

Robert J. Peck

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
APRIL 21, 2015

2015 APR 16 A 9 08
TOWN CLERK
EAST HARTFORD

7:00 P.M. Executive Session

=====

Announcement of Exit Locations (C.G.S. § 29-381)

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
5. APPROVAL OF MINUTES
 - A. April 7, 2015 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. Rotary Club: Report of Donations
 - B. Resignation of Robert Damaschi, Sr. from the Pension and Retiree Benefits Board
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Recommendation from Investigation & Audit Committee re: Appointment of Town Auditor for FY2014-2015
 - B. Appointment of Joan Coates to the Fine Arts Commission
 - C. Refund of Taxes
 - D. Outdoor Amusement Permit Applications:
 1. Silva's Champions Walk for Education –
 - a. Approval of Application
 - b. Waiver of Permit Fee
 2. Gengras Spring Open House
 3. 2015 Memorial Day Parade
 4. Town of East Hartford Wellness Fair
 5. Rotary Club of East Hartford Duck Race –
 - a. Approval of Application
 - b. Waiver of Permit Fee
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
 - A. Pending Workers' Compensation Claims re: George Law

11. OPPORTUNITY FOR RESIDENTS TO SPEAK
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor

12. ADJOURNMENT (next meeting: May 5, 2015)

Antony J. Piro

EAST HARTFORD TOWN COUNCIL

2015 APR 13 A 9:31

TOWN COUNCIL CHAMBERS

TOWN CLERK
EAST HARTFORD

APRIL 7, 2015

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader Barbara-Ann Rossi, Minority Leader Esther B. Clarke, Councillors Marc I. Weinberg, Linda A. Russo, Ram Aberasturia, Patricia Harmon and Anita D. Morrison

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:30 p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

None

APPROVAL OF MINUTES

March 17, 2015 Executive Session/Delgazio

MOTION By Barbara Rossi
seconded by Ram Aberasturia
to **approve** the minutes of the March 17, 2015 Executive Session.
Motion carried 9/0.

March 17, 2015 Regular Meeting

MOTION By Barbara Rossi
seconded by Pat Harmon
to **approve** the minutes of the March 17, 2015 Regular Meeting.
Motion carried 9/0.

COMMUNICATIONS AND PETITIONS

East Hartford Golf Course: Update

Mayor Leclerc introduced Ciaran Carr and Ryan Phelps from Billy Casper Golf (BCG), who updated the Council on the progress of the East Hartford Golf Course. The opening day is Friday, April 10th and the restaurant will open April 15th. The golf fees will remain the same as last year. Additional improvements will be made to the Course and clubhouse. The menu has been revised and new marketing programs initiated.

Of the 160 courses that BCG manages, the East Hartford Golf Course was awarded Most Improved Course. The Mayor was presented a plaque from the staff of BCG for this honor.

Resignation of John Ryan from the Economic Development Commission

Chair Kehoe announced that John Ryan is resigning from the Economic Development Commission. He thanked Mr. Ryan for his service. The Chair stated that any resident interested in serving on a board or commission should contact either the Mayor's office or the Council office.

Resignation of Jack Jacobs from the Economic Development Commission and the Board of Ethics

Chair Kehoe announced that Jack Jacobs is resigning from the Economic Development Commission and from the Board of Ethics. He thanked Mr. Jacobs for his service. The Chair stated that any resident interested in serving on a board or commission should contact either the Mayor's office or the Council office.

NEW BUSINESS

MOTION By Esther Clarke
 seconded by Bill Horan
 to take "Capital Improvement Program Amendment re: Labor Park Project"
 out of order.
 Motion carried 9/0.

Capital Improvement Program Amendment re: Labor Park Project

MOTION By Barbara Rossi
 seconded by Linda Russo
 to **adopt** the following resolution:

WHEREAS the Town of East Hartford currently has a total of \$140,000 in Local Capital Improvement Program (LoCIP) funds earmarked to a Playscape Replacement Program; and

WHEREAS the Town desires to reprogram these funds for Improvements to Labor Park; and

WHEREAS the Playscape Replacement Program will be funded through the Town's Community Development Block Grant (CDBG) Program.

NOW THEREFORE LET IT BE RESOLVED; that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to amend the Town Capital Improvement Program (CIP) for the purpose of transferring \$140,000 from the Playscape Replacement Program (CIP #2016-302) to the Improvements to Labor Park Project (CIP #2016-337) and make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the state Office of Policy and Management as they pertain to these projects and the state Local Capital Improvement Program.

On call of the vote, motion carried 9/0.

At this point, the Council returned to the order of the agenda.

LoCIP Grant Applications

MOTION By Linda Russo
seconded by Barbara Rossi
to **adopt** the following resolution:

RESOLVED: That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents as may be required by the State of Connecticut Office of Policy and Management to secure Local Capital Improvement Program funds (LoCIP) in the amount of \$450,000 for projects listed in the approved 2016 municipal capital improvement plan. The projects will be:

- | | |
|---|-----------|
| • Labor Park Improvements | \$140,000 |
| • Golf Course Cart Path Mill & Overlay | \$120,000 |
| • Tennis Courts Repairs | \$100,000 |
| • Town Clerk Vault HVAC | \$ 35,000 |
| • Replacement of Town Hall Front Steps | \$ 30,000 |
| • Town Hall Lower Level Window Installation | \$ 15,000 |
| • Tax Office Carpet Replacement | \$ 10,000 |

On call of the vote, motion carried 9/0.

Municipal Tax Exempt Lease Purchase Financing re: 5-year Capital Improvement Plan

MOTION By Barbara Rossi
seconded by Linda Russo
to **adopt** the following resolution:

**RESOLUTION TO AUTHORIZE A MUNICIPAL TAX-EXEMPT
LEASE PURCHASE FINANCING AGREEMENT**

WHEREAS, the Town of East Hartford approved the purchase of various capital equipment including police cars, pick-up and utility trucks, a leaf vacuum, a tractor with attachments, a prisoner transport vehicle, and wellness equipment as part of the Town of East Hartford's Approved 5-Year Capital Improvement Plan for the fiscal years 2015-16 through 2019-20; and

WHEREAS, the cost of the various capital equipment designated for lease-purchase financing totals \$767,000; and

WHEREAS, the Town will budget \$202,000 in fiscal years 2016-17 through 2019-20 in the General Operating Fund to pay principal and interest on the purchases.

THEREFORE BE IT RESOLVED, that the Mayor of the Town of East Hartford is authorized to enter into a master lease purchase agreement and related documents with TD Equipment Finance, Inc. or their affiliates in the principal amount not to exceed \$767,000. The interest rate, payment schedule and other details of the financing shall be mutually determined between the company and the Mayor, whose signatures will indicate approval of specific terms and conditions.

BE IT FURTHER RESOLVED, that the Town declares its intent to be reimbursed for any temporary advances from the General Fund to pay for any part of the equipment from proceeds of the lease financing in accordance with Treasury Regulation 26 CFR 1.103-18 and/or 26CFR1.150-2.

On call of the vote, motion carried 9/0.

OPM Police and Youth Grant Program

MOTION By Bill Horan
seconded by Barbara Rossi
to adopt the following resolution:

RESOLVED, that Marcia A. Leclerc Mayor of the Town of East Hartford, is hereby authorized to execute on behalf of this municipality a grant application in an amount not to exceed \$10,000 with the State of Connecticut Office of Policy and Management Criminal Justice Policy and Planning Division for a "Police & Youth Program" grant and to file any amendments or reports as may be required to successfully complete the terms of the grant contract.

BE IT FURTHER RESOLVED that Marcia A. Leclerc is currently serving as Mayor of the Town of East Hartford. Her current term of office began on January 10, 2013 and will continue until November 9, 2015. As Mayor, Marcia A. Leclerc serves as the Chief Executive Officer for the Town of East Hartford, and is duly authorized to enter into agreements and contracts on behalf of the Town of East Hartford.

On call of the vote, motion carried 9/0.

Referral to Ordinance Committee re: Massage Therapy Establishments

MOTION By Bill Horan
seconded by Barbara Rossi
to refer to the Ordinance Committee the possibility of amending the Town's Sexually Oriented Business ordinance to include the licensing of Massage Therapy establishments with instructions to investigate the issue and to report its recommendations to the Town Council.
Motion carried 9/0.

Appointment of Robert Falkevitz to the Economic Development Commission

MOTION By Ram Aberasturia
seconded by Linda Russo
to approve the appointment of Robert Falkevitz to the Economic Development Commission; term to expire December 2016.
Motion carried 9/0.

Outdoor Amusement Permit Applications:

4th Annual CT River Academy Scholarship Walk

MOTION By Linda Russo
seconded by Ram Aberasturia
to approve the outdoor amusement permit application submitted by the CT River Academy at Goodwin College Parent Group, by Aldith Mason, its President, to conduct a 4-mile walk on Friday, May 1, 2015 from 9AM to 10:30AM beginning at 9 Riverside Drive, through Ensign Street to Main Street, turn at Willys Street and then back to 9 Riverside Drive, subject to compliance with adopted codes and

regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to waive the associated permit fee under the provisions of Town Ordinance §5-6(a) as this is a fundraiser to benefit scholarships provided to some of this year's graduating seniors.

Motion carried 9/0.

Riverfront Summer Pops

MOTION By Marc Weinberg
seconded by Anita Morrison
to **approve** the outdoor amusement permit application submitted by Joshua Urrutia, Events Manager, for Riverfront Recapture, Inc. to conduct three Pop concerts in Great River Park, with music, beer and wine, on the following dates and times in 2015:

Saturday, May 23rd 7PM to 9PM (rain date: Sunday, May 24th)
Saturday, June 27th 7PM to 9PM (rain date: Sunday, June 28th)
Saturday, July 25th 7PM to 9PM (rain date: Sunday, July 26th)

Additionally, the applicant seeks authorization to sell or dispense alcoholic beverages in connection with this event in a designated area in Great River Park under the provisions of §14-7(b) and §14-10(13) of the Town of East Hartford Code of Ordinances, provided a current and updated liquor permit is submitted to the Town prior to the June 27th event, and a current concession permit is submitted to the town prior to the May 23rd event, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to waive both the permit fee and any associated town expenses for this event pursuant to the resolution passed by the Town Council on June 3, 2014.

Motion carried 9/0.

Riverfest 2015

MOTION By Marc Weinberg
seconded by Barbara Rossi
to **approve** the outdoor amusement permit application, Riverfest 2015, submitted by Joshua Urrutia, Public Events Manager, for Riverfront Recapture, to conduct outdoor entertainment with music, food, vendors, roaming entertainment, activities and a fireworks show at Great River Park and Founders Plaza on Saturday July 11, 2015 between the hours of 4PM and 10PM, with music occurring between the hours of 4PM and 9:30PM with a rain date of Sunday, July 12, 2015 using the same hours as that of the July 11th event – providing the town receives current and updated liquor and concession permits prior to the July 11th event date; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to **waive** both the permit

fee and any associated town expenses for this event pursuant to the resolution passed by the Town Council on June 3, 2014.
Motion carried 9/0.

Riverfront Swing Nights

MOTION By Marc Weinberg
 seconded by Anita Morrison
 to **approve** the outdoor amusement permit application entitled "Riverfront Swing Night" submitted by Joshua Urrutia, Events Manager for Riverfront Recapture to conduct a music concert, along with beer and wine to be sold in a designated area of Great River Park on the following dates and times in 2015:

Saturday, May 30th 6:30PM-8:30PM (rain date Sunday May 31st)
Saturday, Aug 22nd 6:30PM-8:30PM (rain date Sunday Aug 23rd)
Saturday, Sept 19th 6:30PM-8:30PM (rain date Sunday, Sept 20th)

provided that the town receives a current and updated liquor permit prior to the August 22nd event and a current concession permit prior to the May 30th event; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to **waive** the permit fee and any associated town expenses for this event pursuant to the resolution passed by the Town Council on June 3, 2014.
Motion carried 9/0.

Head of the Riverfront Regatta

MOTION By Ram Aberasturia
 seconded by Barbara Rossi
 to **approve** the outdoor amusement permit application, entitled "Head of the Riverfront Regatta" submitted by Joshua Urrutia, Events Manager for Riverfront Recapture to conduct a rowing regatta on the Connecticut River beginning at the Charter Oak Landing in Hartford on Sunday, October 4, 2015 from 6AM to 5PM, with a flood and rain date of Sunday, November 8, 2015; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to waive the permit fee and any associated town expenses for this event pursuant to the resolution passed by the Town Council on June 3, 2014.
Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Esther Clarke attended the musical "Annie" put on by the East Hartford Music Department and commented on the top-notch performance of the players.

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

None

OPPORTUNITY FOR RESIDENTS TO SPEAK

Mayor Leclerc announced (1) the new East Hartford Guide will be ready for distribution on Friday April 10th; (2) the UTC and Pratt & Whitney expansion applications will be presented to the Planning and Zoning Commission on Wednesday April 8th; (3) CERC training will be held on Wednesday April 22nd from 6PM to 8PM in Council Chambers; (4) the Donate Life flag will be flown in front of Town Hall on Thursday April 9th; (5) there will be a blood drive on Thursday April 9th at the East Hartford Cultural Community Center; (6) Enviro-Shred, 22 Prestige Park Circle, will host a "shred day" on Saturday April 18th from 9AM to 1PM; (7) the LED conversion on the town's street lights is 80% complete; (8) East Hartford Police Officer Lisa Magnano performed CPR on a citizen while at the Special Olympics-Cops on Tops in March and is credited with saving his life; and (9) the Lions Club is recognizing East Hartford Police Officer Woodrow Tinsely at their Sixty-fifth anniversary celebration.

ADJOURNMENT

MOTION By Esther Clarke
 seconded by Bill Horan
 to adjourn (8:40 p.m.).
 Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be April 21st.

Attest Angela M. Attenello
 Angela M. Attenello
 TOWN COUNCIL CLERK



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 14, 2015
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: COMMUNICATION: Rotary Report of Donations

As required the Rotary Club has submitted their Report of Donations for the time span of May 2013 through the present. The financial activity report spans two years of donations made by the club in support of the East Hartford community.

Please place the attached Report of Donations from the East Hartford Rotary Club as a communication on the April 21, 2015 Council Agenda.

Thank you.

C: R. Pasek, Town Clerk



CLUB 6494

ROTARY CLUB OF EAST HARTFORD, INC.

Box 380035, East Hartford, Connecticut 06138-0035



DISTRICT 7890

TO: Richard F. Kehoe, Town Council Chair

FROM: Mary G. Martin, President (2014-15) *Mgm*
Rotary Club of East Hartford

SUBJ: Communication to Town Council
Report of Donations to East Hartford Community

DATE: April 6, 2015

On August 2, 2011 the Town Council voted unanimously to allow the Rotary Club of East Hartford free use of the Veterans Memorial Clubhouse for its weekly meetings, provided the Club donates a minimum of \$10,000 for the benefit of East Hartford residents on a yearly basis. In addition, a report containing this information is due to the Mayor, Town Council, and Finance Director by July 1st of each year.

Attached is a report of our financial activity in this regard for the period May 2013 through the present. You will recognize a number of large donations such as the Bookmobile and support of the computer classroom about to be opened at the expanded Raymond Library. We have consistently supported a number of other social service and recreation programs in town and are most proud of our annual scholarship program for graduating high school residents. The total for 2013-14 is \$80,348; and for 2014-15 to date it is \$39,647.

The Rotary Club's motto of "Service Above Self" could not be fulfilled as readily without waiving the fee for use of the Veterans Memorial Clubhouse. Because our Club meets weekly year-round, the fee for the facility would cost us over \$17,000 annually. Thank you for helping us to provide financial support to so many worthy local organizations and events.

I am respectfully requesting that this communication be placed on the Town Council agenda for your meeting to be held Tuesday, April 21, 2015.

Please contact me at marygmartin4@gmail.com if there are any questions regarding this report or the general activities of our Club. Better yet, join us anytime for lunch at 12:15 p.m. on Wednesdays at the Clubhouse. New members are always welcome.

Cc: Mayor Marcia Leclerc
Michael Walsh, Director of Finance



CLUB 6494

ROTARY CLUB OF EAST HARTFORD, INC.

Box 380035, East Hartford, Connecticut 06138-0035



DISTRICT 7890

ROTARY CLUB OF EAST HARTFORD CHARITABLE DONATIONS SERVING THE COMMUNITY OF EAST HARTFORD 2-YEAR REPORT AS OF APRIL 2015

<u>GRANTEE</u>	<u>FUNDED 2013-14</u>	<u>FUNDED 2014-15</u>	<u>NOTES</u>
Academy of Finance	\$ 1,000	\$ 1,000	High School students
Bookmobile (May 2013)	\$52,000	\$ 0	used multiple Rotary funding sources
Community Renewal Team	\$ 600	\$ 0	homeless shelter
Dictionary Project	\$ 1,152	\$ 1,295	each 3 rd grader receives
EH Holiday Fest	\$ 200	\$ 200	DJ for dance show
EH Interfaith Ministries	\$ 500	\$ 1,000	Soup Kitchen; human needs fund
EH Little League	\$ 0	\$ 325	support team
EH High School Basketball League	\$ 0	\$ 1,000	general financial support
EH Historical Society	\$ 0	\$ 1,600	Huguenot House renovation
EH Parks & Rec. Summer Concerts	\$ 0	\$ 300	"Soul Sound Review" - 8/6/15
First Congregational Food Bank	\$ 0	\$ 500	food bank supplies
Hockanum River Race	\$ 100	\$ 0	event support
Holiday gifts/toys EH Social Services	\$ 0	\$ 924	adopted two families
InterCommunity Health	\$ 0	\$ 250	mental health services
"Koats for Kids": EH Social Services	\$ 2,950	\$ 4,110	used multiple Rotary funding sources
Literacy Volunteers	\$ 0	\$ 250	general financial support
Mayberry School iPads	\$ 3,000	\$ 2,893	five (5) each year
O'Connell School Robotics Team	\$ 5,000	\$ 0	support competition
Raymond Library Renovation	\$ 0	\$10,000	computer classroom
Scholarships high school graduates	\$12,000	\$12,000	6 @ \$2,000; post-secondary educa.
School Business Partnership Program	\$ 1,000	\$ 1,000	High School student participation
Senior Citizens' Prom at EHHS	\$ 846	\$ 1,000	event scheduled for 4/22/15
Totals:	\$80,348	\$39,647	



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 14, 2015
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESIGNATION – Pension and Retiree Benefits Board

Attached is a copy of a letter received from Robert Damaschi Sr. who is resigning from the Pension and Retiree Benefits Board.

Please place this resignation on the April 21, 2015 agenda and share our appreciation as a Community for the valuable service Robert has provided by volunteering his time on this commission.

Thank you.

C: R. Pasek, Town Clerk

11 Hartz Ln
East Hartford CT 06118

March 3, 2015

Robert J Pasek
Town Clerk of East Hartford
740 Main St
East Hartford CT 06108

2015 MAR -4 P 3:44
TOWN CLERK
EAST HARTFORD

Robert J. Pasek

I am resigning, effective immediately, as a member of the Pension and Retiree Benefits Board.

Robert J Damaschi Sr.

Robert J Damaschi Sr.

- c: Marcia A Leclerc, Mayor
- Joseph R Carlson, Chair, Pension and Retiree Benefits Board
- Jack W Jacobs, RTC Chair
- Mary J Mourey, RTC Vice Chair

these auditors for many years over several auditing contracts. A general discussion regarding the four prospective auditors ensued.

MOTION By Barbara Rossi
seconded by Eric Thompson
to **accept** the proposal of Blum Shapiro to provide auditing services for the Town of East Hartford for five one-year contracts as follows: fiscal years ending June 30, 2013 (\$65,900), June 30, 2014 (\$65,900), June 30, 2015 (\$67,900), June 30, 2016 (\$69,900) and June 30, 2017 (\$69,900) contingent upon approval of the Town Council for each year.
Motion carried 3/0.

MOTION By Barbara Rossi
seconded by Eric Thompson
to **recommend** to the Town Council to appoint Blum Shapiro as the auditors for fiscal year 2012-2013 to perform required financial audits consistent with the most recent proposal of \$65,900.
Motion carried 3/0.

OLD BUSINESS

None

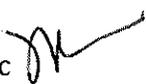
ADJOURNMENT

MOTION By Eric Thompson
seconded by Barbara Rossi
to **adjourn** at 5:49 p.m.
Motion carried 3/0.

C: Town Council
Mayor Leclerc
Mike Walsh, Finance Director
Joseph Carlson, Treasurer
Vanessa Rossitto, Blum Shapiro



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 14, 2015
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: BOARD AND COMMISSION APPOINTMENT

The following name was submitted by the East Hartford Republican Town Chairman for appointment to Boards and Commissions

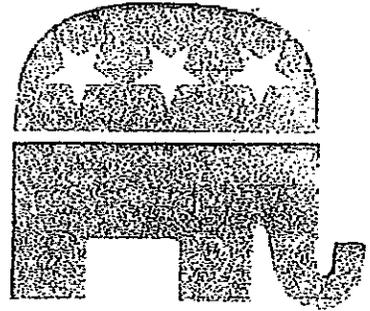
Fine Arts Commission (5 Year Term)

R Joan M. Coates 508 Oak Street 06118 12/16

Thank you.

C: R. Pasek, Town Clerk

**TOWN OF EAST HARTFORD, CT
STATEMENT OF INTEREST IN SERVING ON A
BOARD OR COMMISSION**



The Town of East Hartford, CT is a "Minority Representation" Municipal Government.

This Form is to be used to request nomination to a position by the East Hartford Republican Town Committee and will be submitted to its Permanent Nominating Committee for consideration.

Republican Town Committee Chairman,

-Please print and complete the following information in full-

1. Joan M. Coates 2. 508 Oak St. 06118
Your name exactly as it appears on the E. Htfd. Voter Registration List Street Address Zip Code

3. PARTY AFFILIATION REPUBLICAN UNAFFILIATED OTHER

4. _____ 5. 860-463-9320 6. _____
Home Phone Cell Phone Personal e-mail address

7. Retail- Keyholder 8. Joann's Fabric & Craft
Occupation Employer

9. 1440 Pleasant Valley Rd. 10. 860-648-1845
Employer/Work Address Work Phone

11. Bachelor Deg 12. Caucasian 13. 53 years
Formal Education Level Achieved Ethnicity (Optional) Years as E. Htfd. Resident

14. E.H. Fine Arts Commission
Name of Board or Commission you would like to serve on

15. East Htfd Summer Youth Festival 1969 presents Holiday Fest
*Community based activities and/or civic/volunteer organizations activities you have participated in

16. As someone involved in arts for over 40 years, I feel I would be an asset.
*Your reason for being interested in serving our Town in this capacity

17. Degree in theatre, have been moderator of South Congreg. Church
*List any qualifications you believe will be an asset to the board or commission on which you wish to serve

*Please use the back of this page if you need more space or attach a resume if you wish

18. Joan M. Coates 11/19/14
YOUR SIGNATURE DATE

THIS SPACE FOR USE BY REPUBLICAN TOWN COMMITTEE

Submitted for consideration by Town Committee Member Prescille Yamamoto

Voter Registration Information Certified by Voter Registrar Mary Mauer

At a duly called meeting of the E. Htfd. Republican Town Committee's Permanent Nominating Committee and by majority vote, the East Hartford Resident described above is hereby nominated for appointment to the:

East Hartford Fine Arts Comm.

Michael J. Rankin 04-13-15
Republican Town Committee Secretary Date



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 14, 2015
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *ML*
RE: REFUND OF TAXES

I recommend that the Town Council approve a total refund of taxes in the amount of \$96,435.92 as detailed in the attached listing from our Collector of Revenue.

Please place on the Town Council agenda for the April 21, 2015 Town Council meeting.

Cc: I. Laurenza, Tax Collector
M. Walsh, Finance Director

INTEROFFICE MEMORANDUM

TO: MARCIA A LECLERC, MAYOR ✓
MICHAEL WALSH, DIRECTOR OF FINANCE

FROM: KRISTY FORAN, ASSISTANT COLLECTOR OF REVENUE

SUBJECT: REFUND OF TAXES

DATE: 4/10/2015

Under the provisions of Section 12-129 of the Connecticut General Statutes, the following persons are entitled to the refunds as requested. The total amount to be refunded is \$96,435.92 Please see attached listing.

Bill	Name	Address	Prop Loc/Vehicle Info.	Over Paid
2013-01-0014300	ABBARRAC 39 WOODBRIDGE L L C	811 BLUE HILLS AVENUE BLOOMFIELD CT 06002	39 WOODBRIDGE AVE	-941.6
2013-03-0050239	ACOSTA GILBERTO J JR	33 ELM ST E HARTFORD CT 06108-2230	1997/4A3AX55F2VE061061	-24.97
2013-03-0050337	ADAMSON DAPHNE OR	67 BROOK ST E HARTFORD CT 06108-1002	2002/JTEHF21A420066697	-50.72
2013-04-0080322	ANGELL ERNEST R	361 FOREST ST E HARTFORD CT 06118-2415	2013/1G1YX3DW4D5106791	-1,301.25
2013-03-0052473	BARNETT JODI L	49 APPLETREE DR E HARTFORD CT 06118-3502	2013/2GNFLEEK3D6299044	-24.68
2013-03-0053451	BLAIR JOSHUA PIERRE	59 HERBERT DR E HARTFORD CT 06118-3530	2001/1HGEM22941L000148	-29.47
2013-03-0053522	BLOT ANNE CARMELLE	218 SCHOOL ST MANCHESTER CT 06040	2005/5N1AR18W75C701788	-174.11
2013-01-0002480	CASTRO GEORGE & MARIA	65 COLLINS CROSSING SOUTH WINDSOR CT 06074	28-30 LAUREL ST	-3,077.67
2013-03-0057288	CONN NATURAL GAS CORP	1 CHURCH ST PO BOX 1564 NEW HAVEN CT 06506	2008/1FAHP28W48G103708	-128.71
2013-03-0057293	CONN NATURAL GAS CORP	1 CHURCH ST PO BOX 1564 NEW HAVEN CT 06506	2000/4UZ6CJAAXYCF78226	-398.84
2013-03-0057671	CORBIN CASPER D	167 MERCER AVE E HARTFORD CT 06118-1519	1998/1B7HF13Y7WJ104464	-55.03
2013-01-0008936	CORELOGIC	1 CORELOGIC WAY WESTLAKE TX 76262	181 LANGFORD LN	-3,871.53
2013-01-0011065	CORELOGIC	1 CORELOGIC WAY WESTLAKE TX 76262	75 WALNUT ST	-2,750.11
2013-04-0081968	DAILEY SKYLEN S	51 FORBES ST 3 E HARTFORD CT 06108-3723	2007/5GZCZ63487S865848	-9.44
2013-04-0081970	DAIMLER TRUST	BOX 685 ROANOKE TX 76262	2011/WDDHF7HB1BA356007	-1,118.29
2013-01-0004545	EAST HARTFORD BUSINESS PARK LLC	ONE WEST AVENUE LARCHMONT NY 10538	88 LONG HILL ST	-75,338.00
2013-03-0061064	ELLIS LORNA D	50 SISSON ST E HARTFORD CT 06118-1534	1996/1J4GZ58S0TC239665	-83.95
2013-01-0016355	GALIN KATHLEEN & WOOD ALAN	19 PHILLIPS FARM RD EAST HARTFORD CT 06118	19 PHILLIPS FARM RD	-311.9
2013-01-0005543	GALLO SANTO P & DAWN M	119 WHITING RD EAST HARTFORD CT 06118	119 WHITING RD	-29.2

2013-03-0064916	GRIMES RITA MARIE C/O MARY GRIMES	11 ACADIA ST W HARTFORD CT 06119	1997/3P3ES47CXVT596705	-33.37
2013-03-0065247	HAKALIMA MALUNGOH	66 CIPOLLA DR E HARTFORD CT 06118-1304	2003/JTEHF21A230106079	-77.54
2012-03-0065507	HARVEY ANGENETTE	28 FOLEY ST MANCHESTER CT 06040	2000/JN1CA31A9YT032493	-161.55
2013-04-0083804	HONDA LEASE TRUST	201 LITTLE FALLS DR WILMINGTON DE 19808	2011/1HGCP2F81BA000492	-95.38
2013-03-0067427	JACKWIN WENDY E	106 LANDERS RD E HARTFORD CT 06118-3320	1998/1G3NB52M8W6304518	-61.97
2013-04-0084212	JP MORGAN CHASE BANK NA ATTN KIM FORD	NY2-S503 PO BOX GARDEN CITY NY 11530-9891	2014/4S4BRBKC3E3249265	-77.68
2013-04-0084250	KASAVAGE SANDRA L OR	111 SUNSET RIDGE DR E HARTFORD CT 06118-1351	2008/2T2HK31UX8C073745	-45.17
2013-01-0014807	KERR KATHERINE M	670 NORTH MAIN ST MANCHESTER CT 06040	28 NORTHBROOK CT	-126.33
2013-01-0011569	KERSHAW NICOLE	16 LEGION DR EAST HARTFORD CT 06118	16 LEGION DR	-1,953.34
2013-03-0068885	KITCHEN TERENCE I	180 WICKHAM DR E HARTFORD CT 06118-3570	2005/1D7HU18DX5J526406	-107.24
2013-01-0007753	LERETA CENTRAL REFUND TEAM	1123 SOUTH PARK VIEW DR COVINA CA 91724	132 MILBROOK DR	-2,071.60
2013-03-0069943	LAVOIE PAUL L	137 JANET DR E HARTFORD CT 06118-1931	2005/1HD1BWB115Y032468	-45.45
2013-03-0070018	LAYLOR TYSHAUN OR	48 LIVINGSTON RD E HARTFORD CT 06108-3813	2004/JNKCV51F34M700395	-182.68
2013-04-0081976	MERCEDES-BENZ FINANCIAL LEASE TAX SUPPORT	13650 HERITAGE PARKWAY FORT WORTH TX 76177	2014/WDCGG8JB6EG178108	-209.57
2013-01-0009017	NORCOM MORTGAGE	38 SECURITY DR AVON CT 06001	88 HOCKANUM DR	-68.1
2013-03-0078641	PROCTOR MILDRED S	46 BURNBROOK RD E HARTFORD CT 06118-2008	1998/1G4HP52K5WH456902	-76.95

2013-03-0079510	REYES ARAMIS	197 WOODLAWN CIR E HARTFORD CT 06108-2869	2004/2HNYD18684H554985	-58.93
2012-04-0087434	SHEA MICHELLE L	125 SOUTH STREET #369 VERNON CT 06066	2013/1N4AL3AP9DC267513	-7
2013-03-0083208	SIKA LAURIE L OR	45 MANOR CIR E HARTFORD CT 06118-3429	2010/JM1BL1H60A1214240	-60.45
2013-03-0083382	SITARAS BYRON J OR	BOX 380121 E HARTFORD CT 06138-0121	2002/1HGCG16562A073504	-49.04
2013-03-0085780	TOTOTA FINANCIAL SERVICES ATTN: LBX842701	COMMERCE WAY #800 WOBURN MA 01801-1057	2013/3TMLU4EN6DM114827	-479.88
2013-03-0085846	TOTOTA FINANCIAL SERVICES ATTN: LBX842701	COMMERCE WAY #800 WOBURN MA 01801-1057	2011/5TDDK3EH28S054962	-432.38
2013-03-0072807	VOORVAART SHARON	PO BOX 297 COLCHESTER CT 06415	2005/4T1BE32K55U024235	-234.85
TOTAL				-96,435.92

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

SCOTT M. SANSOM
CHIEF OF POLICE

East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

www.easthartfordct.gov



April 9, 2015

Richard F. Kehoe, Chairman
East Hartford Town Council
740 Main Street
East Hartford, CT 06108

**Re: Outdoor Amusement Permit Application
"Silva's Champions Walk for Education"**

Dear Mr. Kehoe:

Attached please find an Outdoor Amusement Permit Application submitted by **Silva's Youth of Today Child Care Learning Center by Cheryl Silva, its Asst. Director**. The applicant seeks to conduct a walk in **Great River Park on Saturday, May 16, 2015 from 8 AM to 11:00 AM**. The walk will begin proceed from the amphitheater to Mortensen River Plaza and back.

The applicant respectfully **requests a waiver of the associated permit fee**, under the provisions of (TO) 5-6(a), due to the Town of East Hartford as this walk is designed to bring attention to improvements in education.

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed by the Directors of the Fire, Health, Parks & Recreation, Public Works Departments and the Offices of the Corporation Counsel and Finance.

The **Offices of Corporation Counsel and Risk Management** approve the application as submitted.

The **Health, Fire, and Parks & Recreation Departments** approve the application as submitted and state **there are no anticipated costs to their Departments for this event**.

The **Public Works Department** recommends approval of the application subject to the following condition:

- Traffic in the area may be impacted by the CT DOT's bridge rehabilitation projects in the vicinity of Route 2 and I-84. The four bridge rehabilitation projects require detours of various durations over the course of two construction seasons commencing this year. The applicant is encouraged to contact the project engineer to ascertain the potential traffic impacts.
- **There are no anticipated costs to the department.**

The **Police Department** approves the application as submitted and states **there are no anticipated costs to the Department for this event**.

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink, reading "Scott M. Sansom". The signature is written in a cursive style with a prominent initial "S" and a long horizontal stroke at the end.

Scott M. Sansom
Chief of Police

Cc: Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

OUTDOOR AMUSEMENT PERMITS
31 SCHOOL STREET
EAST HARTFORD, CT 06108-2638
(860) 528-4401



Scott M. Sansom
Chief of Police

OUTDOOR AMUSEMENT PERMIT APPLICATION

THIS APPLICATION IS DUE NOT LESS THAN 30 DAYS PRIOR TO THE EVENT APPLIED FOR

- Name of Event: *Silva's Champions walk for Education*
- Date(s) of Event: *5/15-5/16/15*
- Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):
*Silva's Youth of Today Child Care Learning Center
656 Silver Lane
East Hartford, Ct 06118
860-569-8300 x114
by Cheryl Silva, Asst. Dir
+meimored4@aol.com*
- If Applicant is a partnership, corporation, limited liability company, club, or association, list the names of all partners, members, directors and officers AND provide their business address.
*Manuel Silva, Director
Cheryl Silva, Asst. Director*
- List the location of the proposed amusement: (Name of facility and address)
~~Riverfront Recapture~~ (Great River Park)
- List the dates and hours of operation for each day (if location changes on a particular day, please list):
May 16, 2015 8:00am - 11:00 AM
- Provide a detailed description of the proposed amusement:
*Walk-a-thon for Education
We are celebrating 22 yrs. of being in business
in East Hartford.*

8. Will music or other entertainment be provided wholly or partially outdoors?

Yes No

a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)?

9. What is the expected age group(s) of participants?
Adults, Pre-Schoolers & Teen

10. What is the expected attendance at the proposed amusement:
(If more than one performance, indicate time / day / date and anticipated attendance for each.)
150 - 200 Kids & Adults

11. Provide a detailed description of the proposed amusement's anticipated impact on the surrounding community. Please comment on each topic below:

a. Crowd size impact: None

b. Traffic control and flow plan at site & impact on surrounding / supporting streets:
None

c. Parking plan on site & impact on surrounding / supporting streets:
None

d. Noise impact on neighborhood:
None

e. Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement:
None, we have a clean up committee.

f. List expected general disruption to neighborhood's normal life and activities:
None

g. Other expected influence on surrounding neighborhood:
None

12. Provide a detailed plan for the following:

- a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:
Emergency, fire, and medical will have full accessibility
- b. Provisions for notification of proper authorities in the case of an emergency:
Organizers will have cell phone available in case of emergency
- c. Any provision for on-site emergency medical services:
Organizers are trained in First Aid/CPR. We will have cell phones available to contact local emergency personnel.
- d. Crowd control plan:
None anticipated
- e. If on town property, the plan for the return of the amusement site to pre-amusement condition:
We will not disturb town property
- f. Provision of sanitary facilities:

13. Will food be provided, served, or sold on site:

Food available Yes No AND contact has been made with the East Hartford Health

Department Yes No.

14. Does the proposed amusement involve the sale and/or provision of alcoholic beverages to amusement attendees,

Yes No Alcoholic beverages will be served / provided.

If 'YES', describe, in detail, any and all arrangements and what procedures shall be employed:

- a. For such sale or provision,
- b. To ensure that alcohol is not sold or provided to minors or intoxicated persons.

Check if copy of the liquor permit, as required by State law, is included with application.

15. Include any other information which the applicant deems relevant (ie: time waivers and fee waiver requests should go here):

we request a fee waiver because we are a childcare center waiting for education improvements

CGS Sec. 53a-157. False Statement: Class A Misdemeanor.

A person is guilty of False Statement when he intentionally makes a false written statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he does not believe to be true and which statement is intended to mislead a public servant in the performance of his official duties.

- a. False Statement is a Class A Misdemeanor.
- b. The penalty for a Class A Misdemeanor is imprisonment for a term not to exceed one (1) year, or a fine not to exceed \$1,000, or both a fine and imprisonment.

I declare, under the penalties of False Statement, that the information provided in this application is true and correct to the best of my knowledge:

Cheryl Silva *Silva's Youth of Today Childcare Learning Center*
 (Legal Name of Applicant)

Cheryl Silva Cheryl Silva 3/20/15
 (Applicant Signature) (Printed Name) (Date Signed)

Asst. Director
 (Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Liquor Permit Included:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Certificate of Alcohol Liability Included:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO <i>N/A</i>
Time Waiver Request Included:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Fee Waiver Request Included:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

Received By: Cam Shark

Employee Number. 9019

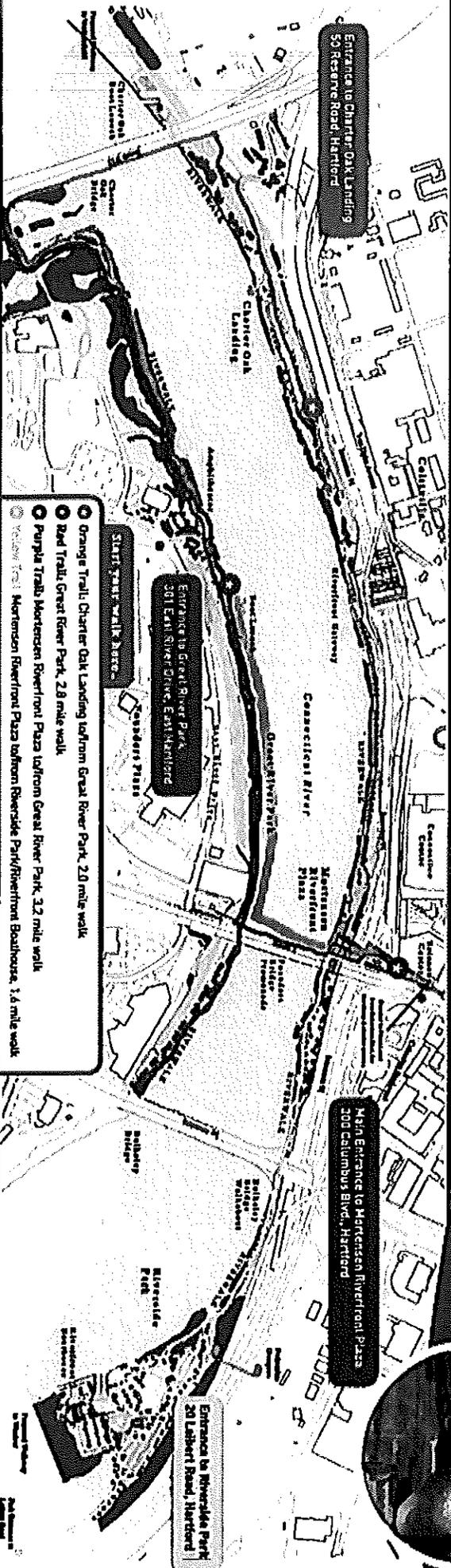
Date & Time Signed: March 23, 2015 8:34 AM ~~PM~~

Time remaining before event: 30+ days.

If roads or sidewalks will be closed to public use as a result of this event the applicant must comply with signage requirements per Section 5-4 and present a signed affidavit attesting to this at the Town Council meeting.

Planned walk route in green

Riverwalk at the Riverfront



Park	State	Amtrak	Gar	Central	Children's	Green	Fire	Savinson	Department	Scoti	Park	State	Scoti	State	State
Character	Amtrak	Gar	Central	Children's	Green	Fire	Savinson	Department	Scoti	Park	State	Scoti	State	State	
Charter Oak	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Great River	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Mortenson	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Riverside	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Other	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•

All parks offer **FREE** admission.

OTHER RIVERFRONT TRAILS

Riverside Park is home to more than 4.5 miles of unpaved, wooded trails starting at the Riverfront Boatouse and extending north almost to the Town of Windsor. There are two distinct trails for park visitors to enjoy, either on foot or mountain bike. The larger, main trail starts in the flood plain forest and follows the city's earthen flood dike to Tower Brook gully. A secondary trail meanders along the river's bank from the gully to the Riverfront Boatouse. Both trails are available to the general public seven days a week from dawn to dusk.

Fire Dept



Scott M. Sansom
Chief of Police

**TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401**



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **May 16, 2015**

Event: **Silva's Champions Walk for Education**

Applicant: **Silva's Youth of Today Child Care Learning Center by Cheryl Silva, its Asst. Director**

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed and the following recommendation is made:

- 1. the application be approved as submitted.
- 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
- 3. the application be disapproved for the reason(s) set forth in the attached comments.

- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel

Anticipated Cost(s) if known \$ 0

William Perez, Assistant Fire Chief April 2, 2015

Signature

Date

Comments:

Health Dept



Scott M. Sansom
Chief of Police

**TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401**



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

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- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel

Anticipated Cost(s) if known \$ 0

Michael J. Connell
Signature

3/24/15
Date

Comments:

Parks + Rec



Scott M. Sansom
Chief of Police

**TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401**



Marcia A. Leclerc
Mayor

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Event: **Silva's Champions Walk for Education**

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-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
-
- Anticipated Cost(s) if known \$0

Ted Fravel

Signature

4/6/2015

Date

Comments:

Frank, Carol

From: Milkove, Tess
Sent: Tuesday, March 24, 2015 12:51 PM
To: Frank, Carol
Cc: Bockus, Tim
Subject: RE: Silva's Champions Walk for Education

Carol,

I have reviewed this application and Pursuant to Town Ordinance 5.3. I recommend that the application be approved subject to the following condition:

Traffic in this area may be impacted by the CT DOT's bridge rehabilitation projects in the vicinity of Route 2 and I-84. The four bridge rehabilitation projects require detours of various duration over the course of two construction season commencing this year. The applicant is encouraged to contact the project engineer to ascertain the potential traffic impacts. The contact information is as follows:

Steven Fraysier BL Companies - Liaison Engineer
sfraysier@blcompanies.com
860-760-1923

There are no anticipated costs to the department.

Tess Milkove, PE
Assistant Director of Public Works
Town of East Hartford
740 Main Street
East Hartford, CT 06108
Phone (860)291-7365
Fax (860) 291-7370
www.easthartfordct.gov

From: Frank, Carol
Sent: Monday, March 23, 2015 10:44 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
Subject: RE: Silva's Champions Walk for Education

Hopefully , third time is the charm and you have received both application and Directors' review now. My apologies.

Carol

From: Frank, Carol
Sent: Monday, March 23, 2015 10:43 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John

Frank, Carol

From: Gentile, Richard
Sent: Tuesday, March 24, 2015 1:51 PM
To: Frank, Carol
Subject: RE: Silva's Champions Walk for Education

Great. I understand that they are an LLC. If that is the case the application should be in the name of the LLC

From: Frank, Carol
Sent: Tuesday, March 24, 2015 7:03 AM
To: Gentile, Richard
Subject: RE: Silva's Champions Walk for Education

They went through Riverfront Recapture and were sent to us by Josh Urrutia. We have spoken so Josh knows they were here. Do I need anything from him?

From: Gentile, Richard
Sent: Monday, March 23, 2015 3:34 PM
To: Frank, Carol; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
Subject: RE: Silva's Champions Walk for Education

I do not see that Silva's is a corporation, LLC etc. Does anyone have any further information on their legal status. Also, does Riverfront Recapture need to sign off since they run events at the park?

From: Frank, Carol
Sent: Monday, March 23, 2015 10:42 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
Subject: Silva's Champions Walk for Education

Good morning all.

Attached please find the Outdoor Amusement Permit Application, Certificate of Insurance and your Director's Review and Notice in connection with the above captioned event.

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, April 6, 2015. Thank you.

If you should have any questions, please feel free to contact me.

Carol A. Frank
East Hartford Police Department
Support Services Bureau
31 School Street

Frank, Carol

From: Tonish Morgan Elmore <tmelmore24@aol.com>
Sent: Thursday, March 26, 2015 9:27 AM
To: Frank, Carol
Subject: Re: Certificate of Insurance - Silva's Walk

Good Morning.

I will send this right away, and get what's necessary over to you. Thank you so much for your help!

*Blessings,
Tonish Morgan Elmore*

-----Original Message-----

From: CFrank <CFrank@easthartfordct.gov>
To: tmelmore24 <tmelmore24@aol.com>
Sent: Thu, Mar 26, 2015 8:38 am
Subject: FW: Certificate of Insurance - Silva's Walk

Good morning Tonish.

Can you please forward this to your insurance agent as soon as possible.

As Cindy has indicated, what you forwarded is **not** the document we require. If he or she has any questions, they should be directed to the Town's Risk Manager, Cindy Bennett at CBennett@easthartfordct.gov or 860-291-7244. Thank you.

Carol

From: Bennett, Cindy
Sent: Thursday, March 26, 2015 8:34 AM
To: Frank, Carol
Cc: tmelmore24@aol.com
Subject: RE: Certificate of Insurance - Silva's Walk

We need a certificate of insurance from Sylvia's-her insurance agent should look at the requirements and send it to us and riverfront recapture.

From: Frank, Carol
Sent: Wednesday, March 25, 2015 8:19 AM
To: Bennett, Cindy
Cc: tmelmore24@aol.com
Subject: FW: Certificate of Insurance - Silva's Walk

Cindy,

Can you please take a look at this? I'm not really sure it's what we're looking for as this isn't anything I've ever seen before. Please advise.

Carol

PD

Frank, Carol

From: DeMaine, Michael
Sent: Tuesday, April 07, 2015 7:58 AM
To: Frank, Carol
Subject: RE: Silva's Champions Walk for Education

Carol,

I approve this permit as presented. I see no anticipated costs for police services.

Sergeant Michael DeMaine
Special Events Supervisor/ PIO
East Hartford Police Department
31 School Street
East Hartford, CT 06108
Office (860)291-7583
Fax (860)289-1249
mdemaine@easthartfordct.gov

From: Frank, Carol
Sent: Thursday, April 02, 2015 11:31 AM
To: DeMaine, Michael
Cc: Hawkins, Mack
Subject: RE: Silva's Champions Walk for Education

Mike,

When you get the chance, can you please review again and send an updated review to offset **your previous disapproval of this application** as we have received the requested map route and contact information? Thanks.

Carol

From: DeMaine, Michael
Sent: Tuesday, March 24, 2015 9:06 AM
To: Frank, Carol
Cc: Hawkins, Mack
Subject: RE: Silva's Champions Walk for Education

Carol,

Please respond to Silva's. The East Hartford Police Department would need a detailed map of walk route and location of registration location/ route organizers/ point of contacts in case of an emergency. Also, a cell phone number for the person in charge the day of the walk, not an office number. At this time I do not approve this application.

Sergeant Michael DeMaine

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department



SCOTT M. SANSOM
CHIEF OF POLICE

East Hartford, Connecticut 06108-2638

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

www.easthartfordct.gov

April 6, 2015

Richard F. Kehoe, Chairman
East Hartford Town Council
740 Main Street
East Hartford, CT 06108

**Re: Outdoor Amusement Permit Application -
"Gengras Spring Open House"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **Gengras Motor Cars, Inc. by Stephen T. Bray, Its Events Coordinator**. The applicant seeks to conduct a Spring Open House. Motorcycle rides will be offered by Gengras staff where riders will have the opportunity to take test rides and the event will also feature music, food, sales and vendors. The weekend event will be held at **221 Governor Street**, on the following days and times in **2015**:

Saturday, May 16	9AM – 5PM	Music 10AM – 2PM
Sunday, May 17	10AM – 3PM	Music 10AM – 2PM

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed by the Directors of the Fire, Health, Parks & Recreation, Public Works Departments and the Offices of the Corporation Counsel and Finance.

The **Office of Corporation Counsel** approves the application as submitted.

The **Risk Management Department** states that a current Certificate of Insurance for One (1) Million Dollars general liability will be required. The Town of East Hartford must be named and endorsed on the general liability policy as an additional insured for the this event.

The **Parks & Recreation, Health Department, Fire and Public Works Departments** approve the application as submitted and state **there are no anticipated costs to their Departments for this event**.

The **Police Department** conducted a review of the application and the following comments/recommendations are made:

- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.
- **There are no anticipated costs to the Department for this event.**

Respectfully submitted for your information.

Sincerely,


Scott M. Sansom
Chief of Police

Cc: Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

OUTDOOR AMUSEMENT PERMITS
31 SCHOOL STREET
EAST HARTFORD, CT 06108-2638
(860) 528-4401

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

THIS APPLICATION IS DUE NOT LESS THAN 30 DAYS PRIOR TO THE EVENT APPLIED FOR

1. Name of Event:
Gengras Spring Open House
2. Date(s) of Event:
May 16-17, 2015
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant) :
Gengras Motor Cars, Inc.
300 Ct Blvd, East Hartford, Ct 06108
By: Steve Bray, Events Coordinator. Cell 860-869-8963
Work 860-727-6608 115 Brentmoor rd, East Hartford, Ct 06118
sbray@gengras.com
4. If Applicant is a partnership, corporation, limited liability company, club, or association, list the names of all partners, members, directors and officers AND provide their business address.
Skip Gengras, Chip Gengras, Jonathan Gengras, Gengras Motorcycles, Inc.
300 Connecticut Blvd, East Hartford, CT. 06108
5. List the location of the proposed amusement: (Name of facility and address)
Gengras H-D 221 Governor St. East Hartford, CT. 06108
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
May 16 9am-5pm, May 17 10am-3pm
7. Provide a detailed description of the proposed amusement:
Open House with vendors outdoors. Motorcycle Demo rides offered by Gengras Sales Staff. Local Harley Owners Group (Dealer sponsored) cooking free hamburgers and hotdogs. DJ or band outdoors.

8. Will music or other entertainment be provided wholly or partially outdoors?

Yes No

a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? 10am-2pm both days

9. What is the expected age group(s) of participants?

adults 18 and older. Some families.

10. What is the expected attendance at the proposed amusement:

(If more than one performance, indicate time / day / date and anticipated attendance for each.)

May 16. 250 people. May 17. 200 people

11. Provide a detailed description of the proposed amusement's anticipated impact on the surrounding community. Please comment on each topic below:

a. Crowd size impact:

Crowd impact will be minimal. Ample parking provided.

b. Traffic control and flow plan at site & impact on surrounding / supporting streets:

No impact expected, as we are easily accessible from multiple routes.

c. Parking plan on site & impact on surrounding / supporting streets:

Little to no impact, ample parking in Gengras owned lots.

d. Noise impact on neighborhood:

Minimal as we are located in a commercial building zone, day time event.

e. Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement:

Gengras staff will be responsible for trash disposal.

f. List expected general disruption to neighborhood's normal life and activities:

None

g. Other expected influence on surrounding neighborhood:

None

12. Provide a detailed plan for the following:

a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:

Entrances will be clear \, as well as fire lanes in case of an emergency

b. Provisions for notification of proper authorities in the case of an emergency:

Multiple on site phones are available in case of an emergency.

c. Any provision for on-site emergency medical services:

None

d. Crowd control plan:

Activities in multiple areas and staff will guide attendees.

e. If on town property, the plan for the return of the amusement site to pre-amusement condition:

N/A

f. Provision of sanitary facilities:

On site indoor restrooms, Porto Potties and handwashing station.

13. Will food be provided, served, or sold on site:

Food available Yes No AND contact has been made with the East Hartford Health

Department Yes No.

14. Does the proposed amusement involve the sale and/or provision of alcoholic beverages to amusement attendees,

Yes No Alcoholic beverages will be served / provided.

If 'YES', describe, in detail, any and all arrangements and what procedures shall be employed:

a. For such sale or provision,

b. To ensure that alcohol is not sold or provided to minors or intoxicated persons.

Check if copy of the liquor permit, as required by State law, is included with application.

15. Include any other information which the applicant deems relevant (ie: time waivers and fee waiver requests should go here):

CGS Sec. 53a-157. False Statement: Class A Misdemeanor.

A person is guilty of False Statement when he intentionally makes a false written statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he does not believe to be true and which statement is intended to mislead a public servant in the performance of his official duties.

a. False Statement is a Class A Misdemeanor.

b. The penalty for a Class A Misdemeanor is imprisonment for a term not to exceed one (1) year, or a fine not to exceed \$1,000, or both a fine and imprisonment.

I declare, under the penalties of False Statement, that the information provided in this application is true and correct to the best of my knowledge:

Stephen T Bray

(Legal Name of Applicant)


(Applicant Signature)

Stephen T Bray
(Printed Name)

3/20/15
(Date Signed)

Events Coordinator

(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

N/A

Received By: Carol Stant

Employee Number: 9019

Date & Time Signed: March 23, 2011 9:50 AM ~~PM~~

Time remaining before event: 30th days.

If roads or sidewalks will be closed to public use as a result of this event the applicant must comply with signage requirements per Section 5-4 and present a signed affidavit attesting to this at the Town Council meeting.

Fire Dept



Scott M. Sansom
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **May 16 & 17, 2015**

Event: **Gengras Spring Open House**

Applicant: **Gengras Motor Cars, Inc. by Stephen T. Bray, its Events Coordinator**

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed and the following recommendation is made:

- 1. the application be approved as submitted.
 - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
 - 3. the application be disapproved for the reason(s) set forth in the attached comments.
-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
- Anticipated Cost(s) if known \$ 0

William Perez, Assistant Fire Chief April 2, 2015
Signature _____ Date

Comments:

Parks + Rec



Scott M. Sansom
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Marcia A. Leclerc
Mayor

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- 1. the application be approved as submitted.
 - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
 - 3. the application be disapproved for the reason(s) set forth in the attached comments.
-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
-
- Anticipated Cost(s) if known \$0

Ted Fravel

Signature

4/1/15

Date

Comments:

Frank, Carol

From: Milkove, Tess
Sent: Thursday, April 02, 2015 9:40 AM
To: Frank, Carol
Cc: Bockus, Tim
Subject: RE: Gengras Spring Open House

Carol,

I have reviewed this application and Pursuant to Town Ordinance 5.3. I recommend that the application be approved.

There is no anticipated cost to the department.

Tess Milkove, PE
Assistant Director of Public Works
Town of East Hartford
740 Main Street
East Hartford, CT 06108
Phone (860)291-7365
Fax (860) 291-7370
www.easthartfordct.gov

From: Frank, Carol
Sent: Monday, March 23, 2015 10:44 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
Subject: Gengras Spring Open House

Good morning all.

Attached please find the Outdoor Amusement Permit Application and Director's Review and Notice in connection with the above captioned event.

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, April 6, 2015. Thank you.

If you should have any questions, please feel free to contact me.

Carol A. Frank
East Hartford Police Department
Support Services Bureau
31 School Street

Frank, Carol

From: Gentile, Richard
Sent: Monday, March 23, 2015 3:56 PM
To: Frank, Carol
Subject: RE: Gengras Spring Open House

I have no comments on this application

From: Frank, Carol
Sent: Monday, March 23, 2015 10:44 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
Subject: Gengras Spring Open House

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If you should have any questions, please feel free to contact me.

Carol A. Frank
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

Ph: 860-291-7631
Fax: 860-610-6290

Frank, Carol

From: Bennett, Cindy
Sent: Monday, March 23, 2015 10:51 AM
To: Frank, Carol
Subject: RE: Gengras Spring Open House

Hi Carol-I do not have a current certificate from Gengras so we will need proof of a 1 million dollar general liability policy naming and endorsing the policy that the Town is listed as an additional insured for this event. thanks

From: Frank, Carol
Sent: Monday, March 23, 2015 10:44 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
Subject: Gengras Spring Open House

Good morning all.

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If you should have any questions, please feel free to contact me.

Carol A. Frank
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

Ph: 860-291-7631
Fax: 860-610-6290

Frank, Carol

From: DeMaine, Michael
Sent: Thursday, March 26, 2015 7:55 AM
To: Frank, Carol
Subject: RE: Gengras Spring Open House

Carol,

I see no issue with this application. I do not anticipate overtime costs by the Police Department. The District car will provide extra attention.

Sergeant Michael DeMaine
Special Events Supervisor/ PIO
East Hartford Police Department
31 School Street
East Hartford, CT 06108
Office (860)291-7583
Fax (860)289-1249
mdemaine@easthartfordct.gov

From: Frank, Carol
Sent: Monday, March 23, 2015 10:44 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
Subject: Gengras Spring Open House

Good morning all.

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If you should have any questions, please feel free to contact me.

Carol A. Frank
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

Insp + permits

Frank, Carol

From: Grew, Greg
Sent: Monday, March 23, 2015 5:38 PM
To: Frank, Carol
Subject: Re: Gengras Spring Open House

Carol:

Per Ordinance 5-3 my review and approval is not required. Permits and inspections may be required for temporary installations.

Thanks

Greg Grew

MILTON GREGORY GREW, AIA
Director of Inspections & Permits
(Building / Zoning / Property Maint.)
TOWN OF EAST HARTFORD
740 Main Street
East Hartford, CT 06108
Direct [\(860\) 291-7345](tel:8602917345)
Mobile [\(860\) 874-8034](tel:8608748034)
www.easthartfordct.gov

From: Frank, Carol
Sent: Monday, March 23, 2015 10:44 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
Subject: Gengras Spring Open House

Good morning all.

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If you should have any questions, please feel free to contact me.

Carol A. Frank
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

SCOTT M. SANSOM
CHIEF OF POLICE

East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

www.easthartfordct.gov

April 7, 2015

Richard F. Kehoe, Chairman
East Hartford Town Council
740 Main Street
East Hartford, CT 06108

**Re: Outdoor Amusement Permit Application -
"2015 Memorial Day Parade"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **The East Hartford Patriotic Commission** by **Melodie S. Wilson, its Chairperson**. The applicant seeks to hold the Town's annual **Memorial Day Parade** on **Monday, May 25, 2015** between the hours of **9:30 AM to noon with music during the same hours**. The parade route will begin by going west on Burnside Avenue beginning at 777 Burnside Avenue (East Hartford Middle School), to Hillside St., then south on Hillside Street to its conclusion at the Hillside Cemetery.

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed by the Directors of the Fire, Health, Parks & Recreation, Public Works Departments and the Offices of the Corporation Counsel and Finance.

The **Offices of Corporation Counsel and Finance** approve the application as submitted.

The **Fire, Health and Parks & Recreation Departments** approve the application as submitted and state there are no anticipated costs to their Departments for this event.

The **Public Works Department** approves the application as submitted subject to the following:

- The applicant shall obtain a Highway Use Permit from the DOT District 1 Office for the closure and detour of Burnside Avenue (Route 44).
- The applicant shall coordinate the placement and removal of barricades and signs with the Department of Public Works and Park Maintenance.
- **The anticipated cost to the department for this event is \$2,900.00.**

The **Police Department** can supply adequate police protection with the hiring of additional police personnel for the conduct of this activity and offers the following comments:

- The proposed route requires the establishment of two (2) complex detour routes. This will require employing approximately thirty-five (35) Police Officers to establish and maintain the parade route and traffic detours. The majority of these Officers will be provided through overtime hiring.

- **Anticipated cost to the Department for this event is \$12,000.00.**
- The applicant has made or will make application to the State Traffic Commission for the necessary road closure permit for Route 44 (Burnside Avenue) and to the Town's Director of Public Works for Hillside Street. It is anticipated that these permits will be approved.
- The necessary prohibition of all vehicles on the parade route (Burnside Avenue between Long Hill and Hillside Streets and between Hillside and Roberts Streets) will severely disrupt the traffic flow in the vicinity. This prohibition is anticipated to be for a period of approximately 3.5 hours. Alternative routes to most intersecting streets are available. It should be noted that during the road closure period, vehicles will not be allowed to exit or enter onto Burnside Avenue from the following streets:

Bidwell Street	Moore Avenue
Church Street	Price Court
Elmer Street	School Street
Francis Street	Scotland Road
Hanmer Street	Terry Street
Howard Court	Williams Street
Larrabee Street	Wind Road

- The posting of temporary NO PARKING signs and the placement of temporary traffic barricades and over numerous detour signs will be accomplished by the Public Works Department. These signs and barricades facilitate the closing of the parade route. Because of the complexity and scope of this task, it will be necessary to establish early detours, and close the parade route to vehicles well in advance of the actual parade obstruction.
- During the parade, access to the area for emergency vehicles will continue to be provided. Police personnel equipped with two-way radios are stationed along the parade route at strategic locations. Should access by emergency vehicles be necessary, the parade is halted, and marking units shifted to one side of the street, thereby allowing for the safe passage of emergency vehicles and personnel.
- No vehicles will be permitted inside Hillside Cemetery. It will be necessary for parade route vehicles to be parked on side streets in the area of Roberts Street.

Respectfully submitted for your information.

Sincerely,



Scott M. Sansom
Chief of Police

Cc: Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

OUTDOOR AMUSEMENT PERMITS
31 SCHOOL STREET
EAST HARTFORD, CT 06108-2638
(860) 528-4401

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

THIS APPLICATION IS DUE NOT LESS THAN 30 DAYS PRIOR TO THE EVENT APPLIED FOR

1. Name of Event:
2015 Memorial Day Parade
2. Date(s) of Event:
Monday, May 25th, 2015
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant) :
East Hartford Patriotic Commission, c/o Melodie D. Wilson, 272 Goodwin St., EHCT 06108-1132. 860-291-9172 lemnoqliw@comcast.net.

#4 below. All officers and Patriotic Commissioners listed.
4. If Applicant is a partnership, corporation, limited liability company, club, or association, list the names of all partners, members, directors and officers AND provide their business address.
Melodie Wilson 272 Goodwin St (Chair), Timothy Siggia 145 Arbutus St. (Vice Chair) Robert Falkevitz 6 Burke St. (Treasurer), Patricia Begley 18 Springside Ave., Gregory Sims 245 Hollister Dr., Vincent Parys 1408 Silver La., Susan Tukey 51 Cheyenne Rd. Eugene Pushefski 58 Barbara Dr. Paul Barry 23 Candlewood Dr. Ed Dettore 54 Garden St. Bernard Carona 27 Winding La.
5. List the location of the proposed amusement: (Name of facility and address)
Parade Route: 777 Burnside Ave. to Hillside Cemetery.
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
May 25th, 2015 from 0930 to approximately 1200
7. Provide a detailed description of the proposed amusement:
Marching bands, musicians, various organizations Veteran's organizations marching and driving.

8. Will music or other entertainment be provided wholly or partially outdoors?

Yes No

a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)?

9. What is the expected age group(s) of participants?

8 year old baseball clubs to Veterans and elderly participants

10. What is the expected attendance at the proposed amusement:

(If more than one performance, indicate time / day / date and anticipated attendance for each.)

Parade route several hundred to 50 at the cemetery program

11. Provide a detailed description of the proposed amusement's anticipated impact on the surrounding community. Please comment on each topic below:

a. Crowd size impact:

Please see parade book detail at Headquarters

b. Traffic control and flow plan at site & impact on surrounding / supporting streets:

(See a.)

c. Parking plan on site & impact on surrounding / supporting streets:

(See a.)

d. Noise impact on neighborhood:

(See a.)

e. Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement:

(See a.)

f. List expected general disruption to neighborhood's normal life and activities:

(See a.)

g. Other expected influence on surrounding neighborhood:

(See a.)

12. Provide a detailed plan for the following:

a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:

(See 11a.)

b. Provisions for notification of proper authorities in the case of an emergency:

(See 11a.)

c. Any provision for on-site emergency medical services:

(See 11a.)

d. Crowd control plan:

(See 11a.)

e. If on town property, the plan for the return of the amusement site to pre-amusement condition:

(See 11a.)

f. Provision of sanitary facilities:

(See 11a.)

13. Will food be provided, served, or sold on site:

Food available Yes No **AND** contact has been made with the East Hartford Health

Department Yes No.

14. Does the proposed amusement involve the sale and/or provision of alcoholic beverages to amusement attendees,

Yes No Alcoholic beverages will be served / provided.

If 'YES', describe, in detail, any and all arrangements and what procedures shall be employed:

- a. For such sale or provision,
- b. To ensure that alcohol is not sold or provided to minors or intoxicated persons,

Check if copy of the liquor permit, as required by State law, is included with application.

15. Include any other information which the applicant deems relevant (ie: time waivers and fee waiver requests should go here):

CGS Sec. 53a-157. False Statement: Class A Misdemeanor.

A person is guilty of False Statement when he intentionally makes a false written statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he does not believe to be true and which statement is intended to mislead a public servant in the performance of his official duties.

- a. False Statement is a Class A Misdemeanor.
- b. The penalty for a Class A Misdemeanor is imprisonment for a term not to exceed one (1) year, or a fine not to exceed \$1,000, or both a fine and imprisonment.

I declare, under the penalties of False Statement, that the information provided in this application is true and correct to the best of my knowledge:

Melodie D. Wilson, Chair

(Legal Name of Applicant)



(Applicant Signature)

Melodie D. Wilson

(Printed Name)

03/02/2015

(Date Signed)

Chairperson

(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

Received By: Carol Frank
Employee Number: 9019
Date & Time Signed: March 23, 2015 8:30 AM ~~PM~~
Time remaining before event: 30⁺ days.

If roads or sidewalks will be closed to public use as a result of this event the applicant must comply with signage requirements per Section 5-4 and present a signed affidavit attesting to this at the Town Council meeting.



Scott M. Sansom
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **May 25, 2015**
Event: **Memorial Day Parade**
Applicant: **The East Hartford Patriotic Commission by Melodie S. Wilson, its Chairperson**

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed and the following recommendation is made:

- 1. the application be approved as submitted.
 - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
 - 3. the application be disapproved for the reason(s) set forth in the attached comments.
-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
-
- Anticipated Cost(s) if known \$0

Ted Fravel

Signature

4/1/15

Date

Comments:

Frank, Carol

From: Milkove, Tess
Sent: Wednesday, March 25, 2015 2:52 PM
To: Frank, Carol
Cc: Bockus, Tim
Subject: RE: Memorial Day Parade 2015

Carol,

I have reviewed this application and Pursuant to Town Ordinance 5.3. I recommend that the application be approved subject to the following conditions:

1. The applicant shall obtain a highway use permit from the DOT District 1 office for the closure and detour of Burnside Avenue (Route 44).
2. The applicant shall coordinate the placement and removal of barricades and signs with the Department of Public Works and Park Maintenance.

The anticipated cost to the department will be \$2,900.

Tess Milkove, PE
Assistant Director of Public Works
Town of East Hartford
740 Main Street
East Hartford, CT 06108
Phone (860)291-7365
Fax (860) 291-7370
www.easthartfordct.gov

From: Frank, Carol
Sent: Monday, March 23, 2015 10:44 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMalne, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
Subject: Memorial Day Parade 2015

Good morning all.

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If you should have any questions, please feel free to contact me.

Corp Counsel

Frank, Carol

From: Gentile, Richard
Sent: Monday, April 06, 2015 9:20 AM
To: Frank, Carol; DeMaine, Michael
Subject: RE: Amusement Permits Reviews

I have no comments on either of these applications.

Richard P. Gentile
Assistant Corporation Counsel
Town of East Hartford
740 Main Street
East Hartford, CT 06108
rpgentile@easthartfordct.gov
860-291-7217

From: Frank, Carol
Sent: Monday, April 06, 2015 8:11 AM
To: Gentile, Richard; DeMaine, Michael
Subject: Amusement Permits Reviews

Good morning Gentlemen.

Just a reminder that the following reviews are due:

Corporation Counsel – Town of East Hartford Wellness Fair and Memorial Day Parade

Police Dept – Memorial Day Parade

If you could forward at your earliest convenience, it would be appreciated. Thank you.

Carol A. Frank
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

Ph: 860-291-7631
Fax: 860-610-6290

Frank, Carol

From: Bennett, Cindy
Sent: Monday, March 23, 2015 10:47 AM
To: Frank, Carol
Subject: RE: Memorial Day Parade 2015

The patriotic commission is covered under the towns liability program. No certificate needed-thanks

From: Frank, Carol
Sent: Monday, March 23, 2015 10:44 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
Subject: Memorial Day Parade 2015

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If you should have any questions, please feel free to contact me.

Carol A. Frank
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

Ph: 860-291-7631
Fax: 860-610-6290

Frank, Carol

From: DeMaine, Michael
Sent: Monday, March 30, 2015 7:43 AM
To: Frank, Carol
Subject: RE: Memorial Day Parade 2015

Carol,

The Police Department anticipates an estimated \$12,000 in overtime to properly staff the Memorial Day Parade 2015.

Sergeant Michael DeMaine
Special Events Supervisor/ PIO
East Hartford Police Department
31 School Street
East Hartford, CT 06108
Office (860)291-7583
Fax (860)289-1249
mdemaine@easthartfordct.gov

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Sent: Monday, March 23, 2015 10:44 AM
To: Bockus, Tim; Cordler, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
Subject: Memorial Day Parade 2015

Good morning all.

Attached please find the Outdoor Amusement Permit Application and your Director's Review and Notice in connection with the above captioned event.

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by **Monday, April 6, 2015.** Thank you.

If you should have any questions, please feel free to contact me.

Carol A. Frank
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

Frank, Carol

From: Grew, Greg
Sent: Monday, March 23, 2015 5:38 PM
To: Frank, Carol
Subject: Re: Memorial Day Parade 2015

Carol:
Per Ordinance 5-3 my review and approval is not required. Permits and inspections may be required for temporary installations.
Thanks
Greg Grew

MILTON GREGORY GREW, AIA
Director of Inspections & Permits
(Building / Zoning / Property Maint.)
TOWN OF EAST HARTFORD
740 Main Street
East Hartford, CT 06108
Direct (860) 291-7345
Mobile (860) 874-8034
www.easthartfordct.gov

From: Frank, Carol
Sent: Monday, March 23, 2015 10:43 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
Subject: Memorial Day Parade 2015

Good morning all.

Attached please find the Outdoor Amusement Permit Application and your Director's Review and Notice in connection with the above captioned event.

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, April 6, 2015. Thank you.

If you should have any questions, please feel free to contact me.

Carol A. Frank
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department



East Hartford, Connecticut 06108-2638

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

SCOTT M. SANSOM
CHIEF OF POLICE

www.easthartfordct.gov

April 6, 2015

Richard F. Kehoe, Chairman
East Hartford Town Council
740 Main Street
East Hartford, CT 06108

**Re: Outdoor Amusement Permit Application
"Town of East Hartford Wellness Fair"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **Eliza's Energy Source, by Eliza Westberry, its CEO-Owner**. The applicant seeks to conduct a **Wellness Fair on the Town Green on Sat., May 30, 2015, from 10 AM – 2 PM** with music during the same hours. The fair will include dance and fitness demonstrations, various health screenings and demonstrations of its Healing Arts program. In the event of inclement weather, the activities will be held inside the Community Cultural Center.

The applicant respectfully **requests a waiver of the associated permit fee**, under the provisions of (TO) 5-6(a), due to the Town of East Hartford as the applicant hopes to provide an informational forum on the various aspects of health as it applies to the Town's residents.

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed by the Directors of the Fire, Health, Parks & Recreation, Public Works Departments and the Offices of the Corporation Counsel and Finance.

The **Offices of Corporation Counsel and Risk Management Department** approve the application as submitted.

The **Fire and Public Works Departments** approve the application as submitted and state **there are no anticipated costs to their Departments.**

The **Parks & Recreation Department** approves the application as submitted and further states that the anticipated cost to the Department is **\$325.00.**

The **Health Department** recommends approval provided that any temporary Food Service Permit Applications be submitted to the Health Department at least two (2) weeks prior to the event. It further **states there are no anticipated costs to the Department.**

The **Police Department** conducted a review of the application and the following comments/recommendations are made:

- The Police Department can provide adequate police protection for the

event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.

- **There are no anticipated costs to the Department.**

Respectfully submitted for your information.

Sincerely,



Scott M. Sansom
Chief of Police

Cc: Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

OUTDOOR AMUSEMENT PERMITS
31 SCHOOL STREET
EAST HARTFORD, CT 06108-2638
(860) 528-4401



Scott M. Sansom
Chief of Police

OUTDOOR AMUSEMENT PERMIT APPLICATION

THIS APPLICATION IS DUE NOT LESS THAN 30 DAYS PRIOR TO THE EVENT APPLIED FOR

1. Name of Event:
Town of East Hartford Wellness Fair
2. Date(s) of Event:
May 30, 2015
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant) :
Eliza's Energy Source The Fitness Creators
Eliza Kearsse-Westberry
910 Burnside Ave, East Hartford CT
eliza@elizasenergysource.com
860.997.1703
4. If Applicant is a partnership, corporation, limited liability company , club, or association, list the names of all partners, members, directors and officers AND provide their business address.
Eliza Kearsse-Westberry
Eliza's Energy Source The Fitness Creators
860-997-1703
910 Burnside Ave, East Hartford CT
eliza@elizasenergysource.com
5. List the location of the proposed amusement: (Name of facility and address)
See Attached
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
May 30, 2015 10am – 2pm
7. Provide a detailed description of the proposed amusement:
See Attached

8. Will music or other entertainment be provided wholly or partially outdoors?

Yes No

a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? **Same day and location 10am – 2 pm**

9. What is the expected age group(s) of participants?

All Ages - Family Event

10. What is the expected attendance at the proposed amusement:

(If more than one performance, indicate time / day / date and anticipated attendance for each.)

See Attached

11. Provide a detailed description of the proposed amusement's anticipated impact on the surrounding community. Please comment on each topic below:

a. Crowd size impact:

Town residents, friends, and family

b. Traffic control and flow plan at site & impact on surrounding / supporting streets:

Main Street & connecting streets to town green or Comm Center

c. Parking plan on site & impact on surrounding / supporting streets:

Minimal impact ample parking available at the town green & Comm Ctr

d. Noise impact on neighborhood:

Minimal impact on neighborhood, music played during normal business hours

e. Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement:

Park & Rec Depart will provide trash cans & remove trash.

f. List expected general disruption to neighborhood's normal life and activities:

Increased traffic flow, pedestrians, and cars parked on side streets.

g. Other expected influence on surrounding neighborhood:

Positive influence allowing residents to enjoy a fun-filled healthy day.

12. Provide a detailed plan for the following:

a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:

: All emergency vehicles & personal would have full access.

b. Provisions for notification of proper authorities in the case of an emergency:

EES or the Parks & Rec Depart would contact the proper authorizes.

c. Any provision for on-site emergency medical services:

A basic first aid kit will be available or contact proper emergency authorities

d. Crowd control plan:

EES & Parks & Rec staff will direct the flow of traffic and monitor crowd control

e. If on town property, the plan for the return of the amusement site to pre-amusement condition:

All trash, equipment used for the fair, and signage will be removed.

f. Provision of sanitary facilities:

Parks & Rec Depart will provide trash cans and dispose of the trash

13. Will food be provided, served, or sold on site:

Yes, upon permit approval EES will contact E.Htfd Health Dept.

Food available Yes No AND contact has been made with the East Hartford Health

Department Yes No.

14. Does the proposed amusement involve the sale and/or provision of alcoholic beverages to amusement attendees,

Yes No Alcoholic beverages will be served / provided.

If 'YES', describe, in detail, any and all arrangements and what procedures shall be employed:

a. For such sale or provision,

b. To ensure that alcohol is not sold or provided to minors or intoxicated persons.

Check if copy of the liquor permit, as required by State law, is included with application.

15. Include any other information which the applicant deems relevant (ie: time waivers and fee waiver requests should go here):

See attached

CGS Sec. 53a-157. False Statement: Class A Misdemeanor.

A person is guilty of False Statement when he intentionally makes a false written statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he does not believe to be true and which statement is intended to mislead a public servant in the performance of his official duties.

a. False Statement is a Class A Misdemeanor.

b. The penalty for a Class A Misdemeanor is imprisonment for a term not to exceed one (1) year, or a fine not to exceed \$1,000, or both a fine and imprisonment.

I declare, under the penalties of False Statement, that the information provided in this application is true and correct to the best of my knowledge:

Eliza Kearse-Westberry

(Legal Name of Applicant)

Eliza Kearse-Westberry
(Applicant Signature)

Eliza Kearse-Westberry

(Printed Name)

3/3/2015

(Date Signed)

Full and normal capacity

(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

N/A

Received By: Carmel Stark

Employee Number. 9019

Date & Time Signed: March 23 2015 8:47 AM ~~PM~~

Time remaining before event: 30¹/₄ days.

If roads or sidewalks will be closed to public use as a result of this event the applicant must comply with signage requirements per Section 5-4 and present a signed affidavit attesting to this at the Town Council meeting.

5. Town Green, 50 Chapman Place, East Hartford, CT. 06108
In case of rain East Hartford Community Center, 50 Chapman Place,
East Hartford, CT. 06108

7. This event is a Wellness Fair to help inform and encourage the participants to become healthier. By providing different vendors, we hope to educate everyone on ways to have fun while improving their health status. We will have demonstrations provided to encourage patrons to make healthier nutritional choices and fitness goals as well as improving their overall wellness lifestyle. Demonstrations will include but not limited to exercise, agility course, cooking, martial arts, and dance. A variety of health screenings will be offer such as chiropractic, bone density, vein screenings, rectal and colon cancer, blood pressure, cholesterol and more. The final component will include our Healing Arts program offering demonstrations on Reiki, Reflexology, Massage Therapy, BioMat Feedback, Acupuncture, and much more.

10. DJ playing music 10-2pm
Demonstrations 20/30 mins (Performances may change)
Self Defense 10:30am
Senior Fitness 11:00am
Zumba 11:30am
Kettle Bell Boot Camp 12:00pm
Dance Group 12:30pm
Karate 1:00pm
Yoga or Pilates 1:30pm

15. This event is in cooperation with the Town of East Hartford's Park and Recreation Department and we are requesting the fee be waived. All Vendors will provide the Town of East Hartford with an Additional Insurer Policy prior to the event.

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 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).

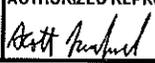
PRODUCER K & K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne Indiana 46804	CONTACT NAME: Mass Merch Underwriting
	PHONE (A/C, No. Ext): 800-596-0969 FAX (A/C, No): 888-827-1185
	E-MAIL ADDRESS: fitnessrpg@kandkinsurance.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A: Nationwide Mutual Insurance Company NAIC # 23787
	INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** W00529072 **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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YY)	POLICY EXP (MM/DD/YY)	LIMITS	
A X	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN: AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X		6BRPG0000005527100	09/07/2014 2:48 PM EDT	09/07/2015 12:01 AM	EACH OCCURRENCE	\$2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$2,000,000
							GENERAL AGGREGATE	\$5,000,000
							PRODUCTS-COMP/OP AGG	\$2,000,000
							PROFESSIONAL LIABILITY	\$2,000,000
							LEGAL LIAB TO PARTICIPANTS	\$2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS Not provided while in Hawaii						COMBINED SINGLE LIMIT (Ea Accident)	
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE	
							AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETORSHIP/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE	OTHER
							E.L. EACH ACCIDENT	
							E.L. DISEASE - EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
	MEDICAL PAYMENTS FOR PARTICIPANTS						PRIMARY MEDICAL	
							EXCESS MEDICAL	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certified Instructor of: Aerobics, Cardio kickboxing, Children's fitness programs, Country western, Exercise, Fitness bootcamp, Personal training, Pilates, Strength, Yoga, ZUMBA (R)
 The certificate holder is added as an additional insured, but only for liability caused, in whole or in part, by the acts or omissions of the named insured.

CERTIFICATE HOLDER Town of East Hartford Parks and Recreation Department 50 Chapman Place East Hartford, CT 06108 (Owner/Lessor of Premises)	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 
---	---



Scott M. Sansom
Chief of Police

**TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401**



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **May 30, 2015**

Event: **Town of East Hartford Wellness Fair**

Applicant: **Eliza's Energy Source, by Eliza Westberry, its CEO-Owner.**

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed and the following recommendation is made:

- 1. the application be approved as submitted.
- 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
- 3. the application be disapproved for the reason(s) set forth in the attached comments.

- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel

Anticipated Cost(s) if known \$ 0

William Perez, Assistant Fire Chief
Signature

April 2, 2015

Date

Comments:



Scott M. Sansom
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: May 30, 2015

Event: Town of East Hartford Wellness Fair

Applicant: Eliza's Energy Source, by Eliza Westberry, its CEO-Owner.

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed and the following recommendation is made:

- 1. the application be approved as submitted.
- 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
- 3. the application be disapproved for the reason(s) set forth in the attached comments.

- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel

Anticipated Cost(s) if known \$ _____ 0 _____

Marcia A. Leclerc
Signature

3/24/15
Date

Comments:

Approval recommended provided that any Temporary Foodservice Permit Applications are submitted to the Health Dept. at least 2 weeks prior to the event.



Scott M. Sansom
Chief of Police

**TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401**



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **May 30, 2015**

Event: **Town of East Hartford Wellness Fair**

Applicant: **Eliza's Energy Source, by Eliza Westberry, its CEO-Owner.**

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed and the following recommendation is made:

1. the application be approved as submitted.
2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
3. the application be disapproved for the reason(s) set forth in the attached comments.

- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel

Anticipated Cost(s) if known \$325.00

Ted Fravel

Signature

4/1/15

Date

Comments:

Frank, Carol

From: Milkove, Tess
Sent: Thursday, April 02, 2015 9:39 AM
To: Frank, Carol
Cc: Bockus, Tim
Subject: RE: FW: Town of East Hartford Wellness Fair

Carol,

I have reviewed this application and Pursuant to Town Ordinance 5.3. I recommend that the application be approved.

There is no anticipated cost to the department.

Tess Milkove, PE
Assistant Director of Public Works
Town of East Hartford
740 Main Street
East Hartford, CT 06108
Phone (860)291-7365
Fax (860) 291-7370
www.easthartfordct.gov

From: Frank, Carol
Sent: Thursday, April 02, 2015 8:13 AM
To: Milkove, Tess
Subject: FW: FW: Town of East Hartford Wellness Fair

Good morning Tess.

You had requested this information and Eliza did respond and I forgot to forward to you for your review. Sorry!

Carol

From: Eliza Kearse-Westberry [<mailto:Eliza@ElizasEnergySource.com>]
Sent: Wednesday, March 25, 2015 3:15 PM
To: Frank, Carol
Cc: Milkove, Tess
Subject: Re: FW: Town of East Hartford Wellness Fair

We hope to have 200-300 people during the course of the 4 hours. Is this all you need?

On Tue, Mar 24, 2015 at 2:01 PM, <CFrank@easthartfordct.gov> wrote:

Good afternoon Eliza.

Corp Council

Frank, Carol

From: Gentile, Richard
Sent: Monday, April 06, 2015 9:20 AM
To: Frank, Carol; DeMaine, Michael
Subject: RE: Amusement Permits Reviews

I have no comments on either of these applications.

Richard P. Gentile
Assistant Corporation Counsel
Town of East Hartford
740 Main Street
East Hartford, CT 06108
rpgentile@easthartfordct.gov
860-291-7217

From: Frank, Carol
Sent: Monday, April 06, 2015 8:11 AM
To: Gentile, Richard; DeMaine, Michael
Subject: Amusement Permits Reviews

Good morning Gentlemen.

Just a reminder that the following reviews are due:

Corporation Counsel – Town of East Hartford Wellness Fair and Memorial Day Parade

Police Dept – Memorial Day Parade

If you could forward at your earliest convenience, it would be appreciated. Thank you.

Carol A. Frank
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

Ph: 860-291-7631
Fax: 860-610-6290

Frank, Carol

From: Bennett, Cindy
Sent: Thursday, April 02, 2015 9:19 AM
To: Frank, Carol
Subject: RE: Outdoor Amusement Permit reviews needed

Yes the insurance is acceptable-

From: Frank, Carol
Sent: Thursday, April 02, 2015 9:03 AM
To: Bennett, Cindy
Subject: RE: Outdoor Amusement Permit reviews needed

No problem – here it is.

From: Bennett, Cindy
Sent: Thursday, April 02, 2015 8:58 AM
To: Frank, Carol
Subject: RE: Outdoor Amusement Permit reviews needed

What is the Town of EH wellness fair-can you send that over again?? sorry

From: Frank, Carol
Sent: Thursday, April 02, 2015 8:36 AM
To: Gentile, Richard; Milkove, Tess; Perez, William; DeMaine, Michael
Cc: Bennett, Cindy
Subject: Outdoor Amusement Permit reviews needed

Good morning all.

Just a reminder that reviews are due from some departments. I have listed below what is still needed. In some cases, reviews are not actually due until Monday, April 6th, but I'm sending an early reminder as tomorrow is a holiday. As always thank you for your anticipated cooperation.

Rotary Club of East Hartford Duck Race – Corporation Counsel

Gengras Spring Open House - Public Works, Fire Department

Town of East Hartford Wellness Fair – Fire, Public Works, Corporation Counsel , Risk Management

Memorial Day Parade – Fire, Corporation Counsel, Police Department

Cindy – Have you received the current COI from Gengras HD, yet?

Carol A. Frank

Frank, Carol

From: DeMaine, Michael
Sent: Tuesday, March 24, 2015 10:30 AM
To: Frank, Carol
Subject: RE: Town of East Hartford Wellness Fair

Carol,

I see no issue with this event. No anticipated costs by the police department.

Sergeant Michael DeMaine
Special Events Supervisor/ PIO
East Hartford Police Department
31 School Street
East Hartford, CT 06108
Office (860)291-7583
Fax (860)289-1249
mdemaine@easthartfordct.gov

From: Frank, Carol
Sent: Monday, March 23, 2015 10:44 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
Subject: Town of East Hartford Wellness Fair

Good morning all.

Attached please find the Outdoor Amusement Permit Application, Certificate of Insurance and your Director's Review and Notice in connection with the above captioned event.

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, April 6, 2015. Thank you.

If you should have any questions, please feel free to contact me.

Carol A. Frank
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

Ph: 860-291-7631

Inst Permits

Frank, Carol

From: Grew, Greg
Sent: Monday, March 23, 2015 5:38 PM
To: Frank, Carol
Subject: Re: Town of East Hartford Wellness Fair

Carol:

Per Ordinance 5-3 my review and approval is not required. Permits and inspections may be required for temporary installations.

Thanks

Greg Grew

MILTON GREGORY GREW, AIA
Director of Inspections & Permits
(Building / Zoning / Property Maint.)
TOWN OF EAST HARTFORD
740 Main Street
East Hartford, CT 06108
Direct (860) 291-7345
Mobile (860) 874-8034
www.easthartfordct.gov

From: Frank, Carol
Sent: Monday, March 23, 2015 10:43 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
Subject: Town of East Hartford Wellness Fair

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If you should have any questions, please feel free to contact me.

Carol A. Frank
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

Ph: 860-291-7631

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

SCOTT M. SANSOM
CHIEF OF POLICE

37 School Street
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

www.easthartfordct.gov

April 6, 2015

Richard F. Kehoe, Chairman
East Hartford Town Council
740 Main Street
East Hartford, CT 06108

**Re: Outdoor Amusement Permit Application -
"Rotary Club of East Hartford Duck Race"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **The Rotary Club of East Hartford, by Mary G. Martin, its President**. The applicant seeks to conduct a Duck Race on the Hockanum River as a fundraiser. The duck race will take place at the Walnut Street Bridge over the Hockanum River at Labor Field on **Sunday, June 14, 2015** from **2 PM** and ending approximately 15 minutes later.

The applicant respectfully **requests a waiver of the associated permit fee**, under the provisions of (TO) 5-6(a), due to the Town of East Hartford as this is a fundraiser. The proceeds benefit community service projects and also provides scholarships to local graduating seniors.

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed by the Directors of the Fire, Health, Parks & Recreation, Public Works Departments and the Offices of the Corporation Counsel and Finance.

The Offices of Corporation Counsel and Risk Management recommend the application be approved as submitted.

The Parks & Recreation, Health and Fire Departments approve the application as submitted and state **there are no anticipated costs to the Department**.

The Public Works Department recommends the application be approved with the following conditions:

- All spectators shall remain within Labor Field and not along Town or State rights of way.
- A traffic control plan shall be provided detailing the closure of Walnut Street while the loader is operating.
- **The anticipated cost to the Department of Public Works will be \$600.00.**

The Police Department conducted a review of the application and the following comments/recommendations are made:

- Applicant needs a plan and/or details to keep spectators off the north bank of the Hockanum River starting at Walnut Street and ending at the foot bridge across from Long Hill Drive. This should include an Event Coordinator posted at the beginning and end of the above locations to stop spectators from walking

down Burnside Avenue and over the guard rail to the Hockanum River. It should be noted this section of the east bound lane of Burnside Avenue does not have a pedestrian sidewalk and walking in the street is not an option.

- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.
- **There are no anticipated costs to the Department.**

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink that reads "Scott M. Sansom". The signature is written in a cursive, flowing style.

Scott M. Sansom
Chief of Police

Cc: Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

OUTDOOR AMUSEMENT PERMITS
31 SCHOOL STREET
EAST HARTFORD, CT 06108-2638
(860) 528-4401



Scott M. Sansom
Chief of Police

OUTDOOR AMUSEMENT PERMIT APPLICATION

THIS APPLICATION IS DUE NOT LESS THAN 30 DAYS PRIOR TO THE EVENT APPLIED FOR

1. Name of Event: *Rotary Club of East Hartford Duck Race*
2. Date(s) of Event: *Sunday, June 14, 2015*
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant) :
*Rotary Club of East Hartford
P.O. Box 380035
East Hartford, CT 06138-0035
% Mary G. Marini, 860-633-6657, marygmarini@gmail.com*
4. If Applicant is a partnership, corporation, limited liability company, club, or association, list the names of all partners, members, directors and officers AND provide their business address. (home addresses)
*President: Mary G. Marini, 544 Hopewell Road, South Glastonbury CT 06073
President Elect: Marc Glass, 406 Quarry Brook Dr., South Windsor CT 06074
Treasurer: William Saunders, 107 Talcott Ridge Rd., South Windsor CT 06074
(complete list of members as of 3/9/15 is attached)*
5. List the location of the proposed amusement: (Name of facility and address)
Hockanum River: begin Walnut St. bridge end 900 feet west at Labor Field
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
Sunday, June 14, 2015 race begins at 2p.m.; end should be approximately fifteen minutes later
7. Provide a detailed description of the proposed amusement:
Small rubber ducks will be dropped from the front bucket of a payloader from the Walnut Street bridge at 2p.m. They will float west on the natural current of the Hockanum River toward an end gate approximately 900 feet west.

ROTARY CLUB OF EAST HARTFORD - CONTACT LIST Updated February 2015

First Name	Last Name	Address Line 1	Address Li	City	Sta Zip/Post	Home Phone	Work or Cell	Spouse Name	Email
George	Agnelli	75 Sunset Ridge Dr.		East Hartford	CT 06118	860-568-4742	860-528-2181	Eleanor	ECAANTIQUE@aol.com
David	Amberg	486 Oak St.		East Hartford	CT 06118	860-568-9069		Chickie	ambergdw@sbglobal.net
Loren	Andreo	396 Bush Hill Rd		Manchester	CT 06040	860-646-2089	860-568-2460		
Herbert	Barall	821 Brewer St		East Hartford	CT 06118	860-568-5559	860-291-8747	Regina	CircleLifeArts@Hotmail.com
Arthur	Bradbury	221 Country Lane		East Hartford	CT 06118	860-568-5938		Charlotte	charbury@comcast.net
Gerald	Brady	20 Wvndcliffe Park		Bloomfield	CT 06002	860-242-4430	860-214-9950		gwbesq@comcast.net
Robert	Buettner	29 Pilgrim Drive		Tolland	CT 06084	860-872-6206	860-528-9586	Sandra	hobbuettner29@aol.com
Nicholas	Cecere	2 Hearstone Lane		Farmington	CT 06032	860-677-1314			nrecre@yadoo.com
Charles	Clarke	197 Langford Lane		East Hartford	CT 06118	860-568-7820		Esther	chcebc@att.net
Celia	Collins	64 Phillips Farm Rd.		East Hartford	CT 06118	860-568-3497		Frank	CeilCollins@aol.com
Frank	Collins	64 Phillips Farm Rd.		East Hartford	CT 06118	860-568-3497		Celia	Frankceil@aol.com
Timothy	Coppage	235 East River Drive	Apt. 1007	East Hartford	CT 06108	860-539-2748	860-289-0239	Gail	tcoppage@easthartfordchamber.com
Michael	Costa						860-678-2130		mcosta@farmingtonbankct.com
Neal	Cunningham	61 Pershing Rd.		Windsor Locks	CT 06096	860-623-0144	860-582-8660	Rosemary	NEALSBS@aol.com
Jacqueline	Danise	65 Hillside Dr		South Windsor	CT 06074	860-644-1822			jackiedanise@cox.net
Robert (Mike)	Derr	67 Cipolla Drive		East Hartford	CT 06118			Janet	raderr2@att.net
James	Fallon Jr.	8 Virginia Drive	Box 632	Ellington	CT 06029	860-872-9454		Patricia	jpfallon@aol.com
Hugh	Finch	718 Coldbrook Rd		So. Glastonbury	CT 06073	860-430-1571	860-289-8219	Wren	dfrughfinch@gmail.com
Daniel	Firestone	34 Sunset Farm Rd.		West Hartford	CT 06107	860-561-4563	860-521-6835	Hope	dsfcpa@nplix.net
Hope	Firestone	34 Sunset Farm Road		West Hartford	CT 06107	860-561-4563		Dan	hope.firestone@ravelis.com
William	Flynn	7218 Broderick Dr		Viera	FL 32940	321-433-2687		Elaine	wflynn@cfi.rr.com
Lawrence	Frazier	71 Summerset Drive		East Hartford	CT 06118	860-263-0076	860-568-4030 313		lrf1933@gmail.com
Janice	Freschlin	24 Fulton Road		Manchester	CT 06040	860-597-0211	860-528-4135		janice.freschlin@dignitymemorial.com
Patricia	Gately	1422 Main Street		East Hartford	CT 06108	860-519-0844	860-289-9479		pwgately@comcast.net
Marc	Glass	406 Quarry Brook Drive		South Windsor	CT 06074	860-644-2930	860-282-0016	Lori	marc@marcglassinsurance.com
Brian	Gorman	345 Buckland Hills Dr	Apt. 7213	Manchester	CT 06042		860-913-2735	Ziklaly	bgorman@bsmail.org
Laurence	Hangland	93 Shunpike Rd.		Cromwell	CT 06416	860-613-2894	860-289-6454	Janet	larry@spectrumprintingco.com
Susan	Hansen	86 Ledgewood Road		West Hartford	CT 06107		860-290-4340	Matthew	suznhansen@gmail.com
Anwar	Hossain	35 Flano Road		Bolton	CT 6043	860-649-4934	860-644-8300	Diana	anwardiana06043@gmail.com
Stephen	Jacoby	5 Lower Heatherwood		Cromwell	CT 06416	860-316-5508	860-280-5690	Jacqueline	stephen_jacoby@yahoo.com
Thomas	Jarish	50 Bates Drive		East Hartford	CT 06108	860-610-0277			Sjarish@aol.com
Michael	Kerrigan	192 Auburn Rd		West Hartford	CT 06119	860-233-1443	860-289-6612	Liz	michael.kerrigan@ghymca.org
Peter	Klock	94 Sunset Ridge Dr.		East Hartford	CT 06118	860-290-8972	860-290-8972	Susan	peterklock@gmail.com
Susan	Klock	94 Sunset Ridge Dr.		East Hartford	CT 60118		860-461-7139	Peter	suehklock@gmail.com
Guy	LaBella	35 Hillcrest Avenue		Weathersfield	CT 06109	860-436-4720	860-727-6948	Jeanna	glabella@goodwin.edu

First Name	Last Name	Address	City	Zip	Home Phone	Work or Cell	Spouse	Email
Daniel	Larson	107 Sherwood Dr.	East Hartford	CT 06108	860-289-6616	860-817-0665	Dorothy	dlarson2@goodwin.edu
Marcia	Leclerc	673 Burnham Street	East Hartford	CT 06108	860-528-9966	860-291-7200		marcialeclerc@comcast.net
Lionel	Lessard	34 Heritage Lane	East Hartford	CT 06118	860-519-5599	860-568-9420	Christina	llessard@gmail.com
Ned	Lynch	43 Cantlewood Dr.	Somers	CT 06071	860-749-1541	860-586-2327		nedlynch@jan-pro.com
John	Martin	544 Hopewell Road	South Glastonbury	CT 06073	860-633-6657		Mary	happy-jack@cox.net
Mary	Martin	544 Hopewell Road	South Glastonbury	CT 06073	860-633-6657	860-291-7451	Jack	marymartin4@gmail.com
Richard	McCarthy	137 Hills Street	East Hartford	CT 06118	860-568-4745		Jeanne	jeanmccarthy@netzero.com
Theodore	Mosebach	10 Gorman Pl	East Hartford	CT 06108	860-528-8552	860-528-3133	Debbie	tedmosebach@gmail.com
Emmanuel	Moshovos	65 Primrose Drive	East Hartford	CT 06118	860-568-4383	860-568-4383		momosh@comcast.net
Roger	Nicholson	319 Saddlebrook Road	Gibsonia	PA 15044	724-449-4675		Anne	Rgrane3@gmail.com
Sheryl	O'Connor	3 Oakwood Drive	South Windsor	CT 06074	860-644-5320	860-291-1998 103	John	soconnor@3dadvisor.com
John	O'Connor	3 Oakwood Drive	South Windsor	CT 06074	860-644-5320	860-291-1998 104	Sheryl	jocconnor@3dadvisor.com
Nathan	Quesnel	42 Great Hill Road	Portland	CT 06480	860-966-3611	860-622-5107		quesnel.nd@easthartford.org
Yvette	Roming	229 Arbutus Street	Middletown	CT 06457	860-788-2212	860-568-8881	Todd	yvette@nursingervicesinc.com
Dan	Russell	118 Oak St.	East Hartford	CT 06118	860-568-6450	860-289-1100	Elizabeth	llama39@JUNO.com
William	Saunders	107 Talcott Ridge Rd.	South Windsor	CT 06074	860-648-2842	860-558-3497	Bev	billisaun42@gmail.com
John	Sayre, Jr.	227 Saddlehill Rd.	Manchester	CT 06040	860-646-4298		Janice	JSayre6@cox.net
George	Schoen	53 Duxbury Lane	Glastonbury	CT 06033	860-659-0129		Peggy	pgschoen179@yahoo.com
Ruth	Sheehan	51 Depietro Dr.	East Hartford	CT 06118	860-568-5831			gmvscomp@sbcglobal.net
Frank	Staples	22 Kings Court	Enfield	CT 06082		860-622-5214	Gloria	staples.fe@easthartford.org
Jay	Stewart	207 Country Lane	East Hartford	CT 06118	860-568-0044			jaystewCT@aol.com
Mary	Sullivan	17 Folly Brook Lane	Manchester	CT 06040	860-649-6001	860-282-0001x138		msullivan@firstnewengland.org
Stephen	Tamiso	74 Margery Dr.	East Hartford	CT 06118	860-568-6310	860-568-9420	Mary	satmet@aol.com
C.	Tischer	23 Adenas Walk	Glastonbury	CT 06033	860-781-2184			Herb03@aol.com
James	Watts	28 Patriot Lane	Wethersfield	CT 06109	860-563-8073	860-528-1110	Peggy	JimW@JWatts.com
W. Douglas	Willett	2625 Stonyhill Court	Cape Coral	FL 33991	860-908-2657		Diane	dougwillett96@gmail.com
Gilbert	Wishart	53 Pendleton Dr.	East Hartford	CT 06118	860-568-6737			wishgi@aol.com
Alex	Wisz	5 Graham Road	East Hartford	CT 06118	860-573-0160	860-568-2020 x5310		awisz@sbcglobal.net
Robert	Wood	61 South Mill Drive	South Glastonbury	CT 06073	860-430-2161		Debby	bobdehwood@sbcglobal.net

8. Will music or other entertainment be provided wholly or partially outdoors?

Yes No

a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)?

9. What is the expected age group(s) of participants? *Primarily age 50+*

10. What is the expected attendance at the proposed amusement: *less than 75*
(If more than one performance, indicate time / day / date and anticipated attendance for each.)

11. Provide a detailed description of the proposed amusement's anticipated impact on the surrounding community. Please comment on each topic below:

- a. Crowd size impact: *Minimal because most people wait at the finish line behind the ball field at Labor Field.*
- b. Traffic control and flow plan at site & impact on surrounding / supporting streets:
We are requesting that, like last year, the traffic on the Walnut Street bridge be halted for approx. 5 minutes when the ducks are dropped.
- c. Parking plan on site & impact on surrounding / supporting streets:
Sufficient parking is available at Labor Field. Participants may walk on Hockanum Linear Trail to Walnut Street, if desired. Most people
- d. Noise impact on neighborhood: *stay at Labor Field*
Zero (ducks are not motorized).
- e. Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement:
Rotary Club will pick up any trash generated by the event.
- f. List expected general disruption to neighborhood's normal life and activities:
Activity taking place at far north end of Labor should not impact
- g. Other expected influence on surrounding neighborhood: *Mayberry Village*
NONE.

12. Provide a detailed plan for the following:

- a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:
Labor Field has a driveway to the site.
- b. Provisions for notification of proper authorities in the case of an emergency:
① Park Rangers in attendance ; ② use of club members' cell phones
- c. Any provision for on-site emergency medical services: *to dial 911*
Basic First-Aid Kit.
- d. Crowd control plan:
We have never had a "crowd" attend. At most 50-75 people. Mostly
- e. If on town property, the plan for the return of the amusement site to pre-amusement condition: *Club members.*
This is a low impact event; Rotary will remove the finish gate and pick up
- f. Provision of sanitary facilities: *any trash*
Available at Labor Field already.
13. Will food be provided, served, or sold on site:
Not as part of the Duck Race

Food available Yes No AND contact has been made with the East Hartford Health

Department Yes No. *N/A*

14. Does the proposed amusement involve the sale and/or provision of alcoholic beverages to amusement attendees,

Yes No Alcoholic beverages will be served / provided.

If 'YES', describe, in detail, any and all arrangements and what procedures shall be employed:

a. For such sale or provision,

b. To ensure that alcohol is not sold or provided to minors or intoxicated persons.

Check if copy of the liquor permit, as required by State law, is included with application.

15. Include any other information which the applicant deems relevant (ie: time waivers and fee waiver requests should go here):

Application to conduct a Duck Race has been mailed to the State of Conn. Dept. of Consumer Protection (3/9/15).

CGS Sec. 53a-157. False Statement: Class A Misdemeanor.

A person is guilty of False Statement when he intentionally makes a false written statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he does not believe to be true and which statement is intended to mislead a public servant in the performance of his official duties.

a. False Statement is a Class A Misdemeanor.

b. The penalty for a Class A Misdemeanor is imprisonment for a term not to exceed one (1) year, or a fine not to exceed \$1,000, or both a fine and imprisonment.

I declare, under the penalties of False Statement, that the information provided in this application is true and correct to the best of my knowledge:

Rotary Club of East Hartford
(Legal Name of Applicant)

Mary G. Martin
(Applicant Signature)

Mary G. Martin
(Printed Name)

3/9/15
(Date Signed)

President 2014-15
(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO *N/A*

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

Received By: Carol Stead

Employee Number: 9019

Date & Time Signed: March 19, 2015 7:15 AM ~~PM~~

Time remaining before event: 30⁺ days.

If roads or sidewalks will be closed to public use as a result of this event the applicant must comply with signage requirements per Section 5-4 and present a signed affidavit attesting to this at the Town Council meeting.

Frank, Carol

From: Martin, Mary
Sent: Thursday, March 19, 2015 10:42 AM
To: Frank, Carol
Subject: Rotary Club of East Hartford Request Fee Waiver

Carol,

On behalf of the Rotary Club of East Hartford, I am requesting that the application fee for the Duck Race to be held June 14, 2015 be waived. This request is being made because our service Club has established this race as a fund raiser for our charitable not-for-profit entity. Proceeds are used to support community projects and to provide scholarships for high school students who are residents of East Hartford.

Thank you for your consideration,
Mary Martin
President
Rotary Club of East Hartford
(860) 633-6657



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/13/15

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 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 LOCKTON COMPANIES, LLC-K CHICAGO 525 W. Monroe, Suite 600 CHICAGO IL 60661 (312) 669-6900	CONTACT NAME: Lockton Companies	
	PHONE (A/C No, Ext): 1-800-921-3172	FAX (A/C No): 1-312-681-6769
	E-MAIL ADDRESS: Rotary@lockton.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Westchester Fire Insurance Company	10030
INSURED All Active US Rotary Clubs & Districts Attn: Risk Management Department 1560 Sherman Ave. Evanston, IL 60201-3698	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES ROTIN01 CERTIFICATE NUMBER: 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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PMI G23861355 006	7/1/2014	7/1/2015	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			PMI G23861355 006	7/1/2014	7/1/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	NOT APPLICABLE			PER STATUTE <input type="checkbox"/> DTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX

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

The Certificate Holder is included as Additional Insured where required by written and signed contract or permit subject to the terms and conditions of the General Liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER Covering: Rotary Club of East Hartford Duck Race - June 14, 2015 Town of East Hartford c/o Cindy Bennett Risk Manager Finance Department 740 Main Street East Hartford, CT 06108	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 

FIRE



Scott M. Sansom
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **June 14, 2015**
Event: **Rotary Club of East Hartford Duck Race**
Applicant: **The Rotary Club of East Hartford, by Mary G. Martin, its President**

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed and the following recommendation is made:

- 1. the application be approved as submitted.
- 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
- 3. the application be disapproved for the reason(s) set forth in the attached comments.

- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel

Anticipated Cost(s) if known \$ _____ 0 _____

William Perez, Assistant Fire Chief

March 31, 2015

Signature

Date

Comments:

Health Dept



Scott M. Sansom
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

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-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
- Anticipated Cost(s) if known \$ 0

Michael Plummer
Signature

3/23/15
Date

Comments:

Parks + Rec Dept



Scott M. Sansom
Chief of Police

**TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401**



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

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Event: **Rotary Club of East Hartford Duck Race**
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-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
 - Anticipated Cost(s) if known \$0

Ted Fravel

Signature

4/1/15

Date

Comments:

Frank, Carol

From: Milkove, Tess
Sent: Friday, March 20, 2015 10:25 AM
To: Frank, Carol
Cc: Bockus, Tim
Subject: Rotary Duck Race

Carol,

I have reviewed this application and Pursuant to Town Ordinance 5.3 I recommend that the application be approved subject to the following conditions:

1. All spectators shall remain within Labor Field and not along Town or State rights of way.
2. A traffic control plan shall be provided detailing the closure of Walnut Street while the loader is operating.

The anticipated cost to the Department of Public Works will be \$600.

Tess Milkove, PE
Assistant Director of Public Works
Town of East Hartford
740 Main Street
East Hartford, CT 06108
Phone (860)291-7365
Fax (860) 291-7370
www.easthartfordct.gov

Frank, Carol

From: Gentile, Richard
Sent: Thursday, April 02, 2015 1:30 PM
To: Frank, Carol; Perez, William; Fravel, Theodore
Subject: RE: Rotary Club of East Hartford Duck Race

I have no comments or concerns on this application.

Richard P. Gentile
Assistant Corporation Counsel
Town of East Hartford
740 Main Street
East Hartford, CT 06108
rpgentile@easthartfordct.gov
860-291-7217

From: Frank, Carol
Sent: Tuesday, March 31, 2015 7:56 AM
To: Perez, William; Fravel, Theodore; Gentile, Richard
Subject: Rotary Club of East Hartford Duck Race

Good morning all.

Just a reminder that your review for the above captioned event is due tomorrow.

Carol A. Frank
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

Ph: 860-291-7631
Fax: 860-610-6290

Frank, Carol

From: Bennett, Cindy
Sent: Thursday, March 19, 2015 11:25 AM
To: Frank, Carol
Subject: RE: Rotary Club of East Hartford Duck Race

Yes insurance is acceptable as shown-thank you

From: Frank, Carol
Sent: Thursday, March 19, 2015 11:21 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
Subject: Rotary Club of East Hartford Duck Race

Good morning all.

Attached please find the Outdoor Amusement Permit Application, Certificate of Insurance, Fee Waiver and your Director's Review and Notice in connection with the above captioned event.

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Thursday, April 2, 2015. Thank you.

If you should have any questions, please feel free to contact me.

Carol A. Frank
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

Ph: 860-291-7631
Fax: 860-610-6290

Frank, Carol

From: DeMaine, Michael
Sent: Tuesday, March 24, 2015 8:01 AM
To: Frank, Carol
Subject: RE: Rotary Club of East Hartford Duck Race

Carol,

I see no issue with this event. District car with handle five minute traffic detail. No overtime costs anticipated.

Sergeant Michael DeMaine
Special Events Supervisor/ PIO
East Hartford Police Department
31 School Street
East Hartford, CT 06108
Office (860)291-7583
Fax (860)289-1249
mdemaine@easthartfordct.gov

From: Frank, Carol
Sent: Thursday, March 19, 2015 11:21 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
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Carol A. Frank
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

Insp. + Permits

Frank, Carol

From: Grew, Greg
Sent: Thursday, March 19, 2015 11:29 AM
To: Frank, Carol
Subject: Re: Rotary Club of East Hartford Duck Race

Carol:

Per ordinance 5-3 my review and approval is not required. Permits and inspections may be required for temporary installations.

Greg

MILTON GREGORY GREW, AIA
Director of Inspections & Permits
(Building / Zoning / Property Maint.)
TOWN OF EAST HARTFORD
740 Main Street
East Hartford, CT 06108
Direct (860) 291-7345
Mobile (860) 874-8034
www.easthartfordct.gov

From: Frank, Carol
Sent: Thursday, March 19, 2015 11:20 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
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If you should have any questions, please feel free to contact me.

Carol A. Frank
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

Ph: 860-291-7631

Robert J. Paek

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

2015 APR 16 A 9:08

(860) 291-7208

TOWN CLERK
EAST HARTFORD
FAX (860) 291-7389

DATE: April 16, 2015

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: Tuesday, April 21, 2015 7:00 p.m. Town Council Majority Office

In accordance with Section 3.3 (a) of the Town Charter, a Special Meeting of the Town Council will be held as follows:

Tuesday, April 21, 2015

7:00 p.m.

Town Council Majority Office

The purpose of the meeting is to meet in executive session to discuss the pending workers' compensation claims of retired Town firefighter George Law.

cc: Mayor Leclerc
Scott Chadwick, Corporation Counsel