Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

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BOARD OF SELECTMEN
Special Meeting Agenda – July 1, 2026 – 12:00 P.M.
Remote (Virtual Format Only)

https://us06web.zoom.us/j/84571088631

CALL TO ORDER

PLEDGE OF ALLEGIANCE

SELECTMEN ACTION

a) Approve Public Gathering Permit – America 250th Parade on July 11th

ADJOURN

Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of Submission:** Approve Public Gathering Permit – America 250th Parade on July 11th

2. **Date of Board Meeting:** July 1, 2026

3. **Individual or Entity Making the Submission:**
   Marc Nelson, Town Manager; George McGregor, Director of Community Planning and Development; Joseph Hollis, Code Compliance Officer

4. **Action Requested of the Board of Selectmen:**
   If the Selectmen support approving the public gathering, the following motion is in order:

   Move, effective July 1, 2026, to approve the public gathering application, as presented, for the America 250th Parade and to authorize the issuance of the public gathering permit for the event.

5. **Summary of Submission:**
   The Public Gathering Committee has approved the application for the America 250th Parade. The event will be held on July 11, 2026, in downtown Simsbury.

   All referral agencies have reviewed and approved the application.

6. **Fiscal Impact:**
   None

7. **Description of Documents Included with Submission:**
   a) Application, Map, and Summary of the Event

Town of Simsbury
933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070
Department of Planning & Community Development

RECEIVED
MAY 28 2026
TOWN OF SIMSBURY
PLANNING DEPARTMENT

A Public Gathering Permit (PGP) is required when a proposal is made for a gathering of 50 or more people on Town property which may disrupt traffic circulation and access involving local or state roads or cause public safety issues. A PGP application should be completed in full, **including original signatures**, before submitting to the Code Compliance Officer at the Department of Planning & Community Development in Town Hall, 933 Hopmeadow Street Simsbury, Connecticut 06070. The Town Manager has the authority to approve routine, annual, gatherings and gatherings of persons below the defined threshold. The Board of Selectmen has the final authority to approve or deny PGP applications. The Town reserves the right to cancel an event that does not obtain complete approval, as specified herein.

PUBLIC GATHERING PERMIT APPLICATION

*** Applications must be received in office AT LEAST 45 DAYS prior to the date of the proposed event. This application isn't for block parties; refer to the Police Department at (860) 658 - 3100 ***

Organization's Name: Simsbury Historical Society DBA as Simsbury 250th Committee

Applicant's Name: John R Fox

Mailing Address: [redacted]

Phone: [redacted] **Email:** [redacted]

Event Location: Downtown Simsbury - Hopmeadow ST & Iron Horse Blvd.

The exact date(s) of the 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: setup:11:15 AM - Noon / Start: Noon
End: 3:00 PM

Number of people expected to be present for the event (incl. staff, volunteers, attendees): 2,000 to 5000

- *The Town reserves the right to limit the number of attendees. The maximum number of permitted attendees will be determined after consultation between the Town Manager, Police, and Fire Chiefs.*

A CERTIFICATE OF INSURANCE MADE OUT TO THE APPLICANT AND THE 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.

(Revised February 10, 2025)

EVENT INFORMATION

Event Description:

Simsbury will be celebrating the 250th anniversary of the signing of the Declaration of Independence during 2026 with several inclusive events which will culminate with a parade on July 11th. The parade participants will include mainly floats, Fife and Drum and Pipe and Drum Corps, and color guards in regalia reflecting the Nations 250th anniversary.
The Parade Route will be as follows: The parade staging will be mustering at 10:15 AM on Owens Brook and Somerset Rd and will step off at noon at the intersection of Owens Brook and Hopmeadow. Proceeding south through downtown Simsbury, will then make a left at Jim Gallagher Way and another left going north onto Iron Horse Blvd. On Iron Horse Blvd the floats will park along the north bound lane while the Color Guards, Dignitaries and bands will continue to the grounds of the Simsbury Historical Society.

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: **YES ☐** **NO ■** **NUMBER:** _____

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

Portable toilets: **YES ■** **NO ☐** **NUMBER:** _____

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

Tent: **YES ☐** **NO ■** **SIZE:** _____
OPEN SIDES ☐ **ENCLOSED ☐**

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

Lighting and/or sound equipment: **YES ■** **NO ☐**

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

Does your event require electrical access? **YES ■** **NO ☐**

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

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

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

Will alcohol be served at your event? **YES ☐** **NO ■**

Number of vendors: _____ **Service start and end times:** _____

- *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.*
- *Notification to CTDOT will need to be made at least 90 days before; the Town shall be notified at the time of submittal.*

PLANNING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070 **(860) 658-3245**

Parking

- *Does your event have a Parking Plan (required for events with more than 100 attendees)* **YES ■ NO ☐**
- *If yes, please attach the Parking Plan to the Site Map*

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 CCO*
- *Has your organization secured permits for such?* **YES ☐ NO ■**

Attachments:
☐ Sign Permits
■ 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 Plan (diagram/map of parking area/spaces, notification and communication to attendees regarding parking)

FARMINGTON VALLEY HEALTH DISTRICT (FVHD) **www.fvhd.org**
95 RIVER ROAD, CANTON, CT 06019 **(860) 352-2333**

If food will be prepared or dispensed at your event, you must obtain a Temporary Food Permit from the FVHD.

Has a Temporary Food Permit been secured? **YES ☐ NO ■**

Will food trucks be present? **YES ■ NO ☐**
Number of food trucks to be present _____

What type of fuel supply will be used for cooking? Propane ☐ Solid fuel ☐ Generator ☐ None ☐

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. 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**

Will attendance be 1,500 or more persons? **YES ■** **NO□**

- *If 1,500 or more an incident command tent may be required and will need to be noted on the site map. Where required by AHJ, standby fire personnel shall be provided at the cost of the applicant.*

Will there be fireworks or special effects? **YES □** **NO ■**
Has a state permit been issued? **YES □** **NO ■**
When required by the AHJ, standby fire personnel shall be provided at the cost of the applicant.

Are staff aware and are fire or emergency evacuation procedures in place and documented?
YES □ **NO □**

DEPARTMENT OF PUBLIC WORKS (DPW)
66 TOWN FOREST ROAD, SIMSBURY, CT 06070 **(860) 658-3222**

Will barricades/signage be required:

- **For the day of the event?** **YES ■** **NO □**
- **In advance?** **DATES: _____**

Are DPW trucks required for use as barricades? **YES ■** **NO □**
To be determined by Simsbury Police Department; other vehicles are not permitted as barricades.

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:*
  - *$350 for first four (4) hours*
  - *$60/hour for each additional hour during regular hours*
  - *$75/hour for each additional hour on Federal holidays and Sundays*

TOTAL FEE DUE: $350 + (_____hours x $60/$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 will 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: _____

- *If so, where will they be located?* _____

SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION (SVAA)
4 OLD MILL LANE, 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 a commercial ambulance be provided? YES ☐ NO ■
If yes, the Simsbury Volunteer Ambulance Association needs to be notified.

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

Attendance will be: between 1000 & 5000

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*
  - *Arrangements for barrels are the Permittee's responsibility*

Will you require any special field/parking area lining or set up? YES ☐ NO ■

- *If so, the fee schedule below is for one (1) staff member.*
- *All fees will begin when a Parks & Recreation employee leaves Simsbury Farms*
- *The fee for employing Parks & Recreation staff are as follows:*
  - *$75/hour*

TOTAL FEE DUE: (_____hours x $75) = $_____
Fee is payable by check made out to the Town of Simsbury

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

- *Permittee must contact Call Before You Dig CT (811) and arrange meeting with Parks Maintenance Staff to identify irrigation heads and control boxes.*

Will athletic field lighting be necessary? YES ☐ NO ■

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

- *Permittee will be responsible for securing the portable toilets and arranging for their drop off and pickup.*

- **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): John R. Fox

Applicant's Signature: John R Fox

Date Signed: 5/28/2026

TOWN OF SIMSBURY USE ONLY

SIGN OFFS (in order required)

	Approved By	Action Date
Culture, Parks & Recreation		
Zoning Commission*	~	
Building Official		
Police Chief		
Public Works	BK	
FVHD	N/R VIA Phone	
Fire Marshal		
SVAA		
Code Compliance Officer		
Town Manager *(for first year or new applications: BOS review required)*		

JOF

Only required if the event includes the service of alcohol and a Special Exception from the Zoning Commission has not been previously granted to allow such use

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

Signature: _____ **Date:** _____

CIRMA
Tenant User Liability Insurance Program
How-To Guide

The **Town of Simsbury and Simsbury Board of Education** has enrolled in a program which allows you, the "user" of a municipal facility, school, or other local government property, to secure cost-effective liability insurance that provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue.

How it works:

1. Log on to www.onebeaconentertainment.com
2. Go to *Planning an Event*? and click **Get a Free Quote**
3. Enter the Venue ID Code for the **Town of Simsbury and Simsbury Board of Education: 0501-160**
4. Click Next and Select the Type of "Event" or "Activity" from the drop-down window, e.g. wedding or festival. *Please see pull down for list of ineligible activities.*
5. Answer all questions that follow such as:
   a. Have you held this event before?
   b. If yes, were there any losses or claims?
   c. Will there be armed private security at this event or activity? (Off duty police not included)
   d. Will you require Liquor Liability? *
   e. Number of attendees

   *If there are any charges or fees collected by the host/organizer, or any participating vendor, and alcohol is provided or sold, then we recommend purchasing Liquor Liability Coverage in addition to the General Liability to avoid any potential exclusions applying to the event. If the host/organizer is providing alcohol, but no fees or charges are involved (such as a private party or reception) then the Host Liquor Liability included in the basic coverage will apply, subject to the terms and conditions of the policy.
6. There are additional questions if there are going to be concessionaires or exhibitors at the event.
7. Select the Event date or dates on the calendar by clicking on the day of event (if multiple regularly scheduled dates, select all of these).
8. Click Get Quote.
9. If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is automatically bound.
10. A Certificate of Insurance is issued and sent via email, in your Name or Organization's Name, with a Certificate automatically sent via email to your local government.

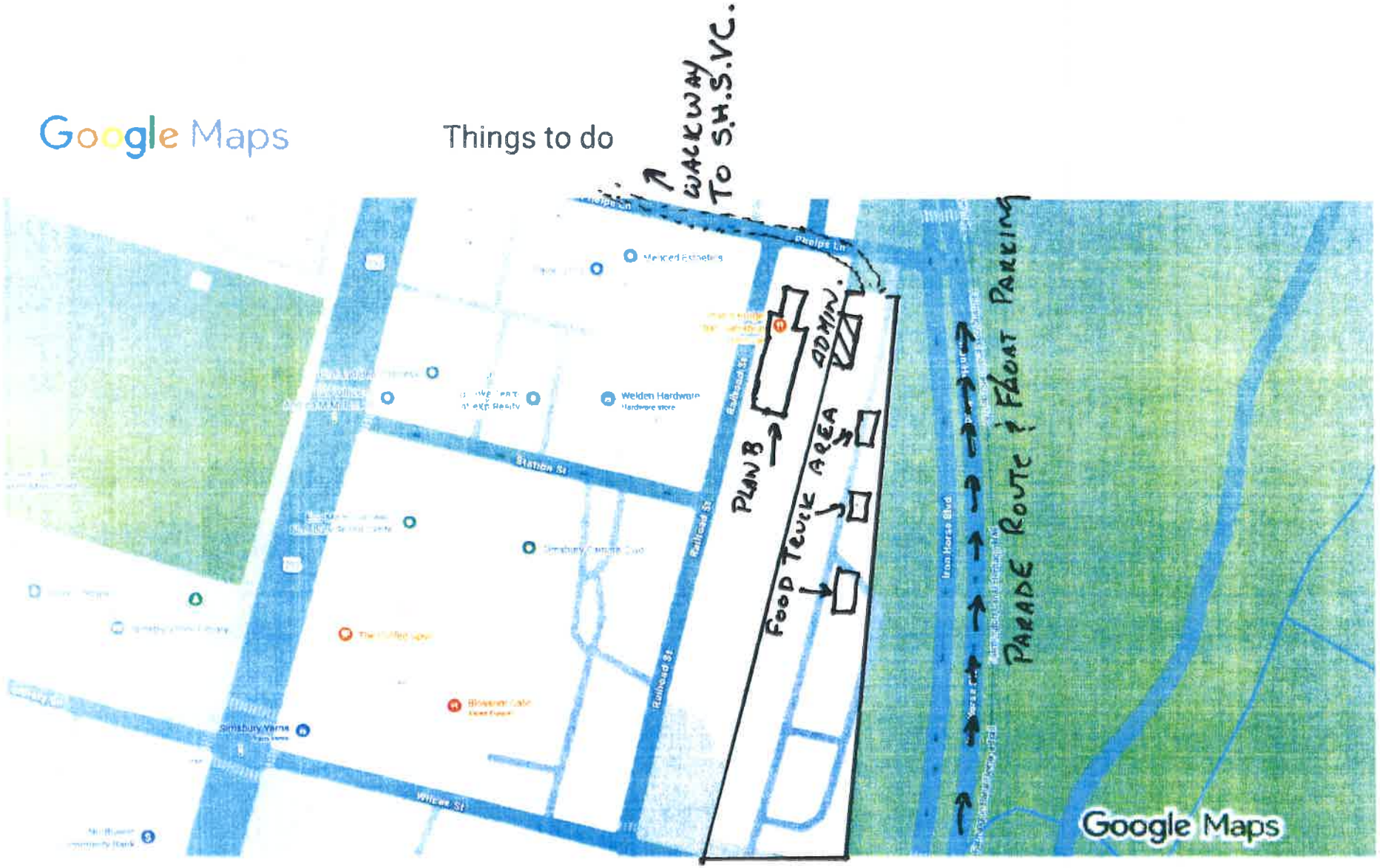
If you experience technical difficulties or have questions about the eligibility or classification of your event, please contact *One Beacon Entertainment* at 1-800-507-8414 (8:30AM – 5:00PM PST).

Town of Simsbury
933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Public Gathering Permit
Required Sign Offs

	Approved By:
Culture Parks and Rec. Director	T. Tybursk 6/3/26
Zoning Commission (As may be required by ZEO)	/
Building Official	D. Sousa 6/3/26
Police Chief	G. Samselski 6/18/26
Dir of Public Works	T. Roy 6/3/26
Dir of Health FVHD	J. Brown 6/3/26
Fire Marshal	P. Tourville 6/3/26
Simsbury Volunteer Ambulance	K. Stewart 6/18/26
Zoning Enforcement Officer	S. Hollis 6/3/26
Certificate of Insurance	M. Appleby 6/9/26
Board of Selectmen/Town Manager	

RECEIVED
JUN 15 2026
TOWN OF SIMSBURY
PLANNING DEPARTMENT


Google Maps
Things to do
WALKWAY TO S.H.S.V.C.
Phelps Ln
Welden Hardware
Station St
Railroad St
Railroad St
Simsbury Farms
Willard St
PLAN B
ADMIN.
FOOD TRUCK AREA
PARADE ROUTE & FLOAT PARKING
Iron Horse Blvd
Google Maps

ACORD

CERTIFICATE OF LIABILITY INSURANCE

RECEIVED JUN 09 2026 TOWN OF SIMSBURY FINANCE DEPARTMENT

DATE (MM/DD/YYYY) 06/08/2026

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

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

PRODUCER	CONTACT NAME: Doreen Van Horn
King Risk Partners, LLC 302 W Main Street #206 Avon CT 06001	PHONE (A/C, No, Ext): (860) 651-3325 FAX (A/C, No): E-MAIL ADDRESS: Doreen.vanHorn@king-insurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Federal Insurance Company	20281
INSURER B : Hartford Accident and Indemnity Company	22357
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Simsbury Historical Society Incorporated, The
800 Hopmeadow Street
PO Box 2
Simsbury CT 06070

COVERAGES **CERTIFICATE NUMBER:** CL266829807 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. *Not Applicable in WY

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			36015785	05/27/2026	05/27/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 1,000,000
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			99477569	05/27/2026	05/27/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Hired & Nonowned	$ $ $ $ $ 1,000,000
A	[X] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 0			79891714	05/27/2026	05/27/2027	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		02WECAC8HEB	05/27/2026	05/27/2027	[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 500,000 $ 500,000 $ 500,000

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

RE: 250th Celebration Parade July 11th 2026.

Town of Simsbury and State of Connecticut are listed as additional insured.

CERTIFICATE HOLDER

Town of Simsbury
933 Hopmeadow Street
Simsbury CT 06070

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Craig Kubasek

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