

Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN
Regular Meeting – September 13, 2021 – 6:00 p.m.
Virtual Format Only

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

- Email townmanager@simsbury-ct.gov by noon on Monday, September 13, 2021 to register to address the Board of Selectmen live through Zoom
- Written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will not be read into the record, but forwarded to all Selectmen via email

PRESENTATION

- a) Update from the Lower Farmington River and Salmon Brook Wild and Scenic Committee

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) Tax Refund Requests
- b) Proposed Acceptance of Simsbury-Granby Rotary Club Donation
- c) Proposed License Agreement with Shephard of the Hills Lutheran Church for Food Pantry Space
- d) MOU with Town of East Granby for Disposal of Leaves at Simsbury Transfer Station
- e) Revisions to Deputy Finance Director/Deputy Treasurer Job Description
- f) Supplemental Appropriation Request for the Building Division
- g) Proposed Public Gathering Permit – Simsbury Airport – Fly-In and Drive-thru Food Fair
- h) Small Town America Civic Volunteer Award
- i) American Rescue Plan Act (ARPA) Work Group Membership

APPOINTMENTS AND RESIGNATIONS

- a) Appointment to Simsbury Youth Service Bureau Advisory Board
- b) Appointment of Hearing Officers
- c) Appointment to Board of Directors for the Farmington Valley Health District
- d) Resignations from Planning Commission
- e) Reappointment of Ferg Jansen to the Greater Hartford Transit District's Board of Directors

REVIEW OF MINUTES

- a) Regular Meeting of August 9, 2021
- b) Special Meeting of August 20, 2021

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

COMMUNICATIONS

- a) Letter from J. Kertanis re: Report on Use of Supplemental Funding for Public Health COVID Related Expenditures, dated August 6, 2021
- b) Memo from M. Capriola, re: Administrative Approval of Public Gathering Permit, dated August 18, 2021
- c) Memo from M. Capriola, re: Administrative Approvals of Public Gathering Permit, dated September 3, 2021

EXECUTIVE SESSION

- a) Pursuant to CGS §1-200(6)(A), Town Manager's Annual Performance Review

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Update from the Lower Farmington River and Salmon Brook Wild and Scenic Committee
2. **Date of Board Meeting:** September 13, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
This presentation is informational. No action is required.
5. **Summary of Submission:**
At the August 19, 2019 Board of Selectmen meeting, information regarding the newly created Lower Farmington River and Salmon Brook Wild and Scenic Committee was presented. The Committee was created by the National Parks Service.

Presenting an update this evening are Simsbury's three members of the Lower Farmington River and Salmon Brook Wild and Scenic Committee: Sally Rieger (Chairperson), Mike Ryan (Vice Chairperson), and Steve McDonnell.

The Committee members were appointed at the August 19, 2019 Board of Selectmen meeting, with terms expiring August 11, 2022. Additionally, per a National Parks Service requirement, on November 25, 2019, Ms. Rieger was appointed the official Simsbury representative to the Committee, while Mr. Ryan and Mr. McDonnell were appointed as alternates.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Update for Partner Towns, September 2021
 - b) Presentation Slides



Lower 
Farmington River
and Salmon Brook
WILD & SCENIC

Lower Farmington and Salmon Brook Wild and Scenic Committee

Update for Partner Towns: September, 2021

What is the Lower Farmington River and Salmon Brook Wild and Scenic Committee?

It is the advisory river management committee that resulted from the waterways' federal designation as Partnership Wild and Scenic Rivers in 2019. LFSWS is made up of a town-appointed representative and alternate from each partner town (Avon, Bloomfield, Burlington, East Granby, Farmington, Granby, Hartland, Simsbury and Windsor), representatives from the Farmington River Watershed Association, the Pequabuck River Watershed Association and the Salmon Brook Watershed Association, Stanley Black and Decker, the Connecticut Department of Energy and Environmental Protection and the National Park Service.

What is the purpose of the Committee?

The Lower Farmington River and Salmon Brook Wild and Scenic Committee's (LFSWS) purpose is to lead and coordinate implementation of the Management Plan, keeping track of changes in and along the River and Brook and supporting relevant projects. As an advisory Committee, its responsibilities include

- addressing river-related issues
- reviewing and updating the Management Plan.
- promoting public involvement and education.
- promoting river and brook enhancement initiatives, dispersing the federal funding provided.
- reporting to the member towns and organizations on the Committee's activities.
- preparing periodic status reports.

October 1, 2020 through September 30, 2021 (FY21) Accomplishments

Contracts:

- LFSWS contracted with the Farmington River Watershed Association for water quality monitoring work.
- LFSWS contracted with Ethan Nedeau of Biodiversity LLC for a survey of fresh water mussels. At the time of the Wild and Scenic Study, the Farmington River was the only river with viable populations of all twelve southern New England mussel species. In spite of a challenging field season, with high river flows, the field work has been completed. Preliminary results are

discouraging in regard to the endangered dwarf wedge mussel, but the final report is not completed yet.

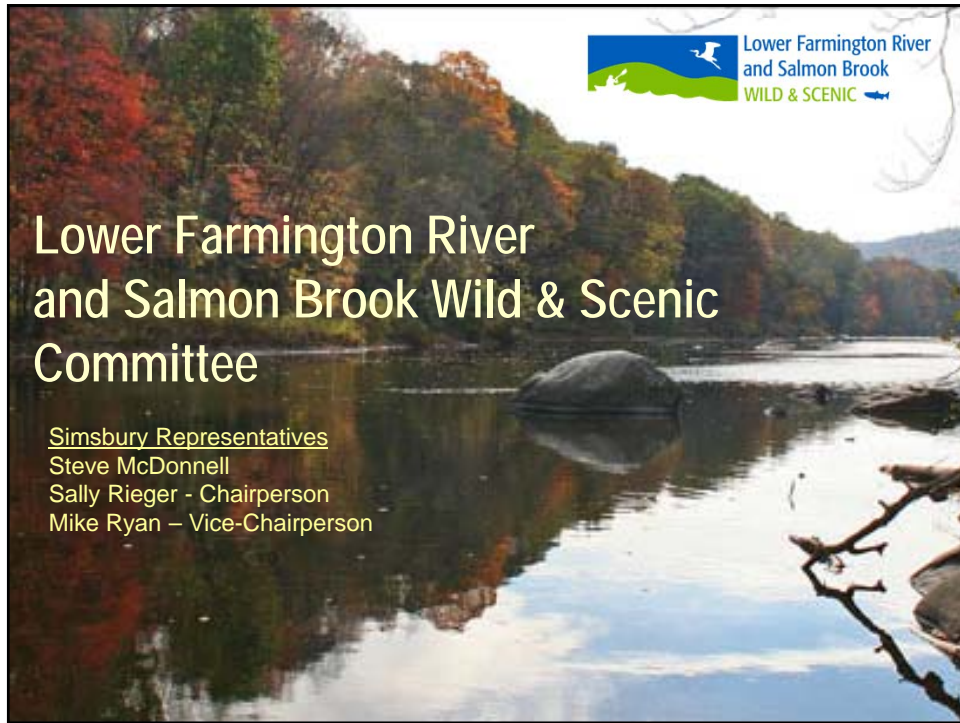
- LFSWS contracted with Dennis Quinn of Quinn Ecological LLC to survey amphibians and reptiles in our area. Amphibian and reptile surveys have wrapped up for the 2021 field season. Extensive data have been collected and are currently being analyzed to develop management recommendations to promote the conservation of one Connecticut's listed amphibians, which relies on riparian habitats for its survival.
- LFSWS contracted with a website designer to update our website and to link it to our Facebook page.
- LFSWS worked with a graphic designer to create a logo specific to our two waterways.
- LFSWS is working with GIS mapper to update recreational access maps for the lower Farmington River and Salmon Brook.
- LFSWS contracted with a botanical consultant to conduct an invasive plant and state-listed plants survey in part of Fisher Meadow and at Alsop Meadow, Avon.
- LFSWS is hiring a consultant to do a Summer Needs Assessment related to recreational use of the Farmington River and Salmon Brook. We are trying to determine how the Wild and Scenic Committee might help ensure safe, river-friendly recreation. The consultant's work will include working closely with each of the nine towns, recreational users and other groups to understand their concerns and to ascertain whether or not our group can help address them.

Small Grants Program

- LFSWS provided \$6000 to the Town of Avon for clearing overgrowth from a trail at Fisher Farm along the Farmington River.
- LFSWS granted the Town of Bloomfield \$1200 to hire a geosystems firm to create maps of the Farmington River Park that will be used in multiple places, including a kiosk in the park.
- LFSWS provided \$800 to East Granby Land Trust for a summer camp program at Granbrook Park, where kids enjoyed the park while learning about the stream and the life it supports.
- LFSWS used grant funding to support two interns to work on a study of cyanobacteria in Rainbow Reservoir, Windsor, through our partnership with the Farmington River Watershed Association.
- LFSWS is working with the Pequabuck River Watershed Association on a grant to update its watershed management plan.

LFSWS grant funding was small this year, but we are happily anticipating an increase in FY22 funding, which will be available at the start of October, 2021. LFSWS looks forward to an opportunity to work with you in the coming year.

For more information, visit www.lowerfarmingtonriver.org. Contact LFSWS at LFSWSchair@gmail.com or LFSWS c/o FRWA, 749 Hopmeadow St., Simsbury, CT 06070




**Lower Farmington River
and Salmon Brook Wild & Scenic
Committee**

Simsbury Representatives
Steve McDonnell
Sally Rieger - Chairperson
Mike Ryan – Vice-Chairperson

Protecting the Nation's Best

- National Wild & Scenic Rivers Act passed by Congress in 1968 to protect the Nation's best Rivers for future generations.
- 266 rivers, 11,000+ miles protected nationwide, including 10 Rivers in New England.
- Wild & Scenic designation provides tools, funding, and community momentum to help protect rivers and encourage compatible growth.



Partnership Wild & Scenic Rivers: A New England Model

- *Collaborative* – works with Communities to develop Study and then implement Management Plan
- *Advisory Only* – no regulatory powers (towns remain primary land-use managers)
- *Balanced* – Town, State, and private representatives are all equal partners with the National Park Service



Partnership Wild & Scenic Rivers: Fundamental Principles

Principle #1

Resource conservation and protection should be fully integrated with traditional patterns of use, ownership, and jurisdiction, relying on existing authorities.

Principle #2

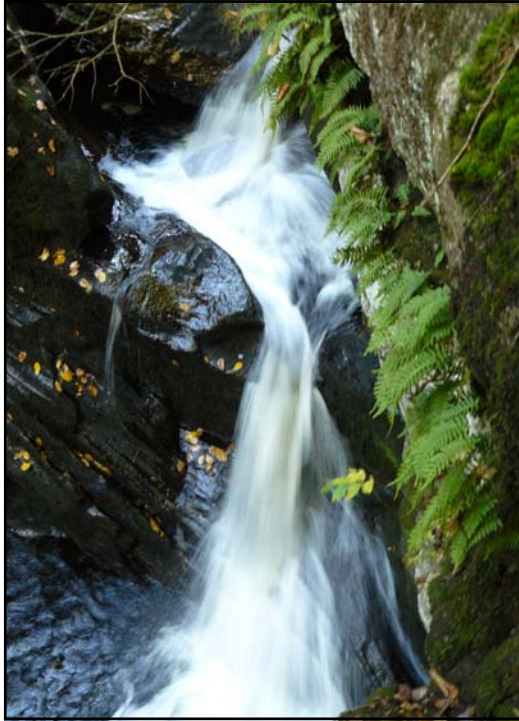
Management of the river should be based on a cooperatively developed plan that establishes resource protection standards and identifies key actions accomplished through cooperation among all public and private organizations with an interest in the river.

Principle #3

Any land conservation initiatives related to a Partnership Wild & Scenic designation will be based solely on voluntary, willing seller arrangements.



- ## Partnership Wild & Scenic Rivers
- Eightmile River, CT
 - Farmington River, CT
 - Lower Farmington River & Salmon Brook (CT)
 - Wood-Pawcatuck (CT/RI)
 - Great Egg Harbor River, NJ
 - Lamprey River, NH
 - Lower Delaware River, DE/PA
 - Nashua, Squannacook, and Nissitissit (MA/NH)
 - Maurice River, NJ
 - Musconetcong River, NJ
 - Sudbury-Assabet-Concord (SuAsCo) Rivers, MA
 - Taunton (MA)
 - Wekiva River, FL
 - Westfield River, MA
 - White Clay Creek, DE
 - Upper Missisquoi and Trout (VT)



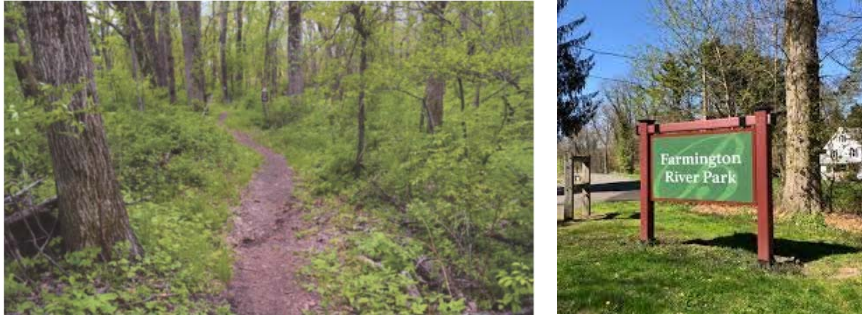
Lower Farmington & Salmon Brook ORVs

- Geology
- Water Quality
- Biological Diversity
- Cultural Landscape
- Recreation

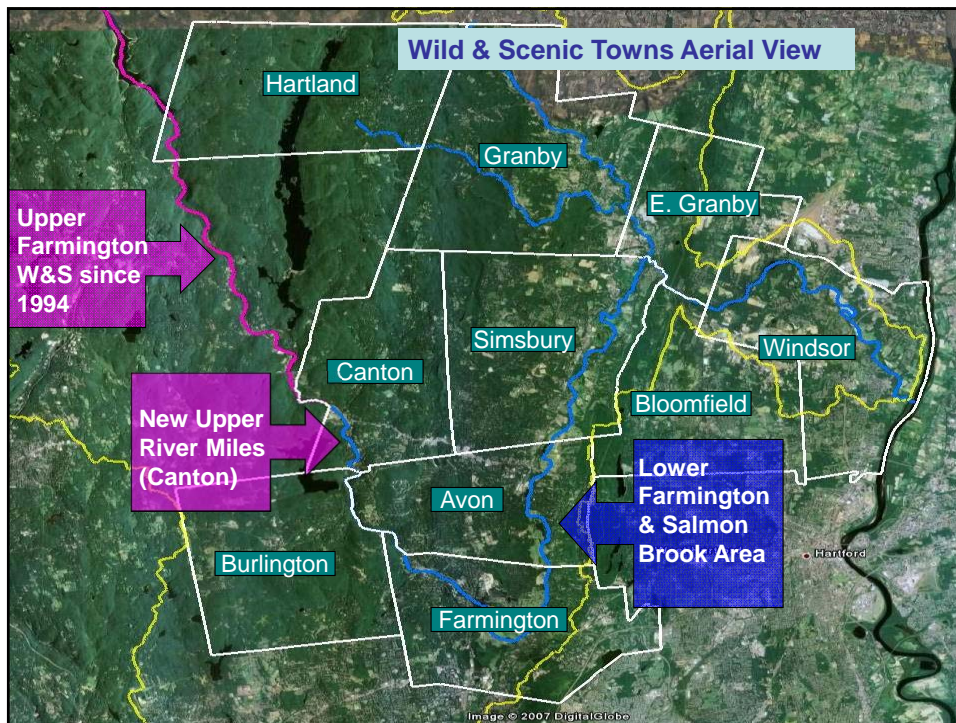
LFSWS Funding: What we have funded so far...

- Town of Avon for clearing overgrowth from a trail at Fisher Farm along the Farmington River
- Town of Bloomfield for hiring a geosystems firm to create maps for the Farmington River Park.
- East Granby Land Trust for a summer camp program at Granbrook Park, where kids will learn about the stream and the life it supports.
- Ongoing Water Quality Monitoring in Lower Farmington, Salmon Brook and tributaries.
- Research on native & invasive plants, freshwater mussels, amphibians, etc.

LFSWS Grant Projects



Photos from our grant program: Avon trail clearing (above left) Bloomfield Park Mapping (above right), Salmon Brook Summer Camp (below)





The Farmington River & Salmon Brook

Precious Resources Worth Preserving

For more info: www.lowerfarmingtonriver.org



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SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** September 13, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

Move, effective September 13, 2021 to approve the presented tax refunds in the amount of \$ 35,694.80, 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 \$ 35,694.80. The attachment dated September 13, 2021 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
 - a) Requested Tax Refunds, dated September 13, 2021

REQUESTED TAX REFUNDS
SEPTEMBER 13, 2021

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2016				
Schleer Michael W	16-04-82969	\$102.07		\$102.07
Total 2019				
		\$102.07	\$0.00	\$102.07
List 2019				
Taylor Douglas	19-01-08182	\$7,324.12		\$7,324.12
Yuryan, Joseph P Trst	19-01-08969	\$467.41		\$467.41
NCR Corp - J Rash	19-02-40503	\$5.05		\$5.05
Campo Mchael T	19-03-52631	\$775.55		\$775.55
Scott Lisa K	19-03-71016	\$32.12		\$32.12
Daimler Trust	19-04-80593	\$797.81		\$797.81
Honda Lease Trust	19-04-81260	\$496.26		\$496.26
Total 2019				
		\$9,898.32	\$0.00	\$9,898.32
List 2020				
Rogers Walter E Jr	20-01-06953	\$2,500.00		\$2,500.00
Shaffer Harold	20-01-07431	\$189.37		\$189.37
Brophy Timothy E	20-01-07688	\$87.86		\$87.86
Torrington Sav. Bank (Tuthill)	20-01-08398	\$3,480.88		\$3,480.88
20 Main Street LLC	20-02-40216	\$155.44		\$155.44
Simsbury Precision Prod	20-02-40807	\$5,754.40		\$5,754.40
ACAR Leasing Ltd	20-03-50077	\$43.59		\$43.59
Agrawal Giridhari L	20-03-50213	\$13.20		\$13.20
Ballard Daniel	20-03-50888	\$7.07		\$7.07
Barney Robert	20-03-51008	\$46.88		\$46.88
Belfiore Janice R	20-03-51261	\$282.67		\$282.67
CAB East LLC	20-03-52396	\$49.23		\$49.23
Carroll Angelina F	20-03-52709	\$62.33		\$62.33
Cary Elizabeth	20-03-52743	\$10.69		\$10.69
Cayne Deborah M	20-03-52846	\$82.90		\$82.90
Conn. Light & Power	20-03-53526	\$2,237.85		\$2,237.85
Daimler Trust	20-03-54117	\$404.59		\$404.59
Duford Michael A	20-03-54993	\$9.24		\$9.24
Ferguson Diane E	20-03-55671	\$8.27		\$8.27
Fernandez Birmania	20-03-55684	\$240.32		\$240.32
Fernandez-Nunez Ruddy	20-03-55688	\$212.49		\$212.49
Financial Serv Veh Trust	20-03-55763	\$427.22		\$427.22
Gajewski Richard B	20-03-56246	\$78.52		\$78.52
Gatton Lawrence	20-03-56441	\$83.16		\$83.16
Gatton Lawrence	20-03-56442	\$26.90		\$26.90
Ghirardi Thomas	20-03-56567	\$41.67		\$41.67
Giannini Elaine L	20-03-56571	\$12.54		\$12.54
Honda Lease Trus	20-03-58246	\$119.19		\$119.19
Honda Lease Trust	20-03-58265	\$713.78		\$713.78
Honda Lease Trust	20-03-58271	\$784.71		\$784.71
Hyundai Lease Titling Trust	20-03-58565	\$1,188.89		\$1,188.89
JP Morgan Chase Bank	20-03-59052	\$49.12		\$49.12
JP Morgan Chase Bank	20-03-59099	\$254.77		\$254.77

REQUESTED TAX REFUNDS
SEPTEMBER 13, 2021

JP Morgan Chase Bank	20-03-59133	\$64.94		\$64.94
Kochawi Leeor	20-03-59797	\$88.59		\$88.59
Kochawi Leeor	20-03-59799	\$12.34		\$12.34
Kochawi Leeor	20-03-59801	\$467.89		\$467.89
Koehler Thomas T	20-03-59813	\$29.93		\$29.93
Koehler Thomas T	20-03-59814	\$81.14		\$81.14
Korn Mary E	20-03-59859	\$18.11		\$18.11
Korn Mary E	20-03-59860	\$22.86		\$22.86
Lejfer David	20-03-60582	\$10.00		\$10.00
Lim Eric J	20-03-60791	\$12.83		\$12.83
MacDonald Geff D	20-03-61186	\$97.90		\$97.90
Maher David J	20-03-61288	\$19.04		\$19.04
Mason Barbara	20-03-61630	\$140.90		\$140.90
Masters David A	20-03-61655	\$19.97		\$19.97
McCormick Daniel P	20-03-61859	\$51.66		\$51.66
Meuser Craig	20-03-62302	\$40.82		\$40.82
Meuser Craig	20-03-62303	\$39.16		\$39.16
Michaelson Jerome E	20-03-62328	\$10.70		\$10.70
Mohamed-Iqbal E	20-03-62572	\$74.78		\$74.78
Nagy Khiem V	20-03-63022	\$63.67		\$63.67
Nissan Infiniti LT	20-03-63311	\$97.08		\$97.08
Ollestad Karen M	20-03-63671	\$33.71		\$33.71
Page Richard T	20-03-63854	\$36.36		\$36.36
Pineau Michael A	20-03-64531	\$36.90		\$36.90
Ramalingam Anandh	20-03-65028	\$17.17		\$17.17
Roskin Kenneth L	20-03-65704	\$76.35		\$76.35
Rowland Richard	20-03-65791	\$112.23		\$112.23
Schoenberger Richard T	20-03-66314	\$51.21		\$51.21
Scully Mark W	20-03-66484	\$6.51		\$6.51
Shaw Jared D	20-03-66657	\$38.90		\$38.90
Stepka Amy	20-03-67571	\$7.96		\$7.96
Thibodeau Jeanne F	20-03-68179	\$127.09	\$5.69	\$132.78
Toyota Lease Trust	20-03-68444	\$449.30		\$449.30
USB Leasing LT	20-03-68851	\$651.60		\$651.60
Vault Trust	20-03-69050	\$649.51		\$649.51
VCFS Auto Leasing Co	20-03-69102	\$660.47		\$660.47
VCFS Auto Leasing Co	20-03-69104	\$311.21		\$311.21
Valesquez Santiago E	20-03-69158	\$27.72		\$27.72
Verbeke John R	20-03-69182	\$53.01		\$53.01
Voroscak Robert A	20-03-69319	\$87.87		\$87.87
VW Credit Leasing	20-03-69388	\$93.90		\$93.90
Werner Matthew J	20-03-69471	\$805.81		\$805.81
Weber Alan D	20-03-69639	\$10.63		\$10.63
White Priya N	20-03-69855	\$21.03		\$21.03
Whitehouse David W	20-03-69858	\$66.63		\$66.63
Whitehouse, Justin	20-03-69859	\$77.52		\$77.52
Zantow Theresa	20-03-70322	\$11.64		\$11.64
Pelletier Jay J	20-03-70486	\$6.51		\$6.51
Natcharian Matthew P	20-03-70497	\$35.92		\$35.92
Total 2020		\$25,688.72	\$5.69	\$25,694.41

REQUESTED TAX REFUNDS
SEPTEMBER 13, 2021

TOTAL 2016		\$102.07	\$0.00	\$102.07
TOTAL 2019		\$9,898.32	\$0.00	\$9,898.32
TOTAL 2020		\$25,688.72	\$5.69	\$25,694.41
TOTAL ALL YEARS		\$35,689.11	\$5.69	\$35,694.80



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Acceptance of Simsbury-Granby Rotary Club Donation
2. **Date of Board Meeting:** September 13, 2021
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 acceptance of this donation to support our food programs, the following motion is in order:

Move, effective September 13, 2021, to accept the Simsbury-Granby Rotary Club donation in the amount of \$3,825 for the purpose of supporting Simsbury Community and Social Services Department food programs that assist residents in need, with special focus on "kid friendly" food items.
5. **Summary of Submission:**
The Simsbury-Granby Rotary Club has donated the sum of \$3,825 to the Simsbury Food Closet to help keep the shelves stocked for our residents in need, especially during the COVID-19 pandemic. This donation will be focused on providing "kid friendly" food items for our households with children.

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 Simsbury-Granby Rotary Club.
6. **Financial Impact:**
This is a donation of \$3,825 to the Community & Social Services Department. The funds would be deposited into a Social Services special revenue fund for this purpose.
7. **Description of Documents Included with Submission:**
None



Town of Simsbury

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed License Agreement with Shepherd of the Hills Lutheran Church for Food Pantry Space
2. **Date of Board Meeting:** September 13, 2021
3. **Individual or Entity Making the Submission:**
Maria Capriola, Town Manager; Kristen Formanek, Director of Community and Social Services *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the proposed agreement with The Shepherd of the Hills, the following motion is in order:

Move, effective September 13, 2021, to approve the License Agreement with the Shepherd of the Hills to lease space to support our food programs and to authorize Town Manager Maria E. Capriola to execute the agreement.

5. **Summary of Submission:**
Over the course of the COVID-19 pandemic, the Simsbury Food Closet and Cheese Day program quickly expanded in scope in response to the need of the community. Prior to the pandemic, we served an average of 80 households per month. At the height of the pandemic, we served an average of 140 households including an average of 28 homebound deliveries and 45 families. At all but one of our distributions we provided a grocery store gift card as well as non-perishable items. We have also resumed distributing fresh produce at our Cheese Days. In addition, toiletries/personal care items and household cleaning products are provided.

We have now returned to serving numbers closer to the pre-pandemic level, with many of our new clients continuing with the service. We are now serving an average of 90 households per distribution with 15 homebound deliveries and an average of 40 households.

Throughout the pandemic, we have utilized the Eno auditorium, allowing us to store a very large volume of product. Prior to the pandemic, we had only a small closet to store our products. We also stored products under the stairs covered in tarps. Over the past several months we have also changed our distribution method to full client choice. This method allows the individual to choose the items that are best suited for them and they need the most. By continuing to provide client choice, and by storing items in the auditorium, we are offering a very dignified experience for our clients.

We would like very much to continue to have ample space for our programs and to not shrink back to the closet space and stair storage. We reached out to our community partners looking for space to host our food programs. Shepherd of the Hills has offered us two very large rooms in which to store our products. There is also a large room available to us to use for distribution. The space also boasts a circular driveway that can be used if we needed to switch back to a drive through distribution. Both entry ways are also fully handicapped accessible making it easier for all patrons to enter and exit the building with their products. We will also be able to place a storage bin at the rear entrance for drop off of products. Approximately 25% of the food program clients are located at the Simsbury Housing Authority, which is adjacent to the Shepherd of the Hills Church.

This License Agreement has been prepared and reviewed by the Town Attorney. The initial proposed term is a 2-year agreement.

6. Financial Impact:

Shepherd of the Hills is requesting a monthly rental payment of \$300 for the use of the space, or \$3,600 per year. We will also need to modify the two rooms for our use. The estimated cost of modifications and storage units is \$6,300. We have met with our Trustees of the Kate Southwell Trust and they are in agreement with our proposal to cover these costs through the Trust funds. Therefore there is no General Fund impact.

7. Description of Documents Included with Submission:

a) Proposed License Agreement with The Shepherd of the Hills Lutheran Church

**LICENSE AGREEMENT
SIMSBURY FOOD PANTRY
7 WESTCOTT ROAD, SIMSBURY, CONNECTICUT**

This License and Indemnification Agreement (the “Agreement”) is effective as of September ____, 2021 (the “Effective Date”), by and among The Shepherd of the Hills, 7 Westcott Road, Simsbury, Connecticut (“Licensor”) and the Town of Simsbury, a Connecticut municipal corporation with an address of 933 Hopmeadow Street, Simsbury, Connecticut (“Licensee”).

WHEREAS, Licensor is the owner of a piece or parcel of land known as 7 Westcott Road, Simsbury, Connecticut as more particularly shown on a certain map or plan identified as Exhibit A attached hereto and made a part hereof (the “License Area”); and

WHEREAS, Licensee desires to use the License Area for the location of the Simsbury Food Pantry for use in carrying out its food distribution programs; and

WHEREAS, Licensor desires to permit Licensee to access the License Area for the sole and exclusive purpose of operating its Food Pantry by its staff, members, volunteers and program participants with minimal interruption to Licensor’s operations; and

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

1. Grant of License.

(a) Licensee is hereby granted a license permitting Licensee, its staff, volunteers and program participants sponsored by the Licensee to access the License Area to operate its Food Pantry at a location within the License Area, which shall include the following:

- 2 rooms for storage and sorting of food pantry items;
 - Licensee will supply its own storage units and tables in a form acceptable to Licensor;
- A large room to hold the monthly cheese day program once per month, including access to parking and the main entryway;
- An exterior entrance, with a storage container outside for donated items to be dropped off; and
- Licensee will have access to the restrooms as needed.

(b) Licensee shall be responsible for complying with any and all Town, state and federal regulations and shall obtain all necessary governmental permits that may be required prior to the operation of the Food Pantry within the License Area.

(c) This grant of License shall be subject to the following conditions:

1. The Licensor shall have the final decision on the location of the Food Pantry and shall have the right to have it moved to another location or removed from the Premises if it is deemed necessary to do so at a later time;
2. The Licensee shall be responsible for routine maintenance and upkeep of the Food Pantry, specifically including the cleaning of floors, hallways, restrooms and storage areas, while they continue to use the Licensed Area and shall at their sole cost and expense keep it in good repair and appearance to the satisfaction of the Licensor. Licensee agrees to not make any physical alterations, repairs or improvements to the Licensed Premises without the consent of the Licensor;
3. Copies of any keys to the Food Pantry shall be provided to the Simsbury Social Services Department;
4. While accessing the Food Pantry and the premises, staff members, volunteers and program participants shall be liable and responsible for any Licensor's property that is damaged in the process;
5. The Licensor is responsible for providing lighting and utilities of any kind to the Food Pantry;
6. The Licensor does not accept any responsibility or liability for any items or property stored in or about the Food Pantry by the Licensee and any of Licensee's invitees. Licensor does not provide insurance for Licensee, and Licensee shall be expected to provide their own insurance coverage;
7. The Licensee is solely responsible and liable for all costs associated with the installation and maintenance and repair of the Food Pantry within the Licensed Area.

2. Term

The Term of this Agreement shall begin on October 1, 2021, and shall automatically terminate upon the earlier of September 30, 2023, or receipt by Licensee of a Notice from Licensor that it is revoking this License. Licensor shall provide at least sixty (60) days' Notice of Termination to Licensee. If both parties agree this License may be renewed for additional one year term. Licensee is required to notify Licensor of their desire to renew this License on about June 1, 2023.

3. License Fee

Licensee shall pay to Licensor an annual License Fee of \$3,600 payable in advance upon the presentation of an invoice from the Licensor in quarterly installments of \$900. The first quarterly payment shall be paid at the time of the execution of this Agreement,

4. Indemnification.

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

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

5. Insurance.

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

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

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

6. Compliance with Law.

Licensee further agrees that it shall comply with all applicable Licensor rules, including safety and identification rules, and any and all applicable federal and state laws and regulations, specifically including the Executive Orders, rules and regulations related to the COVID-19 pandemic as they may apply, and shall also cause its faculty, staff, students, business invitees and employees to comply with the same.

7. Counterparts.

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

8. Entire Agreement.

This Agreement contains the entire understanding of the parties with respect to the subject matter contained herein, shall supersede any other oral or written agreements, and shall

be binding upon and inure to the benefit of the parties' successors and assigns. It may not be modified in any way without the written consent of both parties. This Agreement may not be assigned by Licensee without Licensor's written consent.

9. Governing Law.

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

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

**LICENSEE:
TOWN OF SIMSBURY**

**LICENSOR:
SHEPHERD OF THE HILLS
EVANGELICAL LUTHERAN
CHURCH**

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

By:
Its:



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** MOU with Town of East Granby for Disposal of Leaves at Simsbury Transfer Station

2. **Date of Board Meeting:** September 13, 2021

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Tom Roy, Director of Public Works

Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectman is in support of authorizing the MOU with the Town of East Granby regarding leaf disposal at our Transfer Station, the following motion is in order:

Move, effective September 8, 2021, to approve the Memorandum of Understanding By and between the Town of East Granby and the Town of Simsbury regarding disposal of leaves at the Simsbury Transfer Station and to authorize Town Manager Maria E. Capriola to execute the agreement.

5. **Summary of Submission:**
East Granby demonstrated a need to find an appropriate disposal location for leaves collected in their town.

Simsbury's current process allows for our residents to dispose of leaves in a large bin at the transfer station. Our staff regularly hauls the leaves from the bin to the upper level of the landfill, where the leaves are windrowed and allowed to compost. We also take in leaves collected by Paine's from our residential bagged leaf collection program. Our staff will, on occasion (1-3 times per year), rotate the leaves in the windrows to facilitate composting. The final unscreened leaf compost is:

- provided to our permitted landfill users at no cost
- used in some of our municipal construction projects
- sold or given to local contractors, depending on market conditions

We currently have sufficient space to allow for East Granby to dispose of leaves and compost leaves at our facility. Based on a trial run 1-year mutual agreement, we would allow East Granby to dispose of leaves at our facility, with East Granby taking a share of the labor required to move and turn the leaves on a once or twice a year schedule. East Granby would be allowed to take a portion of the composted leaves for their own use.

After two years have passed, we can review the labor involved and determine if this arrangement is beneficial to both East Granby and Simsbury.

The Town Attorney and the Town of East Granby have reviewed this Agreement.

6. Financial Impact:

With East Granby taking a share of the labor involved with occasional leaf rotation, this could potentially result in a minor savings in staff hours.

7. Description of Documents Included with Submission:

- a) Proposed Memorandum of Understanding By and Between The Town of East Granby and The Town of Simsbury, Disposal of Leaves at the Simsbury Transfer Station By the East Granby Department of Public Works

Memorandum of Understanding
By and Between
The Town of East Granby and The Town of Simsbury
Disposal of Leaves at the Simsbury Transfer Station By the
East Granby Department of Public Works

WHEREAS, the Town of Simsbury (“Simsbury”) has been storing and composting Simsbury’s leaves at the Simsbury Transfer Station at 66 Wolcott Road for a number of years (“the Facility”); and,

WHEREAS, Simsbury’s current Transfer Station Permit allows for composting of leaves and organic matter; and,

WHEREAS, Simsbury’s current process allows for Simsbury residents to dispose of leaves in a large bin at the transfer station; and,

WHEREAS, Simsbury’s staff regularly hauls the leaves from the bin to the upper level of the Transfer Station, where the leaves are windrowed and allowed to compost; and,

WHEREAS, Simsbury also takes in leaves collected curbside by vendors hired by Simsbury as part of the residential bagged leaf collection program; and,

WHEREAS, Simsbury’s staff will, on occasion (1-3 times per year), rotate the leaves in the windrows to facilitate composting; and,

WHEREAS, the final unscreened leaf compost is provided to Simsbury permitted Transfer Station users at no cost, is used in some of the municipal construction projects, and is sold or given to local contractors, depending on market conditions; and,

WHEREAS, the East Granby Department of Public Works (EGDPW) is in need of an appropriate disposal location for leaves collected in their town; and,

WHEREAS, Simsbury currently has sufficient capacity to allow for EGDW to dispose of leaves and compost leaves at our facility.

NOW, THEREFORE, the parties mutually agree as follows:

A. Simsbury Responsibilities

1. Accept the disposal of municipally collected leaves at the Facility from East Granby at no cost to East Granby.
2. Allow EGDW to take a portion of the composted leaves for their own use.
3. Simsbury reserves the right to limit the volume of leaves deposited at the Facility and to cancel this Agreement at any time for any reason.

B. East Granby Responsibilities

1. Provide a portion of the labor required to move and turn the leaves on a once or twice a year schedule as determined by Simsbury in consulting with East Granby.

C. Other Terms of the Agreement

1. Term: The term of this Agreement is one (1) year as a trial arrangement for the composting of leaves, where both Towns work to track the labor involved and determine if the arrangement is beneficial to both East Granby and Simsbury.
2. Effective Date: The MOU becomes effective August 31, 2021 and shall continue in full force and effect until July 31, 2022, and may be extended for two additional one year terms unless modified in writing by mutual consent or termination by either party upon 90 days advance written notice.
3. Liability: Each Town will be responsible for any liability issues including but not limited to claims by its employees and by third parties that arise out of an event that occurs while on Simsbury Property.
4. Hold Harmless: The Participating Towns agree that each Town shall be held harmless from any and all claims of liability and expenses related to those claims that may arise from an occurrence caused by the acts and omissions of the agents, contractors, officials and employees of the other Town.
5. Dispute Resolution: Disputes arising from the operation or interpretation of this Equipment Sharing Agreement that cannot be resolved by the Participating Municipalities shall be submitted to mediation and arbitration to the American Arbitration Association (AAA) according to its rules and procedures.
6. Governing Law: This Agreement shall be governed by the laws of the State of Connecticut. Any changes to the Agreement shall be in writing in a document duly executed by each Town.

7. Counterparts: The Towns may separately execute counterpart originals of this Agreement (and any amendments thereto) which together shall be deemed to constitute one and the same agreement.

Maria E. Capriola
Town Manager
Town of Simsbury

Date

James Hayden
First Selectman
Town of East Granby

Date



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Revisions to Deputy Finance Director/Deputy Treasurer Job Description
2. **Date of Board Meeting:** September 13, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Amy Meriwether, Finance Director/Treasurer
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the revised job title, job description and pay grade, the following motion is in order:

Move, effective October 2, 2021, to approve the revised job title, job description and pay grade for the Deputy Finance Director/Deputy Treasurer position as presented.

5. **Summary of Submission:**
The Assistance Finance Director position will become vacant in early October once the incumbent retires from the town. The Town Manager's Office and Finance Director reviewed the current job description for areas that needed updating to reflect the current and future needs of the department. A key consideration for the review is to ensure our continued transition to our shared service financial management department between the Town and the Board of Education. An emphasis on supervision of accounting staff for both entities as well as assisting the Finance Director in support of Boards, Commissions, and Committees are key updates to the job description. The proposed changes will not apply to the incumbent in the position, but to their successor.

In terms of organizational structure, this position is a Deputy Department Head, similar to our Deputy Chief of Police position.

Chapter 9, Section 902 of the Charter requires that the Town Manager 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."

This item was reviewed and endorsed by the Personnel Sub-Committee at their August 12, 2021 meeting. The proposal was sent to the Union; they expressed a desire for the

description to elaborate further on payroll duties which has been proposed in the attached.

6. Financial Impact:

This position is currently Grade A7 of the CSEA Supervisors employee pay plan. Following an external and internal salary analysis, and due to the increased level of supervision and Board and Committee work, management has proposed changing this position to Grade A8 of the pay plan. Due to the incumbent's current salary, the proposed change will not have a budgetary impact this year. The difference of one pay grade is approximately \$5,167 (step 1) - \$6,369¹ (step 10) per year or \$5,562 - \$6,856 with payroll taxes factored in.

7. Description of Documents Included with Submission:

- a) Proposed Revised Job Description – Deputy Finance Director/Deputy Treasurer
- b) External Salary Analysis

¹ We have used an estimate of a 2.25% GWI for each year of the unsettled contract

Town of Simsbury

TITLE: Deputy ~~Assistant~~ Finance Director/Deputy Treasurer

GRADE: ~~A7~~A8

DEPARTMENT: Finance

DATE: October 2, 2021

FLSA STATUS: Exempt

POSITION DESCRIPTION:

Responsible for administrative professional work involving the direction and coordination of all Town and Board of Education accounting activities including the maintenance of general and subsidiary ledgers, accounting records, adjusting entries, accounts payable, payroll, reconciliations, balancing of accounts, and the preparation and accuracy of financial statements and reports. This position will supervise accounting staff for both the Town and Board of Education departments. The Deputy Finance Director will serve as Acting Director when the Finance Director is absent, as assigned. Position reports to the Finance Director/Treasurer

ESSENTIAL FUNCTIONS:

- ~~Plans and coordinates the Town's accounting and payroll systems and financial controls; maintains the chart of accounts for all Town funds; maintains the Town's general and subsidiary ledgers; assists the Treasurer in cash management and banking activities.~~
- Oversees the maintenance of comprehensive general and subsidiary ledgers; journal entries, and inter-fund transfers in accordance with generally accepted accounting principles for municipalities and Boards of Education; implements and maintains internal accounting controls to ensure accuracy and integrity of financial records of the town and Board of Education.
- ~~Supervises Account Clerks and participates in the payment of Town services including employee pay, outside vendor expenses and consultant fees, general ledger activities, budget preparations and financial reporting.~~
- Supervises the accounting staff such as accountants, the accounts payable, accounts receivable, and payroll staff for town and Board of Education. Coordinates staff work procedures, assignments, schedules and workloads; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Performs various payroll functions in a primary or back-up capacity.
- Maintains and reconciles control accounts to ensure proper processing and maintenance of subsidiary accounts.
- Prepares financial statements and year end reports for audit purposes; performs internal audits as required. ~~Prepares financial statements for audit and internal purposes.~~
- Assists in management of town and Board of Education procurement functions. Assists in the preparation of RFPs, RFQs, and/or Invitations to Bid for contracted services and goods.
- Assists the Finance Director/Treasurer in establishing and maintaining policies and procedures and controls for custody of Town and Board of Education funds to assure security and proper utilization and reporting of funds.
- Assists in the preparation of the annual operating and capital budget.

- Researches and analyzes financial data to ensure accuracy and integrity of data.
- ~~Assists in the annual audit process.~~
- Assumes duties of the Director of Finance/Treasurer in his/her absence.
- ~~Assists in preparing and costing Town and union contract negotiations proposals during union negotiations.~~
- Supervises capital asset accounting.
- Manages day to day cash flow needs under the direction of the Finance Director, including direct management of Town investment vehicles.
- Assists the Treasurer in cash management and banking activities.
- Prepares monthly budget and financial analysis. Prepares reports and analysis for submission to Boards, Committees, and Commissions.
- Ensures staff updates the finance department webpage and Open Gov Website in a timely manner.
- Supervises the deposit and reconciliation of revenues between accounting and banking records.
- Supervises the monthly deposits and reconciliations of the various retirement accounts of the Town.
- Develops accounting systems for special projects, grants, and related fiscal events.
- Communicates problems, issues, or concerns to the Finance Director as needed to facilitate resolution in an effective, efficient, and timely manner.
- Ensures financial practices are in compliance with Government Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), and the Governmental Accounting, Auditing, and Financial Reporting (GAAFR) guide.
- Coordinates the preparation of the Comprehensive Annual Financial Report (~~CAFR~~) in accordance with statutory and administrative timeliness. Works with and responds to the auditors to ensure completion in a timely manner.
- Attends Board, Committee, and Commission ~~of Selectmen and Board of Finance~~ meetings as required, which may occur during early morning, evening and weekend hours.
- Oversees storage and records retention requirements.
- Develops, coordinates, and implements professional development, systems training and cross-training programs for employees, including safety procedures, systems operation, general work methods, and other related training utilizing both in-house and contract services.
- Reconciles all accounts, fund transfers and transactions; prepares subsequent journal entries. Prepare weekly and monthly financial and budgetary reports to monitor expenditures and revenues.
- Prepares a variety of reports, including the annual Dog Fund report.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of municipal accounting principles and procedures.
- Considerable knowledge of State and Federal laws and regulations relating to accounting and auditing procedures.
- Considerable knowledge of modern principles and practices of finance administration.

- Ability to plan and coordinate automated financial and accounting systems.
- Ability to maintain and oversee detailed payroll and accounting records with utmost accuracy.
- Ability to prepare accurate and complete reports in a timely manner.
- Ability to substitute in the absence of the Director of Finance/Treasurer.
- Ability to **develop and** maintain **effective working harmonious** relationships with other employees, department officials, **elected and appointed officials**, and the public.
- Ability to train and supervise small office staff.

REQUIRED EQUIPMENT OPERATION:

- Operates office equipment including a personal computer.

REQUIRED PHYSICAL EFFORT:

- Must be able to sit at desk and work continuously for extended periods of time; lifting and carrying materials and equipment weighing up to 25 lbs, and utilize overhead cabinet storage space.

REQUIRED QUALIFICATIONS (Minimum)

- ~~Graduation from an accredited college or university with a Master's Degree in Accounting, Finance, Business Administration or a CPA plus 3-4 years of experience in municipal government financing including 1-2 years of supervisory experience, or equivalent.~~
- Graduation from an accredited college or university with a Bachelor's Degree in Accounting, finance or a related field and 3 to 5 years of progressively responsible accounting experience. Municipal, Board of Education or other governmental agency, CPA and supervisory experience desirable. A master's degree in a relevant field may substitute for some experience.

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

Adjusted Data to a 35 hour and 40 hour week

Town	Title	Annual Salary		Hourly Rate		Salary for a 35 hr/wk		Salary for a 40 hr/wk	
		Min	Max	Min	Max	Min	Max	Min	Max
Cheshire	Deputy Finance Director	\$70,604	\$110,000	\$38.79	\$60.44	\$70,604	\$110,000	\$80,690	\$125,714
	Deputy Treasurer	\$70,604	\$110,000	\$38.79	\$60.44	\$70,604	\$110,000	\$80,690	\$125,714
Colchester	Payroll/Employee Benefits & Accounts Payable Manager								
East Hampton	Assistant Finance Director		\$86,254		\$47.39		\$86,254		\$98,576
Mansfield	Accounting Manager	\$72,148	\$93,816	\$39.64	\$51.55	\$72,148	\$93,816	\$82,455	\$107,218
South Windsor	Assistant Director of Finance	\$53,841	\$89,995	\$27.61	\$46.15	\$50,252	\$83,995	\$57,430	\$95,995
Tolland	Assistant Finance Director	\$56,550	\$92,095	\$27.19	\$44.28	\$49,481	\$80,583	\$56,550	\$92,095
West Hartford^	Financial Operations Manager								
	Accounting Manager	\$97,682	\$122,148	\$53.67	\$67.11	\$97,682	\$122,148	\$111,637	\$139,598
	Financial Systems Manager	\$97,682	\$122,148	\$53.67	\$67.11	\$97,682	\$122,148	\$111,637	\$139,598
	Budgets & Grants Manager	\$97,682	\$122,148	\$53.67	\$67.11	\$97,682	\$122,148	\$111,637	\$139,598
Windham	Accounting Supervisor								
Windsor	Assistant Finance Director	\$86,880	\$121,630	\$41.77	\$58.48	\$76,020	\$106,426	\$86,880	\$121,630
Madison	Assistant Director of Finance	\$75,572	\$105,118	\$36.33	\$50.54	\$66,126	\$91,979	\$75,572	\$105,118
Enfield	Deputy Director of Finance/Treasurer		\$94,554		\$51.95		\$94,554		\$108,062
SIMSBURY*	Assistant Finance Director	\$89,301	\$110,053	\$42.93	\$52.91	\$78,138	\$96,296	\$89,301	\$110,053
	AVERAGE	\$77,925	\$105,826	\$41.11	\$56.05	\$74,828	\$102,004	\$85,518	\$116,576
	MEDIAN	\$73,860	\$107,559	\$39.22	\$55.21	\$71,376	\$100,490	\$81,573	\$114,846
	Difference between Simsbury and AVG	\$11,376	\$4,227	\$1.82	-\$3.14	\$3,310	-\$5,708	\$3,783	-\$6,523
	Difference between Simsbury and Median	\$15,441	\$2,494	\$3.72	-\$2.30	\$6,762	-\$4,194	\$7,728	-\$4,793

* Assumes 2.25% GWI for FY20, FY21 and FY 22

^ Due to large outliers, data from Colchester and West Hartford not used in the adjusted 40 hour week average



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Supplemental Appropriation Request for the Building Division
2. **Date of Board Meeting:** September 13, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the supplemental appropriation request for the Building Division, the following motion is in order:

Move, effective September 13, 2021, to approve a supplemental appropriation for the Building Division in the amount of \$40,000.

5. **Summary of Submission:**

In Summer 2021 our Building Official Henry Miga prepared comprehensive data regarding permits issued, inspections completed, and value of construction in town. He also completed a comparative staffing analysis amongst comparable towns. A summary graph of some of that data is attached. In the last 3 and a half years the amount of permits issued has increased by 44% from 2,033 permits to 2,942 permits. The amount of inspections has increased by 36% from 2,131 to 2,914 inspections.

Based on current workload and projected needs, management believes that the Building Division will need additional temporary support for the remainder of the fiscal year. Some examples of construction activity current and upcoming include: McLean's Independent Living, SL Simsbury, Barber Cove, Tractor Supply, Curaleaf Expansion, and Andy's Plaza Renovations. Despite our pandemic environment, residential and commercial construction and rehabilitation has been incredibly strong.

Temporary staffing would be used primarily to perform inspections.

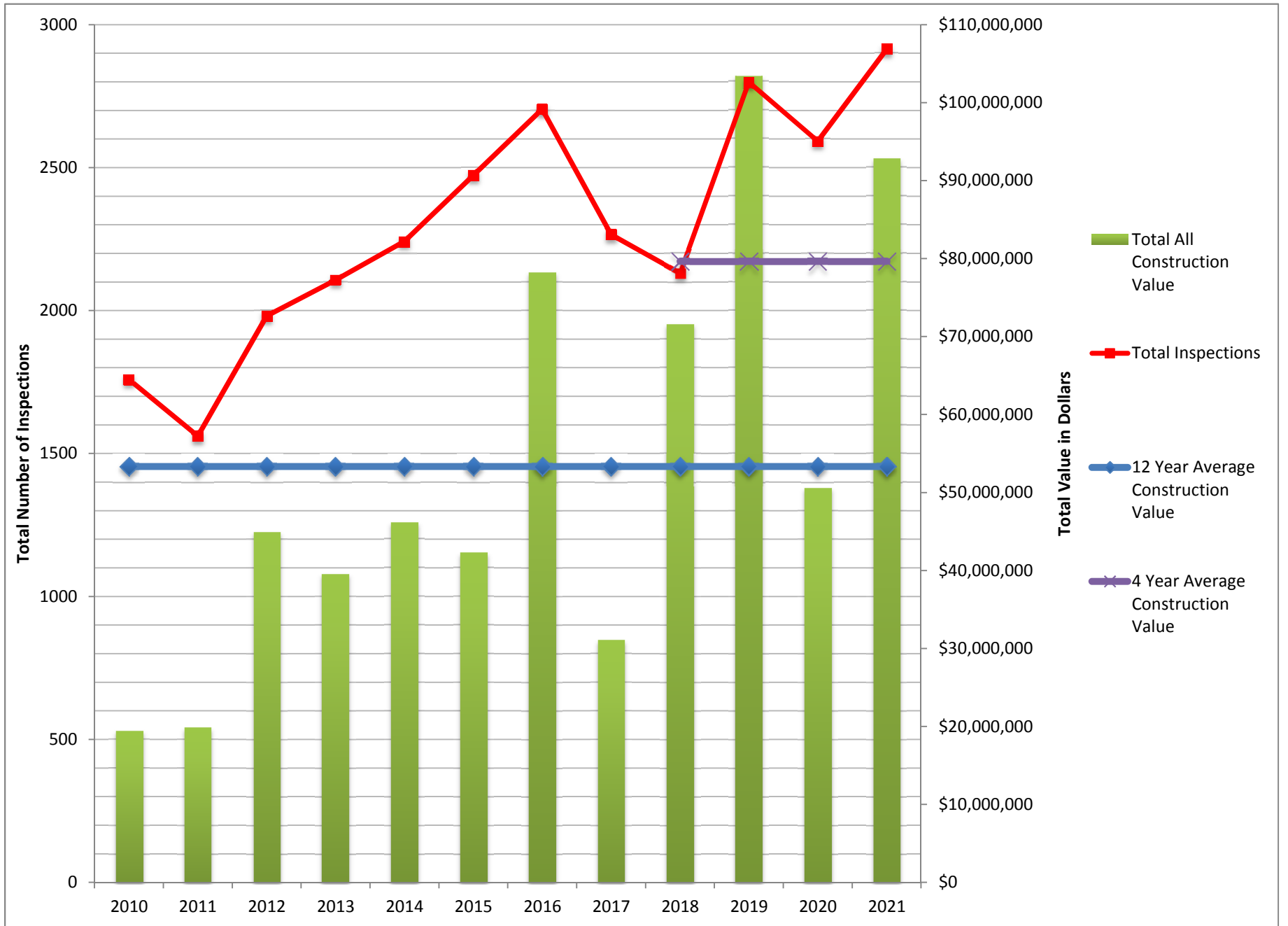
The Board of Finance will review this at their meeting on September 21, 2021.

6. **Financial Impact:**

The Building Division has budgeted revenue for FY2022 of \$800,000. However, since FY 2017 the Building Department has averaged annual revenue of \$907,519 and has been as high as \$1,218,463. With anticipated upcoming projects and the current estimate from staff we do not anticipate this revenue slowing down this year. We would plan to use any excess revenue to offset the extra expense.

Staff is estimating costs of up to \$40,000 for temporary staffing through June 30th.

7. **Description of Documents Included with Submission:**
 - a) Building Division Analysis Graph





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 – Fly-In and Drive-thru Food Fair
2. **Date of Board Meeting:** September 13, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development; Tom Hazel, Assistant Town Planner *Maria Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

Move, effective September 13, 2021, to approve the public gathering application on behalf of the Simsbury Airport and to authorize the issuance of the public gathering permit for a Fly-in and drive-thru food fair.

5. **Summary of Submission:**

The Public Gathering Committee has approved the application for Simsbury Airport's annual Fly-in event. The event will be held on September 25, 2021 and September 26, 2021 at the Simsbury Airport. The event is scheduled to start at 11:00 AM and end at 5:00 PM on September 25th and on September 26th the event will begin at 8:00 AM and end at 5:00 PM.

On Saturday, September 25th the event will be limited to a drive-thru food fair. The food truck fair will be similar in nature to what was held last year. Last year, the food fair was successful in managing COVID precautions, traffic and parking. The Simsbury Airport is approved for the event from the FVHD and will be acquiring their temporary food permits for the food trucks.

On Sunday, September 26th the event will include a fly-in, an antique car show, and food will be available on site. The fly-in and car show are running concurrently with a heavy influx of cars expected between 8:00 AM and 11:00 AM with most of the cars expected to leave around 2:00 PM after the judging. One source of general parking will be located at the Gifts of Love Farm on Wolcott Road, while classic car parking and accessible parking has designated locations next to and across from the airport, respectively. A traffic management plan was submitted by the Simsbury Airport and approved by the police department. The largest change to the overall plan is the use of a parking lot on the north side of the airport in East Granby that can park about 1200 vehicles. This parking area has been used in the past but never to its full capacity. According to the event organizers, the north lot is expected to handle

approximately 65% of the spectator vehicles for the event, via Floydville Road and Wolcott Road in East Granby. Use of a two way pattern minimizes confusion and will allow consistent access and egress from all points on Wolcott Road.

A public safety command post will be located on site. It will include representatives of the Simsbury Police Department, East Granby Resident Trooper's Office, Simsbury Fire Department, and Simsbury Volunteer Ambulance Association. AN ambulance will be located on site.

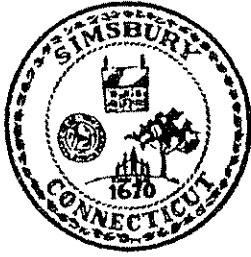
A copy of the event's COVID precautions is included with the attached information. They will be taking similar public health precautions to what was utilized at the recent large-scale PAC concert. The town is not currently authorized to enact gathering limit sizes due to COVID. This will largely be an outdoor event. The Connecticut Department of Public Health will be present at the event providing a vaccine clinic.

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 Airport Association

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

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: 9/25 (11am-5pm) End: 9/26 (8am-5pm)

Number of people expected to be present for the event (incl. staff, volunteers, attendees): 12,000

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

EVENT INFO

Description of Event: See attached document

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES NO NUMBER: 62

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

Portable toilets: YES NO NUMBER: 19

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

Tent: YES NO SIZE: Various pop up 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

- 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.fvhcd.org).

Will alcohol be served at your event? YES NO

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

Will road closure(s) be necessary? YES NO

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

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

860-658-3245

Alcohol

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

Signage

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

Attachments:

Site Map

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

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

www.fvhd.org
860-352-2333

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

Has a Temporary Food Permit been secured? YES NO

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

BUILDING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent: YES NO CAPACITY: _____
 OPEN SIDES ENCLOSED
 SQUARE FOOTAGE: _____

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

Does your event require electrical access? YES NO

- Will you be utilizing portable generators? YES NO

FIRE MARSHAL
871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

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

860-658-3222

Will barricades/signage be required:

- For the day of the event? YES NO
- In advance? DATES: 9/25-9/26 _____

Are DPW trucks required for use as barricades? YES NO

QUANTITY: _____

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

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

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

Please note:

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

POLICE DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

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

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

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

Will on-site emergency medical services be provided? YES NO NUMBER: _____

- Where will they be located? Aetna ambulance - near SFD Vehicles

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: 12,000

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: Bradford Griswold

Date Signed: 7/22/2021

REQUIRED SIGN OFFS (in order required)

	Received Date:	Received By:	Approved By:	Action Date:
Culture Parks And Rec. Director	7/23/21	T. Tyburski	T. Tyburski email	7/23/21
Zoning Commission (As may be required by ZEO)	/	/	/	/
Building Official	/	/	/	/
Police Chief	7/23/21	G. Samelski	G. Samelski email	7/30/21
Dir of Public Works	7/23/21	T. Roy	T. Roy email	8/26/21
Dir of Health FVHD	7/23/21	J. Brown	J. Brown email	9/8/21
Fire Marshal	7/23/21	P. Breville	P. Breville email w/ comments	8/10/21
Zoning Enforcement Officer	7/23/21	T. Hazel	T. Hazel JPH	8/26/21
Board of Selectmen				

Hazel Thomas

From: Tom Roy
Sent: Thursday, August 26, 2021 12:30 PM
To: Hazel Thomas
Subject: RE: Simsbury Airport Fly in event PGP

Approved.

PW

From: Hazel Thomas
Sent: Friday, July 23, 2021 10:14 AM
To: 'Patrick T. Tourville, CFI I'; Tyburski Tom; Tom Roy; 'Jason Brown'; 'James Baldis'; Samselski Gregory; Boulter Nicholas (SPD)
Subject: Simsbury Airport Fly in event PGP

Please see the attached PGP. Sounds like a hybrid of the food truck event and the old fly in event.

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

Hazel Thomas

From: Patrick T. Tourville, CFI I <PTourville@simsburyfd.org>
Sent: Monday, August 9, 2021 12:32 PM
To: Hazel Thomas; Tyburski Tom; Tom Roy; 'Jason Brown'; James Baldis; Samselski Gregory; Boulter Nicholas (SPD)
Subject: RE: Simsbury Airport Fly in event PGP

FM Approved. This event will require 1 Incident Commander, standby crew with 5 firefighters 1 truck and UTV at a cost to be paid by the applicant. They may contact the Fire Marshal's office for pricing.

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

From: Hazel Thomas <thazel@simsbury-ct.gov>
Sent: Friday, July 23, 2021 10:14 AM
To: Patrick T. Tourville, CFI I <PTourville@simsburyfd.org>; Tyburski Tom <ttyburski@simsbury-ct.gov>; troy@simsbury-ct.gov; 'Jason Brown' <jbrown@fvhd.org>; James Baldis <JBaldis@simsburyfd.org>; gsamselski@pd.simsbury-ct.gov; nboulter@pd.simsbury-ct.gov
Subject: Simsbury Airport Fly in event PGP

Please see the attached PGP. Sounds like a hybrid of the food truck event and the old fly in event.

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

Hazel Thomas

From: Jason Brown <jbrown@fvhd.org>
Sent: Wednesday, September 8, 2021 8:54 AM
To: Hazel Thomas
Subject: RE: Airport event

Hey Tom,

All our applications have now come in. They are currently under review. We are all set now to do field inspections on date of fly in. Thanks for your patience.

From: Hazel Thomas <thazel@simsbury-ct.gov>
Sent: Wednesday, September 8, 2021 8:36 AM
To: Jason Brown <jbrown@fvhd.org>
Subject: Airport event

Jason

I wanted to check and see where you are with Brad and Fred on the Airport Fly-in Event. I had a good review with PD and the TMO yesterday. Brad got me a COVID protocol sheet. They will be encouraging mask wearing and providing masks as needed as well as working with CT-DPH for a possible onsite clinic. If you want you can email me an approval or give me a call on it. I am going to try and get this to the TMO for the Monday meeting of the BOS today. Thanks.

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

Hazel Thomas

From: Samselski, Gregory <GSamselski@pd.simsbury-ct.gov>
Sent: Friday, July 30, 2021 3:34 PM
To: Hazel Thomas
Subject: RE: Simsbury Airport Fly in event PGP

Tom,

The PD is good. I just need to work out the details with Bradford Griswold on staffing and their traffic pattern.

Greg

From: Hazel Thomas [<mailto:thazel@simsbury-ct.gov>]
Sent: Friday, July 23, 2021 10:14 AM
To: 'Patrick T. Tourville, CFI I'; Tyburski Tom; Roy, Thomas; 'Jason Brown'; 'James Baldis'; Samselski, Gregory; Boulter, Nicholas
Subject: Simsbury Airport Fly in event PGP

Please see the attached PGP. Sounds like a hybrid of the food truck event and the old fly in event.

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

Hazel Thomas

From: Tyburski Tom
Sent: Friday, July 23, 2021 10:51 AM
To: Hazel Thomas
Subject: RE: Simsbury Airport Fly in event PGP

Approved, Parks and Rec

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

From: Hazel Thomas
Sent: Friday, July 23, 2021 10:14 AM
To: 'Patrick T. Tourville, CFI I'; Tyburski Tom; Tom Roy; 'Jason Brown'; 'James Baldis'; Samselski Gregory; Boulter Nicholas (SPD)
Subject: Simsbury Airport Fly in event PGP

Please see the attached PGP. Sounds like a hybrid of the food truck event and the old fly in event.

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

Description of Event: As part of consideration into traffic and crowd management, the proposal is to hold a 2 day event. The days would be of different scales/event configurations but the idea is to draw some of the normal Sunday traffic away to Saturday, lessening the overall traffic flow on the main event day. The differentiation between the two days would be advertised heavily to avoid a larger draw on Saturday than intended.

Saturday would be a food truck only day, much akin to the events that were held at Simsbury Airport in September/October 2020. Differences would be that spectators would be allowed to walk up and order from the food trucks in attendance. Parking would be on the Western side of the runway as was the case in 2020 allowing for easy ingress/egress. Safety fencing would be erected but this would not be a Fly-In day or any day where there would be an excess of aircraft flying in or out as is the case on the regular Fly-In day. Based on last year and current projections, we would expect 1500-2000 total persons in approximately 700-900 vehicles to attend over the course of the 6 hours.

Sunday would be the primary event featuring the car show, fly-in, food trucks and normal festivities. The content and nature of the event would be similar to 2018/2019. It would feature aircraft flying in/out, a car show, live music, seminars, food trucks, local & national vendors and other elements of that nature. Our main point of planning and interest has been in optimizing traffic flow and ensuring we are able to accommodate all guests without causing disruption to public roads. As such, based on our research, we have developed a proposed traffic plan which you can find in video form here:

https://drive.google.com/file/d/1mAtzVRZsRkC1KT_QPBOCrz1_3hp7N3yf/view?usp=sharing

Additionally, in terms of planning and coordination, we would also propose the following:

- 1) The formation of a command center at the FBO Building with:
 - a. Officer from SPD
 - b. Officer from EGPD/State PD
 - c. Simsbury Airport Air Operations representative
 - d. Simsbury Airport Main Operations representative
 - e. Simsbury Airport/Boyscouts parking representative
 - f. SVFD representative

We believe by establishing a command center with clear lines of communication, we can better determine issues as they arrive and formulate a coordinated and cohesive response to either traffic issues or to handle any emergency response.

Additionally, we would ask, as planning on the town side is developed, if we could get a better understanding of the placement and number of officer positions required based on the proposed plan presented.

EVENT MAP OVERVIEW:
















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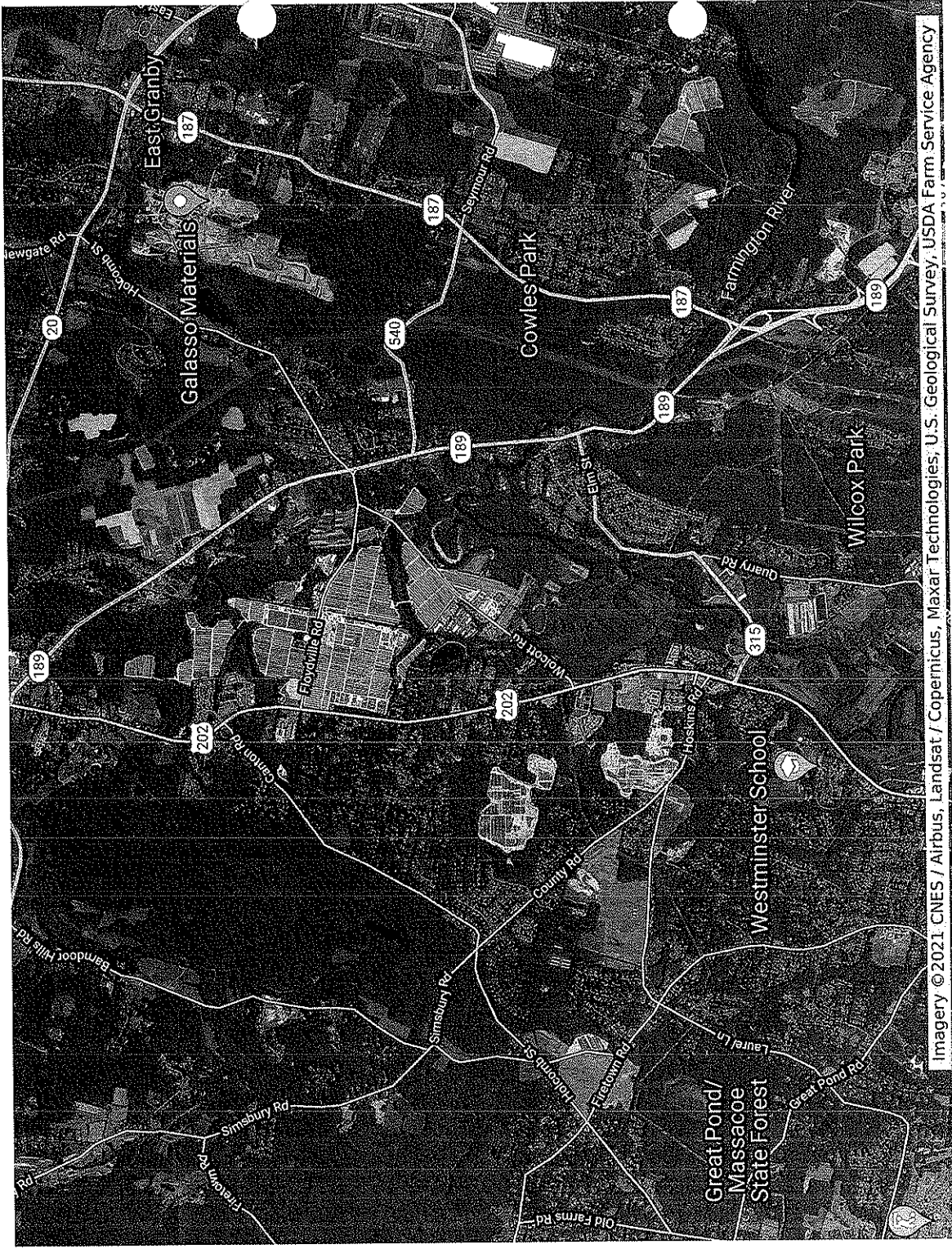
SOUND EQUIPMENT:

Various PA equipment to broadcast voice messages across the airport grounds. Additionally, live music may have PA equipment as well while they playing.

Simsbury Fly-In - Event Overview Map

Untitled layer

-  Barrier
-  Pedestrian Barrier
-  Aircraft Parking
-  Aircraft Parking
-  Aircraft Parking - South
-  Food Trucks
-  Vendors
-  Vendors
-  Classic Car Overflow
-  Classic Car Parking
-  Spectator Parking - North Lot
-  Handicap / Spectator Overflow Parking
-  Farm Parking
-  Vendor Fenceline Parking
-  Volunteer - Right Hand Side Parking



Imagery ©2021 CNES / Airbus, Landsat / Copernicus, Maxar Technologies; U.S. Geological Survey, USDA Farm Service Agency

Simsbury Fly-In COVID Protocol

Please note, the following protocols are based on current federal/state/local ordinances and guidelines and will change in the event that CDC guidance or other applicable state/local ordinances changes between now and the start of the event.

Signage & Protocol

EVENT ENTRANCES

Posted at each entrance

**PER CDC GUIDANCE
MASKS ARE
RECOMMENDED**

**BUT NOT REQUIRED
EXCEPT IN INDOOR SPACES**

**IF YOU WOULD LIKE A MASK AND FORGOT
TO BRING ONE A LIMITED SUPPLY
ARE AVAILABLE AT THE INFO BOOTH**

SEMINAR HANGARS

Posted at each seminar venue entrance

**PER LOCAL
ORDINANCE
MASKS ARE
REQUIRED INSIDE**

**MASKS AVAILABLE INSIDE
IF YOU DO NOT HAVE ONE
JUST ASK AND WE WILL
HAPPILY PROVIDE ONE**

Covid Testing

For volunteers, staff or anyone who reports to us they are feeling sick/unwell, a limited supply of BINAX NOW rapid tests will be available on premises for a self-administered rapid test so that any potential infection spread is limited.

Mask Availability

Masks will be available (in limited supply) at the info booth for persons who forgot their mask but wish to wear one. As for seminar venues, all attendees will be required to wear a mask so a larger supply with enough for every single possible person that could attend would be able to receive a mask if they forgot theirs.

Social Distancing

Seminar venues will be capped at a lower than capacity number commensurate with a more spread out seating layout to increase social distancing. Distances between food trucks will be increased to prevent line crowding and areas where line will extend are expanded to allow socially distanced lines for food trucks. To prevent crowding in areas with persons not wearing masks, table seating with chairs will largely be eliminated – there will be seating that will be specifically marked for the elderly or persons with disabilities though.

Vaccine Clinic

We are currently working with the Connecticut DPH to set up a vaccine clinic on premises for the duration of the event. Hoping to confirm this by 9/15.



OLD REPUBLIC INSURANCE COMPANY

CERTIFICATE OF INSURANCE

This is to certify to
(Certificate Holder):

Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

The following policy(ies)
Have been issued to:

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

AIRPORT POLICY INFORMATION:

AIRPORT POLICY NO: AP 01002411 POLICY PERIOD: FROM: December 14, 2020 TO: December 14, 2021
THIS COVERAGE IS EFFECTIVE 12:01 A.M. December 14, 2020
INSURANCE COMPANY: OLD REPUBLIC INSURANCE COMPANY

LIABILITY COVERAGES:

<input checked="" type="checkbox"/>	Comprehensive General Liability	\$ XXXX
<input checked="" type="checkbox"/>	Completed Operations / Products Liability	\$ XXXX
<input type="checkbox"/>	Hangarkeepers Liability	\$
<input checked="" type="checkbox"/>	Premises Medical Payments	\$ 5,000
<input checked="" type="checkbox"/>	Personal Injury / Advertising Liability	\$ XXXX

LIMITS OF LIABILITY

Each Person	\$ 3,000,000	Each Occurrence*
Each Person	\$ 1,000,000	Each Occurrence*
Each Person	\$	Each Loss*
Each Person	\$ 20,000	Each Accident*
Each Person	\$ 1,000,000	Each Loss*

DEDUCTIBLES:

<input type="checkbox"/>	Hangarkeeper's Liability	\$	Each and Every Loss
<input type="checkbox"/>	Premises Liability	\$	Each claim with respect to Property Damage

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

THIS CERTIFICATE HOLDER IS:

- Included as a Loss Payee for Aircraft Physical Damage Coverage, and included as an additional insured.
- Provided Breach of Warranty Coverage on Aircraft Physical Damage as their interest may appear not to exceed 90% of the Insured Value.
- Included as an Additional Insured on Airport Liability Coverage but only with respect to Fly-In event from September 15, 2021 to September 27, 2021.
- Provided a Waiver of Subrogation on Aircraft Physical Damage Coverage, but only

OTHER COVERAGES / CONDITIONS / REMARKS:

Provision has been made to give the Certificate Holder thirty (30) days notice of cancellation and. - ten (10) days for nonpayment of premium - of any policy above.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage, terms, exclusions, conditions, or other provisions afforded by the policies referenced herein nor does it constitute a contract between the issuing insurer(s), authorized representative, or producer.

OLD REPUBLIC AEROSPACE, INC. Representative:

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

Date: December 15, 2020



OLD REPUBLIC AEROSPACE, INC.

1990 VAUGN ROAD, SUITE 350, KENNSAW, GA 30144 | PH: (770) 590-4950 | FX: (770) 590-0599



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Small Town America Civic Volunteer Award
2. **Date of Board Meeting:** September 13, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
This item is meant to be informational for discussion. Should the Board wish to nominate a volunteer for the award, a motion can be made at the meeting.
5. **Summary of Submission:**
The Connecticut Council of Small Towns (COST) sent out an email to their members regarding the Small Town America Civic Volunteer Award (STACVA). Nominations for the program are currently being accepted. The STVCA is an annual program that honors 100 public service volunteers in towns with populations under 25,000. The nomination period is open until October 15th. Towns may submit up to two applications per year.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) The Small Town America Civic Volunteer Award Program



Small Town America Civic Volunteer Award

Published on STACVA (*Small Town America Civic Volunteer Award*) (<https://www.civic-volunteer.com>)

[Home](#) > [About](#)

The Small Town America Civic Volunteer Award Program

What is the STACVA program?

The 2021 **Small Town America Civic Volunteer Award** program will recognize and honor the Nation's top 100 public service and public safety volunteers from towns and counties of less than 25,000 in population. Nominees will be selected by an expert panel of judges.

CivicPlus will provide a cash award of \$20,000 to the national **Small Town America Civic Volunteer Award** winner, \$10,000 to the first runner-up and \$5,000 to the second runner-up. Awards will be made directly to the local governments represented by the award winners, and are intended to support the retention and recruitment of local public service volunteers. In addition, each of the local governments represented by the top 100 honorees may qualify for a volunteer management module with 12 months of complimentary support services from CivicPlus.

How does this award program work?

Local government representatives from towns, cities and counties with populations *less than 25,000* may nominate public service volunteers or public service volunteer organizations for STACVA recognition. Online applications require a short essay describing outstanding volunteer service or retention/recruitment initiatives carried out by nominated candidate(s). Judging metrics for evaluating nominations include: the degree to which a nominee's service has made a significant impact on their locality; the extent to which their civic contributions would be recognized by their peers; and, why their service would be considered above and beyond the "call to duty".

Who is the program's sponsor?

STACVA is being sponsored by CivicPlus, the largest provider of online services to the local government sector throughout the United States.

Why was the program created?

While there are many programs that honor volunteerism, few if any recognize public service and public safety volunteers who are so critical to smaller communities. "Over the past 20 years working with local governments, we have seen first-hand that the most successful cities, towns and counties are powered by passionate people who want to make a difference in the place they call home," said CivicPlus CEO Brian Rempe. "We are hoping to accomplish two critical goals with this initiative: bring attention to the need for more civic volunteerism, and recognize those

who have found solutions to declining participation and are building powerful community networks focused on civic engagement," Rempe added.

The *National Association of Counties*, *National Volunteer Fire Council*, *National Association of Towns and Townships*, *Points of Light*, and *Main Street America* are current co-sponsors of the **Small Town America Civic Volunteer Award**. These organizations represent tens of thousands of local governments and public service volunteers.

Who will administer the program?

The Barton Russell Group (www.BartonRussell.com) is managing the **Small Town America Civic Volunteer Award**. The Group has built and/or consulted on several national award programs including the 2020 STACVA program, the *Best Small Towns in America* contest, the *American Hometown Leaders Award*, and the *America's Best Communities* competition. Nominations will be "judged" by BRG professionals, each of whom have been involved with designing, managing and/or evaluating leadership award applications in their capacities as a foundation president, senior performance consultant, examiner for the Malcolm Baldrige National Quality Award and administrator/judge for several small town America awards.

Here is a link to [Frequently Asked Questions](#).

Here is a link to the [Advisory Team](#).

2020 Small Town America Civic Volunteer Winners

Click here for the 2020 winners: <https://www.civicplus.com/small-town-volunteer-awards>

Source URL: <https://www.civic-volunteer.com/home/pages/small-town-america-civic-volunteer-award-program>



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** American Rescue Plan Act (ARPA) Work Group Membership
2. **Date of Board Meeting:** September 13, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Melissa Appleby, Deputy Town Manager; Amy Meriwether, Finance Director *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports expanding the membership of the American Rescue Plan Act (ARPA) Work Group, the following motion is in order:

Move, effective September 13, 2021, to expand the American Rescue Plan Act (ARPA) Work Group from 2 membership slots to 3 membership slots. Further move to appoint Selectwoman Jackie Battos to the work group.
5. **Summary of Submission:**
At your June 14th meeting, the Board of Selectmen formed the American Rescue Plan Act (ARPA) Work Group to determine the process and potential uses of the funds. The members of the work group are Deputy First Selectman Sean Askham and Selectwoman Wendy Mackstutis, with staff assistance from the Finance Director and Town Manager's Office.

The group has met on July 20th, July 29th, August 5th, August 25th and September 1st. The group has also presented to the full Board of Selectmen on August 9th. At the last meeting Mr. Askham and Ms. Mackstutis discussed adding Ms. Battos as a 3rd member of the Work Group.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Appointment to Simsbury Youth Service Bureau Advisory Board
2. **Date of Board Meeting:** September 13, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community and Social Services *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the recommendation from the Simsbury Youth Service Bureau Advisory Board regarding Jeslyn Gao's appointment to the YSB, the following motion is in order:

Move, effective September 13, 2021, to appoint Jeslyn Gao (Student) as a student representative/regular member of the YSB, with a term to expire on June 23, 2023, upon her graduation.
5. **Summary of Submission:**
The Simsbury Youth Service Bureau Advisory Board has a vacancy for a student representative due to a previous student member graduating. The YSB is recommending the appointment of Jeslyn Gao to serve as a student member of the board.

Ms. Gao is a rising junior with a passion for science and community leadership. This summer, she was a stipulated intern at NASA, where she carried out transcriptomics research with other interns and NASA employees/mentors. She has also worked with various professors relating to bioinformatics research, such as with Dr. Li (USF) on using programming to find potential biomarkers for severe COVID by using a Mendelian randomization approach.

She serves on the Library Teen Advisory Board and volunteers at various organizations such as Gifts of Love, the Simsbury Beautification committee, and the Farmington Valley Trail Council.

Ms. Gao wants to join the board to participate in community discussion on what can be done to create a positive impact on the town's environment, and to exercise collaborative skills related to policy and coordinating events. She says she looks forward to the exchange of ideas with other motivated and like-minded individuals, as well as the opportunity to network with the community. Lastly, some ideas that she

would want to implement would be improving science literacy in Simsbury, working with other equity and diversity groups to highlight distinct cultures within the community, and using a bigger digital platform to promote events that we coordinate (such as through the use of social media). She believes improving science literacy could be tied in with vaccine education so that people can think about these things from a scientific perspective.

With these appointments, The Youth Service Bureau Advisory Board now includes representation by three students.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Appointment of Hearing Officers

2. **Date of Board Meeting:** September 13, 2021

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

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

If the Board of Selectmen supports the proposed recommendations of Mrs. Kenyon and Mr. McDonnell as a Hearing Officer the following motion is in order:

Move, effective September 13, 2021, to appoint Abigail St Peter Kenyon (D) as a Hearing Officer with a term expiring September 13, 2022.

Move, effective September 13, 2021, to reappoint Stephen McDonnell (U) as a Hearing Officer with a term expiring September 13, 2022.

5. **Summary of Submission:**

The Hearing Officers are appointed by the Board of Selectmen pursuant to Chapter 158-9 (Appointment of Hearing Officers), Chapter 65 (Prohibiting the Intentional Feeding of Wildlife), Chapter 123 (Blight), Chapter 135 (Stormwater Management), and Chapter 157 (Water Shortage) of the Town Code. The Code states: "The Board of Selectmen shall appoint one or more citation Hearing Officers to conduct hearings."

Town code permits the Board of Selectmen to appoint one or more individuals to serve as citation hearing officers. Staff is without a Hearing Officer at this time and normally has three Hearing Officers serving the town. Staff believes that Ms. St. Peter Kenyon possesses a relevant skill set that would serve the Town well in this role. Staff would also like to reappoint Stephen McDonnell as a hearing officer. Mr. McDonnell was originally appointed on October 10, 2018 but was never required to participate in a hearing during his term.

6. **Financial Impact:**

None

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

- a) Resume of Abigail St Peter Kenyon
- b) Resume of Stephen McDonnell

Abigail St. Peter Kenyon, AICP

Employment Experience

Town of Granby

March 2018 – present

Director of Community Development

- Responsible for the administration of the Town's overall land use and development process, reviewing, evaluating and making recommendations related to applications to the Planning and Zoning Commission, Zoning Board of Appeals, Inland Wetlands and Watercourses Commission and Development Commission for zones changes, zoning amendments, special permits, site plans and subdivision approvals.
- Prepares, conducts and coordinates the preparation of studies, designs and plans relating to municipal development issues and land use. Provides technical advice, information and policy recommendations on matters related to land use development, zoning, subdivisions and economic development.
- Directs and coordinates the Town's GIS system.
- Prepares and administers grant programs, particularly the Small Cities Program, which involves administering the Town's Housing Rehabilitation Program.
- Oversees activities of the Building Department, Engineering and Wetlands Consultants, Emergency Management Director, and Fire Marshal.

Town of Windsor

August 2014 – March 2018

Assistant Town Planner

- Evaluate all applications pending before the Planning and Zoning Commission, including site plan, subdivision, special use, and text amendment applications, to ensure compliance with local regulations and consistency with the Plan of Conservation and Development.
- Administer the town's geographic information system. Provide mapping services to town departments, manage data used by emergency dispatch system, and respond to data requests from the public.
- Prepare the Capital Improvement Program (CIP) for the Planning Department and present projects to the CIP Development Team.
- Staff liaison to the Historic District Commission. Guided the Commission through the update of their regulations.
- Assisted in the update of the Plan of Conservation and Development; completed data analysis, produced maps, and facilitated public outreach.

Central Connecticut Regional Planning Agency

June 2011 – July 2014

Associate Planner

- Project lead for development of a disaster resiliency plan for the Central Connecticut Region. Managed data collection, public outreach, and plan development. Supervised Agency staff and delegated tasks as required for project completion.
- Responsible for procurement process to fulfill an \$8 million contract for the selection of a paratransit transportation service provider. Developed and advertised request for proposals, conducted pre-proposal meeting with potential bidders, coordinated and facilitated selection committee, ensured compliance with State of Connecticut procurement guidelines, and managed contract negotiation and execution.
- Administered grant programs including the Section 5310 Program and the Connecticut State Matching Grant Program for Elderly and Disabled Demand Responsive Transportation.

Regional Planner

- Collected and analyzed data for a study of a community's tree canopy, held meetings with public officials to assess needs, identified opportunities to increase canopy cover, and drafted final tree canopy report. Successfully obtained funding through a competitive grant program to fund the purchase of trees to be planted in city-owned parks.

- Contributed to development of the Region's Plan of Conservation and Development. Responsibilities included data collection and analysis and plan review and editing.

Assistant Planner

- Managed the paratransit service for the Central Connecticut Region. Responsibilities included oversight of transportation contractor and compliance with the Americans with Disabilities Act, creation and implementation of service policies and procedures, management of client inquiries and concerns, determination of paratransit eligibility, facilitation of quarterly advisory meetings with paratransit clients, and preparation of monthly operating statistics to the Connecticut Department of Transportation.
- Drafted Safe Routes to School Master Plan for the Town of Plainville. Collected and analyzed data, conducted stakeholder meetings, and led creation of the Master Plan. Successfully obtained grant funding for construction of infrastructure project.

Kirwan Institute – Ohio State University

Fall 2009 – Spring 2011

Graduate Research Assistant

- Assisted senior researchers with work surrounding racial justice and equity as it pertains to specific geographic regions and land use regulations.
- Conducted interviews of Neighborhood Stabilization Program recipients and contributed to a report regarding the use of American Reinvestment and Recovery Act funds for development projects in Florida.
- Researched and co-authored a report to be used as a platform to build healthy communities and initiate policy changes in regard to transportation, housing, and education in Minnesota.

Pioneer Valley Planning Commission

Summer 2010

Transportation Intern

- Conducted fieldwork including the placement of traffic counters to assess the average daily traffic volume.
- Organized and compiled the data to report to the Massachusetts Department of Transportation.
- Assessed pavement conditions and entered information into the Pavement Management System that was used by communities to direct road repairs.
- Administered transit surveys to passengers to obtain information regarding ridership experiences to better inform the Pioneer Valley Transit Authority of possible route improvements.

Activities and Professional Organization Membership

Connecticut Chapter of the American Planning Association Treasurer – Winter 2020 to present

Connecticut Chapter of the American Planning Association Secretary – Fall 2017 to Winter 2020

Connecticut Chapter of the American Planning Association Executive Board Member – Spring 2015 to present

Connecticut Chapter of the American Planning Association Member – Spring 2013 to present

American Institute of Certified Planners – Spring 2013 to present

Education

Ohio State University

Master of City and Regional Planning – Graduated with Distinction

University of Connecticut

Bachelor of Arts, Urban and Community Studies – Graduated Summa Cum Laude

STEPHEN R. MC DONNELL, P.E.

EDUCATION B.S. Civil Engineering, Norwich University, 1975
M.S. Civil Engineering, University of Connecticut, 1977
Continuing education in hydraulics, construction management, pavement design and management, business management, on-site wastewater disposal

REGISTRATION Professional Engineer - Connecticut

PROFESSIONAL EXPERIENCE Mr. McDonnell is Vice President and a principal of WMC and has been involved in a variety of civil and environmental engineering projects ranging from feasibility and planning studies to design and construction management. He has over 40 years of engineering experience.

Prior to the founding of Wengell, McDonnell & Costello (WMC), he has held positions with other consulting engineering firms from project engineer through vice president. His responsibilities have included complete technical and fiscal management of an engineering group involved with transportation, wastewater disposal, water supply, hydraulics and drainage, environmental studies and solid waste management projects.

Mr. McDonnell's responsibilities with WMC include client liaison, grants procurement, technical and fiscal management. Utilizing skills developed over a thirty-nine year career, he is responsible for transportation and environmental work with the firm including projects related to bridges, hydraulics and drainage, environmental studies, wastewater collection and treatment, water supply, dam inspections and designs, dredging feasibility, refuse disposal/recycling systems, composting and environmental permitting.

Mr. McDonnell has completed a wide variety of civil engineering projects including: complete hydrological and hydraulic studies and designs for stormwater collection systems, dams, spillways and bridges; wastewater disposal programs including on-site wastewater disposal systems analyses and designs, wastewater collection treatment and disposal systems planning, design and construction management; stormwater collection and treatment, water supply system planning design and construction management; environmental impact evaluations and studies, solid waste landfill design, transfer station planning and design, recycling program planning, and regional resource recovery system planning.

In addition to Mr. McDonnell's responsibilities with the firm, he is active in many professional associations. He has held several offices and is a past President and Director of the Connecticut Society of Civil Engineers Section of the American Society of Civil Engineers.

SOCIETIES American Society of Civil Engineers (ASCE)
Connecticut Society of Civil Engineers
Water and Environment Federation
New England Water Pollution Control Association
American Waterworks Association

STEPHEN R. MCDONNELL, P.E.

REPRESENTATIVE PROJECTS	Inspection and recommendations for rehabilitation of 60 bridges as part of the ConnDOT Bridge Program including structural and hydraulic evaluations.
	Engineer In Charge of design of 2 bridge improvements in Colebrook (Rt. 183) for ConnDOT.
	Principal in charge of design of 25 bridges associated with the Federal Local Bridge Program.
	Inspection and structure evaluation for rehabilitation of eleven bridges as part of Torrington's long term bridge improvement program. Inspection, testing and evaluation of rehabilitation of the Boston Neck Road Bridge in Suffield.
	Principal in charge of survey, structure study, hydraulic evaluation, design and construction management of bridges in Norfolk (2 bridges), Harwinton (4 bridges), Winsted (3), Simsbury (2), Morris (2), Tolland (2), Torrington (2), Willington (2), Somers and Meriden (6) funded through the ConnDOT Grant Programs.
	Principal in charge of design of intersection improvements in Bristol, River Road reconstruction in Farmington (STP Grant Program), South Main Street reconstruction in Plymouth (STP) and Waterbury Road in Bristol.
	Survey, design and construction management for geometric, drainage and structural improvements associated with widening and realigning Country Club Road in Avon, Connecticut. (ConnDOT Urban Systems).
	Preliminary engineering study of traffic, geotechnical, geometric and drainage system evaluation associated with the relocation of Old Farms and Thompson Roads in Avon, Connecticut. (ConnDOT Urban Systems).
	Survey and design for drainage, structural and geometric improvements to Warren Avenue (Vernon), West Road (Marlborough), Nooks Hill Road (Cromwell), Burbank Road (Tolland) and Little City Road (Haddam).
	Survey, design and construction management of approximately thirty-five miles of secondary roadways, representing over \$45 million in construction, as part of the City of Hartford Major Road Reconstruction Program.
	Environmental analyses and hydrological/hydraulic studies of various structures under a program for the U.S. Army Corps of Engineers.
	Hydrologic and hydraulic analyses for over twenty bridge replacements or rehabilitations for communities throughout Connecticut.
	Computerized mapping of Simsbury including furnishing of the hardware/software (CADD work stations) and training for a town computer system to be ultimately utilized in a geographic information system (GIS). Similar services performed for the Town of Harwinton and the Litchfield Hills Council of Elected Officials (regional digitized mapping)



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Appointment to Board of Directors for the Farmington Valley Health District
2. **Date of Board Meeting:** September 13, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports accepting the resignation of Melissa Appleby and appointing Maria Capriola to the Farmington Valley Health District Board of Directors, the following motion is in order:

Move, effective September 13, 2021, to accept the resignation of Melissa Appleby from the Farmington Valley Health District Board Directors. Further move, effective September 13, 2021, to appoint Maria Capriola to the Farmington Valley Health District Board of Directors for a term set to expire on April 24, 2023.
5. **Summary of Submission:**
The Farmington Valley Health District (FVHD) serves as the local health department for the Town of Simsbury and nine other member towns. Per the District's bylaws, each municipality in the District must appoint one member to the Board of Health for each 10,000 population, or part thereof. Based on our current population, we are entitled to three membership slots. The terms of office for Board members are three years, with successive terms permitted.

Town Manager Maria Capriola has been asked to join the Farmington Valley Health District Board of Directors. The Town has 3 appointments to the Board in Ms. Appleby, Mr. Jeff Shea and Ms. Sue Beardsley. Ms. Capriola and Ms. Appleby discussed this matter and have agreed that while not a perfect solution, for the moment this is the right approach to take.

Ms. Appleby has admirably served the Board for approximately four years and has served on their budget sub-committee. Ms. Capriola would fill the remainder of Ms. Appleby's term which was set to expire on April 24, 2023.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignations from Planning Commission

2. **Date of Board Meeting:** September 13, 2021

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

Maria E. Capriola, Town Manager *Maria E. Capriola*

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

The following motions are in order:

Move, retroactive to August 28, 2020, to accept the resignation of Sean Fernand Glenn as an alternate member of the Planning Commission.

Move, retroactive to August 16, 2021, to accept the resignation of Alan Needham as a regular member of the Planning Commission.

5. **Summary of Submission:**

The Town has received the resignation of Sean Fernand Glenn (D) as an alternate member of the Planning Commission. Ms. Glenn's term was to expire December 4, 2023.

The Town Clerk has received the resignation of Alan Needham (D) as a regular member of the Planning Commission. Mr. Needham's term was to expire December 6, 2021.

Section 205 of the Charter, "Vacancies: elective offices," states:

"... any vacancy, except a vacancy on the Board of Selectmen, in any elective Town office, including the Board of Education, shall be filled within forty-five (45) days of such vacancy by appointment by the Board of Selectmen, for the unexpired portion of the term or until the next regular municipal election, as defined in Section 9-1 of the General Statutes, whichever shall first occur."

Working with the Board's regular meeting schedule, the appointments should occur by the October 13, 2021 Board of Selectmen meeting to meet the 45-day requirement.

6. **Financial Impact:**

None

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

- a) Sean Fernand Glenn's Resignation Letter, dated August 25, 2020
- b) Alan Needham's Resignation Letter, dated August 2, 2021

To whom it may concern,

I, Sean Fernand Glenn, will be resigning from my position as Planning Commission Alternate effective August 28, 2020. I am returning to school for my master's and teaching certification, involving classes that occupy the same time as the commission's meetings. I also will be moving out of Simsbury in the near future.

I understand the Simsbury Democratic Town Committee has a replacement lined up to fill my position.

Thank you so much for the opportunity to serve. I have learned a great deal and look forward to further involvement in local politics.

In peace,
Sean Fernand Glenn

August 2, 2021

AUG 6 2021 AM 10:01
ERICKA BUTLER, TOWN CL

Ericka Butler, Town Clerk
Town of Simsbury
933 Hopmeadow St
Simsbury, CT 06070

Resignation:

Please be advised that I am resigning my position as regular member of the Planning Commission effective Monday August 16, 2021. I intended to give more notice but the sale of our house went quicker than expected.

I will inform the DTC.

Our moving will have no effect on my running the Simsbury Loan Locker which is a volunteer organization.

Alan Needham





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Reappointment of Ferg Jansen to the Greater Hartford Transit District's Board of Directors

2. **Date of Board Meeting:** September 13, 2021

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

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports reappointing Ferg Jansen to the Greater Hartford Transit District's Board of Directors, the following motion is in order:

Move, effective September 13, 2021, to reappoint Ferg Jansen to the Greater Hartford Transit District's Board of Directors to a term to expire on January 31, 2025.

5. **Summary of Submission:**
Mr. Ferg Jansen has been on the Board of Directors of the Greater Hartford Transit District since March 2000. If reappointed Ferg's term would expire on January 31, 2025.

The Greater Hartford Transit District strives to deliver quality transit services that link people and communities in the most efficient manner possible. It consists of 16 member towns of which Simsbury is a part of.

6. **Financial Impact:**
None

7. **Description of Documents Included with Submission:**
None

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:01 p.m. on ZOOM due to COVID-19. Present were: First Selectman Eric Wellman; Board members Wendy Mackstutis, Jackie Battos, Mike Paine and Chris Peterson. Others in attendance included: Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Finance Director Amy Meriwether; Director of Parks and Recreation Tom Tyburski; Library Director Lisa Karim; Social Services Director Kristen Formanek; Attorney Bob DeCrescenzo and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

- Email written comments to townmanager@simsbury-ct.gov by 12 P.M. on Monday August 9, 2021, to be read into the records; or
- Email townmanager@simsbury-ct.gov by 12:00 P.M. on Monday, August 9, 2021, to register to address the Board of Selectmen through ZOOM

Joan Coe, 26 Whitcomb Drive, spoke about the Town’s position on the use of marijuana on town property during PAC concerts and complaints and investigations at the Police Department.

Jenifer Smolnik spoke regarding a leash solution for domestic cats and their contribution to the decline of bird species.

PRESENTATION

a. EDC Marketing Project Update

Ms. Nielsen shared that in 2006 Simsbury became a Preserve America Community, which opens it up to grant money. In 2007, between federal, state and local grants, they put together a 100K grant package to create Simsbury’s first real branding campaign. They hired Jeff Dornenburg with DKA and began a community building process to create a brand and they started marketing nationally and got national exposure. Ms. Nielsen stated that in 2019 they went back before the Board of Selectmen to share that they would like to do a refresh of the brand and it was approved.

Mr. Dornenburg shared the survey results which ran from May 17, 2021 through June 3, 2021. The goal is to develop a comprehensive positioning and marketing plan that will create a distinct identify for Simsbury and position it as a great place to live, do business, work, learn, play and visit.

Mr. Wellman asked if just the strengths are highlighted and promoted or is it a challenge on how the weaknesses are improved. Mr. Dornenburg stated that they will focus on the strengths, his communication isn’t to fix the things that are broke but rather the conversation it creates is an opportunity to do that.

Ms. Mackstutis commented that the presentation shows the importance of economic development in the downtown area.

Mr. Paine stated that the survey explains how they need to educate both the visitors and the residents about a lot of the process and the affordability of Simsbury. He said the presentation does point out some items that need to

be addressed and that’s what any good questionnaire should do, there should always be areas to improve.

b. Proclamation for Simsbury’s Pollinator Pathway’s Project

Mr. Wellman shared that Simsbury Pollinator Pathway is a brand new not-for-profit and have approached the Town for their support.

Mr. Campolieta and Ms. Grandin shared a presentation on the Simsbury Pollinator Pathway. There was discussion regarding what Simsbury can do and the benefits to the Town.

Ms. Mackstutis made a motion, effective August 9, 2021, to endorse a Proclamation in support of Simsbury's Pollinator Pathways program. Ms. Battos seconded the motion. All were in favor and the motion passed.

FIRST SELECTMAN’S REPORT

Mr. Wellman, First Selectman, reviewed his First Selectman’s Report.

TOWN MANAGER’S REPORT

Ms. Capriola, Town Manager, reviewed her Town Manager’s Report.

SELECTMEN ACTION

a) Tax Refund Requests

Mr. Peterson made a motion, effective August 9, 2021, to approve the presented tax refunds in the amount of \$196,500.19, and to authorize Town Manager, Maria E. Capriola to execute the tax refunds. Mr. Paine seconded the motion. All were in favor and the motion passed.

b) Simsbury Historical Society Wooden Eagle Art Donation and Agreement

Ms. Capriola shared that The Simsbury Historical Society has asked to donate a piece of art that is a hand carved wooden eagle and have it displayed in Town Hall.

Mr. Paine made a motion, effective August 9, 2021, to accept the art donation from the Simsbury Historical Society as required in Town Gift Policy, Chapter 100 of the Code of Ordinances and to authorize Town Manager, Maria E. Capriola, to execute the proposed donation agreement with the Simsbury Historical Society. Mr. Peterson seconded the motion. All were in favor and the motion passed.

c) Donation from Valley Simsbury Church Neighbor Group

Ms. Battos made a motion, effective August 9, 2021, to accept a donation from Valley Simsbury Church Neighbor Group in the amount of \$5,000 for the purpose of supporting Simsbury Community and Social Services Department's Food Pantry, which assists residents in need. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

d) FY 22/23 Youth Service Bureau Grant and Enhanced Grant

Ms. Formanek shared that this is a biannual grant. The Youth Services Bureau Grant application is in the amount of \$14,186 with additional enhanced grant funding of \$10,671. The Youth Services Bureau Grant requires a local town match of \$14,186. The Town match has been budgeted for in the Social Services budget for FY 21/22.

Ms. Battos made a motion, effective August 9, 2021, to approve submitting applications for the Youth Service Bureau Grant and the Youth Service Bureau Enhanced Grant, and to authorize Maria E. Capriola, Town Manager, to execute the attached Youth Service Bureau and Enhanced Grant Applications, to accept the Youth Service Bureau Grant and Youth Service Bureau Enhanced Grant and to authorize Maria E. Capriola, Town Manager, to execute all documents related to the grant awards. Mr. Peterson seconded the motion. All were in favor and the motion passed.

e) Simsbury Public Library Emergency Connectivity Fund Grant Application

Ms. Karim shared that Connectivity Fund Grant is actually part of the American Recovery Plan Act. She stated that the Library currently has three Wi-Fi hot spots and those are always checked out. The Library will be purchasing 10 Wi-Fi hotspots for \$19 per unit through the State contract which may be borrowed with a valid Simsbury Public Library card.

Mr. Peterson made a motion, effective August 9, 2021, to approve the Library's application for Emergency Connectivity Funds in the amount of \$3, 790 for 10 Wi-Fi hotspots which will be available for borrowing with a valid Simsbury Library card to accept the Emergency Connectivity Fund grant award and authorize Town Manager, Maria E. Capriola, to execute all documents related to the award. Mr. Paine seconded the motion. All were in favor and the motion passed.

f) 2021 Simsbury Farms Ice Rink and Paddle Tennis Fee Recommendations

Ms. Mackstutis made a motion effective August 9, 2021 to approve the Culture, Parks and Recreation Department's 2021 fee schedule for Simsbury Farms Ice Rink and Paddle Tennis programs as presented. Ms. Battos seconded the motion. All were in favor and the motion passed.

g) License Agreement for Existing Meadowood Agricultural Lease

Mr. Wellman shared that the current Meadowood property owner is leasing land to a farmer who is currently growing wheat and barley at the property and in order for that farmer to complete the 2021 growing season, the licensing agreement would have to be approved. Ms. Capriola shared that the current farmer as well as the person leasing the barn have an interest in getting through the growing season and the Town most likely will be taking possession of the property in September. In speaking with the Town attorney about a license agreement versus the lease, he felt that the license agreement was the cleanest way of getting through the remainder of their growing season.

Mr. Peterson made a motion, effective August 9, 2021 to authorize Town Manager, Maria E. Capriola to execute a license agreement with O.J. Thrall, Inc. and John Baggot, as approved to form by the Town Attorney. Mr. Paine seconded the motion. All were in favor and the motion passed.

h) Department of Transportation Master Municipal Agreement for Municipal Facilities Adjustments

Attorney Decrescenzo shared that this agreement is a standard form agreement that the DOT has been circulating to all municipalities to streamline the reimbursement process for state projects when the municipality incurs costs associated with a state project

Mr. Paine made a motion, effective August 9, 2021, to authorize Town Manager Maria E. Capriola, to execute the Master Municipal Agreement for Readjustment, Relocation and/or Removal of Municipal Facilities on Highway Projects. Mr. Peterson seconded the motion. All were in favor and the motion passed.

i) American Rescue Plan Act (ARPA) Work Group Update

Ms. Meriwether shared that 50% of the anticipated ARPA funds have been received (\$3,757,832), and the remaining 50% is expected to be received in June 2022. Guidance on eligible uses of the ARPA funds comes from the U.S. Department of Treasury. She stated that they have outlined four general areas of how the funds may be spent; 1) to respond to the pandemic, 2) premium pay for those that work during the pandemic, 3) revenue loss (Simsbury does not qualify), 4) infrastructure investments.

Ms. Mackstutis shared that the ARPA workgroup did their due diligence to see if there were any capital projects on the CIP plan either for this year or potentially in the six year plan, or in CNR that they might be able to use the money for. A couple items were found on the CNR that would qualify including highway garage air ventilation and HVAC replacement at WPCA. On the School Facilities Master Plan there is a lot of air conditioning units that are coming in the next one to 10 years, they are not on the CIP on the 6 year plan currently. Categories of interest and potential focus areas were discussed.

APPOINTMENTS AND RESIGNATIONS

a) Appointment to the Simsbury Performing Arts Center Board of Directors

Ms. Mackstutis made a motion, effective August 9, 2021, to retroactively re-appoint Linda Schofield and Catherine Bernard to the Simsbury Meadows Performing Arts Center Board of Directors with terms starting January 31, 2021 and expiring January 31, 2024 and effective August 9, 2021, to appoint Ping Hsieh to the Simsbury Meadows Performing Arts Center Board of Directors with a term expiring January 31, 2023. Further move to appoint Kris Barnett to the Simsbury Meadows Performing Arts Center Board of Directors with a term expiring January 31, 2022. Ms. Battos seconded the motion. All were in favor and the motion passed.

b) Appoint of Timothy Walczak to the Culture, Parks and Recreation Commission

Ms. Battos made a motion, effective August 9, 2021, to appoint Timothy Walczak as a regular member of the Culture, Parks & Recreation Commission with a term expiring January 1, 2022. Mr. Peterson seconded the motion. All were in favor and the motion passed.

c) Appointment of Jason Berman to the Conservation Commission/Inland Wetlands & Watercourses Agency

Mr. Paine made a motion, effective August 9, 2021, to appoint Jason Berman (R) as a regular member of the Conservation Commission/Inland Wetlands & Watercourses Agency with a term ending January 1, 2024. Ms. Mackstutis seconded the motion. All were in favor and the motion passed

d) Resignation of Andrew Walter from the Public Building Committee

Mr. Paine made a motion, effective August 9, 2021, to accept the resignation of Andrew Walter as a regular member of the Public Building Committee retroactive to June 25, 2021. Ms. Mackstutis seconded the motion. All were in favor and the motion passed

REVIEW OF MINUTES

a. Regular Meeting of July 12, 2021

There were no changes to the Special Meeting minutes of March 2, 2021, and, therefore, the minutes were adopted.

b. Special Meeting of July 15, 2021

There were no changes to the Regular Meeting minutes of March 6, 2021, and, therefore, the minutes were adopted.

c. Special Meeting of July 28, 2021

There were no changes to the Regular Meeting minutes of March 8, 2021, and, therefore, the minutes were adopted.

LIAISON AND SUB-COMMITTEE REPORTS

1. **Personnel** – no report at this time.
2. **Finance** – no report at this time.
3. **Welfare** – no report at this time.
4. **Public Safety** – no report at this time.
5. **Board of Education** – no report at this time. check in with BOE re mask wearing, special 8/24 board of ed meeting

COMMUNICATIONS

- a) **Memo from M. Capriola RE: Administrative Approval of Public Gathering Permit, dated July 27, 2021-** there was no discussion at this time.
- b) **Memo from M. Capriola RE: Administrative Approval of Public Gathering Permit, dated August 2, 2021-** there was no discussion at this time.

ADJOURN

Mr. Peterson made a motion to adjourn at 8:03 p.m. Ms. Battos seconded the motion. All were in favor and the motion passed.

Respectfully submitted,
Heather Taylor
Clerk

CALL TO ORDER

The Special Meeting of the Board of Selectmen was called to order at 12:01 p.m. and was held via Zoom. Present were: First Selectman Eric Wellman; Deputy First Selectman Sean Askham; Board members Mike Paine, Wendy Mackstutis and Chris Peterson. Ms. Battos was absent. Others in attendance included: Town Manager Maria E. Capriola; Town Attorney Bob Decrescenzo; Management Specialist Tom Fitzgerald; Director of Public Works Tom Roy; Director of Planning Michael Glidden; Finance Director Amy Meriwether; Deputy Chief of Police Chris Davis; HR Coordinator Eric Gomes; Emergency Management Director Michael Berry; Missy DiNunno of the Simsbury Performing Arts Center; Morgan Hilyard of the Simsbury Chamber of Commerce; Sarah Nielsen of the Simsbury Main Street Partnership; and Jenna Caulfield of the Police Commission.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Joan Coe spoke about a concert at the Performing Arts Center and the Town Clerk's Office.

Marc Lubetkin spoke about having business owners decide themselves if masks should be worn in their business.

Michele Paige spoke about letting people be responsible for their own health.

SELECTMEN ACTION

a) Discussion and Action Regarding Measures to Mitigate the Spread of COVID-19

Mr. Wellman gave a brief update why this special meeting of the Board of Selectmen was called and then passed to Town Manager Maria Capriola to go further in depth. Ms. Capriola provided data from the Farmington Valley Health District (FVHD) of 47 new cases in the community which are numbers not seen since last fall. One year ago the FVHD had 10 cases of COVID-19 while now it has over 120 active cases. Ms. Capriola also stated that Simsbury is approaching the red alert status from the CT-DPH which is defined as 15 cases per 100,000 residents, we currently are at 13.2 per 100,000 residents. The Town Manger stated she will be issuing an Emergency Order that mandates masks be worn when indoors. [The entire language of the Emergency Order can be found by clicking this link.](#)

Mr. Askham spoke saying it is the Town Manager as CEO of the Town that has the authority to issue an emergency order mask mandate but thinks it is important for the Board of Selectmen to issue a motion of support of the Town Manager's actions.

Ms. Mackstutis noted that West Hartford earlier in the day put out a mask mandate as well.

Mr. Paine noted that it is important to do this as a regional approach so it isn't different rules for every town. He also stated that by issuing a local mandate rather than one by the Governor it lets Simsbury be more adaptable faster should things change or get better.

Mr. Peterson stated that this would be for the good of the town absent any action from the Governor but encouraged Mr. Wellman and Ms. Capriola to get information out to the public for a target number of cases in the community that would let us retract this order.

Mr. Wellman thanked the members of the public who spoke about the issue at hand today but feels this action will prevent us from having to go back to the way it was in the spring of 2020.

Mr. Askham made a motion, effective, August 20, 2021 to support and endorse the issuance of a municipal executive order by Town Manager Maria Capriola requiring the use of face coverings by all individuals when indoors in public settings, regardless of vaccination status. The executive order will take effect at 12:01AM Monday, August 23, 2021. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

b) Recommended Appointment of Interim Town Clerk

Ms. Capriola gave background information on this topic including why it is needed for an Interim Town Clerk while the Town recruits a new full time Town Clerk. Ms. Capriola said that Ms. Keily has graciously agreed to help out. Ms. Keily was the Town Clerk from 1990 until her retirement in 2016. Ms. Mackstutis asked if there will be any interruption in service and how long could the Town function without a full time Town Clerk. Ms. Capriola answered Ms. Mackstutis' questions.

Mr. Paine made a motion, effective August 28, 2021, to appoint Carolyn Keily to the position of Interim Town Clerk until the date upon a new permanent Town Clerk officially begins work in Simsbury. Mr. Askham seconded the motion. All were in favor and the motion passed.

ADJOURN

Mr. Askham made a motion to adjourn the Special Meeting at 12:36 p.m. Mr. Paine seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Tom Fitzgerald
Management Specialist



Farmington Valley Health District

95 River Road, Suite C ▪ Canton, CT 06019 ▪ Phone (860) 352-2333 ▪ Fax (860) 352-2542

Avon • Barkhamsted • Canton • Colebrook • East Granby • Farmington • Granby • Hartland • New Hartford • Simsbury

August 6, 2021

Chief Elected/Appointed Officials:

In January of 2021 the member towns of the Farmington Valley Health District provided 28 weeks of supplemental COVID funding to support our pandemic response efforts. This funding was critically important as we strived to keep pace with the demands of our pandemic response and service to our communities. With this funding the District was able to hire temporary staff to assist with vaccination clinic scheduling and contact tracing and purchase the necessary equipment and supplies to run vaccination clinics. As a result we accomplished the following:

- Conducted 76 clinics, averaging three a week, throughout the District
- Administered just under 20,000 vaccines
- Vaccinated more than 800 school faculty and staff in collaboration with our 10 school districts
- Vaccinated just under 600 children age 12+ in dedicated student clinics
- Recruited, trained and managed 100 volunteers
- Managed both Moderna and Pfizer vaccine inventory and all the necessary ancillary supplies required
- Conducted contact tracing for approximately 2800 lab confirmed cases of COVID from January to July.

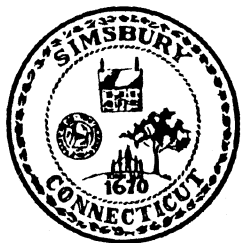
I am incredibly proud of the FVHD team for their dedication and hard work over the past year. We are not out of the woods, cases are on the rise, contact tracing continues and we continue to conduct targeted vaccinations for the homebound and hard to reach. We will continue to do the best we can to support our communities and we thank you for your ongoing support.

As of June 30th, \$23,000 of the original allocation of \$130,000 remains unspent. These remaining funds will be used for the purposes outlined in the original request should they be needed as we continue to track a potential 4th wave with the delta variant. These funds are tracked separately, and expenses are reported to the board.

Again, thank you for your support and please do not hesitate to contact me should you have any questions or need anything.

Sincerely,

Jennifer C. Kertanis, MPH
Director of Health



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen
From: Maria Capriola, Town Manager
Cc: Mike Glidden, Director of Planning and Community Development; Tom Hazel, Assistant Town Planner; Tom Tyburski, Director of Culture, Parks and Recreation; Nick Boulter, Chief of Police; Chris Davis, Deputy Chief of Police; Greg Samselski, Police Lt.; Tom Roy, Director of Public Works; Patrick Tourville, Fire Marshal
Date: August 18, 2021
Subject: Administrative Approvals of Public Gathering Permit

This memo is to inform the Board of Selectmen of the public gathering permit that I have approved for the Burgers on the Bridge fundraiser via an administrative approval.

Staff from Planning, Police, Culture, Parks and Recreation, Public Works, the Fire District, and the Farmington Valley Health District reviewed the application to ensure compliance and safety measures were addressed prior to approval. Following completion of that process, the following public gathering permit has been approved by me:

Name of Event	Date	Type
Burgers on the Bridge	September 8, 2021 from 4:30pm to 7:30pm	Fundraiser

**** Note due to evolving COVID sector rules from the state capacities for events are ever evolving, Event organizers have been requested to update the committee and the town about any amendments made to the public gatherings so that they may be noted and added to the file.****

Should you have any questions or concerns about the application listed above, please contact me so staff and I can help answer those questions.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen
From: Maria Capriola, Town Manager
Cc: Mike Glidden, Director of Planning and Community Development; Tom Hazel, Assistant Town Planner; Tom Tyburski, Director of Culture, Parks and Recreation; Nick Boulter, Chief of Police; Chris Davis, Deputy Chief of Police; Greg Samselski, Police Lt.; Tom Roy, Director of Public Works; Patrick Tourville, Fire Marshal
Date: September 3, 2021
Subject: Administrative Approvals of Public Gathering Permit

This memo is to inform the Board of Selectmen of the public gathering permits that I have approved via an administrative approval.

Staff from Planning, Police, Culture, Parks and Recreation, Public Works, the Fire District, and the Farmington Valley Health District reviewed the applications to ensure compliance and safety measures were addressed prior to approval. Following completion of that process, the following public gathering permits has been approved by me:

Name of Event	Date	Type/Location
Labor Day Soiree	September 4, 2021 from 8:00am to 9:00pm RAIN DATE September 5, 2021	Music Event (PAC)
Septemberfeast	September 10 & 11, 2021 from 2:00pm to 10:00pm	Multicultural Festival (PAC)
Wedding	September 18, 2021 from 12:00pm to 7:00pm	Wedding (Tariffville Green)
Movie Nights	September 18 & 25, 2021 from 4:00pm to 10:30pm	Free Movie Nights (PAC)
River Run	September 25, 2021 from 7:00am to 2:00pm	Fundraiser Run (PAC)

**** Note due to evolving COVID circumstances, event organizers have been requested to update the committee and the town about any amendments made to the public gatherings so that they may be noted and added to the file.****

Should you have any questions or concerns about the applications listed above, please contact me so staff and I can help answer those questions.

Trinity Church has opted to cancel their Fall Festival event which was previously approved for a public gathering permit for September 19, 2021.