping and leave accruals for our workforce.						
		Medium	Assist in revising our Debt Management Policy.						
		Medium	Complete a cost recovery and community use analysis of the Parks and Recreation Department. Support work group to review recommendations from the analysis. Implement recommendations as feasible.						
		Low	Continue to update the budget document to reflect GFOA recommended best practices for budget document presentation.						

#	Category	Priority	Goal	Rating					Comments
				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
3	Economic Development	High	Support the work of the Economic Development Commission.						
		High	Conduct visitations and outreach with the business community. Continue quarterly business roundtable events. Implement annual business visitations with large employers and taxpayers.						
		Medium	Assist special villages with initiatives related to special events, infrastructure improvements, and economic development.						
		Medium	Research tax increment financing (TIF) districts. Present findings to Economic Development Commission. Pending feasibility of a TIF(s) for Simsbury, proceed to make recommendations to the Board of Selectmen.						
		Medium	Research business incentives, policies, and programs. Present findings to Economic Development Commission. Provide recommendations for updates to our existing Business Development Incentive Policy and process.						
		Low	Conduct planning studies of downtown properties identified by the Charrette as underutilized (funds permitting).						

#	Category	Priority	Goal	Rating					Comments
				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
4	Special Projects	High	Conduct Phase II for the public safety radio system feasibility study. Begin preparing the project for referendum.						
		High	Evaluate opportunities for sharing resources with the Board of Education, starting with Information Technology. Formally document existing shared service arrangements with the BOE.						
		Medium	Negotiate and update the operations agreement between the Town of Simsbury and the Simsbury Meadows Performing Arts Center, Inc.						
		Medium	Complete the parks and open space master plan.						
		Medium	Complete the new Park at 1 Old Bridge Road in a manner that is both financially responsible and consistent with the approved concept plans.						
		Medium	Issue a RFQ for the Town Facilities Master Plan. Begin study.						
		Medium	Submit a proposal to the Board of Selectmen to create a senior services volunteer driving program to expand resources for our senior transportation network.						
		Low	Update our open space stewardship and acquisition policies. Begin to develop open space land management policies and updates to our agricultural leases.						
		Low	Establish a capital project for a potential splash pad project. Support and coordinate fundraising and planning efforts.						

Town Manager Performance Review

Rating	Definition
Outstanding	Superior performance in all skill sets of this category
Above Expectations	Stronger than baseline expected performance in category
Meets Expectations	Employee routinely completes the primary duties and responsibilities of the position and performance meets expectations
Below Expectations	One or more skill sets in this competency needs to be improved.
Needs Improvement/Development	Employee failed to meet/or correct deficiencies and did not improve in areas previously noted in a performance improvement plan.

Overall Summary

Rating					Summary Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	





Town of Simsbury

66 TOWN FOREST ROAD, WEST SIMSBURY, CONNECTICUT 06092

~ Department of Public Works ~

Memorandum: Revised Paving Schedule 2020

To: Maria Capriola, MPA – Town Manager
CC: Board of Selectmen
From: Thomas J. Roy, PE - Director of Public Works
Date: July 9, 2020

Due to recent information obtained from Aquarion regarding where they will be working on water main replacements next year, our proposed road paving schedule for 2020 has changed. Based upon the proposed budget, the following roads are now scheduled for paving during the 2020 construction season:

Aspenwood Drive	Latimer Lane
Briarwood Drive	Lewis Street
Canal Street	Meadow Crossing
Canton Road	Sand Hill Road
Crestview Road	Smokey Ridge Road
Daniel Lane	Stillwood Chase
Dogwood Lane	West Point Terrace
Fairchild Street	White Pine Terrace
Firetown Road (Criswell Street to West Street)	White Water Turn
Hartland Road	Wood Duck Lane
Hayes Road	Woodleigh Place
Kelly Farm Road	

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 and the COVID-19 crisis. Letters will be sent to residents of these streets notifying them of our anticipated work.