

Robert J. Cook

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
MAY 17, 2016

2016 MAY 13 P 12:15

TOWN CLERK
EAST HARTFORD

=====

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. May 3, 2016 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. Proposed 2016 Bond Referenda:
 1. Flood Control
 2. Road Improvements
 3. Senior/Multi-purpose Center
 4. Connecticut City and Town Development Act
7. OLD BUSINESS
8. NEW BUSINESS
 - A. 2016-2017 Neighborhood Assistance Act Program
 - B. CDBG 42nd Year
 - C. Appointment of Parking Violation Hearing Officers
 - D. Refund of Taxes
 - E. Outdoor Amusement Permit Applications:
 1. Sounds of Summer Concert Series – Town Green
 2. Sounds of Summer Concert Series – Great River Park
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
12. ADJOURNMENT (next meeting: June 7th)

Robert J. Gask

EAST HARTFORD TOWN COUNCIL 2016 MAY -9 A 10: 47

TOWN COUNCIL CHAMBERS

TOWN CLERK
EAST HARTFORD

MAY 3, 2016

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader
Linda A. Russo, Minority Leader Esther B. Clarke, Councillors Marc I.
Weinberg, Ram Aberasturia, Joseph R. Carlson, Patricia Harmon and
Michael G. Kurker

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:36 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.

AMENDMENTS TO THE AGENDA

MOTION By Linda Russo
seconded by Esther Clarke
to **amend** the agenda as follows:

- ~~Town Council Acting as Committee of the Whole~~ **Referral to Ordinance Committee** re: Technical Change to Town Ordinance §10-47
- Referral to Personnel & Pensions Subcommittee: Police Department:
 1. ~~Data~~ **Research Analyst** – New Job Description

Motion carried 9/0.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

John Provau, 224 Burnside Avenue, is a property owner whose house is on the tax lien list and doesn't know what to do to protect his rights. *The Chair suggested he contact the Finance Department.*

Susan Kniep, 44-46 and 50 Olde Roberts Street, (1) questioned the location of the Lamar billboard issue; (2) inquired on the impact of the State's budget to the town; and (3) believes that the number of homes on the town's tax lien sales indicates the hardship that homeowners in East Hartford have paying their taxes.

Mayor Leclerc (1) is working with the town's Legislative Delegation regarding the impact the state's budget will have to East Hartford; (2) the Prescription Drug Take Back Day was a success; (3) a section of Brewer Street – and Farnham Drive – is scheduled for road reconstruction; (4) National Public Works Week is May 15th through May 21st; (5) the Assistant Librarian continues to take charge in the absence of a Library Director; (6) the DOT performed a road safety audit for Main Street on April 26th; (7) the Mayor has formed

a Bicycle Safety Committee; and (8) several Capital Improvement projects have started, some of which are the tennis courts at EHHS and the parking lot at labor Field.

APPROVAL OF MINUTES

April 19, 2016 Special Meeting/EHPOA

MOTION By Linda Russo
seconded by Ram Aberasturia
to **approve** the minutes of the April 19, 2016 Special Meeting/EHPOA.
Motion carried 9/0.

April 19, 2016 Regular Meeting

MOTION By Linda Russo
seconded by Pat Harmon
to **approve** the minutes of the April 19, 2016 Regular Meeting.
Motion carried 9/0.

NEW BUSINESS

2016-2017 School Readiness Grant

MOTION By Ram Aberasturia
seconded by Linda Russo
to **adopt** the following resolution:

WHEREAS, the Connecticut State Department of Education is authorized to extend financial assistance, through the School Readiness Grant Program, to Priority Communities for the development of a network of school readiness programs that provide open access for children to quality programs that promote the health and safety of children and prepare them for formal schooling; and

WHEREAS, the Town of East Hartford and East Hartford Public Schools desire to make and execute an application for funding in the amount of \$2,872,860.00 with the State of Connecticut to support School Readiness programs for East Hartford children.

NOW, THEREFORE, BE IT RESOLVED by the Town Council that Marcia A. Leclerc, Mayor of the Town of East Hartford, is hereby authorized to execute such application and, upon approval of said application, to enter into and execute a funding agreement and any amendments and other documents as may be required by the State of Connecticut for the School Readiness Program.

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

Referral to Fees Committee: ADA Transportation Voucher Proposal

MOTION By Marc Weinberg
seconded by Linda Russo
to **refer** to the Fees Committee the possibility of the town adopting a ticket system which will be presented to residents who use the ADA transportation provided by the Greater Hartford Transit District with

instructions to investigate the issue and report back to the Town Council with its recommendations, if any.
Motion carried 9/0.

Lamar Advertising: Billboard Relocation

MOTION By Linda Russo
seconded by Ram Aberasturia
that the East Hartford Town Council's October 6, 2015 motion approving the proposed agreement between the Town of East Hartford, Goodwin College, Inc., TLC Properties LLC d/b/a TLC Properties of Connecticut Inc. and Lamar Central Outdoor Inc., to relocate 2 billboards located at 361 Main Street and 2 of the 4 billboards at 1179 Burnside Avenue to a location facing I-84 westbound be **amended** to reflect that the actual new location is 9 Roberts Street, East Hartford.
Motion carried 8/0.

Recommendation from Investigation & Audit Committee re: Appointment of Town Auditor

MOTION By Bill Horan
seconded by Marc Weinberg
that the East Hartford Town Council **appoint** Blum Shapiro as the town's auditors for fiscal year 2015-2016 to perform required financial audits consistent with the most recent proposal of \$69,900.00.
Motion carried 9/0.

Tax Lien Sales – RFP

MOTION By Marc Weinberg
seconded by Bill Horan
to **authorize** the administration to conduct a tax lien sale by way of a Request For Proposal (RFP) and to seek and receive sealed bids pursuant to an invitation to bid on a number of tax liens held by the town on specific real property as listed and produced by Finance Director Mike Walsh and attached to a memorandum dated January 13, 2016 from Mayor Marcia Leclerc to Town Council Chair Richard Kehoe, subject to the following four conditions:

1. The Collector of Revenue shall notify the record owner of each property subject to a lien that is to be included in the tax lien sale, by certified mail, that the lien is being included in the request for proposal and invitation to bid, and that the owner should contact the Town immediately to pay the taxes or seek a payment plan if they wish to keep the Town's tax liens on their property from being sold;
2. In order to qualify for a payment plan, the property owner must meet the following three criteria:
 - They must remit 25% of the outstanding amount due

- They cannot have defaulted on a prior payment arrangement
 - Their property must not have active property code violations
3. The letters from the Collector of Revenue to each property owner shall notify the property owner that the purchaser of the tax lien on their property shall have the right to foreclose on that property; and
 4. The Administration shall return to the Town Council with the results of the request for proposal and that the proposal for each tax lien must be approved by the Town Council before it is sold.

And further to **authorize** the Administration to assign the subsequent tax liens as listed totaling \$561,151.43 to the vendors who currently hold the prior year tax liens on these properties.

Motion carried 9/0.

Referral to the Ordinance Committee – Section 10-47 Revision

MOTION By Bill Horan
seconded by Ram Aberasturia
to **refer** to the Ordinance Committee the possibility of revising §10-47 of the Town of East Hartford Code of Ordinances, due to the State's recent elimination of the fee charged municipalities to report delinquencies, and to report back to the Town Council with its recommendation if any.
Motion carried 9/0.

Referral to Personnel and Pensions Subcommittee: Research Analyst – Police Department

MOTION By Marc Weinberg
seconded by Linda Russo
to **refer** the new job description of Research Analyst to the Personnel and Pensions Subcommittee with instructions to review this new position and report back to the Town Council with its recommendation, if any.
Motion carried 9/0.

11th Annual Abelon Memorial Walk

MOTION By Ram Aberasturia
seconded by Marc Weinberg
to **waive** the 30-day filing period as required by §5-2 (a) of the East Hartford Code of Ordinances and **approve** the outdoor amusement permit application entitled "11th Annual Abelon Memorial Walk" submitted by Rachel Buck, Vice President of the Michael Abelon Memorial Foundation, to conduct a walk to raise money and awareness for pancreatic cancer research and to provide a college scholarship for a Connecticut International Baccalaureate Academy student on Saturday, May 14th on the grounds of the Connecticut

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Pat Harmon had several questions regarding traffic issues on (1) Columbus Circle – parking in “no parking” zone, garbage receptacles in street, speeding; (2) Norris School – parents parking where they shouldn't while waiting to pick up their children; (3) installation of a left-hand turn signal at Main Street northbound onto Governor Street; and (3) concern about the bicycle lanes on Burnside Avenue as it relates to school buses dropping and picking up students. *Chief Scot Sansom addressed Councillor Harmon's questions and concerns. He'll follow up with a report to the Mayor.*

Esther Clarke inquired if the town has received state money promised for the 2014-2015 fiscal year. *Mayor Leclerc stated that money promised from the state has not been received yet – she's working with the town's Legislative Delegation toward a positive outcome.*

Mike Kurker asked if the current job description Accounts Clerk III – Police Department will remain vacant. *Mayor answered that the position will remain vacant as it was used to fund the proposed Research Analyst job.*

Rich Kehoe inquired on the extra tickets residents purchase to use the town's landfill/transfer station. *Mayor Leclerc stated that the extra tickets purchased have no expiration date.*

OPPORTUNITY FOR RESIDENTS TO SPEAK

Susan Kniep, 50 Olde Roberts Street, spoke to the following issues (1) subsequent tax lien sales; (2) ethics laws should be reviewed; (3) Center School contract should be audited; and (4) transparency in union contracts.

ADJOURNMENT

MOTION By Esther Clarke
 seconded by Bill Horan
 to adjourn (8:50 p.m.).
 Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be May 17th.

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

May 5, 2016

VIA E-MAIL AND U.S. MAIL

The Honorable Marcia A. Leclerc
Mayor
Town of East Hartford
740 Main Street
East Hartford, CT 06108

Re: Resolution Of The Town Council Of The Town Of East Hartford, Connecticut Adopting The Connecticut City And Town Development Act And Authorizing The Town To Undertake Silver Lane And South Meadows Economic Development Programs And Projects Authorized Under The Act

Resolution Appropriating \$5,000,000 For The Planning, Design, Acquisition, Construction And/Or Renovation Of A Senior Center/Multipurpose Facility And Authorizing The Issuance Of \$5,000,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose

Resolution Appropriating \$8,000,000 For Corrective Action To Be Taken On The Town's Flood Control System And Authorizing The Issuance Of \$8,000,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose.

Resolution Appropriating \$15,000,000 For The Planning, Design, Construction And Reconstruction Of Town Roads And Parking Lots And Authorizing The Issuance Of \$15,000,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose

Dear Mayor Leclerc:

Enclosed please find the captioned resolutions and proceedings to be followed by the Town in connection with their submission to the voters at the November 8, 2016 general election.

Robinson+Cole

The Honorable Mayor Marcia A. Leclerc
May 5, 2016
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The procedure for the vote on the resolutions pursuant to Town Charter and the Connecticut General Statutes, is as follows:

1. The Town Council sets a date for a public hearing.
2. The Council holds at least one public hearing giving notice at least five (5) days in advance by publication in a newspaper of general circulation in the Town.
3. The Council adopts the resolution and adopts a resolution providing for submission to the voters in conjunction with the general election on November 8, 2016.
4. The resolution is submitted to the Mayor for approval.
5. After approval by the Mayor, the resolution is published in its entirety within ten (10) days thereafter.
6. Per Connecticut General Statutes Section 9-370, all local action taken to submit the resolution to a vote on November 8, 2016 must be completed at least sixty (60) days prior to the election date, i.e. by September 8, 2016. Therefore, the Town Council must adopt the resolution and the Mayor must approve the resolution no later than **September 8, 2016**.
7. Per Connecticut General Statutes Section 9-369a, the Town Clerk must file a certificate regarding the local questions to be voted upon (a form thereof is enclosed) with the Secretary of the State at least forty-five (45) days prior to the election, i.e. by **September 23, 2016**.
8. The election is warned in the usual manner, including the notice of referendum on local questions, absentee ballots are made available, results of vote reported, and all other matters regarding the holding of the election are conducted in the usual manner.
9. In addition, the Town Clerk per Section 8.3 of the Charter is to publish the election and referendum notice in a newspaper of general circulation not less than fifteen (15) days nor more than thirty (30) days prior to November 8, 2016, i.e. between **October 9, 2016** and **October 24, 2016**.

By copy of this letter, I am requesting the Town Clerk to send me one certified copy of all the proceedings as they appear in the Town Record Book and two newspaper affidavits of the publication of the Notice of Public Hearing and the Notice of General Election and Referendum.

Robinson+Cole

The Honorable Mayor Marcia A. Leclerc
May 5, 2016
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Please feel free to call me if you have any questions concerning the enclosed.

Very truly yours,



David M. Panico

DMP/wmj

Enclosures

cc: Michael P. Walsh, Director of Finance
Robert J. Pasek, Town Clerk
Richard F. Kehoe, Chairman, Town Council
Scott Chadwick, Corporation Counsel



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 11, 2016
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: COMMUNICATION: 2016 Proposed Bond Referendum

Please see the attached four (4) Bond Resolutions for the November 2016 referendum and the steps that need to be taken if approved. Also attached for your review is the debt impact.

Please place this information on the Town Council agenda for May 17, 2016 as a communication.

Thank you.

Cc: M. Walsh, Finance Director



MEMORANDUM

DATE: May 6, 2016

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, Director of Finance

TELEPHONE: (860) 291-7246

RE: **November 2016 Bond Resolutions, Proceedings, and Financial Impact**

By way of this memo, attached please find four bond resolutions for the November 2016 referendum as well as the proceedings to be followed by the Town Council in the event they choose to approve the resolutions.

Also attached is the debt impact should all questions be offered to the voters and approved.

Please contact me if you have any questions or problems on any of the aforementioned information.



Debt Impact – Proposed 2016 Bond Referendum



Independent Bond & Investment Consultants LLC

May 6, 2016

Existing Debt Service

- ▶ FY 2016-17 budgeted debt service is \$7,545,079 including interest expense for a proposed 2016 bond issue.
- ▶ Debt service will substantially level in FY 2017-18 and will decline thereafter.
- ▶ Debt service will decline significantly in FY 2018-19 (~\$1.1M), again in FY 2020-21 (~\$1.2M) and again in FY 2022-23 (~\$1.5M).
- ▶ The Town can take advantage of the drops in debt service when structuring future bond issues.

Previously Authorized Projects

- ▶ The Town currently has \$28.5 million in authorized but unissued debt for previously approved projects.
- ▶ If the Town were to issue \$14.8 million of bonds in July 2016, followed by \$9.6 million of bonds in July 2018, debt service would increase to approximately \$8.1 million in FY 2018-19 and 2019-20.
- ▶ Debt service would decline thereafter creating capacity for future debt issuance.
- ▶ Average taxes required to service the new debt would be approximately \$78/year for the average East Hartford residential property.

Debt Impact – Previously Authorized Projects

Fiscal Year	Existing Debt Service		Previously Authorized Projects												Annual Change in Debt Service	
	Principal	Interest	2012 Roads		2014 Roads		2014 Roads		2011 EHMS Window Wall		2011 Levees		Total "New" Debt Service			
	P & I	P & I	P & I	P & I	P & I	P & I	P & I	P & I	P & I	P & I	P & I	P & I	P & I	P & I	P & I	
2017	\$ 6,155,000	\$ 1,076,908	\$ 7,231,908	\$ 46,212	\$ 95,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,373,620	\$ -	
2018	6,285,000	926,258	7,211,258	92,425	191,000	-	-	-	-	-	-	-	-	7,494,682	\$ 121,062	
2019	5,365,000	725,170	6,090,170	636,182	1,290,400	69,750	22,320	41,850	22,320	41,850	41,850	83,700	8,150,671	8,150,671	655,989	
2020	5,405,000	545,520	5,950,520	616,782	1,274,151	139,500	44,640	83,700	44,640	83,700	83,700	414,027	8,109,293	8,109,293	(41,379)	
2021	4,385,000	369,270	4,754,270	606,468	1,262,854	691,688	217,199	414,027	217,199	414,027	414,027	404,680	7,936,506	7,936,506	(172,787)	
2022	4,385,000	246,711	4,631,711	591,202	1,226,606	671,134	217,247	404,680	217,247	404,680	404,680	396,334	7,742,578	7,742,578	(193,927)	
2023	3,000,000	151,976	3,151,976	580,983	1,205,405	655,649	212,225	396,334	212,225	396,334	396,334	385,987	6,201,572	6,201,572	(1,541,007)	
2024	2,445,000	77,746	2,522,746	570,765	1,184,204	640,165	207,203	385,987	207,203	385,987	385,987	376,641	5,511,069	5,511,069	(690,503)	
2025	340,000	35,731	375,731	560,546	1,163,003	624,680	202,181	376,641	202,181	376,641	376,641	367,294	3,302,782	3,302,782	(2,208,288)	
2026	335,000	26,806	361,806	550,328	1,141,802	609,196	197,159	367,294	197,159	367,294	367,294	353,018	3,227,584	3,227,584	(75,198)	
2027	330,000	18,013	348,013	540,109	1,120,601	593,711	187,206	353,018	187,206	353,018	353,018	343,811	3,142,657	3,142,657	(84,927)	
2028	325,000	8,938	333,938	-	-	578,227	182,324	343,811	182,324	343,811	343,811	334,604	1,438,299	1,438,299	(1,704,359)	
2029	-	-	-	-	-	562,742	177,441	334,604	177,441	334,604	334,604	3,500,945	1,074,787	70,706,100	70,706,100	(363,512)
	\$38,755,000	\$ 4,209,046	\$42,964,046	\$ 5,392,002	\$ 11,145,523	\$ 5,836,442	\$ 1,867,143	\$ 3,500,945	\$ 1,867,143	\$ 3,500,945	\$ 3,500,945	\$ 70,706,100	\$ 70,706,100	\$ 70,706,100	\$ -	

Mill Rate/Tax Impact – Authorized Projects

Fiscal Year	Existing Debt Service		Existing & Projected Grand List ¹	Mill Rate For Existing Debt		Authorized Projects Debt Service		Projected Mill Rate Auth. Projects		Combined Debt Service		Mill Rate For Combined Debt Service		Tax Impact Average Household		Tax Impact at 150% Average Household		Fiscal Year
	P & I			Mills	P & I		Mills	P & I		Mills	Total Taxes ²	New Debt	Total Taxes ²	New Debt	Total Taxes ²	New Debt	Total Taxes ²	
2017	\$ 7,231,908	\$2,736,032,759	2.64	\$ 1,417,412	0.05	\$ 7,373,620	2.70	\$4,586	\$5	\$6,879	\$8	\$6,879	\$8	\$6,879	\$8	2017		
2018	7,211,258	2,736,032,759	2.64	283,425	0.10	7,494,682	2.74	\$4,682	\$10	\$7,023	\$16	\$7,023	\$16	\$7,023	\$16	2018		
2019	6,090,170	2,736,032,759	2.23	2,030,501	0.75	8,150,671	2.98	\$4,800	\$75	\$7,200	\$113	\$7,200	\$113	\$7,200	\$113	2019		
2020	5,950,520	2,736,032,759	2.17	2,158,776	0.79	8,109,293	2.96	\$4,894	\$79	\$7,340	\$118	\$7,340	\$118	\$7,340	\$118	2020		
2021	4,764,270	2,736,032,759	1.74	3,182,233	1.16	7,936,506	2.90	\$4,985	\$116	\$7,477	\$174	\$7,477	\$174	\$7,477	\$174	2021		
2022	4,631,711	2,736,032,759	1.69	3,110,833	1.14	7,742,578	2.83	\$5,077	\$114	\$7,615	\$171	\$7,615	\$171	\$7,615	\$171	2022		
2023	3,151,976	2,736,032,759	1.15	3,049,533	1.11	6,201,572	2.27	\$5,122	\$111	\$7,683	\$167	\$7,683	\$167	\$7,683	\$167	2023		
2024	2,522,746	2,736,032,759	0.92	2,933,323	1.09	5,511,069	2.01	\$5,200	\$109	\$7,800	\$164	\$7,800	\$164	\$7,800	\$164	2024		
2025	375,731	2,736,032,759	0.14	2,927,050	1.07	3,302,782	1.21	\$5,224	\$107	\$7,837	\$160	\$7,837	\$160	\$7,837	\$160	2025		
2026	361,806	2,736,032,759	0.13	2,865,776	1.05	3,227,584	1.18	\$5,329	\$105	\$7,994	\$157	\$7,994	\$157	\$7,994	\$157	2026		
2027	348,013	2,736,032,759	0.13	2,784,645	1.02	3,142,657	1.15	\$5,436	\$102	\$8,154	\$153	\$8,154	\$153	\$8,154	\$153	2027		
2028	333,938	2,736,032,759	0.12	1,104,961	0.40	1,438,299	0.53	\$5,485	\$40	\$8,228	\$61	\$8,228	\$61	\$8,228	\$61	2028		
2029	-	2,736,032,759	0.00	1,074,787	0.39	1,074,787	0.39	\$5,586	\$39	\$8,379	\$59	\$8,379	\$59	\$8,379	\$59	2029		
	\$ 42,964,046		Avg. 1.21	\$ 2,742,054	Avg. 0.73	\$ 70,706,100	Avg. 1.99	Avg. \$5,586	Avg. \$78	Avg. \$8,379	Avg. \$117	Avg. \$8,379	Avg. \$117	Avg. \$8,379	Avg. \$117			

¹ Grand List for FY 2016 (List dated 10/1/2014) is actual. All others are projected at 0.0% growth annually.

² Assumes 2% mill rate increase plus/minus changes the mill rate for debt.

Proposed Flood Control Referendum 2016 (\$8M)

- ▶ It is anticipated that the Town will propose \$8M in flood control (levee) improvements to the voters in November 2016.
- ▶ If successful, the Town could issue \$8M in bonds in July 2018 targeting the drop off in existing debt service in FY 2018-19.
- ▶ Assuming current market rates + 88 basis points (0.88%), debt service in FY 2018-19 is estimated to increase to approximately \$8.3 million.
- ▶ Debt service is estimated to increase to \$9.0 million by FY 2020-21.
- ▶ Average taxes required to service the new debt would be approximately \$31/year for the average East Hartford residential property.

Debt Impact – Proposed Flood Control 2016

Fiscal Year	New Debt Service	New Referendum				Combined Debt Service	Annual Change in Debt Service	Fiscal Year
		P & I	2016 Levees \$8,000,000 Dated: 7/1/18 Due: 8/1/20-28 Interest: 2.79%	P & I	P & I			
2017	\$ 7,373,620	\$ -	-	\$ 7,373,620			2017	
2018	7,494,682	-	-	7,494,682	121,062		2018	
2019	8,150,671	111,600		8,262,271	767,589		2019	
2020	8,109,293	223,200		8,332,493	70,221		2020	
2021	7,936,506	1,100,785		9,037,290	704,798		2021	
2022	7,742,578	1,075,954		8,818,532	(218,758)		2022	
2023	6,201,572	1,051,123		7,252,694	(1,565,838)		2023	
2024	5,511,069	1,026,292		6,537,361	(715,334)		2024	
2025	3,302,782	1,001,461		4,304,242	(2,233,119)		2025	
2026	3,227,584	976,630		4,204,214	(100,029)		2026	
2027	3,142,657	951,799		4,094,456	(109,758)		2027	
2028	1,438,299	922,037		2,360,336	(1,734,120)		2028	
2029	1,074,787	897,346		1,972,133	(388,203)		2029	
	\$ 70,706,100	\$ 9,338,224		\$ 80,044,323				

Mill Rate/Tax Impact – Proposed Flood Control 2016

Fiscal Year	Existing Debt Service		Existing & Projected Grand List ¹		Mill Rate For Existing Debt		Authorized Projects Debt Service		Projected Mill Rate Auth Projects		Combined Debt Service		Mill Rate For Combined Debt Service		Tax Impact Average Household		Tax Impact at 150% Average Household		Fiscal Year
	P & I				Mills	P&I		Mills		P & I	Mills	Total Taxes ²	Taxes for New Debt	Total Taxes ²	Taxes for New Debt	Market Value = \$214,290	Taxes for New Debt		
2017	\$ 7,373,620	\$2,736,032,759	2.70		2.70	\$		0.00		7,373,620	2.70	\$4,586	\$0	\$6,879	\$0	\$214,290	\$0	2017	
2018	7,494,682	2,736,032,759	2.74		2.74			0.00		7,494,682	2.74	\$4,682	\$0	\$7,023	\$0		\$0	2018	
2019	8,150,671	2,736,032,759	2.98	1,111,600	2.98	1,111,600		0.04		8,262,271	3.02	\$4,804	\$4	\$7,206	\$6		\$6	2019	
2020	8,109,293	2,736,032,759	2.96	223,200	2.96	223,200		0.03		8,332,493	3.05	\$4,902	\$8	\$7,353	\$12		\$12	2020	
2021	7,936,506	2,736,032,759	2.90	1,100,765	2.90	1,100,765		0.40		9,037,290	3.30	\$5,025	\$40	\$7,537	\$60		\$60	2021	
2022	7,742,578	2,736,032,759	2.83	1,075,967	2.83	1,075,967		0.39		8,818,532	3.22	\$5,116	\$39	\$7,674	\$59		\$59	2022	
2023	6,201,572	2,736,032,759	2.27	1,051,123	2.27	1,051,123		0.33		7,252,694	2.65	\$5,160	\$38	\$7,740	\$58		\$58	2023	
2024	5,511,069	2,736,032,759	2.01	1,023,282	2.01	1,023,282		0.33		6,537,361	2.39	\$5,237	\$38	\$7,856	\$56		\$56	2024	
2025	3,302,782	2,736,032,759	1.21	1,001,431	1.21	1,001,431		0.37		4,304,242	1.57	\$5,261	\$37	\$7,892	\$55		\$55	2025	
2026	3,227,584	2,736,032,759	1.18	976,630	1.18	976,630		0.35		4,204,214	1.54	\$5,365	\$36	\$8,047	\$54		\$54	2026	
2027	3,142,657	2,736,032,759	1.15	951,799	1.15	951,799		0.35		4,094,456	1.50	\$5,470	\$35	\$8,206	\$52		\$52	2027	
2028	1,438,299	2,736,032,759	0.53	922,037	0.53	922,037		0.34		2,360,336	0.86	\$5,519	\$34	\$8,278	\$51		\$51	2028	
2029	1,074,787	2,736,032,759	0.39	897,346	0.39	897,346		0.33		1,972,133	0.72	\$5,619	\$33	\$8,428	\$49		\$49	2029	
	\$ 70,706,100		Avg.	\$ 9,333,224	Avg.	\$ 9,333,224		Avg.		\$ 80,044,323	Avg.	Avg.	\$31	Avg.	\$31		Avg.	\$47	

¹ Grand List for FY 2017 (List dated 10/1/2015) is actual. All others are projected at 0.0% growth annually.

² Assumes 2% mill rate increase plus/minus changes the mill rate for debt.

Proposed Roads 2016 (\$15M)

- ▶ It is anticipated that the Town will propose \$15M for Road Improvements to the voters in November 2016.
- ▶ If successful, the Town could issue finance the project through a series of short-term notes issued in July 2018 and July 2019. The short-term notes would be permanently bonded at maturity in the following year, targeting the drop off in existing debt service in FY 2020-21 and FY 2022-23.
- ▶ Assuming current market rates + 138 basis point (1.38%) for July 2019 and current market + 163 basis points (1.63%) for July 2020, debt service would increase to a peak of \$9.9 million in FY 2021-22.
- ▶ It is estimated that debt service and would decline thereafter.
- ▶ Average taxes required to service the new debt would be approximately \$57/year for the average East Hartford residential property.

Debt Impact – Proposed 2016 Roads

Fiscal Year	New Debt Service P & I	New Referendum						Combined Debt Service		Annual Change in Debt Service P & I	Fiscal Year
		2016 Roads \$5,000,000 Dated: 7/15/18 Due: 7/15/19 Interest: 2.30% Interest	2016 Roads \$5,000,000 Dated: 7/15/19 Due: 7/15/21-29 Interest: 3.29% P & I	2016 Roads \$10,000,000 Dated: 7/15/19 Due: 7/15/20 Interest: 3.30% Interest	2016 Roads \$10,000,000 Dated: 7/15/20 Due: 7/15/22-30 Interest: 3.54% P & I	2016 Roads \$10,000,000 Dated: 7/15/20	2016 Roads \$10,000,000 Dated: 7/15/20	P & I	P & I		
2017	\$ 7,373,620	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,373,620		2017	
2018	7,494,682	-	-	-	-	-	-	7,494,682	121,062	2018	
2019	8,262,271	-	-	-	-	-	-	8,262,271	767,589	2019	
2020	8,332,493	115,000	82,250	-	-	-	-	8,529,743	267,471	2020	
2021	9,037,290	-	164,500	330,000	177,000	-	-	9,708,790	1,179,048	2021	
2022	8,818,532	-	715,288	-	354,000	-	-	9,887,820	179,030	2022	
2023	7,252,694	-	691,946	-	1,444,353	-	-	9,388,993	(498,827)	2023	
2024	6,537,361	-	673,687	-	1,409,971	-	-	8,621,018	(767,976)	2024	
2025	4,304,242	-	655,427	-	1,370,500	-	-	6,330,169	(2,290,849)	2025	
2026	4,204,214	-	637,168	-	1,326,117	-	-	6,167,498	(162,671)	2026	
2027	4,094,456	-	618,908	-	1,286,823	-	-	6,000,187	(167,311)	2027	
2028	2,360,336	-	600,649	-	1,247,529	-	-	4,208,514	(1,791,674)	2028	
2029	1,972,133	-	582,389	-	1,208,235	-	-	3,762,757	(445,757)	2029	
2030	-	-	564,130	-	1,168,941	-	-	1,733,071	(2,029,686)	2030	
2031	-	-	-	-	1,129,647	-	-	1,129,647	(603,424)	2031	
	\$ 80,044,323	\$ 115,000	\$ 5,986,342	\$ 330,000	\$ 12,123,115	\$ 98,598,780					

Mill Rate/Tax Impact – Proposed Roads 2016

Fiscal Year	Existing Debt Service	Existing & Projected Grand List ¹	Mill Rate For Existing Debt	Authorized Projects Debt Service	Projected Mill Rate Auth Projects	Combined Debt Service	Mill Rate For Combined Debt Service	Tax Impact Average Household		Fiscal Year
								Total Taxes ²	Taxes for New Debt	
2017	\$ 7,373,620	\$2,736,032,759	2.70	\$ -	0.00	\$ 7,373,620	2.70	\$4,586	\$0	2017
2018	7,494,682	2,736,032,759	2.74	-	0.00	7,494,682	2.74	\$4,682	\$0	2018
2019	8,262,271	2,736,032,759	3.02	-	0.00	8,262,271	3.02	\$4,804	\$0	2019
2020	8,332,493	2,736,032,759	3.05	197,250	0.07	8,529,743	3.12	\$4,909	\$7	2020
2021	9,037,290	2,736,032,759	3.30	671,500	0.25	9,708,790	3.55	\$5,049	\$25	2021
2022	8,818,532	2,736,032,759	3.22	1,069,239	0.39	9,887,820	3.61	\$5,155	\$39	2022
2023	7,252,694	2,736,032,759	2.65	2,135,239	0.78	9,388,993	3.43	\$5,238	\$78	2023
2024	6,537,361	2,736,032,759	2.39	2,033,637	0.75	8,621,018	3.15	\$5,313	\$76	2024
2025	4,304,242	2,736,032,759	1.57	2,025,927	0.74	6,330,169	2.31	\$5,335	\$74	2025
2026	4,204,214	2,736,032,759	1.54	1,533,235	0.56	6,167,498	2.25	\$5,437	\$72	2026
2027	4,094,456	2,736,032,759	1.50	1,505,731	0.55	6,000,187	2.19	\$5,540	\$70	2027
2028	2,360,336	2,736,032,759	0.86	1,548,738	0.56	4,208,514	1.54	\$5,586	\$68	2028
2029	1,972,133	2,736,032,759	0.72	1,730,624	0.63	3,762,757	1.38	\$5,684	\$65	2029
2030	-	2,736,032,759	0.00	1,733,071	0.63	1,733,071	0.63	\$5,726	\$63	2030
2031	-	2,736,032,759	0.00	1,129,647	0.41	1,129,647	0.41	\$5,823	\$41	2031
	\$ 80,044,323		Avg. 2.25	\$ 13,551,457	Avg. 0.57	\$ 98,598,780	Avg. 2.40	Avg. \$57	Avg. \$85	

¹ Grand List for FY 2017 (List dated 10/1/2015) is actual. All others are projected at 0.0% growth annually.

² Assumes 2% mill rate increase plus/minus changes the mill rate for debt.

Proposed Senior Center 2016 (\$5M)

- ▶ It is anticipated that the Town will propose a \$5M Senior/Multi-purpose Center to the voters in November 2016.
- ▶ If successful, the Town could issue \$5M in short-term notes in July 2020 to finance the project. The notes would be permanently bonded at maturity in July 2021, targeting the drop off in existing debt service in FY 2022-23.
- ▶ Assuming current market rates + 163 basis point (1.63%), debt service would peak at \$10.1 million in FY 2021-22.
- ▶ It is estimated that debt service and would decline thereafter.
- ▶ Average taxes required to service the new debt would be approximately \$21/year for the average East Hartford residential property.

Debt Impact – Proposed Senior Center 2016

Fiscal Year	NEW DEBT SERVICE		New Referendum				COMBINED DEBT SERVICE	ANNUAL CHANGE IN DEBT SERVICE	Fiscal Year
	P & I	P & I	2016 Senior Center \$5,000,000 Dated: 7/15/20 Due: 7/15/21 Interest: 3.30%	2016 Senior Center \$5,000,000 Dated: 7/15/21 Due: 7/15/23-31 Interest: 3.54%	Interest	P & I			
2017	\$ 7,373,620	\$ -	\$ -	\$ -	-	-	\$ 7,373,620	-	2017
2018	7,494,682	-	-	-	-	-	7,494,682	121,062	2018
2019	8,262,271	-	-	-	-	-	8,262,271	767,589	2019
2020	8,529,743	-	-	-	-	-	8,529,743	267,471	2020
2021	9,708,790	-	-	-	-	-	9,708,790	1,179,048	2021
2022	9,887,820	165,000	-	88,500	-	-	10,141,320	432,530	2022
2023	9,388,993	-	-	177,000	-	-	9,565,993	(575,327)	2023
2024	8,621,018	-	-	727,088	-	-	9,348,106	(217,888)	2024
2025	6,330,169	-	-	702,353	-	-	7,032,521	(2,315,585)	2025
2026	6,167,498	-	-	682,706	-	-	6,850,204	(182,318)	2026
2027	6,000,187	-	-	663,059	-	-	6,663,246	(186,958)	2027
2028	4,208,514	-	-	643,412	-	-	4,851,925	(1,811,321)	2028
2029	3,762,757	-	-	623,765	-	-	4,386,522	(465,404)	2029
2030	1,733,071	-	-	604,118	-	-	2,337,188	(2,049,333)	2030
2031	1,129,647	-	-	584,471	-	-	1,714,118	(623,071)	2031
2032	-	-	-	564,824	-	-	564,824	(1,149,294)	2032
	\$ 98,598,780	\$ 165,000	\$ -	\$ 6,061,292	\$ -	\$ -	\$ 104,825,072	-	

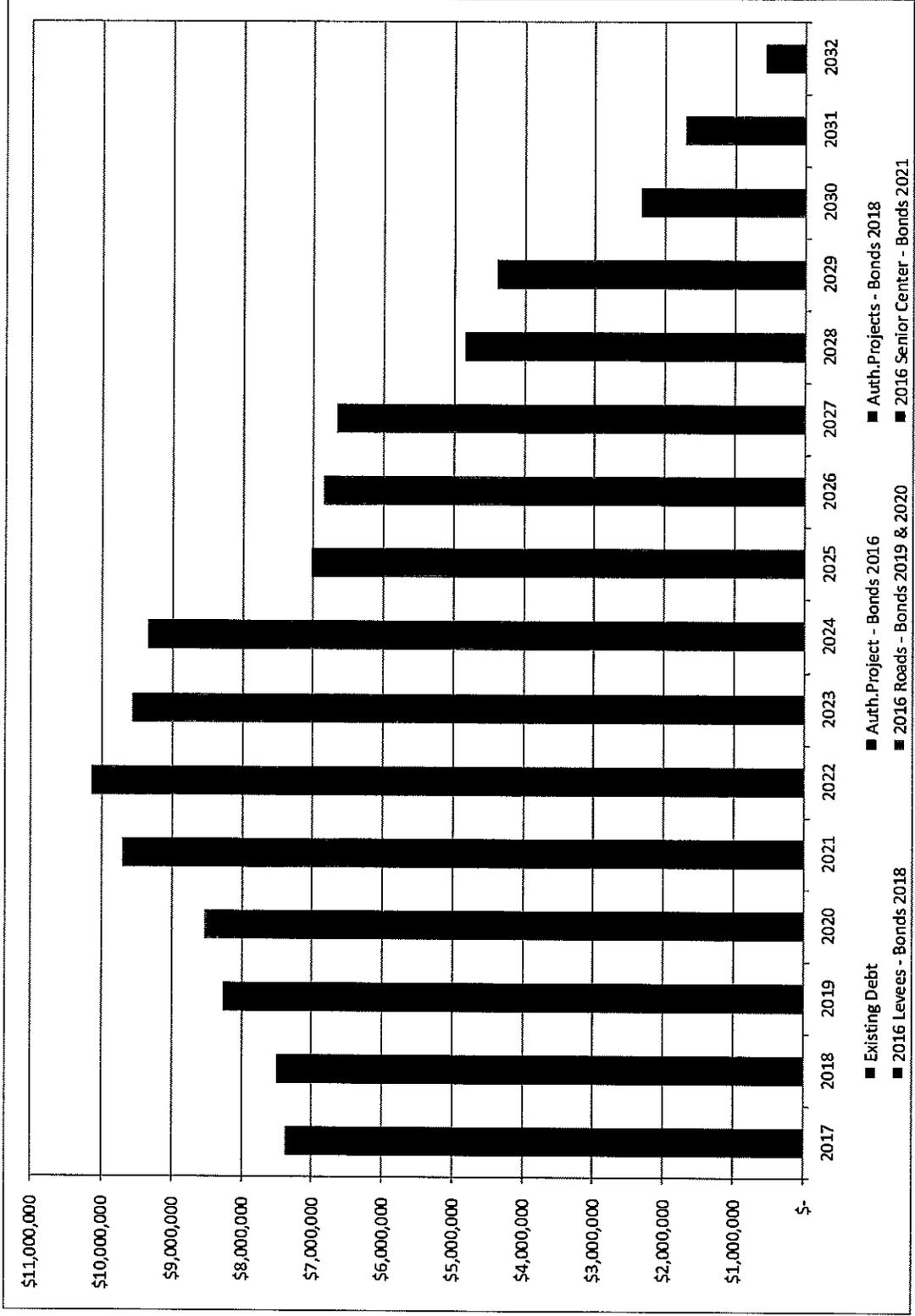
Mill Rate/Tax Impact – Proposed Senior Center 2016

Fiscal Year	Existing Debt Service		Existing & Projected Grand List ¹		Mill Rate For Existing Debt		Authorized Projects Debt Service		Projected Mill Rate Auth. Projects		Combined Debt Service		Mill Rate For Combined Debt Service		Tax Impact Average Household		Tax Impact at 150% Average Household		Fiscal Year
	P & I	Mills	P & I	Mills	P & I	Mills	P & I	Mills	Total Taxes ²	Taxes for New Debt	Total Taxes ²	Taxes for New Debt	Total Taxes ²	Taxes for New Debt	Total Taxes ²	Taxes for New Debt			
2017	\$ 7,373,620	2.70	\$2,736,032,759	2.70	\$ -	0.00	\$ 7,373,620	2.70	\$4,586	\$0	\$6,879	\$0	\$6,879	\$0	\$6,879	\$0	2017		
2018	7,494,682	2.74	2,736,032,759	2.74	0.00	0.00	7,494,682	2.74	\$4,682	\$0	\$7,023	\$0	\$7,023	\$0	\$7,023	\$0	2018		
2019	8,262,271	3.02	2,736,032,759	3.02	0.00	0.00	8,262,271	3.02	\$4,804	\$0	\$7,206	\$0	\$7,206	\$0	\$7,206	\$0	2019		
2020	8,529,743	3.12	2,736,032,759	3.12	0.00	0.00	8,529,743	3.12	\$4,909	\$0	\$7,363	\$0	\$7,363	\$0	\$7,363	\$0	2020		
2021	9,708,790	3.55	2,736,032,759	3.55	0.00	0.00	9,708,790	3.55	\$5,049	\$0	\$7,574	\$0	\$7,574	\$0	\$7,574	\$0	2021		
2022	9,887,820	3.61	2,736,032,759	3.61	0.09	0.09	10,141,320	3.71	\$5,164	\$9	\$7,747	\$14	\$7,747	\$14	\$7,747	\$14	2022		
2023	9,388,993	3.43	2,736,032,759	3.43	0.06	0.06	9,565,993	3.50	\$5,245	\$6	\$7,867	\$10	\$7,867	\$10	\$7,867	\$10	2023		
2024	8,621,018	3.15	2,736,032,759	3.15	0.27	0.27	9,348,106	3.42	\$5,340	\$27	\$8,010	\$40	\$8,010	\$40	\$8,010	\$40	2024		
2025	6,330,169	2.31	2,736,032,759	2.31	0.26	0.26	7,032,521	2.57	\$5,361	\$26	\$8,041	\$39	\$8,041	\$39	\$8,041	\$39	2025		
2026	6,167,498	2.25	2,736,032,759	2.25	0.23	0.23	6,850,204	2.50	\$5,462	\$25	\$8,192	\$37	\$8,192	\$37	\$8,192	\$37	2026		
2027	6,000,187	2.19	2,736,032,759	2.19	0.21	0.21	6,663,246	2.44	\$5,564	\$24	\$8,347	\$36	\$8,347	\$36	\$8,347	\$36	2027		
2028	4,208,514	1.54	2,736,032,759	1.54	0.21	0.21	4,851,925	1.77	\$5,610	\$24	\$8,415	\$35	\$8,415	\$35	\$8,415	\$35	2028		
2029	3,762,757	1.38	2,736,032,759	1.38	0.23	0.23	4,386,522	1.60	\$5,707	\$23	\$8,560	\$34	\$8,560	\$34	\$8,560	\$34	2029		
2030	1,733,071	0.63	2,736,032,759	0.63	0.22	0.22	2,337,188	0.85	\$5,748	\$22	\$8,623	\$33	\$8,623	\$33	\$8,623	\$33	2030		
2031	1,129,647	0.41	2,736,032,759	0.41	0.21	0.21	1,714,118	0.63	\$5,844	\$21	\$8,766	\$32	\$8,766	\$32	\$8,766	\$32	2031		
2032	-	0.00	2,736,032,759	0.00	0.21	0.21	564,824	0.21	\$5,923	\$21	\$8,885	\$31	\$8,885	\$31	\$8,885	\$31	2032		
	\$ 98,598,780	Avg. 2.40		Avg. 2.40	\$ 6,226,292	Avg. 0.21	\$ 104,825,072	Avg. 2.39	Avg.	\$21	Avg.	\$21	Avg.	\$31	Avg.	\$31			

¹ Grand List for FY 2017 (List dated 10/1/2015) is actual. All others are projected at 0.0% growth annually.

² Assumes 2% mill rate increase plus/minus changes the mill rate for debt.

Debt Impact (Existing/Authorized/Proposed)





TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 11, 2016
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: Neighborhood Assistance Act

Attached for your review are the proposals of seventeen (18) community programs for participation in the 2016-2017 Neighborhood Assistance Act Program. The Connecticut Neighborhood Assistance Act tax Credit Program provides State of Connecticut tax credits to businesses who contribute to community programs

This information on the attached community programs was presented at a Public Hearing that was held on April 27, 2016. Approval of the attached resolution will authorize the Town of East Hartford to forward the attached applications to the State of Connecticut Department of Revenue Services for inclusion in the Neighborhood Assistance Act Program

Please place this information on the agenda for the May 17, 2016 meeting. I recommend that the Town Council approve the resolution as submitted.

Thank you.

Cc: P. O'Sullivan, Grants Manager
E. Buckheit, Development Director

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc
FROM: Paul O'Sullivan, Grants Manager *PMOJ*
SUBJECT: Council Resolution for Neighborhood Assistance Act Applications
DATE: May 6, 2016

Seventeen (18) community programs have asked to be included in the Town of East Hartford's annual participation in the State of Connecticut "Neighborhood Assistance Act Program". The Neighborhood Assistance Act provides State tax credits to businesses who contribute to community programs benefiting low income or handicapped individuals in such areas as: job training, job education, community services, and energy conservation. An informational publication explaining the program is attached.

It is important to note that these are State, not municipal, tax credits. The "Tax Credit Program" was authorized under Connecticut General Statute SS 12-630aa, as amended. Energy conservation programs are awarded a 100% credit; all others receive a 60% credit.

Those programs wishing to participate are listed on the attached summary. All 17 proposals were presented at a Public Hearing held April 27, 2016.

As in the past, Goodwin College has acted as facilitator for the applications for various nonprofits. A representative from Goodwin has been asked to attend the Council meeting to answer questions regarding the applicant organizations.

I respectfully request that the attached Resolution be placed on the May 17, 2016 agenda of the Town Council for their approval. If approved, these proposals will be forwarded to the State of Connecticut Department of Revenue Services by July 1, 2016.

Attachments: as stated

Cc: Eileen Buckheit, Development Director

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: 2016-17 Neighborhood Assistance Act (NAA) Applications

Funder: State of CT Department of Revenue Services (DRS)

Grant Amount: Not applicable; see comments

Frequency: One time Annual Biennial Other _____

First year received:	<u>N/A</u>		
Last 3 years received:	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Funding level by year:	<u>\$ N/A</u>	<u>\$ N/A</u>	<u>\$ N/A</u>

Is a local match required? Yes No

If yes, how much? Not applicable From which account? Not applicable

Grant purpose: The NAA Tax Credit Program provides a tax credit to business firms that make cash investments in qualifying community programs conducted by tax exempt or municipal agencies.

Results achieved: The aim of the program is to increase donations to nonprofits in certain program areas by providing a tax credit to private donors. See attached Informational Publication for more details.

Duration of grant: This is an annual program.

Status of application: Upon approval of Town Council, applications will be submitted to DRS.

Meeting attendee: Paul O'Sullivan, ext 7206; Marion Leonard, Director of Grants and Planned Giving, Goodwin College, 860-727-6947

Comments: Per DRS regulations, Town acts as facilitator between applicants and DRS. No funds given to Town. See attached Informational Publication for more details.

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 17th of May, 2016.

R E S O L U T I O N

WHEREAS, the Connecticut Neighborhood Assistance Act Tax Credit Program provides State of Connecticut tax credits to businesses who contribute to community programs benefiting low income or handicapped individuals in such areas as: job training, job education, community services, and energy conservation, and;

WHEREAS, seventeen proposals have been received from area agencies, listed on the 2016 State of Connecticut Neighborhood Assistance Act Proposal Summaries sheet as attached, and have requested to be included in the 2016 State of Connecticut tax credit program through the Town of East Hartford, and;

WHEREAS, a Public Hearing to present these applications was held on April 27, 2016, as required by the State of Connecticut.

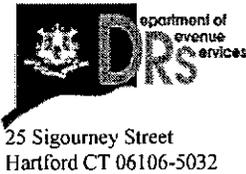
NOW, THEREFORE, LET IT BE RESOLVED: That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to forward these applications to the State of Connecticut Department of Revenue Services for their review and inclusion into the 2015 Neighborhood Assistance Act Tax Credit Program.

AND I DO FURTHER CERTIFY that the above resolution has not been in any wise altered, amended, or repealed, and is now in full force and effect.

IN WITNESS WHEREOF, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford this ____ day of May, 2016.

Angela M. Attenello, Town Council Clerk

seal



25 Sigourney Street
Hartford CT 06106-5032

INFORMATIONAL PUBLICATION

The Connecticut Neighborhood Assistance Act Tax Credit Program

Purpose: This Informational Publication explains the Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program.

Effective Date: Upon issuance.

Statutory Authority: Conn. Gen. Stat. §12-630aa et. seq.

Definitions: For purposes of the NAA tax credit program:

Business firm means any business entity authorized to do business in Connecticut and subject to any of the following taxes:

- Insurance Companies and Health Care Centers (Chapter 207);
- Corporation Business (Chapter 208);
- Air Carriers (Chapter 209);
- Railroad Companies (Chapter 210);
- Certified Competitive Video Service Companies (Chapter 211);
- Community Antenna Television System Companies (Chapter 211);
- Satellite Companies (Chapter 211);
- Utility Companies (Chapter 212); **or**
- Business Entity (Chapter 213a). For purposes of a business entity subject to the Business Entity Tax, the credit may only be used by the members or partners of the entity that are subject to the Corporation Business Tax.

Donation of money to an open space acquisition fund means money contributed to an open space acquisition fund of any political subdivision of the state or any nonprofit land conservation organization.

The money must be used for the purchase of land, interest in land, or permanent conservation restriction on land to be permanently preserved as protected open space.

Energy conservation projects means programs to promote energy conservation that are directed toward properties where at least 75% of occupants are at an income level not exceeding 150% of the poverty level for the year immediately preceding the year during which the tax credit is to be granted or at properties owned or occupied

by charitable corporations, foundations, trusts, or other entities. Such projects include, but are not limited to:

- Energy conserving modification or replacement of windows and doors;
- Caulking and weather-stripping;
- Insulation;
- Automatic energy control systems;
- Hot water systems;
- Equipment required to operate variable steam, hydraulic, and ventilating systems;
- Replacement of burners, furnaces, or boilers;
- Electrical or mechanical furnace ignition systems; **or**
- Replacement or modification of lighting fixtures.

The Connecticut Neighborhood Assistance Act Tax Credit Program: The NAA Tax Credit Program provides a tax credit to business firms that make cash investments in qualifying community programs conducted by tax exempt or municipal agencies.

The credit may be applied against the following taxes:

- Insurance Companies and Health Care Centers (Chapter 207);
- Corporation Business (Chapter 208);
- Air Carriers (Chapter 209);
- Railroad Companies (Chapter 210);
- Certified Competitive Video Service Companies (Chapter 211);
- Community Antenna Television System Companies (Chapter 211);
- Satellite Companies (Chapter 211); **and**
- Utility Companies (Chapter 212).

The community programs must be approved by both the municipality in which the programs are conducted and by the Department of Revenue Services (DRS).

Community Programs That Qualify for the NAA Tax Credit Program: Listed below are examples of the types of programs that qualify for the NAA tax credit and the amount of the available credit.

A tax credit equal to 100% of the cash invested is available to business firms that invest in energy conservation projects.

A tax credit equal to 60% of the cash invested is available to business firms that invest in programs that provide:

- Neighborhood assistance;
 - Job training;
 - Education;
 - Community services;
 - Crime prevention;
 - Construction or rehabilitation of dwelling units for families of low and moderate income in the state;
 - Donation of money to an open space acquisition fund;
 - Child day care facilities;
 - Child care services;
 - Employment and training programs directed at handicapped persons;
 - Employment and training programs for unemployed workers who are 50 years of age or older;
 - Education and employment training programs for recipients in the temporary family assistance program;
 - Community-based alcoholism prevention or treatment;
- or**
- Any other program which serves a group of individuals where at least 75% of the individuals are at an income not exceeding 150% of the poverty level for the year immediately preceding the year during which the tax credit is to be granted.

Obtaining Approval for the NAA Tax Credit Program:

Tax exempt entities and municipal agencies desiring to obtain benefits under the NAA must complete **Form NAA-01, Connecticut Neighborhood Assistance Act Program Proposal**, Parts I, II, and III and submit the form to the municipal agency overseeing the implementation of the proposal. The overseeing municipal agency then completes Form NAA-01, Part IV and submits the form to DRS on or before July 1 of each year. Prior to submitting Form NAA-01 to DRS, each municipality must hold a public hearing on all program applications. The governing body of the municipality must vote to approve the programs. Copies of the public hearing notice and minutes of the meeting approving the programs must be submitted by the municipality to DRS with the approved program proposals.

Limits on the Amount of Contributions That May Be Made or on the Amount of Tax Credit Available: The NAA Tax Credit Program has several statutory limits which must be observed, including the following:

- A business firm is limited to receiving \$150,000 in tax credits annually; however, the amount of tax credit allowed any business firm for investments in child day care facilities for any income year may not exceed \$50,000.

- The minimum contribution on which a tax credit can be granted is \$250.
- Any organization conducting a program or programs eligible for funding under the NAA is limited to receiving an aggregate of \$150,000 of funding for any program or programs for any fiscal year.
- The total amount of all tax credits allowed in any fiscal year is \$5 million, which, if exceeded, results in prorating the approved tax credits among the approved organizations.

Business Applications Deadlines: Each business firm requesting a tax credit under the NAA Tax Credit Program must complete a separate **Form NAA-02, Connecticut Neighborhood Assistance Act (NAA) Business Application**, for **each** program it wishes to sponsor. Form NAA-02 must be submitted to DRS on or after September 15 but not later than October 1 of each year. Business firms may electronically submit their application by emailing a signed Form NAA-02 to **NAAProgram@ct.gov**. Any application that is not electronically submitted may be mailed or hand-delivered to DRS.

Claiming the Tax Credit: DRS issues an NAA program approval letter to business firms that make cash investments in qualified community programs. The letter indicates the tax credit amount that may be claimed on the applicable business tax return. The tax credit amount must also be entered on **Form CT-1120K, Business Tax Credit Summary**, and/or **Form CT-207K, Insurance/Health Care Tax Credit Schedule**.

Carry Back Provisions: The amount of tax credit that is not taken on the tax return of a business firm for the income year beginning during the calendar year in which the program proposal was approved may be carried back to the two immediately preceding income years (beginning with the earlier of the years). No carry forward is allowed.

Obtaining Additional Information: Direct inquiries to:

Department of Revenue Services
Research Unit
25 Sigourney St Ste 2
Hartford CT 06106

Call: **860-297-5687**

Email: **DRS.TaxResearch@po.state.ct.us**

Effect on Other Documents: Informational Publication 2013(9), The Connecticut Neighborhood Assistance Act Tax Credit Program, is superseded and may not be relied upon after the date of issuance of this Publication.

Effect of This Document: An Informational Publication issued by DRS addresses frequently asked questions about a current position, policy, or practice, usually in a less technical question and answer format.

Related Forms and Publications: Request the most recent edition of the following forms: **Form NAA-01**, *Neighborhood Assistance Act Program Proposal*, and **Form NAA-02**, *Neighborhood Assistance Act Business Application*.

For Further Information: Call DRS during business hours, Monday through Friday:

- **1-800-382-9463** (Connecticut calls outside the Greater Hartford calling area only); **or**
- **860-297-5962** (from anywhere).

TTY, TDD, and Text Telephone users only may transmit inquiries anytime by calling 860-297-4911.

Forms and Publications: Visit the DRS website at www.ct.gov/DRS to download and print Connecticut tax forms and publications.

Paperless Filing/Payment Methods (fast, easy, free, and confidential): Business and individual taxpayers can use the **Taxpayer Service Center (TSC)** at www.ct.gov/TSC to file a variety of tax returns, update account information, and make payments online.

File Electronically: You can choose first-time filer information and filing assistance or log directly into the **TSC** to file returns and pay taxes.

Pay Electronically: You can pay taxes for tax returns that cannot be filed through the **TSC**. Log in and select the *Make Payment Only* option. Designate a payment date up to the due date of the tax and mail a paper return to complete the filing process.

DRS E-Alerts Service: Get connected to the latest news from DRS. Receive notification by email of changes to legislation, policies, and procedures. **DRS E-Alerts** provide information for employer's withholding tax, News – Press Releases, and Top 100 Delinquency List. Visit the DRS website at www.ct.gov/DRS and select *Sign up for e-alerts* under *How Do I?* on the gold navigation bar.

**TOWN OF EAST HARTFORD: PROPOSAL SUMMARIES (18 TOTAL)
2016 STATE OF CONNECTICUT NEIGHBORHOOD ASSISTANCE ACT PROGRAM***

Organization	Program Title	Program Description	NAA Funding (Tax Credit)	Number of Recipients	Contact
Boy Scouts of America, Connecticut Rivers Council, Inc.	Prepared for Life	Provide student scholarship funds to local residents for completion of education at either Goodwin College or Stone Academy	\$150,000 (60%)	100	Rolland Miner 60 Darlin Street East Hartford, CT 06108 (860) 913-2739 rminer@bsam.org
Connecticut Center for Advanced Technology, Inc.	Work Force Technology Program	Provide pre-vocational and conventional education programs for local residents	\$150,000 (60%)	100	Elliot Ginsberg 222 Pitkin St. East Hartford, CT 06108 (860) 282-4202 eginsberg@ccat.us
Connecticut Training Center, Inc.	Building Upgrades for Energy Efficiency	Retrofit organization's main offices and training rooms with new insulation in accessible areas, new energy-efficient lighting and controls, new high R-factor windows, high efficiency boiler and energy efficient HVAC systems	\$150,000 (100%)	200	Mark Scheinberg 1137 Main St. East Hartford, CT 06108 (860) 727-6900 mscheinberg@goodwin.edu

Organization	Program Title	Program Description	NAA Funding (Tax Credit)	Number of Recipients	Contact
Connecticut Training Center, Inc.	First Step Program	Increase the services provided to the community by sponsoring needy residents into training programs at Goodwin College and Stone Academy	\$150,000 (60%)	100	Mark Scheinberg 1137 Main St. East Hartford, CT 06108 (860) 528-4111 mscheinberg@goodwin.edu
Goodwin College, Inc.	Job Connection	Education and training leading to employment for low income students	\$150,000 (60%)	100	Brooke Penders One Riverside Dr. East Hartford, CT 06118 (860) 528-4111 bpenders@goodwin.edu
Goodwin College, Inc.	Redesign of Campus to Add Energy Effectiveness	Purchase and install new energy efficient building systems	\$150,000 (100%)	3,600	Brooke Penders One Riverside Dr. East Hartford, CT 06118 (860) 528-4111 bpenders@goodwin.edu
Goodwin College Educational Services	Renovation of Buildings for Energy Savings	Purchase and install energy efficient building systems on all of Goodwin College (and its affiliates) buildings	\$150,000 (100%)	4,500	Todd Andrews One Riverside Dr. East Hartford, CT 06118 (860) 528-4111 tandrews@goodwin.edu

Organization	Program Title	Program Description	NAA Funding (Tax Credit)	Number of Recipients	Contact
Goodwin College Educational Services	Support for Early College Students	Provide financial support for tuition and related charges for needy high school students to receive precollegiate and collegiate classes at Goodwin College	\$150,000 (60%)	100	Lynn Guerriero One Riverside Dr. East Hartford, CT 06118 (860) 528-4111 lguerriero@goodwin.edu
Goodwin College Foundation, Inc.	Retrofit Building for Energy Efficiency	Purchase and install energy efficient windows, insulation and HVAC equipment in the Goodwin College buildings in East Hartford	\$150,000 (100%)	3,600	Brooke Penders One Riverside Drive East Hartford, CT 06118 (860) 528-4111 bpenders@goodwin.edu
Goodwin College Foundation, Inc.	Support for Low Income Students	Secure financial aid for low income students attending Goodwin College	\$150,000 (60%)	100	Brooke Penders One Riverside Dr. East Hartford, CT 06118 (860) 528-4111 bpenders@goodwin.edu
Goodwin College Magnet Schools, Inc.	Conservation Project	Purchase and install energy efficient building systems including green roof structures, solar projects, alternative energy generation and storage and other projects	\$150,000 (100%)	700	Lynn Guerriero One Riverside Dr. East Hartford, CT 06118 (860) 528-4111 lguerriero@goodwin.edu

Organization	Program Title	Program Description	NAA Funding (Tax Credit)	Number of Recipients	Contact
Goodwin College Magnet Schools, Inc.	Support for Magnet School Students	Provide Magnet School students with additional programming support, as well as to provide students with possible support to attend early college classes at Goodwin College	\$150,000 (60%)	150	Lynn Guerriero One Riverside Dr. East Hartford, CT 06118 (860) 528-4111 lguerriero@goodwin.edu
Great River Land Trust, Inc.	Energy Upgrades for the Bio Lab and South Meadows Trail System	Provide solar collectors for electricity and heat to the Bio Science Lab located in the South Meadows and Crow Point sections of the Great River Land Trust holdings in East Hartford, Glastonbury and Wethersfield	\$150,000 (100%)	500+	Todd Andrews One Riverside Dr. East Hartford, CT 06118 (860) 727-6937 tandrews@goodwin.edu

Organization	Program Title	Program Description	NAA Funding (Tax Credit)	Number of Recipients	Contact
Great River Land Trust, Inc.	Expansion of Outdoor Programming	Provide support for a feasibility study to determine whether the site can accommodate such energy conservation improvements as LED lighting, solar energy power generation, alternative toilet systems and other such activities. Projects will serve as the basis for a range of conservation education programs	\$150,000 (60%)	100	Bryant Harrell One Riverside Dr. East Hartford, CT 06118 (860) 727-6937 bharrell@goodwin.edu
Hispanic Coalition of Greater Waterbury	Energy Conservation Project	Replace building current HVAC systems and add other energy saving enhancements	\$150,000 (100%)	Organization at this site serves hundreds of residents each year.	Victor Lopez (203) 558-5438 victorlopezjr@yahoo.com
Integrated Health Services	Client Health Services	Personnel coverage, administrative support and supplies for the East Hartford School Based Health Centers	\$150,000 (60%)	100	Deborah Poerio 763 Burnside Avenue East Hartford, CT 06108 (860) 291-9787 debapm@aol.com

Organization	Program Title	Program Description	NAA Funding (Tax Credit)	Number of Recipients	Contact
Integrated Health Services	Energy Efficiency Project	Energy efficiency upgrades to historic building in which Integrated Health Services is located	\$150,000 (100%)	1,000	Deborah Poerio 763 Burnside Avenue East Hartford, CT 06108 (860) 291-9787 debaprn@aol.com
Town of East Hartford	Energy Efficiency Measures	Replacement and/or refurbishment of various Town infrastructures to improve energy efficiency. Specific locations to be determined.	\$150,000 (100%)	51,171 residents of the Town of East Hartford	Timothy Bockus Town of East Hartford 740 Main Street East Hartford, CT 06108 (860) 291-7372 tbockus@easthartfordct.gov

***Please note: full proposals are available for review at the Grants Administration Office in East Hartford Town Hall, 740 Main Street, East Hartford, CT 06108 or on the Grants Administration section of the Town's website at <http://www.easthartfordct.gov/grants-administration>**



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 11, 2016
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: CDBG 42nd Program Year Action Plan

Attached is the proposed action plan for the Community Development Block Grant 42nd Year. The proposed projects are listed with anticipated funding amounts for the period September 1, 2016 through August 31, 2017. All necessary legal notices have been published in the Hartford Courant.

Please place this information on the agenda for the May 17, 2016 meeting. I recommend that the Town Council approve the resolution as submitted.

Thank you.

C: P. O'Sullivan, Grants Manager
E. Buckheit, Development Director
M. Walsh, Finance Director

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation duly held on the 17th day of May, 2016.

RESOLUTION

WHEREAS, The Town of East Hartford is entitled to Forty-second Program Year funding under Title I of the Housing and Community Development Act of 1974, as amended, totaling \$498,058; and

WHEREAS, receipt of this entitlement grant is contingent upon the submission of a Forty-second Program Year Action Plan, and Certifications of Compliance; and

WHEREAS, citizen input was obtained, in accordance with the Grants Administration Office's Citizen Participation Plan, at three Public Hearings held on November 9, 2015 and March 14, 2016.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of East Hartford recognizes the need for funding the objectives contained in the Forty-second Program Year Action Plan and endorses this Plan as reflecting the Town's Community Development needs.

AND, FURTHER, BE IT RESOLVED that the Town Council does support and authorize the submission of the Forty-second Program Year Action Plan, and Grantee Certifications to the U.S. Department of Housing and Urban Development and authorizes its Mayor, Marcia A. Leclerc, to act as representative of the Town and to enter into contract and any amendments thereof with the U.S. Department of Housing and Urban Development.

AND I DO FURTHER CERTIFY that the above resolution has not been in any way altered, amended, or repealed, and is now in full force and effect.

IN WITNESS WHEREOF, I do hereunto set my hand and affixed the corporate seal of said Town of East Hartford this ____ day of May, 2016.

Angela M. Attenello
Town Council Clerk

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc
FROM: Paul O'Sullivan, Grants Manager 
SUBJECT: Council Resolution – Proposed 42nd Program Year CDBG Action Plan
DATE: May 6, 2016

Attached is a draft resolution endorsing the Town's proposed 42nd Program Year Community Development Block Grant (CDBG) Action Plan for the period September 1, 2016 through August 31, 2017. The Town's allocation for this time period totals \$498,058.

The activities chosen for funding in the proposed Action Plan reflect community development needs, citizen comments received at three public hearings, and the objectives of our Consolidated Plan. Per Department of Housing and Urban Development (HUD) requirements, notices regarding the proposed Action Plan were printed in The Hartford Courant on October 20, 2015, December 29, 2015, February 24, 2016, and April 12, 2016.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on May 17, 2016. Please contact me at extension 7206 if you have any questions.

Attachments (3)

Cc: Eileen Buckheit, Development Director

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: 42nd Program Year (2016-17) Community Development Block Grant (CDBG) Action Plan

Funder: U.S. Department of Housing and Urban Development (HUD)

Grant Amount: \$498,058

Frequency: One time Annual Biennial Other _____

First year received:	<u>1978-79</u>		
Last 3 years received:	<u>2015-16</u>	<u>2014-15</u>	<u>2013-14</u>
Funding level by year:	<u>\$521,306</u>	<u>\$547,539</u>	<u>\$558,810</u>

Is a local match required? Yes No

If yes, how much? Not applicable From which account? Not applicable

Grant purpose: CDBG is a flexible program that provides communities with resources to address a wide range of unique community development needs. These include housing rehabilitation, public services that address domestic violence, homelessness and other social problems, parks and recreation and others.

Results achieved: Recent CDBG-funded projects include replacement of the playscape at Alumni Park, Veterans' Terrace Emergency Generator and the Martin Park Pool Deck

Duration of grant: September 1, 2016 through August 31, 2017

Status of application: If Town Council approves, final Action Plan application will be put on display for mandatory citizen comment periods. Anticipate delivery of final Action Plan to HUD in early July, 2016

Meeting attendee: Paul O'Sullivan, x7206

Comments: None

**TOWN OF EAST HARTFORD
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
42nd YEAR ACTION PLAN
September 1, 2016 - August 31, 2017**

PUBLIC SERVICES

<i>CRT - East Hartford Community Shelter</i>	\$35,000
Funding to supplement the operating budget at the East Hartford Community Shelter for the homeless located at 381-385 Main Street. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(A).	
<i>Housing Education Resource Center, Inc.</i>	\$10,462
Funding for the provision of fair housing services including town-wide education and counseling to tenants and landlords as well as foreclosure prevention. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(B).	
<i>InterCommunity, Inc.</i>	\$4,500
Funding for the delivery of services to Young Adult East Hartford residents with behavioral health issues through the Movement to Youth Program. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(B).	
<i>Interfaith Ministries, Inc.</i>	\$6,500
Funding to supplement the operating budget of the Friendship Center's free hot meal program. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(D).	
<i>Interval House, Inc.</i>	\$4,500
Funding for domestic violence shelter and counseling services for low and moderate income East Hartford clients. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(A).	
<i>Senior Support Services</i>	\$9,750
Funding for the delivery of services to East Hartford's elderly population. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(A).	
<i>Youth Services Bilingual Counselor</i>	\$3,000
Funding to support the hiring of a part-time Spanish-speaking counselor to help provide free counseling services to East Hartford families. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208 (a)(2)(i)(B).	

PROJECTS

<i>Commercial Rehabilitation</i>	<i>\$14,000</i>
Funding for limited façade improvements to commercial properties along major thoroughfares in low to moderate income areas, including, but not limited to, sign replacement. Eligible activity under 24 CFR 570.202(a)(3), meets HUD national objective criteria under 24 CFR 570.208(a)(1)(i).	
<i>Housing Rehabilitation</i>	<i>\$177,100</i>
Funding for limited housing rehabilitation of one to four unit owner-occupied properties inhabited by low and moderate income families. Eligible activity under 24 CFR 570.202(a)(1), meets HUD national objective criteria under 24 CFR 570.208(a)(3).	
<i>Parks Improvements</i>	<i>\$71,528</i>
Funding for improvements to parks in low to moderate income areas. Eligible activity under 24 CFR 570.201(c), meets HUD national objective criteria under 24 CFR 570.208 (a)(1)(i).	
<i>Streetscape Improvements</i>	<i>\$62,107</i>
Funding for physical improvements in the Central Business District and along major arteries leading into downtown, in low to moderate income areas, including, but not limited to, bus shelters, trash receptacles, sidewalk replacement, and benches. Eligible activity under 24 CFR 270.201(c), meets HUD national objective criteria under 24 CFR 570.208(a)(1)(i).	
ADMINISTRATION	
<i>Program Administration</i>	<i>\$99,611</i>
Oversight, management, monitoring and coordination of the Community Development Block Grant Program. Eligible activity under 24 CFR 570.206.	
<u>TOTAL</u>	<u>\$498,058</u>



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 11, 2016
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: Parking Violation Hearing Officers

Attached for your review and consideration are the resumes of three candidates for the position of Parking Violation Hearing Officer for the town.

The names are being brought forward for council approval in accordance with The Town of East Hartford's Code of Ordinances Chapter 21, Section 21-6e.

Please place this information on the agenda for the May 17, 2016 meeting. I recommend that the Town Council approve this request as submitted.

Thank you.

Cc: S. Malave, Human Resources Director
S. Chadwick, Corporation Counsel
R. Gentile, Assistant Corporation Counsel

OFFICE OF HUMAN RESOURCES

Date : May 6, 2016
To : Mayor Marcia A. Leclerc
From : Santiago Malave, Human Resources Director
Re : Parking Violation Hearing Officers



As a result of our search for the position of Parking Violation Hearing Officer, three candidates have been selected to serve as Hearing Officers for the Town. In accordance with Charter 21, Section 21- 6e of the Town of East Hartford Code of Ordinances, in order to appoint the candidates to serve two year terms as Hearing Officers you will need to obtain Council approval.

As such, below are the names and professional titles of the three candidates. Also attached for your review and consideration are copies of their resumes. The three candidates are not employed by the Town or by those agencies which administer any aspect of the traffic maintenance, parking, engineering or enforcement.

1. Carol A. Connolly, Esq
2. Paul Ruszczyk, Esq.
3. Adrienne DeLucca, Esq.

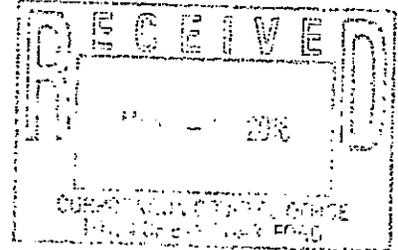
I respectfully request that you refer this item to the Council for the agenda of May 17, 2016 Town Council meeting and recommend that the Town Council consent to these appointments.

Cc: Scott Chadwick, Corporation Counsel
Richard Gentile, Assistant Corporation Counsel

CAROL A. CONNOLLY
15 Wildflower Drive, Hebron, Connecticut 06248
202-374-3230
connolly.carol@yahoo.com

March 1, 2016

Mr. Santiago Malave
Director of Human Resources
Town of East Hartford
740 Main Street
East Hartford, Connecticut 06108



Re: Citation Hearing Officer

Dear Mr. Malave:

Thank you for the courtesy copy of the Citation Hearing Officer vacancy. I am interested in the position. I have over ten years of litigation experience in various jurisdictions including Connecticut, Washington, D.C., and Kentucky. Specifically, I have practiced in criminal law as a Public Defender, civil law defending the District of Columbia as an Assistant Attorney General, and as In-House Counsel at Pratt & Whitney. All of these experiences make me uniquely qualified for this role.

While serving as a Public Defender, I represented over 300 indigent clients throughout their criminal proceedings in both circuit and district courts. I also tried more than ten felony criminal jury trials and obtained not guilty verdicts in numerous misdemeanor jury trials, some of which included traffic related charges. I represented the District of Columbia Department of Motor Vehicles and other agencies in various legal claims against the District and in several mediation sessions resulting in favorable resolutions for my clients. In both roles, I gained first-hand experience investigating cases and preparing numerous memoranda of law. At Pratt & Whitney I was a member of the complex investigation team and worked closely with business executives to ensure legal compliance.

Most importantly, through my experience I have learned the importance of creating an evidentiary record, weighing and analyzing the facts under the law, and providing legally sufficient positions on the issues before me. I attached my resume and publication for your review. I am confident that I will be an asset to your team and I look forward to hearing from you soon.

Sincerely,


Carol A. Connolly

CAROL A. CONNOLLY

15 Wildflower Drive • Hebron, CT 06248

connolly.carol@yahoo.com

202•374•3230

BAR ADMISSIONS

Active Member of the District of Columbia Bar (July 2000); Authorized House Counsel, State of Connecticut (May 2011 - July 2014), Government Member of the United States District Court for the District of Columbia (October 2003); and Limited Practice License, Commonwealth of Kentucky, (June 2001- December 2002).

PROFESSIONAL EXPERIENCE

Pratt & Whitney, East Hartford, Connecticut ***Assistant Counsel (May 2011 - July 2014)***

Served as Assistant Counsel for International Trade Compliance Group and assigned to Complex Investigations Team. Lead investigations for both military and commercial engine programs to ensure compliance with federal regulations. Managed and lead team of outside counsel responsible for filing voluntary disclosures to both the U.S. Department of Justice and the U.S. Department of Commerce. Responded to inquiries from Government appointed monitor. Worked closely with business executives to develop and implement compliance enhancements. Designed, managed, and lead internal team in development of electronic tool for monitoring corrective actions. Conducted and lead onsite domestic audits and served as primary point of contact for international audits. Researched and drafted article on sanctions and penalties for National Defense magazine. Recipient of Eagle Awards for outstanding performance. Served on employee engagement committee.

THE CATHOLIC UNIVERSITY, COLUMBUS SCHOOL OF LAW, Washington, DC ***Adjunct Lecturer (August 2006 - May 2010)***

Course: "Becoming a Lawyer" Text: J.P. Ogilvy, Leah Wortham, and Lisa G. Lerman, Learning from Practice: A Professional Development Text for Legal Externs. (West 2d Ed. 2007).

Taught graded course to second and third year law students regarding the fundamentals of becoming a lawyer. Served as student supervisor for independent research courses.

OFFICE OF THE ATTORNEY GENERAL, Washington, DC ***Assistant Attorney General (October 2003 - January 2010)***

Represented the District in complex civil litigation in the Superior Court of the District of Columbia and the U.S. District Court for the District of Columbia. Served as lead trial counsel in jury trial, *Tulin v. The District of Columbia*, and co-counsel in jury trial, *The Washington Development Group, Inc., v. The District of Columbia*. Prepared for numerous jury trials which resulted in favorable settlements. Defended the District at numerous TRO and PI hearings. Extensive experience researching and filing motions, memoranda of law, and orders including, a motion in limine to exclude any evidence regarding the outcome of Plaintiff's criminal trial and a motion for summary judgment based on Plaintiff's failure to establish that the District had either actual or constructive notice of hazardous condition. Facilitated CLE class on electronic filing in Federal Court and use of PACER.

DEPARTMENT OF PUBLIC ADVOCACY, *Hopkinsville, Kentucky*
Public Defender (February 2001-February 2003)

Represented over 300 indigent clients throughout their criminal proceedings in Circuit Court and District Court including: initial court appearances; plea bargaining; and trial phases. Prepared and tried 10 felony criminal jury trials, including defending a college student accused of murder. Prevailed in 10 misdemeanor trials, including trafficking in marijuana. Filed and successfully argued various writs and motions including: writs of habeas corpus; motions to dismiss charges based on the unconstitutionality of a methamphetamine related statute; Fourth Amendment violations; and improper sentence enhancements.

DYER ELLIS & JOSEPH, (Blank Rome, LLP) *Washington, D.C.*
Law Clerk (August 1999 - May 2000)

- ❖ Assisted lawyers in the civil litigation group. Researched and drafted motions and memoranda of law and assisted with complex discovery requests.

COLUMBUS COMMUNITY LEGAL SERVICES, *Washington, D.C.*
Student Attorney, General Practice Clinic (Spring Semester 1999)

- ❖ Represented indigent clients in the Superior Court of the District of Columbia. Researched and filed motions, memoranda of law, and orders. Interviewed witnesses and collected evidence in preparation for Court hearings.

UNITED STATES DEPARTMENT OF JUSTICE, *Washington, D.C.*
Legal Intern, Civil Litigation, Contracts Division (Fall Semester 1998)

- ❖ Assisted supervising attorney in litigation at the United States Court of Federal Claims. Researched and drafted memoranda of law on issues involving civil actions.

EDUCATION

THE CATHOLIC UNIVERSITY OF AMERICA, COLUMBUS SCHOOL OF LAW
Washington, D.C. Juris Doctor, May 1999

- ❖ Recipient of Hudson County Bar Association Scholarship. New Jersey Prosecutor Association Law Scholarship recipient. District of Columbia Judicial Merit Scholarship recipient.

SAINT PETER'S COLLEGE, *Jersey City, N.J.*
Bachelor of Arts in Sociology, Cum Laude, May 1996

- ❖ Concentration: Criminal Justice; Minor: History; Dean's list and honor program graduate. Recipient of Avon's Women as Leaders scholarship. Recipient of Saint Peter's Academic Athlete award. Captain of Cross Country Track Team.

MEMBERSHIP/PROBONO

-
- ❖ Member, Federal Bar Association/ Former Young Lawyer's Division Board Member
 - ❖ Member, Hebron Board of Education/ Founding Member of Hebron Education Foundation
 - ❖ Member, Army JAG spouses organization/ Former Board Member

Companies Must Vet Business Partners

May 2013

By Carol A. Connolly



Most people know the United States sanctions trade and other business activities with certain countries to advance its foreign policy and national security goals. However, the details of these sanctions and how to avoid violating them can be somewhat complicated.

For companies that wish to do legitimate business with potentially sanctioned countries or corporations, understanding the ins and outs of the U.S. government's enforcement regime and whether a potential trading partner is under sanction are key.

The Treasury Department's Office of Foreign Assets Control (OFAC) administers and enforces economic and trade sanctions against certain countries, their respective governments and a long list of so-called Specially Designated Nationals (SDNs). Most often, sanctions amount to the blocking or freezing of assets and restrictions on trade.

The list of SDNs includes individuals and companies owned, controlled by, or acting for or on behalf of, targeted countries. It also includes non-state actors such as terrorists, criminals engaged in the proliferation of weapons of mass destruction and international narcotics traffickers.

Generally, OFAC regulations bar "U.S. persons" from dealing with SDNs, or parties of which they own more than 50 percent, even if those parties are not identified on the SDN list. The term "U.S. persons" includes U.S. citizens and U.S. lawful permanent residents, wherever located; entities organized under U.S. law and their foreign branches; and any person present in the United States, regardless of nationality.

U.S. persons working with SDNs can be subject to civil or criminal penalties, including imprisonment. OFAC criminal penalties — which require a showing of willfulness — can include fines of \$1 million per violation, asset forfeiture and up to 20 years in prison. Depending on the OFAC sanctions program, civil penalties range from \$250,000 per violation or twice the amount of transaction, to more than \$1 million. In a narrow set of circumstances, dealings with SDNs may be "exempt" from the regulations or can be licensed by OFAC.

OFAC in March released a new screening tool for the public to search for SDNs. This free tool is designed to assist the public in complying with sanctions programs. Using the tool, companies can quickly determine whether an entity or individual with whom they want to conduct business is an SDN and, therefore, off limits.

The tool previously returned results only for exact matches to the search terms used. OFAC's improvements now provide a broader set of results beyond exact matches using fuzzy search logic. The fuzzy logic only works on the name field, however.

This key feature reduces the risk that SDNs will be missed due to a non-exact search term or other mistakes. For example, using the improved OFAC screening tool, a search for the "Bank of Iran," will now return several possible matches including "Bank-e Iran Zamin," "Joint Iranian-Venezuela Bank" and "National Bank of Iran."

The search tool only screens against OFAC's list. It does not capture persons or entities

listed on other restricted party lists, such as lists maintained by the State and Commerce departments. The State Department maintains multiple lists that include the List of Debarred Parties and the Nonproliferation Sanctions Lists. The Commerce Department also has restricted lists that include the Denied Persons List, the Entity List and the Unverified List. Links to these various lists can be found at www.bis.doc.gov/complianceandenforcement/liststocheck.htm.

Complying with OFAC's growing list of SDNs, which now includes more than 7,000 entries, challenges companies large and small. For years, financial institutions have used sophisticated screening systems to weed out SDNs in transactions. Large companies have also relied on powerful but expensive commercial software screening programs. These commercial programs make it much easier for large companies to screen against multiple lists with increased comfort that they will uncover all potential matches, allowing for more informed positive match determinations.

Those unable to afford interdiction software can now use the new and improved SDN-search tool for free. Companies not already relying on a commercial software screening solution should build or enhance compliance programs using OFAC's new tool.

Screening is important, even for transactions that do not involve embargoed countries — Cuba, Iran, Sudan, Syria or North Korea, for instance — or other high-risk jurisdictions. Companies should screen all parties in a transaction, including suppliers, customers, banks and vessels. The list includes parties worldwide, including those based in Western Europe as well as the United States.

And screening alone may not be enough, as it only picks up listed SDNs. A party of which more than half is owned by an SDN is also off limits, even if it is not on the list. For example, if ABC Company owns 50 percent or more of SDN-listed XYZ Company, ABC Company is considered a de facto SDN, and you may not engage in any dealings with ABC Company.

Companies also should consider keeping records of all searches. A record of the screen should be part of the transaction file. Some sophisticated screening software programs allow users to download screen results directly to spreadsheet applications such as Microsoft Excel.

OFAC's new and improved SDN tool is a valuable addition to the several useful resources available to help companies more reliably meet their obligations and should be added to all comprehensive compliance programs.

It can be found at www.treasury.gov/resource-center/sanctions/SDN-List.

Carol A. Connolly is assistant counsel at Pratt & Whitney. The views expressed are solely those of the author.

Paul Rusczyk

Attorney at Law
Highland Professional Center
408 Highland Ave.
Cheshire, CT 06410

Telephone 203-699-9984
Fax 203-699-9408

March 1, 2016

Mr. Santiago Malave
Town of East Hartford
Human Resources Department
740 Main Street
East Hartford, CT 06108

RE: Citation Officer Position

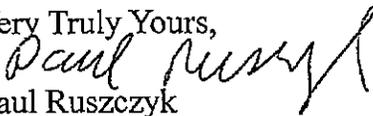
Dear Mr. Malave,

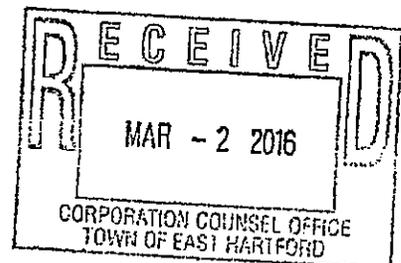
I have received your letter of February 24 and I am honored to be considered for the position of Citation Officer.

Attached is a copy of my resume. Probably the most relevant experience is that of Connecticut State Magistrate where I hear and decide small claims, landlord tenant and infraction cases including motor vehicle violations cases.

I would be happy to meet with you to discuss this position.

Very Truly Yours,


Paul Rusczyk



Attorney Paul Ruszczyk

61 Wolf Hill Court
Cheshire, CT 06410
203-699-9984

WORK HISTORY

Practice of Law

November, 1986 to present

General practice of law including:

- Litigation of contract, corporate, environmental, franchise, personal injury, employment, trademark, probate and collection cases to and through trial and appeal.
- Negotiation and drafting of contracts including contracts for the purchase and sale of businesses and commercial and residential real estate.
- Residential real estate closings including purchases sales and refinances.
- Preparation of estate planning documents including wills, trusts, powers of attorney, living wills and advance directives.
- Formation of business entities including Corporations and Limited Liability Companies.

July, 2011 to present

Connecticut State Magistrate hearing small claim, landlord/tenant and infraction cases.

ITT-Hartford Insurance Company

July, 1976 to July, 1983

Commercial Casualty Insurance Underwriter.

EDUCATION

Juris Doctor, 1986

Cornell Law School, cum laude

B. A. in Economics and History, 1976

State University of New York at Albany, magna cum laude

OTHER

Chairman, Connecticut Bar Association Franchise Law Section (2001-2003)

Member, Connecticut Bar Association Solo and Small Practice Section

Member, Connecticut Bar Association Committee on Professionalism and Continuing Education

Membership Chairman, Copper Valley Club (2006 to 2009)

Member, Cheshire Lions Club 2011 to present

Scoutmaster, Boy Scout Troop 51 2009 to 2015

Assistant Cubmaster, Cub Scout Pack 96 (2005 to 2008)

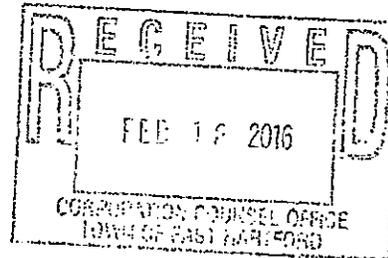
Board Member, Naugatuck Ambulance Corp. (2002 to 2005)

Board Member, Connecticut Society to Prevent Blindness (1995 to 1998)

Cornell Legal Aid Society, Attorney Intern (1985 to 1986)

February 16, 2016

Town of East Hartford
Human Resources Department
740 Main Street
East Hartford, CT 06108



Re: Citation Hearing Officer

To Whom It May Concern:

I am writing regarding the above referenced position that was advertised in the Connecticut Law Tribune. I believe that my previous experience and education make me a highly qualified candidate for this position. Moreover, having worked in city government for many years, I am very familiar with municipal structures and the laws and ordinances that govern them. I am also a certified mediator and would look forward to serving in a role that would allow me to further use those skills. I have enclosed a copy of my resume for your review. I look forward to hearing from you.

Sincerely,

Adrienne R. DeLuca

Adrienne R. DeLuca, Esq.
87 Curve Hill Road
Cheshire, CT 06410
203-530-6564
Adrienne.delucca@gmail.com

ADRIENNE DELUCCA

87 Curve Hill Road
Cheshire, CT 06410
(203) 530-6564
adrienne.delucca@gmail.com

EDUCATION

QUINNIPIAC SCHOOL OF LAW (CENTER FOR DISPUTE RESOLUTION), Hamden, CT
Certificate 40 Hour Mediation Training, received October 2013

QUINNIPIAC SCHOOL OF LAW, Hamden, CT

J.D., *cum laude*, received May 2003

Class Rank: 7 out of 56

Honors: IOLTA Academic Scholarship; National Association of Women Lawyers
Outstanding Women Law Graduate; Phi Delta Phi Academic Honor Fraternity;
Superior Classroom Performance Award in Real Estate; Distinguished Academic
Achievement Award in Advanced Writing & Research, Introduction to
Representing Clients, Ethics & the Criminal Justice System, Service to the
Community Award

UNIVERSITY OF CONNECTICUT, Storrs, CT

B.S., *cum laude*, received May 1979

Major: Human Development and Family Relations

Honors: Phi Upsilon Omicron National Honor Society

EXPERIENCE

CONNECTICUT EDUCATION ASSOCIATION, Hartford, CT

Legal Counsel, October 2012 to present

Counsel to the Association and Manager of Legal Department, provides legal services, including advice and representation to 43,000 individual members and 157 local affiliates. Representation includes trials and appeals in state and federal courts and hearing before various administrative agencies. Analyze and draft proposed legislation.

SIKORSKY AIRCRAFT CORPORATION, Stratford, CT

Labor Relations Manager, March 2009 to May 2012

Provide advice and counsel regarding labor, personnel and employment issues in connection with an hourly union represented population of over 8,000 in Stratford, CT, Horseheads, NY and West Palm Beach, FL. Represent the Company in negotiations and administration of various collective bargaining agreements at multiple sites both domestic and international. Provide training on a myriad of topics such as sexual harassment, union avoidance, supervisor training, etc. Assist in the preparation and representation of arbitrations and defense of unfair labor practices before the NLRB. Conduct union counter campaigns and represent Company in NLRB elections. Supervise 5 Labor Relations Representatives.

ROSE KALLOR, LLP, Hartford, CT

Associate Attorney, May 2007 to March 2009

Represented management, including municipal entities in negotiations of collective bargaining agreements, interest arbitrations, labor relations and employment litigation. Attended Administrative proceedings before various federal and state agencies, including, the Freedom of Information Commission, the Connecticut Commission on Human Rights and Opportunities and the Equal Employment Opportunity Commission. Attended grievance arbitrations before the Connecticut State Board of Mediation and Arbitration and prohibited practice complaints before the State Board of Labor Relations. Provided day-to-day advice to employers regarding traditional labor, personnel and employment issues. Represented management including various municipal entities in all areas of employment litigation, general municipal defense and general constitutional law at both the state and federal level.

CITY OF MIDDLETOWN, Middletown, CT

Deputy City Attorney, December 2003 to May 2007

Represented the City of Middletown in all areas of municipal law in federal and state courts as well as federal and state administrative agencies. Negotiated leases, settlements, easements and several collective bargaining agreements and served as labor counsel for grievance and unfair labor practices. Legal representative for all municipal legislative and administrative officials, attend council and committee meetings. Advise administrative boards and commissions, elected officials and employees.

Paralegal, September 1994 to December 2003

Assisted in all areas above under the direction of the City Attorney.

APPOINTMENTS

HARTFORD COUNTY BAR ASSOCIATION EDUCATION LAW COMMITTEE SECTION

Vice President – March 2014 to present

COMMUNITY MEDIATION, INC., Hamden, CT

Volunteer, October 2013 to present

Oldest community-based mediation program in Connecticut providing mediation and other conflict resolution services in the greater New Haven area. The program is designed to empower individuals, families, organizations and communities to resolve their own disputes.

STATE OF CONNECTICUT JUDICIAL BRANCH (DISTRICT OF NEW HAVEN)

Fact Finder/Arbitrator, 2013 – 2016

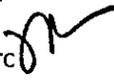
Appointed by the Chief Court Administrator as a non-judicial officer to assist the court in conducting court proceedings in specific types of civil disputes.

BAR ADMISSIONS

Admitted to practice in Connecticut State Court, Federal District Court for the District of Connecticut, Second Circuit Court of Appeals and the United States Supreme Court.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 11, 2016
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: REFUND OF TAXES

I recommend that the Town Council approve a total refund of taxes in the amount of \$9,795.74 as detailed in the attached listing from our Collector of Revenue.

Please place on the Town Council agenda for the May 17, 2016 Town Council meeting.

Thank you.

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: 5/5/2016

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 \$9,795.74. Please see attached listing.

Bill	Name	Address	Prop Loc/Vehicle Info.	UniqueID	Int Paid	Over Paid
2014-04-0080622	BAISDEN RENEE	186 BURKE ST E HARTFORD CT 06108	2011/217BK1BA4BC101688	80622	0	-13.58
2012-03-0057051	COLON JENNIFER	55 GROVE ST APT 203 WINDSOR LOCKS CT 06096	2008/1HGC26358A074432	57051	-27.92	-418.82
2013-03-0057154			2008/1HGC26358A074432	57154	-36.12	-401.34
2014-01-0015899	GOODWIN COLLEGE KING COURT LLC	ONE RIVERSIDE DR EAST HARTFORD CT 06108	5-7 KING CT	7482	0	-106.02
2014-01-0015900			9-11 KING CT	7483	0	-67.56
2014-01-0015901			10 KING CT	7484	0	-246.59
2014-01-0015902			12-14 KING CT	7485	0	-63.34
2014-01-0015903			13-15 KING CT	7486	0	-61.89
2014-01-0015904			16-18 KING CT	7487	0	-100.62
2014-01-0015905			20-22 KING CT	7488	0	-100.62
2014-01-0015906			21 KING CT	7489	0	-287.37
2014-01-0015907			24-26 KING CT	7490	0	-50.98
2014-01-0015908			25-27 KING CT	7491	0	-61.89
2014-01-0015909			30 KING CT	7492	0	-276.81
2014-01-0015910			32-34 KING CT	7493	0	-75.9
2014-01-0015911			36-38 KING CT	7494	0	-57.31
2014-01-0015914			40-42 KING CT	7496	0	-57.31
2014-01-0015915			44-46 KING CT	7497	0	-92.38
2014-01-0015916			48 KING CT	7498	0	-191.65
2014-01-0015917			49 KING CT	7499	0	-283.69
2014-01-0015918			50-52 KING CT	7500	0	-63.34
2014-01-0015919			51-53 KING CT	7501	0	-96.94
2014-01-0015920			54-56 KING CT	7502	0	-100.62
2014-01-0015921			55-57 KING CT	7503	0	-71.26
2014-01-0015922			58-60 KING CT	7504	0	-69.67
2014-01-0015923			59 KING CT	7505	0	-291.51
2014-01-0015924			61-63 KING CT	7506	0	-69.67
2014-01-0015925			62-64 KING CT	7507	0	-109.3
2014-01-0015926			65-67 KING CT	7508	0	-92.38
2014-01-0015927			66-68 KING CT	7509	0	-69.67
2014-01-0015928			69-71 KING CT	7510	0	-47.76
2014-01-0015929			70-72 KING CT	7511	0	-84.6
2014-01-0015930			73 KING CT	7512	0	-254.39
2014-01-0015931			75-77 KING CT	7513	0	-63.34
2014-01-0015932			76-78 KING CT	7514	0	-55.54
			79-81 KING CT	7515	0	-33.95
2014-03-0065092	GU/A J CARMEN	31 SILVER LN E HARTFORD CT 06108	1997/1GNDM19W2VB188445	65092	0	-53.75

2014-04-0083635	GUTIERREZ SANTIAGO C	16 COLGATE LANE E HARTFORD CT 06108	2011/1GKKVSE081267433	83635	0	-562.52
2012-02-0040904	JEFFERSON RADIOLOGY PC	111 FOUNDERS PLAZA STE 400 EAST HARTFORD CT 06108	323 PITKIN ST	PP101103	0	-352.08
2013-02-0040904			323 PITKIN ST	PP101103	0	-335.04
2014-02-0040904			323 PITKIN ST	PP101103	0	-86.66
2014-03-0089581	KAYS TRUCKING INC	30 CLARK ST EAST HARTFORD CT 06108	1986/YS2RM1157G1105440	M89581	0	-206.92
2014-03-0070386	LEEMAN GREGORY B	27 SPRINGSIDE AVE E HARTFORD CT 06108	1999/JN1CA21A1XT109043	70386	0	-77.09
2014-03-0071213	LOZADA MARIA V	44 BROOKLINE DR E HARTFORD CT 06108	2010/1N4ALZAP6AN493826	71213	0	-66.76
2014-03-0073701	MILLER DEAN A	11 HUNTERS RUN STORRS CT 06268	2007/1HGCM55397A208904	73701	0	-9.04
2014-03-0075436	NISSAN INFINITI LT	PO BOX 650214 DALLAS TX 75265	2011/5N1AR1NB1BC616118	75436	0	-521.43
2014-03-0075464			2012/1NGAD0EV6CC421086	75464	0	-568.22
2014-03-0075471			2013/3N1CN7APXDL869803	75471	0	-191.01
2014-03-0075514			2011/1N8ASSMV3BW309807	75514	0	-370.79
2014-03-0075546			2012/1N8ASSMV3CW373462	75546	0	-136.2
2014-03-0081633	RYDER TRUCK RENTAL INC	99 MURPHY RD HARTFORD CT 06114	2009/5PVNV8JT594551469	81633	0	-510.02
2014-03-0081636			2009/1FVACKDT99DAM8523	81636	0	-831.82
2014-03-0081661			2010/5PVN18JROA4A550329	81661	0	-216.88
2014-03-0083733	SMITH-NELSON ROBERLIE J	919 BURNSIDE AVE E HARTFORD CT 06108	1998/1G3GR62C4W4117242	83733	0	-45.86
SUBTOTAL						-64.04
TOTAL						-9,795.74

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

SCOTT M. SANSOM
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

www.easthartfordct.gov

April 29, 2016

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

Re: Outdoor Amusement Application:
"Sounds of Summer Concert Series – Town Green"

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **the East Hartford Parks & Recreation Department by Kristine Vincent, its Recreation Supervisor**. The applicant seeks to conduct a series of summer evening concerts where food will be available, at the **Town Green** from **6:00 PM - 8:00 PM** on the following **2016** dates (**all Thursdays**):

July 7, 21 and August 4, 2016

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 **Health Department** recommends approval provided that appropriate foodservice permits are obtained prior to the events. **It further states there are no anticipated costs to the Department.**

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

The **Police Department** approves the application as submitted and offers the following comments:

- These events can be conducted with a minimal impact upon the surrounding neighborhoods while maintaining a near-normal flow of traffic on the streets adjacent to the site.
- Bicycle Officers and/or Patrol Officers will provide extra attention, if possible, based on staffing on the days of these events.
- **There are no anticipated costs to the Department for these events.**

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink that reads "Scott M. Sansom". The signature is written in a cursive style with a long, sweeping horizontal line extending to the right.

Scott M. Sansom
Chief of Police

Cc:
Applicant



TOWN OF EAST HARTFORD
OUTDOOR AMUSEMENT PERMITS
31 School Street
East Hartford, CT 06108
(860) 528-4401



TO: Distribution

FROM: Carol A. Frank

DATE: April 14, 2016

**SUBJECT: Outdoor Amusement Permit Application –
“Sounds of Summer Concert Series – **Town Green**”**

Attached please find a new copy of the Outdoor Amusement Permit Application submitted by the East Hartford Parks & Recreation Department by Kristine Vincent, its Recreation Supervisor.

The applicant has made a change regarding this event. For your convenience, I have listed the change below:

- An additional date of **Thursday, June 30, 2016** has been added to this event.

There are no other changes to the application.

If you have concerns and/or issues with this change, please reply as soon as possible.

If you have already provided you reviews and have no problem(s) with this application, your previous review will remain on file for this application and there is no need to respond to this notice.

Please direct your comments, if any, regarding this application to my attention.

Thank you for your cooperation in this matter.

Carol A. Frank

Distribution:

J. Oates – Fire Chief
J. Cordier – Health Director
T. Fravel – Parks & Recreation Director
T. Bockus – Acting Public Works Director
Corporation Counsel
Risk Management
Mayor Leclerc

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:
Sounds of Summer Concert Series (TOWN GREEN)
2. Date(s) of Event:
Thursdays, June 30, July 7, 14, 21, 28, August 4, 2016
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) :
Kristine Vincent, Recreation Supervisor
Cell: 860-324-4175, work: 860-291-7160
kvincent@easthartfordct.gov
East Hartford Parks & Recreation Department, 50 Chapman Place
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.
East Hartford Parks & Recreation Department
50 Chapman Place,
East Hartford, CT 06108
c/o Kristine Vincent, Recreation Supervisor
5. List the location of the proposed amusement: (Name of facility and address)
East Hartford Town Green, 1021-1037 Main Street, East Hartford, CT 06108
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
Thursdays, July 7, 14, 21, 28, August 4, 2016 from 6:00 - 8:00 PM
7. Provide a detailed description of the proposed amusement:
Outdoor concert held at the Town Green Gazebo Stage for the purpose of the Sounds of Summer Concert Series.

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)? **6 - 8 PM**

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

families through seniors

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

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

200-400

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:

200 - 400

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

Entrance to parking lot from Main Street and Richard Street.

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

Parking in parking lot at Town Green and Cultural Center

d. Noise impact on neighborhood:

concert to be done by 8:00 PM

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

Self-policed with daily routine cleaning done by Park Maintenance

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:

Vehicles may enter from entrance on Main Street or Richard Street.

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

Cell phone, Bicycled officer requested to pass through

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

None provided

d. Crowd control plan:

seating inside grassy area leaving walkways open

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

will maintain

f. Provision of sanitary facilities:

Port-A-Potties and Cultural Center

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

Yes, contact with Health Department will be made

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:

Kristine Vincent
(Legal Name of Applicant)

Kristine Vincent
(Applicant Signature)

Kristine Vincent
(Printed Name)

4-12-16
(Date Signed)

Recreation Supervisor
(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: Amel Acetans
Employee Number: 9019
Date & Time Signed: April 14, 2016 7:13 AM ~~10:14~~
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: Perez, William
Sent: Friday, April 15, 2016 8:57 AM
To: Frank, Carol
Cc: Driscoll, Eileen
Subject: RE: Sounds of Summer Concert Series - Town Green

Carol,

I have reviewed the application revision for Sounds of Summer – Town Green. It is approved as submitted. There will be no cost to the East Hartford Fire Department.

William Perez, MPA, EFO
Assistant Fire Chief
East Hartford Fire Department
31 School Street
East Hartford, CT 06108
Office (860) 291-7401
Cell (860) 250-4891
Fax (860) 610-6285

From: Frank, Carol
Sent: Thursday, April 14, 2016 8:43 AM
To: Bockus, Tim <Tbockus@easthartfordct.gov>; Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Cohen, Bruce <BCohen@easthartfordct.gov>; Gentile, Richard <RGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Horan, Denise <Dhoran@easthartfordct.gov>; Leclerc, Marcia <MLeclerc@easthartfordct.gov>; McConville, Timothy <Tmconville@easthartfordct.gov>; O'Connell, Michael <MO'Connell@easthartfordct.gov>; Perez, William <Wperez@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Schwartz, Tess <tschwartz@easthartfordct.gov>; Stokes, Gloria <Gstokes@easthartfordct.gov>; Sullivan, Trent <TSullivan@easthartfordct.gov>; Uhrig, Jim <Juhrig@easthartfordct.gov>; Walsh, Mike <MWalsh@easthartfordct.gov>
Subject: Sounds of Summer Concert Series - Town Green

Good morning all.

Attached please find a revised application notice and the revised application for your review.

IF YOU HAVE NO ISSUES OR CONCERNS WITH THE REVISION AND YOU HAVE ALREADY PROVIDED YOUR REVIEW, THE OLD REVIEW WILL REMAIN ON FILE AND WILL SUFFICE.

Please feel free to contact me with any questions or concerns you may have. Thank you.

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



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: **July 7, 14, 21, 28 and August 4, 2016**

Event: **Sounds of Summer Concert Series – Town Green**

Applicant: **East Hartford Parks & Recreation Department by Kristine Vincent, its Recreation Supervisor**

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 _____

Michael Connell 4/21/16
Signature _____ Date

Comments:
Approval recommended provided that appropriate foodservice permits are obtained prior to the event.

Parks Hill



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: **July 7, 14, 21, 28 and August 4, 2016**

Event: **Sounds of Summer Concert Series – Town Green**

Applicant: **East Hartford Parks & Recreation Department by Kristine Vincent, its Recreation Supervisor**

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 \$0.00

Ted Fravel

Signature

4/20/16

Date

Comments:

Frank, Carol

From: Schwartz, Tess
Sent: Thursday, April 07, 2016 1:58 PM
To: Frank, Carol
Cc: Bockus, Tim
Subject: RE: Sounds of Summer Concert Series - Town Green

Carol,

I have reviewed this application and pursuant to Town Ordinance 5.3, I recommend this application be approved.

There is no anticipated cost to the Department.

Tess Schwartz, 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 07, 2016 8:21 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Sullivan, Trent; Uhrig, Jim; Walsh, Mike
Subject: Sounds of Summer Concert Series - Town Green

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 Thursday, April 21, 2016.** 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: Thursday, April 07, 2016 11:48 AM
To: Frank, Carol
Subject: RE: Sounds of Summer Concert Series - Town Green

I have no comments or concerns on this application

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Sent: Thursday, April 07, 2016 8:21 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Sullivan, Trent; Uhrig, Jim; Walsh, Mike
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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

JKR/mynt

Frank, Carol

From: Sullivan, Trent
Sent: Wednesday, April 20, 2016 8:38 AM
To: Frank, Carol
Subject: RE: Sounds of Summer Concert Series - Town Green

Hi Carol – My apologies. I have reviewed it and you have my approval. Thanks!
-Trent

From: Frank, Carol
Sent: Wednesday, April 20, 2016 8:09 AM
To: Sullivan, Trent
Subject: Sounds of Summer Concert Series - Town Green

Good morning Trent.

This is just a reminder -

I know we went back and forth with the two different Sounds of Summer Concert Series applications and I have one for Great River Park. I haven't received your review for the **Sounds of Summer Concert Series - Town Green**. Your review is due tomorrow. Thanks.

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: Hawkins, Mack
Sent: Wednesday, April 20, 2016 1:32 PM
To: Frank, Carol
Subject: RE: Sounds of Summer Concert Series - Town Green

Carol,

I have reviewed the Outdoor Amusement Permit Application for "**Sounds of Summer Concert Series**" – **Town Green**. I approve this permit. Please mark the Worksheets "**EXTRA ATTENTION**" for the day(s) of the event.

Thank you,

Deputy Chief Mack S. Hawkins

Chief of Field Operations
East Hartford Police Department
[31 School St.](#)
East Hartford, CT 06108
Office 860 291-7597

"Serving our Community with Pride and Integrity"



From: Frank, Carol
Sent: Thursday, April 14, 2016 8:43 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Sullivan, Trent; Uhrig, Jim; Walsh, Mike
Subject: Sounds of Summer Concert Series - Town Green

Good morning all.

Frank, Carol

From: Grew, Greg
Sent: Thursday, April 07, 2016 1:58 PM
To: Frank, Carol
Subject: RE: Sounds of Summer Concert Series - Town Green

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

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/inspections-and-permits

From: Frank, Carol
Sent: Thursday, April 07, 2016 8:21 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Sullivan, Trent; Uhrig, Jim; Walsh, Mike
Subject: Sounds of Summer Concert Series - Town Green

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

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

SCOTT M. SANSOM
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

www.easthartfordct.gov

April 29, 2016

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

Re: Outdoor Amusement Application:
"Sounds of Summer Concert Series – Great River Park"

Dear Chairman Kehoe:

Attached please find the amusement application submitted by **the East Hartford Parks & Recreation Department by Kristine Vincent, its Recreation Supervisor**. The applicant seeks to conduct a series of summer evening concerts at the Amphitheater located in **Great River Park** from **6 PM-8 PM**. **Food and alcohol** will also be made available. The concert dates, all **Thursdays**, are as follows:

June 30, July 14, 28 and August 11, 2016

Pursuant to Town Ordinances (TO) 14-7(b) and (TO) 14-10 (13), the applicant requests authorization to sell or dispense alcoholic beverages in connection with these these events.

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 **Health Department** recommends approval of application provided that appropriate foodservice permits are obtained prior to the event. **It further states there are no anticipated costs to the Department for this event**

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

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

- The applicant is advised the on-going CT DOT bridge rehabilitation project in the area of Route and I-84 currently utilizes a detour that will be in place through November of this year. The applicant may experience higher traffic volumes in the surrounding roads as a result of this detour.
- **There are no anticipated costs to the Department for this event.**

The **Police Department** approves the application as submitted and offers the following comments:

- This event can be conducted with a minimal impact upon the surrounding neighborhoods while maintaining a near-normal flow of traffic on the streets adjacent to the site.
- **There are no anticipated costs to the Department for this event.**

Submitted respectfully for your information.

Sincerely,

A handwritten signature in black ink that reads "Scott M. Sansom". The signature is written in a cursive style with a long horizontal flourish 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

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:
Sounds of Summer End of Season Concert (GREAT RIVER PARK)
2. Date(s) of Event:
Thursdays, August 11, 2016
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) :
Kristine Vincent, Recreation Supervisor
Cell: 860-324-4175, work: 860-291-7160
kvincent@easthartfordct.gov
East Hartford Parks & Recreation Department, 50 Chapman Place
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.
East Hartford Parks & Recreation Department
50 Chapman Place,
East Hartford, CT 06108
c/o Kristine Vincent, Recreation Supervisor
5. List the location of the proposed amusement: (Name of facility and address)
Great River Park Amphitheater, 100 E River Dr, East Hartford, CT 06108
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
Thursday, August 11th, 2016 from 6 - 8 PM
7. Provide a detailed description of the proposed amusement:
Outdoor concert held at the Amphitheater as last concert of summer in Sounds of Summer Concert Series

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)? **6 - 8 PM**

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

families through seniors

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

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

200-400

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:

200 - 400

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

Parking in lot of Great River Park

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

Large parking area at Great River Park, along road up top

d. Noise impact on neighborhood:

no neighborhoods nearby

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

Self-policed with daily routine cleaning done by Park Maintenance

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:

Vehicles may enter from main entrance to park

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

Cell phone, Bicycled officer requested to pass through

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

None provided

d. Crowd control plan:

seating in amphitheater area, leaving walkways open

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

will maintain

f. Provision of sanitary facilities:

Port-A-Potties

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

Yes, contact with Health Department will be made

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,

Riverfront Recapture to provide trained staff and sale

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:

Kristine Vincent

(Legal Name of Applicant)

Kristine Vincent

(Applicant Signature)

Kristine Vincent

(Printed Name)

4-5-16

(Date Signed)

Recreation Supervisor

(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 A. Steank
Employee Number: 9019
Date & Time Signed: April 7, 2016 7:46 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: **August 11, 2016**
Event: **Sounds of Summer Concert Series – Great River Park**
Applicant: **East Hartford Parks & Recreation Department by Kristine Vincent, its Recreation Supervisor**

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 _____

Michael O'Connell 4/11/16
Signature _____ Date

Comments:

Approval recommended provided that appropriate foodservice permits are obtained prior to the event.



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: **August 11, 2016**

Event: **Sounds of Summer Concert Series – Great River Park**

Applicant: **East Hartford Parks & Recreation Department by Kristine Vincent, its Recreation Supervisor**

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 \$0.00

Ted Fravel _____ 4/20/16
Signature Date

Comments:

Frank, Carol

From: Schwartz, Tess
Sent: Thursday, April 07, 2016 1:58 PM
To: Frank, Carol
Cc: Bockus, Tim
Subject: RE: Sounds of Summer Concerts Series - Great River Park

Carol,

I have reviewed this application and pursuant to Town Ordinance 5.3, I recommend this application be approved with the following condition:

The applicant is advised the on-going CT DOT bridge rehabilitation project in the area of Route 2 and I-84 currently utilizes a detour that will be in place through November of this year. The applicant may experience higher traffic volumes in the surrounding roads as a result of this detour.

There is no anticipated cost to the department.

Tess Schwartz, 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 07, 2016 8:21 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Sullivan, Trent; Uhrig, Jim; Walsh, Mike
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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 **Thursday, April 21, 2016.** Thank you.

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

Frank, Carol

From: Gentile, Richard
Sent: Thursday, April 07, 2016 11:48 AM
To: Frank, Carol
Subject: RE: Sounds of Summer Concerts Series - Great River Park

I have no comments or concerns on this application

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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

Krk

Frank, Carol

From: Sullivan, Trent
Sent: Thursday, April 07, 2016 9:12 AM
To: Frank, Carol
Cc: Walsh, Mike
Subject: RE: Sounds of Summer Concerts Series - Great River Park

Hi Carol – I've reviewed the application and you have my approval from a Finance/Risk perspective.

Thanks, Trent

From: Frank, Carol
Sent: Thursday, April 07, 2016 8:21 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Sullivan, Trent; Uhrig, Jim; Walsh, Mike
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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

PD Review

Frank, Carol

From: Hawkins, Mack
Sent: Wednesday, April 20, 2016 1:34 PM
To: Frank, Carol
Subject: RE: Sounds of Summer Concerts Series - Great River Park

Carol,

I have reviewed the Outdoor Amusement Permit Application for "**Sounds of Summer Concert Series**" – **Great River Park**. I approve this permit. Please mark the Worksheets "**EXTRA ATTENTION**" for the day of the event.

Thank you,

Deputy Chief Mack S. Hawkins

Chief of Field Operations
East Hartford Police Department
[31 School St.](#)
[East Hartford, CT 06108](#)
Office 860 291-7597

"Serving our Community with Pride and Integrity"



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Subject: RE: Sounds of Summer Concerts Series - Great River Park

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

MILTON GREGORY GREW, AIA
Director of Inspections & Permits
(Building / Zoning / Property Maint.)
TOWN OF EAST HARTFORD
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Direct (860) 291-7345
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