

## TOWN OF SUFFIELD

### DPW REIMBURSEMENT POLICY

1. The purpose of this policy is to set clear guidelines for when DPW staff or equipment may be used to assist with outside events and to appropriately reimburse the Town for man hours dedicated to private events. This policy is further intended to create consistency across Town Departments.
2. Definitions:
  - a. Direct Benefit: A benefit to the Town that can be calculated in terms of actual dollar value.
  - b. DPW: The Town Department of Public Works
  - c. Equipment: Town property assigned to the DPW that are not mechanized and are not vehicles.
  - d. Non-Profit: Organizations recognized as tax exempt under Internal Revenue Code Section 501(C)(3).
  - e. Outside Event: Activities sponsored by organizations that are not the Town of Suffield or an Agency or political subdivision thereof such as the Board of Education, Housing Authority, or WPCA.
3. Any organization holding an Outside Event may request the assistance of the DPW or the use of DPW equipment. Organizations seeking such assistance shall apply to the Director of DPW on an application created for that purpose no later than three weeks prior to the date of the Outside Event.
4. The Director of DPW shall review the application and shall have the discretion to approve the application if DPW staff are available on the date in question and the Outside Event meets the following criteria:
  - a. If DPW staff assistance is requested, the requested assistance is of the same nature as those duties performed by DPW staff and the DPW staff is available on the date requested.
  - b. If DPW equipment is requested, the DPW equipment is available on the date requested.
  - c. The outside event has no less than \$1,000,000 in liability insurance and has furnished proof of a declaration page naming the Town of Suffield as an additional insured.
  - d. The organization agrees to pay the costs associated with the assistance of DPW staff or use of DPW equipment.
  - e. The organization has agreed to pay the replacement cost value of any equipment damaged, stolen, lost or destroyed while under its control.
  - f. The organization agrees to indemnify and hold the Town Harmless for any accident, injury or harm associated with the assistance of DPW staff or use of DPW equipment.
5. Upon the approval of the application, the DPW director shall provide the organization hosting the approved Outside Event with an event invoice stating the costs associated with the use of DPW staff and/or equipment. The organization shall pay the event invoice no later than 3

business days before the event. Failure to pay the event invoice 3 business days before the event shall be deemed to be a withdrawal of the application.

6. The Town of Suffield reserves the right to cancel the assistance of DPW at its sole discretion related to weather, emergency situation or sudden unavailability of DPW staff or equipment. In the event of cancellation, the approved organization shall receive a refund of all fees paid.
7. Prior to the use of any equipment, the condition of the equipment shall be documented by DPW personnel. Not later than seven days following the event, all equipment must be returned to the DPW. Upon return of the equipment the condition shall be documented and compared to the documented condition before it was used in order to determine if there is any damage that requires the equipment to be replaced by the organization. Organizations who do not return equipment by the eighth day following the event will be charged the full replacement cost value of the unreturned equipment.
8. The Director of DPW shall create a fee schedule calculating the overtime cost of DPW personnel and the use of Equipment. Said fee schedule shall be reviewed and approved by the First Selectman and published on the DPW website.
9. An organization holding an Outside Event may request a waiver of the event invoice which shall be granted only if:
  - a. The organization hosting the event is a Non-Profit; and
  - b. During the previous five years, the organization has provided a direct benefit to the Town in an amount that exceeds the value of the event invoice.
10. Fee waiver requests shall be made in writing to the Office of the First Selectman and shall be granted provided that the criteria set forth in paragraph 9 are met.