

*Robert J. Cusack*

2016 APR -1 A 8: 32

TOWN COUNCIL AGENDA  
TOWN COUNCIL CHAMBERS  
740 MAIN STREET  
EAST HARTFORD, CONNECTICUT

TOWN CLERK  
EAST HARTFORD

APRIL 5, 2016

7:00 p.m. Executive Session

=====

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

Pledge of Allegiance 7:30 p.m.

- 1. CALL TO ORDER
- 2. AMENDMENTS TO AGENDA
- 3. RECOGNITIONS AND AWARDS
- 4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
- 5. APPROVAL OF MINUTES
  - A. March 15, 2016 Regular Meeting
- 6. COMMUNICATIONS AND PETITIONS
  - A. 442 Burnside Avenue – Update
- 7. OLD BUSINESS
- 8. NEW BUSINESS
  - A. Municipal Tax Exempt Lease Purchase Financing: 5-year Capital Improvement Plan
  - B. Brownfields Cleanup Grant Application
  - C. LoCIP Grant Applications
  - D. Elderly and Disabled Demand Responsive Transportation Grant
  - E. State Dept. of Transportation: Section 5310 Program
  - F. Outdoor Amusement Permit Applications:
    - 1. Gengras HD Spring Open House
    - 2. East Hartford Wellness Fair
      - a. Approval of Application
      - b. Waiver of Permit Fee
    - 3. Spring Fling Fundraiser
      - a. Approval of Application
      - b. Waiver of Permit Fee
    - 4. 29<sup>th</sup> Annual Memorial Mile
    - 5. Greater Hartford Area Walk for Children with Apraxia of Speech
      - a. Approval of Application
      - b. Waiver of Permit Fee
    - 6. 32<sup>nd</sup> Annual Riverfest 5K & Kids 1K
- 9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
  - A. Garden of Light, Inc. dba Bakery on Main – tax appeal
  
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
  
12. ADJOURNMENT (next meeting: April 19<sup>th</sup>)

*Robert J. Paek*

EAST HARTFORD TOWN COUNCIL

2016 MAR 21 A 9:51

TOWN COUNCIL CHAMBERS

TOWN CLERK  
EAST HARTFORD

MARCH 15, 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 7:30 p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Susan Kniep, 44-46 and 50 Olde Roberts Street, (1) asked that the Chair allow residents from Bloomfield to speak on the MDC presentation; and (2) read excerpts of a letter written by a Bloomfield resident regarding the MDC presentation. *The Chair noted longstanding Town Council policy that only residents and non-residents who own property or businesses or work in the town may speak at this portion of the meeting.*

Rafael Zeligzon, 430 Burnside Avenue, again requested a more complete police report for the property at 442 Burnside Avenue, which should include activity in the vicinity of that property.

Mayor Leclerc reserved her comments until the end of the meeting.

APPROVAL OF MINUTES

February 24, 2016 Budget Workshop/Inspections & Permits, Board of Education

MOTION By Linda Russo  
seconded by Marc Weinberg  
to **approve** the minutes of the February 24, 2016 Budget Workshop.  
Motion carried 9/0.

February 27, 2016 Budget Workshop/Various Town Departments

MOTION By Linda Russo  
seconded by Ram Aberasturia  
to **approve** the minutes of the February 27, 2016 Budget Workshop.  
Motion carried 9/0.

February 29, 2016 Budget Workshop/Town Clerk, Public Works, Parks & Rec, Health & Social Services

MOTION By Linda Russo  
seconded by Pat Harmon  
to **approve** the minutes of the February 29, 2016 Budget Workshop.  
Motion carried 9/0.

March 1, 2016 Executive Session/Khalid

MOTION By Linda Russo  
seconded by Ram Aberasturia  
to **approve** the minutes of the March 1, 2016 Executive Session/Khalid.  
Motion carried 9/0.

March 1, 2016 Public Hearing/Personnel Appeals Board Ordinance

MOTION By Linda Russo  
seconded by Marc Weinberg  
to **approve** the minutes of the March 1, 2016 Public Hearing/Personnel Appeals Board Ordinance..  
Motion carried 9/0.

March 1, 2016 Regular Meeting

MOTION By Linda Russo  
seconded by Pat Harmon  
to **approve** the minutes of the March 1, 2016 Regular Meeting.  
Motion carried 9/0.

March 2, 2016 Public Hearing/Budget

MOTION By Linda Russo  
seconded by Ram Aberasturia  
to **approve** the minutes of the March 2, 2016 Public Hearing/Budget.  
Motion carried 9/0.

March 8, 2016 Special Meeting/Budget

MOTION By Linda Russo  
seconded by Marc Weinberg  
to **approve** the minutes of the March 8, 2016 Special Meeting/Budget.  
Motion carried 9/0.



## COMMUNICATIONS AND PETITIONS

### Resignations from Boards and Commissions

Chair Kehoe announced the resignation of Gloria Visgilio-Lupi from the Library Board, Marylee Hickey from the Public Building Commission and Emergency Medical Services Commission and Ana Gould from Emergency Medical Services Commission. He thanked them for their service to the town.

### Presentation by MDC re: Water Quality and Supply

The Metropolitan District – a public non-profit municipal corporation – was created by the General Assembly in 1929 to provide quality potable water and sewer systems for people and businesses in the Hartford area.

Chair Kehoe noted the presence of the East Hartford Commissioners who sit on the District Board: Joseph Kronen, Pasquale Salemi and Bill Horan. (Don Currey, also a Commissioner, was out-of-town). Chair Kehoe introduced William "Bill" DiBella, MDC Board Chair, who called upon Stephen Pratt, Manager for Water Treatment, Susan Negrelli, Engineering Director, Water Supply, and John Zinzarella, Chief Financial Officer to speak on water supply and quality as it relates to each of their departments.

It was noted that if any resident had questions or concerns about the quality of their water, they may call the MDC laboratory at (860)278-7850 X3901.

## NEW BUSINESS

### CT DOT Highway Safety Grant 2016 Distracted Driving

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

**WHEREAS**, the State of Connecticut Department of Transportation (CT DOT) and the National Highway Traffic Safety Administration (NHTSA) are offering grant funds to municipal police departments to participate in the 2016 Distracted Driving High Visibility Enforcement Campaign; and

**WHEREAS**, this campaign will focus on motorists who choose to ignore Connecticut's hand-held mobile phone ban; and

**WHEREAS**, over 1,300 people are injured every day on our nation's highways as a result of distracted driving crashes.

**NOW THEREFORE LET IT BE RESOLVED**; That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by CT DOT and NHTSA as they pertain to the 2016 Distracted Driving High Visibility Enforcement Campaign.

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

### Refund of Taxes

MOTION       By Marc Weinberg  
                  seconded by Linda Russo

to **refund** taxes in the amount of \$14,533.67  
pursuant to Section 12-129 of the Connecticut General Statutes.  
Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Over Paid
2014-03-0050751	ALI MALIK KHALID	1996/2T1BA02E6TC143091	-37.47
2014-03-0053156	BERKWITT RANDY LYNN	2013/1FADP3F27DL206451	-17.56
2014-03-0054428	BROWN BRIAN A	2013/JM1BL1TG7D1740885	-98.21
2014-03-0054431	BROWN BRIAN A	2011/1G1PD5SH9B7163929	-184.59
2014-03-0056265	CHALWELL DENCIA	2010/5J6RE4H36AL028314	-7.26
2014-03-0057137	COLLAZO FRANCISCO E	2006/WAUDG74F36N039940	-164.27
2014-01-0013637	CORELOGIC ATTN: REFUNDS	21 WHITNEY ST	-35.16
2014-01-0002130	CORELOGIC ATTN: REFUNDS	98 HEATHER DR	-2588.80
2014-01-0015637	CORELOGIC ATTN: REFUNDS	31 HOME TER	-1902.96
2014-03-0058557	CYRILLO GISELLE M	2007/4T1CA30P87U131751	-64.43
2014-01-0003503	DALRYMPLE SUSAN W	34 SHANNON RD	-476.95
2014-03-0058786	DALRYMPLE SUSAN W	2014/JTMDFRE7ED078624	-79.16
2014-04-0082132	DAVIS ABIGAIL PAULINE	2001/JN1CA31D61T804092	-23.06
2014-03-0059387	DELACRUZ HELEN M	2008/5FNRL38628B417058	-373.21
2014-03-0060149	DOLAN KATHRYN	2009/2HGFA16529H305011	-5.20
2014-03-0089586	DRUMMOND DANIEL L	2011/WAULFAFR2BA030571	-63.15
2014-03-0061774	FELDER ELIJAH J	2003/2G4WS52J231129093	-31.87
2014-01-0005112	FLANAGAN CLARE K	211 WOODMONT DR	-23.64
2014-01-0013013	IDAHO HOUSING & FINANCE MTG	58 COLLIMORE RD	-2308.82
2014-04-0085211	MANGANELLO MARTIN R JNT	2015/1N4AL3AP0FC190775	-71.68
2014-01-0009145	MARQUEZ CARMEN H	29 JOHN ST	-10.00
2014-03-0072561	MATUSIK EDWARD OR MATUSIK BOZENA	2007/JHLRE48537C015328	-24.26
2014-01-0010200	MORROW JOSEPH TRUSTEE	12 CRESCENT DR	-10.55
2014-01-0010463	NEFCO HOLDING LLC	411 BURNHAM ST	-1246.99
2014-01-0010951	OUELLETTE LEO P & JACQUELINE L EST	30 HILLSIDE ST B-24	-8.09
2014-01-0011529	PHENG SOMPHONE PHONE & MOUNTHA	72 LELAND DR	-6.00
2014-03-0080325	ROBINSON BRUCE P OR ROBINSON DONNA L	2013/1N4AL3AP7DC246496	-143.82
2014-01-0012819	RYAN JOHN J & JEANNINE TRUSTEES	229 ELLINGTON RD B	-972.23
2014-01-0012820	RYAN JOHN J & JEANNINE M	38 STANLEY ST	-36.00
2014-03-0083424	SKIBA DANIEL S & SKIBA CELIA P	2006/1FTRF14556NA72017	-107.31

2014-03-0087584	VOLKSWAGEN CREDIT LEASING LTD	2014/WA1LFAPP4EA010614	-321.80
2014-01-0015176	WALLACE MARY ELLEN	53 SUNNYREACH DR	-206.94
2014-01-0015141	WENNINGER STEVEN L & MARIE B	128-134 CANNON RD	-2882.23
		<b>TOTAL</b>	<b>-14,533.67</b>

Outdoor Amusement Permit Applications from Riverfront Recapture:

Riverfest 2016

MOTION By Joe Carlson  
seconded by Linda Russo  
to **approve** the outdoor amusement permit application, Riverfest 2016, submitted by Joshua Urrutia, Public Events Manager, for Riverfront Recapture, to conduct outdoor musical entertainment with, food, vendors, roaming entertainment, activities and a fireworks show at Great River Park and Founders Plaza on Saturday July 9, 2016 between the hours of 4PM and 10PM, with music occurring between the hours of 4PM and 9:30PM with a rain date of Sunday, July 10, 2016 with the same hours as that of the July 9<sup>th</sup> event; and pursuant to Town ordinance 14-7(b) and 14-10(13), the applicant is authorized to sell or dispense alcoholic beverages in connection with this event – providing the town receives a current and updated liquor permit prior to the July 9<sup>th</sup> event date; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to **waive** both the permit fee and any associated town expenses for this event pursuant to the resolution passed by the Town Council on June 3, 2014.  
Motion carried 9/0.

Riverfront Swing Night

MOTION By Joe Carlson  
seconded by Ram Aberasturia  
to **approve** the outdoor amusement permit application entitled "Riverfront Swing Night" submitted by Joshua Urrutia, Events Manager for Riverfront Recapture to conduct a series of concerts with music provided by Simply Swing Music, and that, pursuant to Town ordinance 14-7(b) and 14-10(13), the applicant is authorized to sell beer and wine in a designated area of Great River Park – provided that a current and updated liquor permit must be provided to the town prior to the July 16<sup>th</sup> event date – on the following dates and times in 2016:

Saturday, June 4<sup>th</sup> 6:30PM-8:30PM (rain date Sunday June 5<sup>th</sup>)  
Saturday, July 16<sup>th</sup> 6:30PM-8:30PM (rain date Sunday July 17<sup>th</sup>)

subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required

by the Town of East Hartford or its agencies; and to **waive** the permit fee and any associated town expenses for this event pursuant to the resolution passed by the Town Council on June 3, 2014.  
Motion carried 9/0.

#### Head of the Riverfront Regatta

MOTION By Joe Carlson  
seconded by Marc Weinberg  
to **approve** the outdoor amusement permit application, entitled "Head of the Riverfront Regatta" submitted by Joshua Urrutia, Events Manager for Riverfront Recapture to conduct a rowing regatta on the Connecticut River beginning at the Charter Oak Landing in Hartford on Sunday, October 2, 2016 from 6AM to 5PM, with a flood and rain date of Sunday, November 6, 2016; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to **waive** the permit fee and any associated town expenses for this event pursuant to the resolution passed by the Town Council on June 3, 2014.  
Motion carried 9/0.

#### Riverfront Summer Pops

MOTION By Joe Carlson  
seconded by Ram Aberasturia  
to **approve** the outdoor amusement permit application submitted by Joshua Urrutia, Events Manager, for Riverfront Recapture, Inc. to conduct three Pop concerts in Great River Park, with music on the following dates and times in 2016:

Saturday, May 28<sup>th</sup> 7PM to 9PM (rain date: Sunday, May 29<sup>th</sup>)  
Saturday, July 23<sup>rd</sup> 7PM to 9PM (rain date: Sunday, July 24<sup>th</sup>)  
Saturday, Sept 10<sup>th</sup> 7PM to 9PM (rain date: Sunday, Sept 11<sup>th</sup>)

and that pursuant to Town ordinance 14-7(b) and 14-10 (13) the applicant is authorized to sell or dispense beer and wine in connection with this event in a designated area in Great River Park provided a current and updated liquor permit is submitted to the Town prior to the July 23<sup>rd</sup> event; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to **waive** both the permit fee and any associated town expenses for this event pursuant to the resolution passed by the Town Council on June 3, 2014.  
Motion carried 9/0.

#### OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

None

OPPORTUNITY FOR RESIDENTS TO SPEAK

Don Sugalski, 1736 Main Street, is concerned about adequate water supply during long droughts. He also read excerpts from a statement written by a Bloomfield resident regarding the MDC presentation.

Susan Kniep, 50 Olde Roberts Street, believes that the proposal to build a water bottling plant in Bloomfield could impact East Hartford.

Mayor Leclerc commented on (1) Susan Hansen, Library Director, will be leaving town employment to work at Goodwin College; (2) the EHPD won "Best Town Police Department" for their participation in last Saturday's St. Patrick's Day parade; (3) the handicapped "lift" in Town Hall is not working – the part needed is being fabricated by Public Works; (4) Burnside Ice will be a speaker at Raymond Library on March 22<sup>nd</sup>; (5) the TED program at the library is successful; (6) a performance of the Jungle Book Story by the Land Theatricals will be held at the East Hartford Community Cultural Center; and (7) the Bunny Breakfast and Egg Hunt will be held on March 19<sup>th</sup> from 9:30AM to 11AM.

Marc Weinberg wished Rich Kehoe and Pat Harmon Happy Birthdays. He also acknowledged St. Patrick's Day on March 17<sup>th</sup> and St. Joseph's Day on March 19<sup>th</sup>.

ADJOURNMENT

MOTION      By Esther Clarke  
                  seconded by Bill Horan  
                  to **adjourn** (9:35 p.m.).  
                  Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be on April 5<sup>th</sup>.

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



**EAST HARTFORD POLICE DEPARTMENT  
MEMORANDUM**



**To: Scott M. Sansom, Chief of Police**

**From: Mack S. Hawkins, Deputy Chief  
Field Operations Bureau**

**Date: March 17, 2016**

**Subject: Part 1 Crime Statistics Surrounding 442 Burnside Avenue**

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Chief,

Below is the breakdown of Part 1 "Calls for Service." The AREA encompasses 382 Burnside Avenue to 500 Burnside Avenue, to include Zebulon Street, Daniel Street, Bidwell Avenue and Moore Avenue.

This writer received an "Incident Analysis Report" from Records Supervisor Donna Lemaire and the breakdown is as follows:

March 2015 – March 2016

	<u>AREA</u>	<u>442 Burnside Ave.</u>
• Burglary	5	0
• Larceny	19	1
• Motor Vehicle Theft	5	0
• Robbery	7	2 (Arrest Made in 1)
• Serious Assault	1	0
• Sex Offense	0	0

March 2014 – March 2015

• Burglary	1	0
• Larceny	8	0
• Motor Vehicle Theft	6	1
• Robbery	3	1 (Arrest Made)
• Serious Assault	3	0
• Sex Offense	1	0

March 2013 – March 2014

• Burglary	9	0
• Larceny	18	0
• Motor Vehicle Theft	7	1
• Robbery	5	1
• Serious Assault	2	0
• Sex Offense	1	0



## EAST HARTFORD POLICE DEPARTMENT MEMORANDUM




In the past 3 years, 442 Burnside Avenue has had 7 "Part 1 Crimes" at their location, to include 4 Robberies. To date, 2 of the Robberies have resulted in arrests.

Should you require any further information, please advise.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 30, 2015  
TO: Richard F. Kehoe  
FROM: Mayor Marcia A. Leclerc   
RE: RESOLUTION- Municipal Tax Exempt Lease Purchase Financing

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Recently the Town Council, as part of the budget process, adopted the Town of East Hartford's 5-year Capital Improvement Plan from 2016-2017 through 2020-2021.

Attached is the Resolution which when approved will authorize the municipal tax exempt lease purchase financing to be submitted to secure funding to pay for the plan

Please place this information on the agenda for the April 5, 2016 meeting. I recommend that the Town Council approve this request as submitted and adopt the attached resolution.

Thank you.

C: M. Walsh, Finance Director



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

**WHEREAS**, the Town of East Hartford approved the purchase of various capital equipment including police cars, fire public safety vehicles, various computer equipment, a phone system, a zero-turn mower, a pick-up truck, a dump truck with plow, a backhoe, a dike mower, replacement office furniture, and the local share for a senior bus as part of the Town of East Hartford's Approved 5-Year Capital Improvement Plan for the fiscal years 2016-17 through 2020-21; and

**WHEREAS**, the cost of the various capital equipment designated for lease-purchase financing totals \$852,750; and

**WHEREAS**, the Town will budget \$236,638 in fiscal years 2017-18 through 2020-21 in the General Operating Fund to pay principal and interest on the purchases.

**THEREFORE BE IT RESOLVED**, that the Mayor of the Town of East Hartford is authorized to enter into a master lease purchase agreement and related documents with TD Equipment Finance, Inc. or their affiliates in the principal amount not to exceed \$852,750. The interest rate, payment schedule and other details of the financing shall be mutually determined between the company and the Mayor, whose signatures will indicate approval of specific terms and conditions.

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

I, Angela Attenello, Clerk of the Town Council of the Town of East Hartford, certify that the above resolution was approved at a meeting of the Town Council held on April 5, 2016.

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Angela Attenello, Clerk of the Town Council



## MEMORANDUM

**DATE:** March 23, 2016

**TO:** Marcia A. Leclerc, Mayor

**FROM:** Michael P. Walsh, Director of Finance 

**TELEPHONE:** (860) 291-7246

**RE:** **Resolution to Authorize a Municipal Tax Exempt Lease Purchase Financing**

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As part of the recent budget process, the Town Council adopted the Town of East Hartford's 5-year Capital Improvement Plan for the years 2016-17 through 2020-21 (copy attached).

With the approved plan in place, I now request that the attached municipal tax exempt lease purchase financing resolution be submitted for their approval to secure funding to pay for the plan.

Should you have any questions on any of the aforementioned, please do not hesitate to let me know.

TOWN OF EAST HARTFORD RECOMMENDED CAPITAL IMPROVEMENT PROGRAM FOR THE FISCAL YEARS 2016-17 THROUGH 2020-21

REF. #	Project Description	Funding Source	Adopted	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	TOTAL
	TOWN HALL								
2017-101	Tax Office security recommendations	LOCIP	75,000	75,000	-	-	-	-	75,000
2017-102	Town - furniture replacement	Lease	25,000	25,000	25,000	25,000	25,000	25,000	125,000
2017-103	Senior bus (20% local match)	Lease	15,000	15,000	25,000	-	-	-	40,000
2017-104	P and Z Tablets	Lease	4,000	4,000	-	-	-	-	4,000
2017-105	New Senior Center/Multipurpose Center construction/renovation		-	5,000,000	-	-	-	-	5,000,000
2017-106	Town/PSC PBX replacement		-	-	225,000	-	-	-	225,000
2017-107	Expansion of fiber network		-	-	-	-	-	427,973	427,973
	TOWN HALL TOTAL		119,000	119,000	5,025,000	275,000	25,000	452,973	5,896,973

**DEPARTMENT:** Town Hall

**Ref. # 2017-101** Project Description: Tax Office security recommendations

We are recommending this request in the amount of \$75,000 in LOCIP funding to provide a funding source for the renovation of the taxpayer counters in the Tax Office based on the 2015 Tax Office consultant recommendations regarding improved security.

**Ref. # 2017-102** Project Description: Town - furniture replacement

We are recommending this request in the amount of \$25,000 in lease funding to provide a funding source for selected furniture replacement and office upgrades (paint, carpeting, and leasehold type improvements could be included as needed) within Town Hall and other satellite locations.

Over time, the furniture and equipment in Town Hall and satellite offices has deteriorated in condition and periodically some pieces require replacement or the office needs refreshment. This request simply attempts to continue to fund a regular equipment, furniture, or office upgrade rotation.

**Ref. # 2017-103** Project Description: Senior bus (20% local match)

We are recommending this request in the amount of \$15,000 in lease funding to provide a funding source for the local cash match related to the purchase of a bus/van to be used to transport citizens and seniors.

The existing bus will reach its useful life by the time this new bus is ordered and put into service. Because a large segment of the senior population and those with disabilities use this program with the State contributing approximately 80% of the purchase price, we are making this request simply to continue a regular equipment rotation into town service.

**Ref. # 2017-104** Project Description: P and Z Tablets

We are recommending this request in the amount of \$4,000 in lease funding to provide a funding source for the purchase of tablet computers for the members of the Planning and Zoning Commission in an effort to better distribute information and materials to allow each commission member to function more efficiently.

TOWN OF EAST HARTFORD RECOMMENDED CAPITAL IMPROVEMENT PROGRAM FOR THE FISCAL YEARS 2016-17 THROUGH 2020-21

REF. #	Project Description	Funding Source	Adopted	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	TOTAL
	<b>PUBLIC WORKS</b>								
2017-201	Backhoe	Lease	140,000				150,000		290,000
2017-202	Ecology Drive Fuel Storage Tank Replacement	LOCIP	68,528						250,000
2017-203	Dike mower	Lease	67,000						67,000
2017-204	Town Clerk Carpet Replacement	LOCIP	5,000						5,000
2017-205	Road improvement program				15,000,000			15,000,000	45,000,000
2017-206	Landfill PCB remediation				6,000,000				6,000,000
2017-207	New Public Works garage and operations facility				3,000,000				3,000,000
2017-208	Landfill monitoring wells				1,208,000				1,208,000
2017-209	Vehicle wash facility				850,000				850,000
2017-210	Flood Control System modifications/reconstruction				8,560,000		4,890,000	3,782,000	19,750,000
2017-211	South End Senior Center parking lot				600,000				600,000
2017-212	Emergency generators - EHHS and EHMS, one trailer mounted				550,000				550,000
2017-213	McAuliffe Park pedestrian railroad crossing				520,000				520,000
2017-214	Corrugated metal pipe lining rehab				334,000				334,000
2017-215	Storm drainage repair				300,000	300,000	300,000	300,000	1,500,000
2017-216	Firehouse #6 parking lot				300,000				300,000
2017-217	Automated waste removal truck				285,000	280,000	290,000		1,140,000
2017-218	Front-end loader				260,000			275,000	535,000
2017-219	MS4 General Permit Engineering Requirements				100,000	115,000	100,000	100,000	665,000
2017-220	Rear loading waste truck				245,000		245,000		490,000
2017-221	Dump trucks - 6 wheel				230,000	230,000		250,000	710,000
2017-222	Burnham Brook drainage study				225,000				225,000
2017-223	Silver Lane Cemetery channel stabilization				185,000	1,100,000			1,285,000
2017-224	Gorman Park dam rehabilitation - design				177,000				177,000
2017-225	McAuliffe Park culvert replacement- design and construction				165,000	585,000			750,000
2017-226	Pewterpot Brook at Forbes Street culvert - design & construction				135,000	820,000			955,000
2017-227	Landfill PCB study				115,000				115,000
2017-228	Outfall repair and stabilization				100,000	100,000	100,000	100,000	500,000
2017-229	Generator - McCartin School				100,000				100,000
2017-230	Various bridges - channel maintenance				86,000				86,000
2017-231	Utility trucks Dump Body				80,000	80,000	80,000	80,000	400,000
2017-232	Public Safety Complex duct cleaning				75,000			75,000	150,000
2017-233	Town Hall elevator piston replacement				50,000				50,000
2017-234	Pothole patching hot-box				45,000		47,000	49,000	231,000
2017-235	Pick-up trucks				40,000				150,000
2017-236	Public Works Yard retaining wall replacement- design & construction				40,000	40,000	40,000	40,000	200,000
2017-237	Economy hybrid vehicles				40,000	40,000		40,000	120,000
2017-238	Automated Leaf Vacuum				35,000				35,000
2017-239	Main Street over Pewterpot Brook - bridge repairs				35,000				35,000
2017-240	Transfer Station compactor				34,000				474,000
2017-241	Main at Maple Traffic Signal Design and Construction				440,000				474,000
2017-242	Janet Drive replace retaining walls				35,000	72,000			105,000
2017-243	Skid steer loader accessories				30,000				30,000
2017-244	2nd North School Cupola repairs				30,000				30,000
2017-245	Clam bucket				27,000				27,000
2017-246	Survey van				26,000				26,000
2017-247	Roll off trash carts (95 gallon) (450)				25,000	25,000	25,000	25,000	125,000
2017-248	PSC sidewalk and curb replacement				25,000				50,000
2017-249	Fleet Services gas pump canopy				25,000				25,000
2017-250	Bridge and culvert inspection program				25,000				25,000
2017-251	Public Safety Complex gas pump canopy				20,000				20,000
2017-252	Forbes Street Retaining Wall				20,000				20,000
2017-253	Firehouse # 6 generator replacement				20,000				20,000
2017-254	Public Safety Complex repaint existing chimney				20,000				20,000
2017-255	Cemetery all-terrain vehicle				20,000				20,000
2017-256	Off road culvert inspection program				20,000				20,000
2017-257	PSC Carpet Replacement CIB Wing				20,000				20,000
2017-258	Streetlight Pole Replacements				18,000	18,000	18,000	18,000	90,000



**DEPARTMENT:** Public Works

**Ref. # 2017-201** | **Project Description: Backhoe**

We are recommending this request in the amount of \$140,000 in lease funding to provide a funding source for the purchase of one backhoe to replace a 1976 Case 580C backhoe that has been removed from service due to inoperable condition and a 1989 Case 580K backhoe that has been removed from service on our streets.

The front end of the 1989 backhoe is used in the Public Works yard, but the backhoe portion of the machine is inoperable due to safety concerns. This request simply attempts to continue to fund a regular system of replacement equipment.

**Ref. # 2017-202** | **Project Description: Ecology Drive Fuel Storage Tank Replacement**

We are recommending this request in the amount of \$68,528 in LOCIP funding to provide a partial funding source to begin the process of replacing the existing fuel storage tanks at the Public Works Ecology Drive Facility.

The existing underground diesel and gasoline storage tanks were installed in 1989 and are nearing the end of their 30-year life when they must be replaced. Current regulations require increased monitoring which results in increased operational costs.

The existing underground tanks will be replaced with compatibly sized above ground storage tanks (Convaults) to avoid increasingly difficult and costly regulatory requirements and potential environmental risks.

**Ref. # 2017-203** | **Project Description: Dike mower**

We are recommending this request in the amount of \$67,000 in lease funding to provide a funding source for the purchase of one dike mower.

The current dike mower, a 2000 Kut-Kwik Slope Mower Model # SSM35-72D is requiring major repairs. Parts for this model are obsolete and no longer available. This mower is responsible for ground maintenance of the 4-miles of levee.

This request simply attempts to continue to fund a regular system of replacement equipment.

**Ref. # 2017-204**

**Project Description: Town Clerk Carpet Replacement**

We are recommending this request in the amount of \$5,000 in LOCIP funding to provide a funding source for the purchase of new carpeting in the Town Clerk's Office.



TOWN OF EAST HARTFORD RECOMMENDED CAPITAL IMPROVEMENT PROGRAM FOR THE FISCAL YEARS 2016-17 THROUGH 2020-21

REF. #	Project Description	Funding Source	Adopted	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	TOTAL
	<b>PARKS AND RECREATION</b>								
2017-301	Facilities Sign Replacement	LOCIP	200,000						200,000
2017-302	Golf course cart path replacement	LOCIP	1,000,000						1,000,000
2017-303	F - 550 dump truck with plow	Lease	80,000	80,000		82,000	84,000		326,000
2017-304	Pick-up truck	Lease	45,000	45,000		47,000	49,000		186,000
2017-305	Phone system	Lease	18,000						18,000
2017-306	Zero-turn Mower	Lease	17,000	17,000	18,000	19,000	20,000		91,000
2017-307	Playscape replacement program	Lease	17,000	140,000	140,000	140,000	140,000		700,000
2017-308	Portable stage (Showmobile) replacement			140,000					140,000
2017-309	Backhoe			140,000					140,000
2017-310	McAuliffe Park - improvements			125,000	125,000				375,000
2017-311	Hockanum River Linear walkway - repairs			125,000		25,000	65,000		280,000
2017-312	Repave Parks Maintenance parking lot			125,000					125,000
2017-313	Dog Park construction			120,000					120,000
2017-314	Large rotary mower			110,000		110,000			220,000
2017-315	Tennis court - repairs			100,000	240,000			75,000	415,000
2017-316	Rubbish Truck			95,000					95,000
2017-317	Large dump truck			89,000					89,000
2017-318	VMC building painting & repairs			75,000	10,000	8,000	8,000	8,000	109,000
2017-319	Basketball Court Resurfacing			50,000	50,000	50,000	50,000		250,000
2017-320	EHCCC Phase III - Sealing Bricks below ground sealant			50,000					50,000
2017-321	Martin Park Improvements			36,000	4,000		4,000		44,000
2017-322	Hockanum tennis court lights			36,000					36,000
2017-323	3 point hitch tractor			35,000					35,000
2017-324	Community Garden			30,000					30,000
2017-325	Reparing and crack sealing projects			25,000	25,000	25,000	25,000		100,000
2017-326	Backstop and fencing - replacement program			24,000	10,000	10,000	10,000		64,000
2017-327	Compressor w/ attachments			23,000					23,000
2017-328	Baseball Infield Groomer			20,000				23,000	43,000
2017-329	Exterior repairs for Brewer House			20,000					20,000
2017-330	Replace sidewalks			18,000					18,000
2017-331	Bleachers			15,000	16,000	17,000	18,000		66,000
2017-332	3-pt hitch Overseeder			15,000					15,000
2017-333	Gravelly tractor with broom			10,100					10,100
2017-334	Surge pit hatch replacement and starting blocks at Terry Pool			8,000					8,000
2017-335	EHCCC - replacement equipment (chairs, tables, carpet etc.)			8,000					8,000
2017-336	Dump Trailer			8,000					8,000
2017-337	Parks Maintenance office furniture replacement			7,500					7,500
2017-338	Landscape Trailer			7,000	7,000				14,000
2017-339	Brush Hog mower for 3 point hitch tractor			6,500					6,500
2017-340	Replacement pool vacuums			6,000	6,000				12,000
2017-341	Automatic external defibrillators - 2-4 units			6,000	3,000	3,000	3,000		15,000
2017-342	Yanner Property development				125,000	75,000	35,000	35,000	270,000
2017-343	Terry Pool Filters				100,000				100,000
2017-344	Bulldozer 4-way blade				95,000				95,000
2017-345	Labor Park - improvements			65,000			25,000		90,000
2017-346	Automated Leaf vacuum			40,000					40,000
2017-347	Trackless tractor w/attachments					155,000			155,000
2017-348	Mechanic Utility Van					55,000			55,000
2017-349	Drennan Pool - replacement							2,000,000	2,000,000
2017-350	Martin Pool - replacement							2,000,000	2,000,000
	<b>PARKS AND RECREATION TOTAL</b>		460,000	3,208,100	1,203,000	898,000	533,000	4,475,000	10,317,100

**DEPARTMENT:** Parks and Recreation

**Ref. # 2017-301** **Project Description: Facilities Sign Replacement**

We are recommending this request in the amount of \$200,000 in LOCIP funding to provide a funding source for the replacement of signs for the Town's municipal buildings, parks and trails. The existing signs are dated, worn, or broken. This request includes design, materials and installation of 47 signs.

**Ref. # 2017-302** **Project Description: Golf course cart path replacement**

We are recommending this request in the amount of \$100,000 in LOCIP funding to provide a partial funding source for the replacement of the golf cart paths at the golf course. The original golf cart path pavement at the golf course dates back to the early 1990's. Cracking, heaving, and root incursion have all combined to make most areas of the cart paths treacherous.

This request will provide for the partial conversion to stone dust for about 75% of all the cart paths at the golf course. An added benefit of the repair will be lower cart maintenance costs which are now borne by the town as the owners of the golf carts.

**Ref. # 2017-303** **Project Description: F – 550 dump truck with plow**

We are recommending this request in the amount of \$80,000 in lease funding to provide a funding source for the purchase of one pickup truck for the Parks Maintenance Division. This truck would replace the 1994 dump truck that was taken off the road due to engine and frame rot. This new truck will come equipped with a plow and sander for snow operations.

This request simply attempts to continue to fund a regular system of replacement equipment.

**Ref. # 2017-304** **Project Description: Pick-up truck**

We are recommending this request in the amount of \$45,000 in lease funding to provide a funding source for the purchase of one pickup truck for the Parks Maintenance Division. This truck will replace a 2004 Ford F250 model that has become unreliable due to engine problems and major body and frame rot. This request simply attempts to continue to fund a regular system of replacement equipment.

**Ref. # 2017-305 Project Description: Phone system**

We are recommending this request in the amount of \$18,000 in lease funding to provide a funding source for the purchase of a replacement phone system at the Community Cultural Center.

In 2018, the existing system will no longer be supported by the manufacturer. The new system will be fully integrated with the larger replacement system for the PSC and Town Hall scheduled for FY 19.

This request simply attempts to continue to fund a regular system of replacement equipment.

**Ref. # 2017-306 Project Description: Zero-turn Mower**

We are recommending this request in the amount of \$17,000 in lease funding to provide a funding source for the purchase of one zero-turn mower. This mower will be used to mow greens and trim parks throughout town.

It will replace a 2001 Scag zero turn that is currently in use. This machine has a bent mowing deck and experiences constant electrical problems due to the years of use. The new machine will also have attachments to assist in parks and grounds leaf clean up.

This request simply attempts to continue to fund a regular system of replacement equipment.

TOWN OF EAST HARTFORD RECOMMENDED CAPITAL IMPROVEMENT PROGRAM FOR THE FISCAL YEARS 2016-17 THROUGH 2020-21

REF. #	Project Description	Funding Source	Adopted	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	TOTAL
	FIRE								
2017-401	Public Safety utility vehicle (Training)		47,000	47,000	-	-	-	-	47,000
2017-402	Rolling stock - light vehicle		34,000	68,000	-	-	-	-	68,000
2017-403	Medic Tablets to iPad		6,550	6,550	-	-	-	-	6,550
2017-404	Station 2		-	1,500,000	-	-	-	-	1,500,000
2017-405	Engine 2		-	605,000	-	-	-	-	605,000
2017-406	Fire Alarm bucket truck		-	80,000	-	-	-	-	80,000
2017-407	Apparatus service truck		-	58,000	-	-	-	-	58,000
2017-408	Public Safety utility vehicle		-	35,000	35,000	-	32,000	-	102,000
2017-409	Station 1		-	-	3,000,000	-	-	-	3,000,000
2017-410	Engine 6		-	-	605,000	-	-	-	605,000
2017-411	Engine 3		-	-	-	605,000	-	-	605,000
2017-412	Thermal Imaging Cameras		-	-	-	10,000	-	-	10,000
2017-413	Life Pack replacements and suction units		-	-	-	-	-	10,000	10,000
2017-414	Engine 5		-	-	-	-	-	-	-
2017-415	Ladder 1		-	-	-	-	-	-	-
2017-416	Station 3		-	-	-	-	-	-	-
2017-417	Station 5		-	-	-	-	-	-	-
2017-418	Station 6		-	-	-	-	-	-	-
2017-419	Wellness/Fitness equipment		-	-	-	-	-	-	-
	FIRE TOTAL		87,550	121,550	2,278,000	3,640,000	647,000	10,000	6,696,550
	POLICE								
2017-501	Police - rolling stock replacement - cars		327,000	330,000	330,000	330,000	330,000	330,000	1,647,000
2017-502	MDT replacements		27,200	27,200	-	-	-	-	27,200
2017-504	Animal Control vehicle		-	25,000	-	-	-	-	25,000
	POLICE TOTAL		354,200	379,200	330,000	330,000	330,000	330,000	1,699,200
	LIBRARY								
2017-601	Library		-	-	-	-	-	-	-
	LIBRARY TOTAL		-	-	-	-	-	-	-
	BOARD OF EDUCATION								
2017-701	Middle School Window Wall - local share		-	-	-	-	-	-	-
2017-702	Langford School Roof - local share		-	-	-	-	-	-	-
	BOARD OF EDUCATION TOTAL		-	-	-	-	-	-	-
	GRAND TOTALS		1,301,278	371,673,950	22,562,500	54,799,500	8,260,000	25,701,973	148,491,323
	Less: LOCIP funded - 2016-17		448,528						
	Net Funded by General Fund Lease/Purchase		852,750						

**DEPARTMENT:** Fire

**Ref. # 2017-401 Project Description: Public Safety utility vehicle (Training)**

We are recommending this request in the amount of \$47,000 of lease funding to provide a funding source for the purchase of a Public Safety utility vehicle. This vehicle would be assigned to the Training Division and located at Fire Headquarters.

The purpose of this vehicle is to transport personnel, tools, equipment, and props used during the department's training activities. This vehicle will also be used to tow the boat and act as a supplemental medical response vehicle in times of inclement weather or high activity.

The vehicle this replaces was Car 8 which was a 2001 Ford SUV previously assigned to an Assistant Fire Chief. For the past 6 years it has been assigned to the Training Division. This vehicle had 118,925 miles on it at the time it was removed from service and sent for disposal because it had deteriorated to the point where it was no longer road worthy.

This request simply attempts to continue to fund a regular system of replacement equipment.

**Ref. # 2017-402 Project Description: Rolling stock – light vehicle**

We are recommending this request in the amount of \$34,000 of lease funding to provide a funding source for the purchase of a Public Safety light vehicle.

The purpose of this vehicle is to transport equipment in times of emergencies and also during times of inclement weather. Accordingly, an all-wheel drive vehicle is a necessity.

The vehicle this replaces was a 1998 Ford Crown Victoria with 110,000 miles on it and it was removed from service and sent for disposal because the value of repairs exceeded the value of the vehicle.

This request simply attempts to continue to fund a regular system of replacement equipment.

Ref. # 2017-403	Project Description: Medic Tablets to iPad
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We are recommending this request in the amount of \$6,550 in lease funding to provide a funding source for the purchase of tablet computers to replace a more costly Windows ruggedized PC used by each Paramedic while on a medical call.

This request simply attempts to continue to fund a regular system of replacement equipment.

**DEPARTMENT:** Police

**Ref. # 2017-501** Project Description: Rolling stock replacement – up to ten cars

We are recommending this request in the amount of \$327,000 in lease funds to provide a funding source for the purchase of up to ten Police cruisers.

Almost each year, the Town has annually purchased between five and ten cars. The new vehicles are now introduced into patrol duty. Periodically, command staff vehicles will also be purchased with this funding.

Per vehicle cost is estimated at \$30,000 - \$35,000 and includes installation of equipment and the associated costs for fleet deployment and required vehicle transition costs.

This request simply attempts to continue a regular equipment rotation into town service.


**Ref. # 2017-502** Project Description: MDT replacements

We are recommending this request in the amount of \$6,550 in lease funding to provide a funding source for the purchase of eight mobile data terminals over and above the usual allotment due to end of life issues with some of the units and the inability to upgrade these units to Windows 7 for security reasons.

This request simply attempts to continue to fund a regular system of replacement equipment.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 30, 2016  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESOLUTION: Brownfields Cleanup Grant Application

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Attached is a draft resolution which will allow the town to apply for funding from the Connecticut Department of Economic and Community Development (DECD) for a Brownfields Cleanup Grant in the amount of \$75,000.

In August of 2015 the Town received funding from DECD for the assessment of Daley Court. The unspent balance from that assessment has been approved to be used for the demolition of Daley Court (approximately \$150,000). The \$75,000 in funding from the Cleanup Grant will be used as the additional funds needed for the demolition of the Daley Court complex at 590 Burnside Avenue.

Please place this information on the agenda for the April 5, 2016 meeting. I recommend that the Town Council approve this request as submitted by adopting the attached resolution in support thereof.

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 5th day of April, 2016.

### **RESOLUTION**

**WHEREAS**, pursuant to Connecticut General Statutes (C.G.S.) Section 32-763, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and

**WHEREAS**, it is desirable and in the public interest that the Town of East Hartford make an application to the State for \$75,000 in order to undertake the 590 Burnside Avenue – Brownfield Cleanup and to execute and assistance agreement.

**NOW THEREFORE LET IT BE RESOLVED BY THE EAST HARTFORD TOWN COUNCIL**; that it is cognizant of the conditions and prerequisites for the state financial assistance imposed by C.G.S. Sec. 32-763; that the filing of an application for State financial assistance by the Town of East Hartford in an amount not to exceed \$75,000 is hereby approved and that Marcia A. Leclerc, Mayor of the Town of East Hartford, is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions and revisions thereto, and to act as the authorized representative of the Town of East Hartford.

**AND I DO 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 affix the corporate seal of said Town of East Hartford the \_\_\_\_ day of April, 2016.


Seal

Signed: \_\_\_\_\_  
Angela M. Attenello, Council Clerk

GRANTS ADMINISTRATION  
MEMORANDUM

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TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Council Resolution – CT Brownfields Cleanup Grant Application

DATE: March 24, 2016

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Attached is a draft Town Council resolution requesting authorization for you as Mayor, on behalf of the Town, to apply to the Connecticut Department of Economic and Community Development (DECD) for a Brownfields Cleanup Grant in the amount of \$75,000 for the demolition of the Daley Court complex at 590 Burnside Avenue.

The purpose of this application is to secure additional funds needed to undertake demolition of the Daley Court property. You may recall that in August, 2015, the Town entered into a funding agreement with DECD for the assessment of environmental contamination at the Daley Court property. Since performing the required assessments, DECD has indicated they will allow the Town to use the unspent balance (about \$150,000) for the demolition of the property.

The attached resolution will authorize you to apply for additional funds to cover the total cost of demolition.

I respectfully request that this resolution be included on the Town Council agenda for the April 5, 2016 meeting. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director

**TOWN COUNCIL RESOLUTION**  
**GRANT INFORMATION FORM**

Grant Description: Round 9 of Connecticut Brownfields Grants

Funder: State of CT Dept. of Economic and Community Development

Grant Amount: \$75,000

Frequency:     One time     Annual     Biennial     Other As funds are made available

First year received:	<u>2014</u>		
Last 3 years received:	<u>2014</u>	<u>      </u>	<u>      </u>
Funding level by year:	<u>\$175,000</u>	<u>\$      </u>	<u>\$      </u>

Is a local match required?     Yes     No

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

Grant purpose: Supplemental funding to cover entire cost of demolition of Daley Court property

Results achieved: Demolition of Daley Court Property

Duration of grant: To completion of demolition

Status of application: Application complete; awaiting Council approval to submit

Meeting attendee: Eileen Buckheit, Development Director

Comments: None



Catherine H. Smith  
Commissioner


## NOTICE OF FUNDING AVAILABILITY Remedial Action and Redevelopment Municipal Grant Program

March 16, 2016

- BACKGROUND:** The Connecticut Department of Economic and Community Development Office of Brownfield Remediation and Development (OBRD) was established to further the State's commitment to revitalizing brownfield properties in Connecticut.
- PURPOSE:** The purposes of the Remedial Action and Redevelopment Municipal Grant Program are to provide funds to eligible applicants to characterize, assess, and remediate priority brownfield sites statewide.
- GOAL:** To invest in the assessment and remediation of brownfield sites. The goal is to fund approximately eight to ten projects that will perform remediation, abatement, and demolition activities prior to redevelopment of the brownfield site(s) and six to eight projects which will conduct environmental site assessments. Additional goals include leveraging the maximum amount of non-State funds to increase the economic impact of the State's investment; reactivating long-stalled sites; and encouraging job creation.
- ADMINISTRATION:** DECD Office of Brownfield Remediation and Development
- TARGET GEOGRAPHY:** Statewide
- TYPE OF FUNDING:** Grants of up to \$2,000,000 per applicant (\$200,000 for assessment projects). **Each applicant may submit one (1) application for remediation funding and one (1) application for assessment funding.**
- SOURCE OF FUNDING:** Approximately \$7,500,000 of State General Obligation bond funds through DECD will be made available under this NOFA. Up to \$1,000,000 of this funding will be allocated for assessment grants.
- ELIGIBLE APPLICANTS:** A Municipality as defined by Conn. Gen. Stat. sec. 32-760 (12) or an Economic Development Agency, as defined by Conn. Gen. Stat. sec. 32-760 (6).
- ELIGIBLE USES OF ASSISTANCE:** Costs associated with the investigation, assessment, remediation and development of a brownfield, including but not limited to: soil, groundwater and infrastructure investigation; assessment; remediation; abatement; hazardous materials or waste disposal; long-term groundwater monitoring or monitoring for natural attenuation; other forms of institutional controls; attorneys fees, planning, engineering and environmental consulting; building and structural issues (including demolition, asbestos abatement, PCB removal, contaminated wood or paint removal or other infrastructure remedial activities)
- APPLICATION CYCLE:** Applications will be accepted until **3 p.m. on April 26, 2016**. The application and other program material are available at the [OBRD website](#). Applications **must be submitted electronically** via [Brownfields@ct.gov](mailto:Brownfields@ct.gov).  
Questions related to the NOFA should be emailed to [Brownfields@ct.gov](mailto:Brownfields@ct.gov) by April 4, 2016. Responses will be posted on the OBRD website by April 11, 2016.  
**Finalists for funding under this program should expect to participate in an in-person interview in Hartford in the first week of June 2016.**  
Awards will be made in June/July 2016.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 30, 2016  
TO: Richard F. Kehoe  
FROM: Mayor Marcia A. Leclerc   
RE: REFERRAL- LoCIP Grant Applications

---

Please see the attached details on the five identified projects totaling \$448,528 that have been identified for funding under the Local Capital Improvement Program (LoCIP) funds from the State of Connecticut.

Please place on the Town Council agenda for the April 5, 2016 meeting.

Thank you.

C: P. O'Sullivan, Grants Manager  
E. Buckheit, Development Director  
M. Walsh, Finance Director  
T. Fravel, Director of Parks & Recreation

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 5<sup>th</sup> day of April, 2016.

**RESOLVED:** That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents as may be required by the State of Connecticut Office of Policy and Management to secure Local Capital Improvement Program funds (LoCIP) in the amount of \$448,528 for projects listed in the approved 2017 Municipal Capital Improvement Plan. The projects will be:

- Facilities Sign Replacement \$200,000
- Golf Course Cart Path Replacement \$100,000
- Tax Office Security Upgrades \$ 75,000
- Ecology Drive Fuel Storage Tank Replacement \$ 68,528
- Town Clerk Carpet Replacement \$ 5,000

**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 April, 2016.

\_\_\_\_\_  
Angela M. Attenello, Town Council Clerk

seal

GRANTS ADMINISTRATION  
MEMORANDUM

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TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager *PMO*

SUBJECT: Referral to Council – LoCIP Grant Applications (\$448,528)

DATE: March 24, 2016

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Local Capital Improvement Program (LoCIP) funds from the State of Connecticut are distributed annually to support projects which are included in a municipality's approved Capital Improvement Program (CIP). The following projects have been identified for funding from LoCIP:

CIP #	Project Name	Amount	Description
2017-301	Facilities Sign Replacement	\$200,000	Funding for the replacement of signs for the Town's municipal buildings, parks and trails
2017-302	Golf Course Cart Path	\$100,000	Funding for the replacement of the golf cart path at the East Hartford Golf Club.
2017-101	Tax Office Security Upgrades	\$75,000	Funding for renovation of the Taxpayer counters in the Tax Office
2017-202	Ecology Drive Fuel Storage Tank Replacement	\$68,528	Funding for the replacement of the fuel storage tank at Ecology Drive
2017-204	Town Clerk Carpet Replacement	\$5,000	Funding for the replacement carpeting in the Town Clerk's Office.
	<b>Total</b>	<b>\$448,528</b>	

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on April 5, 2016. The purpose is to authorize you as Mayor to make application and execute any documents necessary to utilize LoCIP grant funds for these projects. These authorizations may be acted on singly or in a group.

Please contact me at extension 7206 if you have any questions.

Cc: Michael P. Walsh, Director of Finance  
Ted Fravel, Director of Parks & Recreation  
Timothy A. Bockus, Director of Public Works  
Eileen Buckheit, Director of Development

**TOWN COUNCIL RESOLUTION**  
**GRANT INFORMATION FORM**

Grant Description: 2016-17 LoCIP Funding

Funder: State of CT Office of Policy and Management

Frequency:     One time     Annual     Biennial     Other \_\_\_\_\_

First year received:	<u>1988</u>		
Last 3 years received:	<u>2015</u>	<u>2014</u>	<u>2013</u>
Funding level by year:	<u>\$454,375</u>	<u>\$445,640</u>	<u>\$433,071</u>

Is a local match required?     Yes     No

If yes, how much?    N/A                      From which account? N/A

Grant purpose:    The Local Capital Improvement Program (LoCIP) distributes funds to municipalities to reimburse the cost of eligible local capital improvement projects such as road, bridge or public building construction activities.

Results achieved:    Funding for projects listed on the Town's Capital Improvement Plan

Duration of grant:    Funds can accumulate from year to year with no expiration date

Status of application: Application will be submitted to OPM following Council approval

Meeting attendee:    Grants Manager Paul O'Sullivan, ext. 7206

Comments: Projects are as follows:

• <u>Facilities Sign Replacement</u>	<u>\$200,000</u>
• <u>Golf Course Cart Path Replacement</u>	<u>\$100,000</u>
• <u>Tax Office Security Upgrades</u>	<u>\$ 75,000</u>
• <u>Ecology Drive Fuel Storage Tank Replacement</u>	<u>\$ 68,528</u>
• <u>Town Clerk Carpet Replacement</u>	<u>\$ 5,000</u>





## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 30, 2015  
TO: Richard F. Kehoe  
FROM: Mayor Marcia A. Leclerc *ML*  
RE: RESOLUTION- Elderly and Disabled Demand Responsive Transportation Grant

---

The Town of East Hartford is once again eligible to apply to the State Department of Transportation (DOT) and the Capitol Region Council of Governments (CRCOG) for funding in the amount of \$43,553 under the Elderly and Disabled Demand Responsive Transportation Grant Program's Matching Grant Program (MGP).

Funds are allocated on a formula based upon a municipality's square mileage and number of senior residents. The program allows towns to use their exiting expenditures for senior transportation as the required matching funds.

Please place this information on the agenda for the April 5, 2016 meeting. I recommend that the Town Council approve this request as submitted and adopt the attached resolution.

Thank you.

C: E. Buckheit, Development Director  
T. Fravel, Parks and Recreation 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 5th day of April, 2016:

### RESOLUTION

**WHEREAS;** the state Department of Transportation has made available a State Matching Grant for Elderly and Disabled Demand Responsive Transportation and,

**WHEREAS;** these funds can be used to provide transportation services to East Hartford's elderly and disabled community,

**NOW THEREFORE LET IT BE RESOLVED;** that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the state Department of Transportation and the Capitol Region Council of Governments the as they pertain to this Demand Responsive Transportation Matching Grant.

**AND I DO 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 affix the corporate seal of said Town of East Hartford the \_\_\_ day of April, 2016.

Seal

Signed: \_\_\_\_\_  
Angela M. Attenello, Council Clerk

GRANTS ADMINISTRATION  
MEMORANDUM

---

**TO:** Mayor Marcia A. Leclerc  
**FROM:** Paul O'Sullivan, Grants Manager  
**SUBJECT:** Council Resolution – Elderly and Disabled Demand Responsive  
Transportation Matching Grant  
**DATE:** March 30, 2016

---

Attached is a draft Town Council resolution authorizing you, as Mayor, to enter into an agreement with the state Department of Transportation (DOT) and the Capitol Region Council of Governments (CRCOG) for funding under the Elderly and Disabled Demand Responsive Transportation Grant Program.

The purpose of the Matching Grant Program (MGP) is to create a balanced funding program for senior and disabled transportation across the state and to compensate for inequities in how these programs have traditionally been funded. Funds are allocated on a formula basis based upon a municipality's square mileage and number of senior residents.

This year, the Town is eligible for a grant in the amount of \$43,553. The program allows towns to use their existing expenditures for senior transportation as the required matching funds.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on April 5, 2016. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director  
Ted Fravel, Parks and Recreation Director

**TOWN COUNCIL RESOLUTION**  
**GRANT INFORMATION FORM**

Grant Description: Elderly and Disabled Demand Responsive Transportation Matching Grant

Funder: State of CT Department of Transportation

Grant Amount: \$43,553

Frequency:     One time     Annual     Biennial     Other \_\_\_\_\_

First year received:	<u>2006</u>		
Last 3 years received:	<u>2015</u>	<u>2014</u>	<u>2013</u>
Funding level by year:	<u>\$43,553</u>	<u>\$43,553</u>	<u>\$43,553</u>

Is a local match required?     Yes     No

If yes, how much?    50% of grant amount

From which account? Towns are allowed to use their existing allocations for senior transportation to meet matching requirement

Grant purpose:    The purpose of the Matching Grant Program (MGP) is to create a balanced funding program for senior and disabled transportation across the state and to compensate for inequities in how these programs have traditionally been funded.

Results achieved:    Increased ability for seniors and disabled to access transportation services needed for daily life activities.

Duration of grant:    1 year

Status of application: Submitted\*

Meeting attendee:    Ted Fravel, x7166

Comments:    \*Grant application did not require Mayor's signature. Resolution is sought to empower Mayor to sign funding contract when it is made available.

Management Plan for a State Matching Grant Program for Elderly  
and Disabled Demand Responsive Transportation

Enacted in C.G.S. 13b-38bb

State Fiscal Year 2017 Program

State of Connecticut  
Department of Transportation  
Bureau of Public Transportation

- **Program Description**

- A review of “Elderly Transportation Services” by the Legislative Program Review and Investigations Committee in 1998 highlighted the inconsistent availability of transportation across the state for seniors and people with disabilities. The program review committee found that:
  - programs vary greatly among municipalities, with the level of service provided dependent on geographic lines, available funding, and local support;
  - funding sources differ substantially depending on the municipality;
  - no single funding source exists, instead funding is a patchwork of federal, state and local money;
  - a local grant program would equalize funding among towns that already have dial-a-ride programs and provide opportunities for dial-ride services in towns where they are not currently available.

The Connecticut General Assembly enacted the recommended grant program in the 1999 legislative session, but funding was not appropriated until State Fiscal Year (SFY) 2006.

The senior and disabled transportation municipal grant program (hereinafter referred to as the “Municipal Grant Program”) has made \$5 million available to municipalities annually. The funds are available to any municipality and are apportioned based on the formula in the Connecticut General Statutes (C.G.S.) 13b-38bb, which states:

*“Fifty per cent of such funds shall be apportioned on the basis of the share of population of persons age sixty or older in the municipality relative to the state’s total population of persons age sixty or older, as defined in the most recent federal decennial census or in estimates provided in the five-year interim by the Office of Policy and Management. Fifty percent of such funds shall be apportioned on the basis of a municipality’s square mileage relative to the state’s total square mileage.”*

C.G.S. 13b-38bb also requires that municipalities apply to the state for the funds through a designated Regional Planning Organization (RPO) or transit district. The applicant must work with this regional body to determine how to use the funding most effectively in that municipality and its surrounding region. If a municipality chooses not to apply for its share, their portion does not get divided between the towns who do apply.

In order to be certain that state funds will not be used to supplant municipal funds, the municipality must certify their maintenance of effort annually. Grants require a local match so that the grant funds do not exceed 50% of total dial-a-ride expenditures. If a municipality is already providing transportation for seniors and person with disabilities, those funds can be used towards the matching requirement, with some restrictions. Please see the “Eligible Match” section for details.

**Program Goals**

- provide a uniform funding source available to all municipalities in the state,

- provide new transportation services to enhance access to the community for seniors and people with disabilities where transportation services do not exist,
- expand transportation services to enhance access to the community in areas where transportation is already available,
- encourage efficient use of scarce resources through coordination.

### **Roles and Responsibilities**

TOD= Transit Operating Document, maximum State subsidy payable to the second party.

#### Role of the state:

- Determine allocations for each municipality
- Prepare application package and distribute to RPOs
- Provide application and coordination assistance
- Review applications submitted by municipalities through RPOs
- Announce Awards
- Prepare and execute agreements and/or TOD with grantees
- Make payments in accordance with guidelines
- Collect data on program performance
- Provide data on program performance upon request
- Update and revise program guidance and documents as needed

#### Role of the municipality:

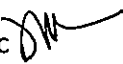
- Develop a program to provide transportation services to seniors and people with disabilities that meets the intent of the statutes, and complies with the program requirements
- Consider coordinating efforts
- Prepare application to RPO/Connecticut Department of Transportation (ConnDOT)
- Document matching funds
- Certify maintenance of effort
- When applicable, certify grant assignment
- Execute an agreement and /or TOD with ConnDOT or a coordinating entity
- Submit invoices for payment in accordance with guidelines (if appropriate)
- Provide or contract for transportation services (when appropriate) based on the municipality's own purchasing policies.
- Collect and submit data on transportation provided (if appropriate)

#### Role of the RPO:

- Distribute application packages to municipalities
- Provide application and coordination review and assistance
- Submit applications to State including report on responsiveness of municipalities to coordination efforts



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 30, 2015  
TO: Richard F. Kehoe  
FROM: Mayor Marcia A. Leclerc   
RE: RESOLUTION- 5310 Program Grant Application

---

The Town is eligible to apply for a grant for funding up to \$53,600 through the State Department of Transportation, Section 5310 Program.

The funds will be used to assist in the purchase of a wheelchair accessible van for senior citizens and persons with disabilities, and will replace one of the busses that are currently used by the town through the Town's Dial-a-Ride contactor, Hockanum Valley Community Council. Additional funding for the purchase of the van in the amount of \$15,000, has been earmarked as part of the Town's 2017 Capital Improvement Program.

Please place this information on the agenda for the April 5, 2016 meeting. I recommend that the Town Council approve this request as submitted by adopting the attached resolution in support thereof

Thank you.

C: E. Buckheit, Development Director  
T. Fravel, Parks and Recreation 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 5th day of April, 2016.

### RESOLUTION

**WHEREAS;** the state Department of Transportation has made available grant funds to enhance the mobility of seniors and individuals with disabilities and,

**WHEREAS;** these funds can be used to purchase a wheelchair-accessible vehicle,

**NOW THEREFORE LET IT BE RESOLVED;** that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the state Department of Transportation for financial assistance in an amount not to exceed \$53,600 for the purpose of funding the purchase of a wheelchair accessible van.

**AND I DO CERTIFY** that Marcia A. Leclerc serves as the elected Mayor of the Town of East Hartford, with her term of office began on January 10, 2011 and continuing until November 9, 2017, and that as the Mayor, Marcia A. Leclerc serves as the Chief Executive Officer for the Town of East Hartford, and is duly authorized to enter into agreements and contracts on behalf of the Town of East Hartford.

**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 affix the corporate seal of said Town of East Hartford this \_\_\_\_ day of day of April, 2016.

Signed: \_\_\_\_\_  
Angela M. Attenello, Council Clerk

GRANTS ADMINISTRATION  
MEMORANDUM

---

TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Council Resolution – 5310 Program Grant Application for Purchase of a Wheelchair-accessible Van

DATE: March 24, 2016

---

Attached is a draft resolution authorizing you, as Mayor, to apply for a grant not to exceed \$53,600 from the State of Connecticut Department of Transportation, Section 5310 Program. The grant will pay up to 80% of the purchase of a wheelchair accessible van for use by senior citizens and persons with disabilities. The balance of this purchase (\$15,000) is part of the Town's 2017 Capital Improvement Program (Ref. #2017-103).

The Town has received funding from the CT DOT Section 5310 several times to replace buses that have reached their useful life cycle, generally 4 years or 100,000 miles for both vans and buses. This new van would replace one of the buses currently operated by the Town's dial-a-ride contractor, Hockanum Valley Community Council.

Also attached is a fact sheet with more information on the Section 5310 Program.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on April 5, 2016. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director  
Ted Fravel, Parks and Recreation Director

**TOWN COUNCIL RESOLUTION**  
**GRANT INFORMATION FORM**

Grant Description: 5310 Grant Application for Purchase of a Wheelchair-accessible Van

Funder: State of CT Department of Transportation

Grant Amount: \$53,600

Frequency:     One time     Annual     Biennial     Other Approx. every 5 years

First year received:	<u>2006</u>		
Last 3 years received:	<u>2011</u>	<u>2006</u>	_____
Funding level by year:	<u>\$40,000</u>	<u>\$40,000</u>	\$ _____

Is a local match required?     Yes     No

If yes, how much? 20% of vehicle cost (\$15,000)    From which account? CIP Ref #2017-103

Grant purpose: Pays up to 80% of the purchase of a wheelchair accessible van for use by senior citizens and persons with disabilities.

Results achieved: Enhanced mobility for East Hartford's senior and disabled residents

Duration of grant: Useful life of vehicle purchased (approx. 4 years or 100,000 miles.)

Status of application: Drafted, awaiting Council approval and Mayor's signature for submission.

Meeting attendee: Ted Fravel, x7166

Comments: Town may have received this grant prior to 2006, but available Grants Administration Office records only go back that far.

**Federal Transit Administration**  
**Section 5310 FFY 2015 Application Announcement**  
**Enhanced Mobility of Seniors & Individuals with Disabilities**

The Section 5310 application for the FFY 2015 funding cycle is now available on the Connecticut Department of Transportation (CTDOT) website. It has been formatted with fillable forms and may be submitted electronically to: [Ellen.Lawrence@ct.gov](mailto:Ellen.Lawrence@ct.gov). To access the application, go to [www.ct.gov/dot/5310](http://www.ct.gov/dot/5310).

- Section 5310 is intended to enhance mobility for seniors and individuals with disabilities. The new program, as amended by MAP-21, authorizes federal grants for the activities previously authorized under two separate grant programs: Section 5310, formula grants for the special needs of elderly individuals and individuals with disabilities; and Section 5317, New Freedom program.
- Eligible recipients of this competitive program include:
  - A private non-profit organization
  - A State or local governmental authority that:
    - Is approved by the State to coordinate services for seniors and persons with disabilities.
    - Certifies that there are no non-profit organizations readily available in the area to provide the service.
  - An operator of public transportation that receives a Section 5310 grant indirectly through a recipient
    - i. Taxi companies may participate in the Section 5310 program as contractors.
- There are three (3) separate applications; one for those interested in applying for Section 5310 A funding, one for Section 5310 B, C & D Capital funding and one for Section 5310 B, C & D Operating funding. Applicants need to complete the application relevant to the project category for which they are applying.
- There is also an Application Instructions packet, for review only. It contains updated program information, instructions on how to complete the application for FFY 2015 and documentation for awarded applicants. The instructions packet should be read thoroughly and should **NOT** be submitted with the application.
- The Federal share of eligible capital costs shall be in an amount equal to 80 percent of the cost. The Federal share of the eligible operating costs may not exceed 50 percent of the subsidy.
- Section 5310 A applicants must place a public notice in a major newspaper with the greatest appropriate readership in the proposed service area by **Friday, April 15, 2016**.
- The useful life requirement for replacement vehicles is now 4 years or 100,000 miles for both vans and buses; 5 years or 150,000 miles for vehicles with a capacity of 20 passengers or more.
- Applicants submitting applications via e-mail, mail or in person must submit one original to CTDOT and one copy to the appropriate Regional Planning Organization (RPO). See Appendix J in the Application Instructions packet for a listing of RPOs. All applicants must include any and all supporting documentation. Applications must be submitted no later than **4:00PM on Friday, April 29, 2016**. CTDOT and the RPOs will not review late applications.
- The FFY 2015 application shall be the only application accepted and reviewed by the RPO and CTDOT. Please contact Ellen Lawrence at (860) 594-2912 for questions on Section 5310 A or Aimee Marques at (860) 594-2840 for questions on Section 5310 B, C & D. Section 5310 A applicants will be notified of CTDOT selection for FTA grant award in writing by **Thursday, June 30, 2016**. Section B, C & D applicants will be notified upon FTA approval, estimated to occur in the Fall of 2016.

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

March 22, 2016

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

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

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **Gengras Motor Cars, Inc. by Stephen T. Bray, its Events Coordinator**. The applicant seeks to conduct a Spring Open House. Motorcycle rides will be offered by Gengras staff where riders will have the opportunity to take test rides and the event will also feature music, food, sales and vendors. The weekend event will be held at **221 Governor Street**, on the following days and times in **2016**:

<b>Saturday, May 14</b>	<b>9AM – 5PM</b>	<b>Music 10AM – 2PM</b>
<b>Sunday, May 15</b>	<b>10AM – 3PM</b>	<b>Music 10AM – 2PM</b>

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

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

The **Risk Management Department** reviewed the application for this event and it finds no issues from a Risk Management perspective.

The **Fire Department** approves the application as submitted and states that a pre-inspection will be required and the applicant is responsible for cost of inspection if required after normal working hours. **The anticipated cost to the Department for these events is \$200.00.**

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

- The applicant should be aware of the CT DOT bridge reconstruction project in the vicinity of Route 2/I-84 interchange. Detours of various duration will be in effect through the 2016 construction season. Local roads in the area may experience an increase in traffic volumes.
- **There will be no anticipated costs to the Department for these events.**

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

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

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

Respectfully submitted for your information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Scott M. Sansom". The signature is stylized with a large initial "S" and a long horizontal stroke extending to the right.

Scott M. Sansom  
Chief of Police

Cc: Applicant

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
Gengras Harley Davidson Spring Open House.
2. Date(s) of Event:  
May 14+15, 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 ) :  
Gengras Motor Cars, Inc.  
300 CT Blvd, East Hartford, CT. 06108  
By : Steve Bray, Events Coordinator. cell 860-869-8963  
Work, 860-727-6608 115 Brentmoor Rd, East Hartford, CT. 06118  
sbray@gengras.com
4. If Applicant is a partnership, corporation, limited liability company , club, or association, list the names of all partners, members, directors and officers AND provide their business address.  
Skip Gengras, Chip Gengras, Jonathan Gengras, Gengras Motorcycles, Inc.  
300 Connecticut Blvd. East Hartford, CT. 06108
5. List the location of the proposed amusement: (Name of facility and address)  
Gengras HD 221 Governor ST. East Hartford, CT. 06108
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
May 14 9am - 5pm, May 15 10am - 3pm
7. Provide a detailed description of the proposed amusement:  
Open House with vendors outdoors. Motorcycle Demo rides offered by Gengras sale staff. Dj or band outdoors.

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

Yes  No

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

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

Adults 18 and older with some families.

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

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

May 14 200-250. May 15 150-200.

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

a. Crowd size impact:

Crowd impact will be minimal. Ample parking.

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

No impact as we are easily accessible from multiple routes.

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

little to no impact. Ample parking in Gengras owned lots.

d. Noise impact on neighborhood:

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

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

Gengras staff will be responsible for the trash.

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

None

g. Other expected influence on surrounding neighborhood:

None

12. Provide a detailed plan for the following:

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

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

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

multiple on site phones are available in case of emergency.

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

None

d. Crowd control plan:

Activities in multiple areas and staff will guide attendees.

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

N/A

f. Provision of sanitary facilities:

On site indoor restrooms, porta potties and handwashing station.

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

A food truck will be on site with his own permit.

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

Department  Yes  No.



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

Yes  No Alcoholic beverages will be served / provided.

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

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

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

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

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

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

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

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

Stephen T Bray  
(Legal Name of Applicant)

STB  
(Applicant Signature)

Stephen T Bray  
(Printed Name)

3-4-16  
(Date Signed)

Manager  
(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: \_\_\_\_\_

Camp Bostark

Employee Number: \_\_\_\_\_

9019

Date & Time Signed: \_\_\_\_\_

March 7, 2016

7:46 AM

Time remaining before event: 30+ days.

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



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **May 14 & 15, 2016**

Event: **Gengras HD Spring Open House**

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

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

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

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

Anticipated Cost(s) if known \$                     200                    

William Perez,  
Signature

3/11/16  
Date

Comments:

Pre-inspection will be required. Applicant is responsible for cost of inspection if required after normal working hours.

Health



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

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- 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 J. Connell  
Signature \_\_\_\_\_ Date 3/9/16

Comments:



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

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Event: **Gengras HD Spring Open House**

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

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

- 1. the application be approved as submitted.
  - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
  - 3. the application be disapproved for the reason(s) set forth in the attached comments.
- 
- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- 
- Anticipated Cost(s) if known \$0.00

Ted Fravel

3/18/16

Signature

Date

Comments:

**Frank, Carol**

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**From:** Schwartz, Tess  
**Sent:** Friday, March 11, 2016 10:22 AM  
**To:** Frank, Carol  
**Cc:** Bockus, Tim  
**Subject:** RE: Gengras HD Spring Open House

Carol,

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

1. The applicant should be aware of the CT DOT bridge reconstruction project in the vicinity of the Route 2 / I-84 interchange. Detours of various duration will be in effect through the 2016 construction season. Local roads in the area may experience an increase in traffic volumes.

There will be no anticipated costs 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](http://www.easthartfordct.gov)

---

**From:** Frank, Carol  
**Sent:** Monday, March 07, 2016 8:13 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; Uhrig, Jim; Walsh, Mike  
**Subject:** Gengras HD Spring Open House

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, **TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, March 21, 2016.** Thank you.

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



**Frank, Carol**

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**From:** Gentile, Richard  
**Sent:** Thursday, March 10, 2016 10:58 AM  
**To:** Frank, Carol  
**Subject:** RE: Gengras HD Spring Open House

I have no comments or concerns with this application

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**From:** Frank, Carol  
**Sent:** Monday, March 07, 2016 8:13 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; Uhrig, Jim; Walsh, Mike  
**Subject:** Gengras HD Spring Open House

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, **TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, March 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  
East Hartford, CT 06108

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

OCISK Mngmt

**Frank, Carol**

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**From:** Walsh, Mike  
**Sent:** Friday, March 11, 2016 3:16 PM  
**To:** Frank, Carol  
**Subject:** RE: Gengras HD Spring Open House

Carol –

I have reviewed the application for the Gengras HD Spring Open House and find no issues from a Risk Management perspective. Let me know if you have any questions . Thanks.

Michael P. Walsh, Director of Finance  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108  
Telephone: (860) 291-7246  
Facsimile: (860) 289-0831  
E-Mail: [MWalsh@easthartfordct.gov](mailto:MWalsh@easthartfordct.gov)

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**From:** Frank, Carol  
**Sent:** Monday, March 07, 2016 8:13 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; Uhrig, Jim; Walsh, Mike  
**Subject:** Gengras HD Spring Open House

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, March 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  
East Hartford, CT 06108

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



**Frank, Carol**

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**From:** Walsh, Mike  
**Sent:** Monday, March 14, 2016 8:48 AM  
**To:** Frank, Carol  
**Subject:** RE: Gengras HD Chili Challenge, Gengras HD Spring Weekend, Spring Fling Fundraiser

Carol –

Marty Maynard, the Risk Manager for Windsor who is filling in for Cindy until her replacement is hired and I both reviewed the various amusement permit applications. While in the past Cindy may have required a COI for the 2 Gengras events, we are not requiring it this year. The events take place on their premises, do not involve alcohol, and no town staff are involved in the planning. Therefore, in a departure from prior years, we do not require a COI.

The other events also are self-contained and involve no town staff or are run by the Town. In the instances where private entities are using town land or staff for an event, we would require a COI. Hope that explains the difference this year. If not, let me know. Thanks.

Michael P. Walsh, Director of Finance  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108  
Telephone: (860) 291-7246  
Facsimile: (860) 289-0831  
E-Mail: [MWalsh@easthartfordct.gov](mailto:MWalsh@easthartfordct.gov)

---

**From:** Frank, Carol  
**Sent:** Monday, March 14, 2016 7:56 AM  
**To:** Walsh, Mike  
**Subject:** Gengras HD Chili Challenge, Gengras HD Spring Weekend, Spring Fling Fundraiser

Good morning Mr. Walsh.

I received your reviews for a number of upcoming outdoor amusements and I have a question which applies to the above captioned events as they did not provide a Certificate of Insurance with their application for review and your response regarding the COI is what I need to have answers for.

In the case of the 2 Gengras events, do you have an acceptable COI on file for them which would cover these events taking place in May this year? If so, can you please advise me so that I won't be looking for one and if one is not on file, please let me know by indicating something along these lines for each event (this was from a previous review by Cindy and the language is hers): "We will need an insurance certificate for 1 M dollar liability insurance, naming and endorsing the town as an additional insured for activities associated with this event." With this language, I can notify the applicant of your requirement(s) and ask they provide a COI at their earliest convenience so that I may forward to you for review. Once reviewed, you can then advise me as to its acceptability.

It's the same for the Spring Fundraiser. Your review may be identical to the Gengras reviews or based on the event, something more specific may be required.

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

**Frank, Carol**

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**From:** Hawkins, Mack  
**Sent:** Friday, March 18, 2016 9:52 AM  
**To:** Frank, Carol  
**Subject:** RE: Gengras HD Spring Open House

Carol,

I have reviewed the Outdoor Amusement Permit Application for the 2016 *Gengras HD Spring Open House*. I approve the application as submitted. Please mark the Worksheets "EXTRA ATTENTION" for the day of the Open House.

*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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**From:** Frank, Carol  
**Sent:** Monday, March 07, 2016 8:13 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; Uhrig, Jim; Walsh, Mike  
**Subject:** Gengras HD Spring Open House

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, **TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, March 21, 2016.** Thank you.

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

**Frank, Carol**

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**From:** Grew, Greg  
**Sent:** Monday, March 07, 2016 8:40 AM  
**To:** Frank, Carol  
**Subject:** Re: Gengras HD Spring Open House

Per Ordinance 5-3 my review and approval is not required. Inspections and permits 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](http://www.easthartfordct.gov)

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**From:** Frank, Carol  
**Sent:** Monday, March 07, 2016 8:13 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; Uhrig, Jim; Walsh, Mike  
**Subject:** Gengras HD Spring Open House

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, **TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, March 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  
East Hartford, CT 06108

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



MARCIA A. LECLERC  
MAYOR

**TOWN OF EAST HARTFORD**  
**Police Department**

31 School Street  
East Hartford, Connecticut 06108-2638

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

SCOTT M. SANSOM  
CHIEF OF POLICE

[www.easthartfordct.gov](http://www.easthartfordct.gov)

March 3, 2016

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

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

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **Eliza's Energy Source, by Eliza Westberry, its CEO-Owner**. The applicant seeks to conduct a **Wellness Fair on the Town Green on Sat., May 21, 2016, from 10 AM – 2 PM** with music during the same hours. The fair will include dance and fitness demonstrations, various health screenings and demonstrations of its Healing Arts program. In the event of inclement weather, the activities will be held inside the Community Cultural Center.

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

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

The **Offices of Corporation Counsel** and approve the application as submitted and states the applicant will need to complete a License Agreement for use of the Town Green.

The **Risk Management Department** approves the application as submitted and states the applicant will need to provide a Certificate of Insurance for One (1) Million Dollars naming and endorsing the Town of East Hartford as an additional insured.

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

The **Parks & Recreation Department** approves the application as submitted and offers the following comments:

- Fee must be paid to the Parks & Recreation Department on April 28, 2016
- **There are no anticipated costs to the Department for this event.**

The **Health Department** recommends approval provided that a temporary food service license application is submitted to the Health Department at least two (2) weeks prior to the event. It further states there **are no anticipated costs to the Department.**

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

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

Respectfully submitted for your information.

Sincerely,



Scott M. Sansom  
Chief of Police

Cc: Applicant



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



**TO: Distribution**  
**FROM: Carol A. Frank**  
**DATE: 3/1/2016**  
**SUBJECT: Outdoor Amusement Permit Application –  
The East Hartford Wellness Fair**

Attached please find a new copy of the Outdoor Amusement Permit Application submitted by Eliza's Energy Source, by Eliza Westberry, its CEO-Owner.

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

- The event date is changed to Saturday, May 21, 2016

**There are no other changes to the event.**

There is no need to respond to this application unless any other issues arise. Previous reviews will remain on file for this application.

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



Revised

# 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:

The East Hartford Wellness Fair

2. Date(s) of Event:

May 21, 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) :

Eliza's Energy Source The Fitness Creators  
Eliza Kearsse-Westberry  
910 Burnside Ave, East Hartford CT  
eliza@elizasenergysource.com  
860.997.1703

4. If Applicant is a partnership, corporation, limited liability company, club, or association, list the names of all partners, members, directors and officers AND provide their business address.

Eliza Kearsse-Westberry  
Eliza's Energy Source The Fitness Creators  
860-997-1703  
910 Burnside Ave, East Hartford CT  
eliza@elizasenergysource.com

5. List the location of the proposed amusement: (Name of facility and address)

Town Green, 50 Chapman Place, East Hartford, CT. 06108 See Attached

6. List the dates and hours of operation for each day (if location changes on a particular day, please list):

May 21, 2016 10am – 2pm

7. Provide a detailed description of the proposed amusement:

This event is a Wellness Fair to help inform and encourage the participants to become healthier. By providing different vendors, we hope to educate everyone on ways to have fun while improving their health status. See Attach



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

Yes  No

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

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

**All Ages - Family Event**

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

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

**200+ people (See Attached)**

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

a. Crowd size impact:

**Town residents, friends, and family**

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

**Main Street & connecting streets to town green or Comm Center**

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

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

d. Noise impact on neighborhood:

**Minimal impact on neighborhood, music played during normal business hours**

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

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

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

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

g. Other expected influence on surrounding neighborhood:

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

12. Provide a detailed plan for the following:

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

**: All emergency vehicles & personal would have full access.**

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

**EES or the Parks & Rec Depart would contact the proper authorities.**

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

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

d. Crowd control plan:

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

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

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

f. Provision of sanitary facilities:

**Parks & Rec Depart will provide trash cans & dispose of the trash by 5/30/16**

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

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

Department  Yes  No.



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

Yes  No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

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

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

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

*Due to the collaboration with the Town of East Hartford's Park & Recreation Dept we are requesting a Fee Waiver.*

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

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

a. False Statement is a Class A Misdemeanor.

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

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

Eliza Kearsse-Westberry

(Legal Name of Applicant)

*Eliza Kearsse-Westberry*  
(Applicant Signature)

Eliza Kearsse-Westberry

(Printed Name)

1/21/2016

(Date Signed)

CEO

(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

*NIA*

Received By: Cannatara  
Employee Number: 9019  
Date & Time Signed: Feb. 18, 2016 7:15 AM ~~PM~~  
Time remaining before event: 304 days.

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



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

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

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

12a. All emergency vehicles and personal would have full access to the amusement site. These agencies will also be invited to participate as vendors at the event.

12b. A representative from Eliza's Energy Source or the Parks and Recreation Department would access the situation and contact the proper authorizes in case of an emergency. Eliza Kearse-Westberry owner of Eliza's Energy Source will be the main Representative and a representative from the Parks and Recreation Department.

15. All Vendors will provide the Town of East Hartford with an Additional Insurer Policy prior to the event. Due to the collaboration with the town of East Hartford Park and Recreation, we are requesting a fee waiver.



# 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:

The East Hartford Wellness Fair

2. Date(s) of Event:

May 28, 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 ) :

Eliza's Energy Source The Fitness Creators  
Eliza Kearsse-Westberry  
910 Burnside Ave, East Hartford CT  
eliza@elizasenergysource.com  
860.997.1703

4. If Applicant is a partnership, corporation, limited liability company , club, or association, list the names of all partners, members, directors and officers AND provide their business address.

Eliza Kearsse-Westberry  
Eliza's Energy Source The Fitness Creators  
860-997-1703  
910 Burnside Ave, East Hartford CT  
eliza@elizasenergysource.com

5. List the location of the proposed amusement: (Name of facility and address)

Town Green, 50 Chapman Place, East Hartford, CT. 06108 See Attached

6. List the dates and hours of operation for each day (if location changes on a particular day, please list):

May 28, 2016 10am – 2pm

7. Provide a detailed description of the proposed amusement:

This event is a Wellness Fair to help inform and encourage the participants to become healthier. By providing different vendors, we hope to educate everyone on ways to have fun while improving their health status. See Attach

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

Yes  No

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

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

**All Ages - Family Event**

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

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

**200+ people (See Attached)**

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

a. Crowd size impact:

**Town residents, friends, and family**

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

**Main Street & connecting streets to town green or Comm Center**

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

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

d. Noise impact on neighborhood:

**Minimal impact on neighborhood, music played during normal business hours**

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

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

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

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

g. Other expected influence on surrounding neighborhood:

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

12. Provide a detailed plan for the following:

a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:  
**: All emergency vehicles & personal would have full access.**

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

**EES or the Parks & Rec Depart would contact the proper authorities.**

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

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

d. Crowd control plan:

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

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

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

f. Provision of sanitary facilities:

**Parks & Rec Depart will provide trash cans & dispose of the trash by 5/30/16**

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

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

Department  Yes  No.

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

Yes  No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

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

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

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

*Due to the collaboration with the Town of East Hartford's Park & Recreation Dept we are requesting a Fee Waiver*

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

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

a. False Statement is a Class A Misdemeanor.

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

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

Eliza Kearsse-Westberry

(Legal Name of Applicant)

*Eliza Kearsse-Westberry*  
(Applicant Signature)

Eliza Kearsse-Westberry

(Printed Name)

1/21/2016

(Date Signed)

CEO  
(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: Carriean  
Employee Number: 9019  
Date & Time Signed: Jul. 18, 2016 7:15 AM ~~PM~~  
Time remaining before event: 30+ days.

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



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

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

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

12a. All emergency vehicles and personal would have full access to the amusement site. These agencies will also be invited to participate as vendors at the event.

12b. A representative from Eliza's Energy Source or the Parks and Recreation Department would assess the situation and contact the proper authorities in case of an emergency. Eliza Kearse-Westberry owner of Eliza's Energy Source will be the main Representative and a representative from the Parks and Recreation Department.

15. All Vendors will provide the Town of East Hartford with an Additional Insurer Policy prior to the event. Due to the collaboration with the town of East Hartford Park and Recreation, we are requesting a fee waiver.



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **May 28, 2016**

Event: **The East Hartford Wellness Fair**

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

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

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

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

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

William Perez, Assistant Fire Chief

March 3, 2016

Signature

Date

Comments:

Health



Scott M. Sansom  
Chief of Police

**TOWN OF EAST HARTFORD**  
**POLICE DEPARTMENT**  
**SUPPORT SERVICES BUREAU**  
Outdoor Amusement Permits  
31 School Street  
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Marcia A. Leclerc  
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- 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 2/19/16  
Signature Date

Comments:

Approval recommended provided that a temporary food service license application is submitted to the Health Dept. at least two weeks prior to the event.



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **May 28, 2016**

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

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

- 1. the application be approved as submitted.
  - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
  - 3. the application be disapproved for the reason(s) set forth in the attached comments.
- 
- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- 
- Anticipated Cost(s) if known \$325.00

Ted Fravel

Signature

3/2/16

Date

Comments:

Fee must be paid to the Parks and Recreation Department on April 28, 2016.



**Frank, Carol**

---

**From:** Schwartz, Tess  
**Sent:** Monday, February 22, 2016 8:01 AM  
**To:** Frank, Carol  
**Cc:** Bockus, Tim  
**Subject:** RE: The East Hartford Wellness Fair

Carol,

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

There are no anticipated costs 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](http://www.easthartfordct.gov)

---

**From:** Frank, Carol  
**Sent:** Thursday, February 18, 2016 7:31 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; 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; Uhrig, Jim  
**Subject:** The East Hartford Wellness Fair

Good morning all.

Attached please find the **Outdoor Amusement Permit Application, Fee Waiver Request** 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, March 3, 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

Corp Counsel

**Frank, Carol**

---

**From:** Gentile, Richard  
**Sent:** Tuesday, March 01, 2016 11:17 AM  
**To:** Frank, Carol  
**Subject:** RE: The East Hartford Wellness Fair

I have no comments/concerns. She will have to fill out a license agreement to use the Town Green.

---

**From:** Frank, Carol  
**Sent:** Friday, February 26, 2016 8:04 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; Uhrig, Jim; Walsh, Mike  
**Subject:** The East Hartford Wellness Fair

Good morning all.

Attached please find an **Application Revision Notice** and **Revised Application** in connection with the above captioned event. The only change is to the event date.

Please feel free to contact me should you have any questions or concerns.

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

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

**Frank, Carol**

---

**From:** Bennett, Cindy  
**Sent:** Thursday, February 18, 2016 8:21 AM  
**To:** Frank, Carol  
**Subject:** RE: The East Hartford Wellness Fair

**Thank you for coordinating the name change-we will need a certificate of insurance for 1 million dollars naming and endorsing the Town of East Hartford as an additional insured.**

Cindy Bennett, Risk Manager  
Town of East Hartford,  
740 Main St.  
East Hartford, CT 06108

---

**From:** Frank, Carol  
**Sent:** Thursday, February 18, 2016 7:31 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; 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; Uhrig, Jim  
**Subject:** The East Hartford Wellness Fair

Good morning all.

Attached please find the **Outdoor Amusement Permit Application, Fee Waiver Request** 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, March 3, 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  
East Hartford, CT 06108

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





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/23/2015

<b>PRODUCER</b> Unassigned (NE) 100 Technology Center Dr Ste 2B Stoughton, MA 02072-4705 888.292.3881	<b>THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b>												
<b>INSURED</b> Eliza's Energy Source, The Fitness Creator 910 Burnside Ave East Hartford, CT 06108-2712	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURERS AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Philadelphia Indemnity Insurance Company</td> <td>18058</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A: Philadelphia Indemnity Insurance Company	18058	INSURER B:		INSURER C:		INSURER D:		INSURER E:	
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INSURER B:													
INSURER C:													
INSURER D:													
INSURER E:													

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATION MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	X	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PROFESSIONAL LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	PHPK1356085-000	06/23/2015	06/23/2016	EACH OCCURENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$2,500 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (EA accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG
		<b>EXCESS / UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION				EACH OCCURENCE AGGREGATE
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below				W/C STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
		<b>OTHER</b>				

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**  
 The Town of East Hartford and its employees and agents and any sub-contractor(s) hired by Eliza's Energy Source are additional insured on a primary and non-contributory basis. A Waiver of Subrogation is granted in favor of the town.

<b>CERTIFICATE HOLDER</b> Town of East Hartford; Parks and Recreation Department 59 Chapman Pl East Hartford, CT 06108-2147	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 
--	---

**Frank, Carol**

---

**From:** Bennett, Cindy  
**Sent:** Friday, February 19, 2016 8:11 AM  
**To:** Frank, Carol  
**Subject:** RE: The East Hartford Wellness Fair

Yes if the event is prior to 6/23/16-that is when it expires. I do not have the original email with the date of the event

Cindy Bennett, Risk Manager  
Town of East Hartford,  
740 Main St.  
East Hartford, CT 06108

---

**From:** Frank, Carol  
**Sent:** Friday, February 19, 2016 7:02 AM  
**To:** Bennett, Cindy  
**Subject:** The East Hartford Wellness Fair

Cindy,

Attached please find the COI in connection with the above event. Is this acceptable?

Thanks!

Carol

PD Review

**Frank, Carol**

---

**From:** Hawkins, Mack  
**Sent:** Wednesday, March 02, 2016 4:09 PM  
**To:** Frank, Carol  
**Subject:** RE: The East Hartford Wellness Fair / Greater Hartford Area Walk for Children with Apraxia of Speech

Carol,

I have reviewed the Outdoor Amusement Permit Application for the 2016 East Hartford Wellness Fair. I approve the application as submitted. Please mark the Worksheets "EXTRA ATTENTION" for the day of the fair.

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

---

**From:** Frank, Carol  
**Sent:** Wednesday, March 02, 2016 2:35 PM  
**To:** Perez, William; Fravel, Theodore; Hawkins, Mack  
**Subject:** The East Hartford Wellness Fair / Greater Hartford Area Walk for Children with Apraxia of Speech

Good afternoon Gentlemen.

Just a quick reminder that your reviews for the **Wellness Fair are due tomorrow, Thursday, March 3<sup>rd</sup>** and your reviews for the **Greater Hartford Area Walk are due on Friday, March 4<sup>th</sup>**.

Thank you.

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

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

Insp & Permits

**Frank, Carol**

---

**From:** Grew, Greg  
**Sent:** Thursday, February 18, 2016 7:47 AM  
**To:** Frank, Carol  
**Subject:** Re: The East Hartford Wellness Fair

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](http://www.easthartfordct.gov)

---

**From:** Frank, Carol  
**Sent:** Thursday, February 18, 2016 7:30 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; 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; Uhrig, Jim  
**Subject:** The East Hartford Wellness Fair

Good morning all.

Attached please find the **Outdoor Amusement Permit Application, Fee Waiver Request** 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, March 3, 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  
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](http://www.easthartfordct.gov)

March 18, 2016

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

Re: Outdoor Amusement Permit Application -  
"Spring Fling Fundraiser"

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by Barilla's Salon, LLC by Lisa Barilla. The applicant seeks to conduct a fundraiser to raise awareness and funds for "The Hole in the Wall Gang Camp", which is a nonprofit 501 organization, residential summer camp, and year-round center serving children and their families coping with cancer and other serious conditions. The fundraiser will be held on **Saturday, May 21, 2016 from 10 AM to 6 PM** at the **Barilla's Salon LLC located at 144 Main Street, East Hartford, CT**. There will be a \$5.00 entry fee, local vendors, raffles, food and music. **Music will be played during the hours of 12 PM to 6 PM.**

The applicant respectfully requests a waiver of the associated permit fee, under the provisions of (TO) 5-6(a), due to the Town of East Hartford as this is an event sponsored by a charitable organization as a fundraising event.

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

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

The **Risk Management Department** reviewed the application for this event and it finds no issues from a Risk Management perspective.

The **Fire Department** recommends the application be approved subject to the following:

- A site plan will be required.
- A pre-event inspection will be required and states the applicant will be responsible for inspection cost if after normal business hours.
- **The anticipated costs to the Department for this event is \$200.00.**

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

The **Health Department** recommends approval provided temporary foodservice permit applications are submitted at least two (2) weeks prior to the event. **There are no anticipated costs to the Department for this event.**

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

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

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink, appearing to read "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



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: Spring Fling Fundraiser
2. Date(s) of Event: May 21st Saturday 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 ) :  
Barilla's Salon LLC (860)895-1133  
144 main st East Hartford 06118  
Sales@Barillasalon.com
4. If Applicant is a partnership, corporation, limited liability company, club, or association, list the names of all partners, members, directors and officers AND provide their business address.  
Lisa Barilla  
144 main st East Hartford 06118  
Member
5. List the location of the proposed amusement: (Name of facility and address)  
Barillas Salon 144 Main st East Hartford 06118
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
Saturday May 21st 10a.m. to 6p.m.
7. Provide a detailed description of the proposed amusement: Event/ Fundraiser with \$5 entry fee and raffles that will be donated to the "Hole in the Wall (FCC) Camp for children". This charity is for kids battling cancer and other serious conditions. There will also be music, food raffles, and local vendors.



Yes

No

Dana and or DJ

a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? May 21st 2016 between the hrs. 12-6

9. What is the expected age group(s) of participants?  
All families and all Ages

10. What is the expected attendance at the proposed amusement:  
(If more than one performance, indicate time / day / date and anticipated attendance for each.)  
100-200 arriving and leaving at various times.

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

a. Crowd size impact: minimal to none

b. Traffic control and flow plan at site & impact on surrounding / supporting streets:  
No impact / on site parking

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

d. Noise impact on neighborhood:  
N/A

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

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

g. Other expected influence on surrounding neighborhood:  
All Business aware / minimal to none

12. Provide a detailed plan for the following:

a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:  
All main roads and Fire lanes will be kept clear in case of a

b. Provisions for notification of proper authorities in the case of an emergency:  
will call if needed they will have easy Emergency.

c. Any provision for on-site emergency medical services:  
No but easy access if needed access as well.

d. Crowd control plan:  
Don't anticipate big crowd all at once.

e. If on town property, the plan for the return of the amusement site to pre-amusement condition:  
Volunteers to help clean up and return to original

f. Provision of sanitary facilities:  
on site lavatories will be checked frequently for cleanliness.

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

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

Department  Yes  No.



...the proposed amendment to 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):

*I request a waiver of fee as its a Fundraiser for children.*

**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:

*LISA BARICIA*  
 \_\_\_\_\_  
 (Legal Name of Applicant)

*[Signature]*  
 \_\_\_\_\_  
 (Applicant Signature)

*LISA BARICIA* *2/12/16*  
 \_\_\_\_\_  
 (Printed Name) (Date Signed)

*owner/member*  
 \_\_\_\_\_  
 (Capacity in which signing)

(Send application electronically to [cfrank@easthartfordct.gov](mailto:cfrank@easthartfordct.gov))

**FOR OFFICE USE**

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO *3N/A*

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

..... Clayton Stewart  
Employee Number: 9019  
Date & Time Signed: March 3, 2016 7:47 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  
SUPPORT SERVICES BUREAU  
Outdoor Amusement Permits**  
31 School Street  
East Hartford, CT 06108  
(860) 528-4401



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **May 21, 2016**  
Event: **Spring Fling Fundraiser**  
Applicant: **Barilla's Salon, LLC by Lisa Barilla**

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 \$ \_\_\_\_\_ 200 \_\_\_\_\_

William Perez, Assistant Fire Chief  
Signature

March 11, 2016  
Date

Comments:

- 1. Site Plan will be required
- 2. Pre-event inspection required  
Applicant will be responsible for inspection cost if after normal work hours.





Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **May 21, 2016**  
Event: **Spring Fling Fundraiser**  
Applicant: **Barilla's Salon, LLC by Lisa Barilla**

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

3/16/16  
Date

Comments:



**Frank, Carol**

---

**From:** Schwartz, Tess  
**Sent:** Friday, March 11, 2016 10:17 AM  
**To:** Frank, Carol  
**Cc:** Bockus, Tim  
**Subject:** RE: Spring Fling Fundraiser

Carol,

I have reviewed this application and pursuant to Town Ordinance 5.3, I recommend this application be approved. No anticipated costs 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](http://www.easthartfordct.gov)

**From:** Frank, Carol  
**Sent:** Thursday, March 03, 2016 8:29 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; Uhrig, Jim; Walsh, Mike  
**Subject:** Spring Fling Fundraiser

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, March 17, 2016**. Thank you.

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

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

**Frank, Carol**

---

**From:** Gentile, Richard  
**Sent:** Tuesday, March 08, 2016 9:04 AM  
**To:** Frank, Carol  
**Subject:** RE: Spring Fling Fundraiser

Since this event is on private property, I have no comments or concerns

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

---

**From:** Frank, Carol  
**Sent:** Thursday, March 03, 2016 8:29 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; Uhrig, Jim; Walsh, Mike  
**Subject:** Spring Fling Fundraiser

Good morning all.

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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, March 17, 2016**. Thank you.

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

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

**Frank, Carol**

---

**From:** Walsh, Mike  
**Sent:** Monday, March 14, 2016 8:48 AM  
**To:** Frank, Carol  
**Subject:** RE: Gengras HD Chili Challenge, Gengras HD Spring Weekend, Spring Fling Fundraiser

Carol –

Marty Maynard, the Risk Manager for Windsor who is filling in for Cindy until her replacement is hired and I both reviewed the various amusement permit applications. While in the past Cindy may have required a COI for the 2 Gengras events, we are not requiring it this year. The events take place on their premises, do not involve alcohol, and no town staff are involved in the planning. Therefore, in a departure from prior years, we do not require a COI.

The other events also are self-contained and involve no town staff or are run by the Town. In the instances where private entities are using town land or staff for an event, we would require a COI. Hope that explains the difference this year. If not, let me know. Thanks.

Michael P. Walsh, Director of Finance  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108  
Telephone: (860) 291-7246  
Facsimile: (860) 289-0831  
E-Mail: [MWalsh@easthartfordct.gov](mailto:MWalsh@easthartfordct.gov)

---

**From:** Frank, Carol  
**Sent:** Monday, March 14, 2016 7:56 AM  
**To:** Walsh, Mike  
**Subject:** Gengras HD Chili Challenge, Gengras HD Spring Weekend, Spring Fling Fundraiser

Good morning Mr. Walsh.

I received your reviews for a number of upcoming outdoor amusements and I have a question which applies to the above captioned events as they did not provide a Certificate of Insurance with their application for review and your response regarding the COI is what I need to have answers for.

In the case of the 2 Gengras events, do you have an acceptable COI on file for them which would cover these events taking place in May this year? If so, can you please advise me so that I won't be looking for one and if one is not on file, please let me know by indicating something along these lines for each event (this was from a previous review by Cindy and the language is hers): **"We will need an insurance certificate for 1 M dollar liability insurance, naming and endorsing the town as an additional insured for activities associated with this event."** With this language, I can notify the applicant of your requirement(s) and ask they provide a COI at their earliest convenience so that I may forward to you for review. Once reviewed, you can then advise me as to its acceptability.

It's the same for the Spring Fundraiser. Your review may be identical to the Gengras reviews or based on the event, something more specific may be required.

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



**Frank, Carol**

---

**From:** Hawkins, Mack  
**Sent:** Thursday, March 17, 2016 6:12 AM  
**To:** Frank, Carol  
**Subject:** Re: Spring Fling Fundraiser

Carol,

I have reviewed the Outdoor Amusement Permit Application for the 2016 Spring Fling Fundraiser. I approve the application, pending the submission of a new site plan map. Please mark the Worksheets "**EXTRA ATTENTION**" for the day of the event.

Thank you,

***Mack S. Hawkins***  
Deputy Chief of Field Operations  
East Hartford Police Department  
31 School St.  
East Hartford, CT 06108  
Office 860 291-7597

On Mar 3, 2016, at 8:29 AM, Frank, Carol <[CFrank@easthartfordct.gov](mailto:CFrank@easthartfordct.gov)> wrote:

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, March 17, 2016**. Thank you.

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

**Frank, Carol**

---

**From:** Hawkins, Mack  
**Sent:** Thursday, March 17, 2016 3:38 PM  
**To:** Frank, Carol  
**Cc:** Perez, William  
**Subject:** Spring Fling Fundraiser  
**Attachments:** Barillas Site Plan.pdf

Carol,

Attached is the "**NEW**" Site Plan / Map for the Spring Fling Fundraiser. I approve the Outdoor Amusement Permit Application for this event. 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**





Blocked w/ car cones

none of these are open this

Under overhang

Tables + Rents

this is all open!

Blocked w/ car cones



**Frank, Carol**

---

**From:** Grew, Greg  
**Sent:** Thursday, March 03, 2016 8:45 AM  
**To:** Frank, Carol  
**Subject:** Re: Spring Fling Fundraiser

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

Greg  
Milton Gregory Grew, AIA  
Director of Inspections & Permits  
Town of East Hartford  
Mobile (860) 874-8034  
Sent from my iPhone

On Mar 3, 2016, at 8:29 AM, Frank, Carol <[CFrank@easthartfordct.gov](mailto:CFrank@easthartfordct.gov)> wrote:

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, March 17, 2016**. Thank you.

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

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

<Application.pdf>

<Directors' Review & Notice.doc>

MARCIA A. LECLERC  
MAYOR

**TOWN OF EAST HARTFORD**  
**Police Department**

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

SCOTT M. SANSOM  
CHIEF OF POLICE

**31 School Street**  
**East Hartford, Connecticut 06108-2638**

[www.easthartfordct.gov](http://www.easthartfordct.gov)

March 16, 2016

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

**Re: Outdoor Amusement Permit Application -  
"29<sup>th</sup> Annual Memorial Mile"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **East Hartford Parks & Recreation Department by Ted Fravel, its Director**. The applicants seek to conduct the 29th Annual Memorial Mile Road Race, on **Monday, May 30, 2016** from approximately **10:20 AM to completion**. The race will start on Scotland Road (Clearwater Paper) – proceed west on Burnside Avenue and finish on Burnside Avenue west of Hillside Street. Registration and check-in will be at Martin Park, 307 Burnside Avenue. This race precedes the Memorial Day Parade.

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

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

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

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

- The applicant states the race will utilize the parade route and the same traffic control procedures. The parade organizers must file an amusement permit and obtain road closures from CT DOT for the use of Burnside Avenue (Route 44).
- **The anticipated cost to the department is \$350.00**

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

- The Police Department can provide adequate police protection for the

event. The site is suitable for the outdoor amusement, the expected crowds are of moderate size, and the area has sufficient parking available. The route will already be covered by officers covering the Memorial Day Parade.

Respectfully submitted for your information.

Sincerely,

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

Scott M. Sansom  
Chief of Police

Cc: Applicant

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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

## 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:  
29th ANNUAL MEMORIAL MILE
2. Date(s) of Event:  
Monday, May 30, 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 ) :  
East Hartford Parks & Recreation Department  
50 Chapman Place, East Hartford, CT 06108  
860-291-7164  
juhrig@easthartfordct.gov
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 Theodore Fravel, Parks & Recreation Director.
5. List the location of the proposed amusement: (Name of facility and address)  
Start:Clearwater Paper on Scotland Rd/Finish:Burnside Ave. west of Hillside St
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
Monday, May 30, 2016 at 10:20AM preceding the Memorial Day Parade.
7. Provide a detailed description of the proposed amusement:  
One mile race starts on Scotland Rd, proceeds west on Burnside Ave and finishes on Burnside Ave west of Hillside Street. Registration and check-in will be at Martin Park, 307 Burnside Ave.Race precedes the Memorial Day Parade.

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

Yes  No

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

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

From under 8 years old to 90 years old and over.

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

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

100 runners.

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:

NA

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

Parade traffic control will be in place. Access to Martin Park is required.

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

Parking will be within the confines of Martin Park.

d. Noise impact on neighborhood:

NA

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

Parks Maintenance will clean up and remove all litter or trash.

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

Momentary traffic stoppage along same route that the Parade will follow.

g. Other expected influence on surrounding neighborhood:

NA

12. Provide a detailed plan for the following:

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

The route is fully accessible to emergency vehicles.

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

Cell phones and two-way radios will be available.

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

No.

d. Crowd control plan:

Same as for the Parade.

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

Staff will clean up Martin Park area after the conclusion of the event.

f. Provision of sanitary facilities:

Lavatories in Martin Park will be used.

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

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

Department  Yes  No.





Received By: James A. [Signature]

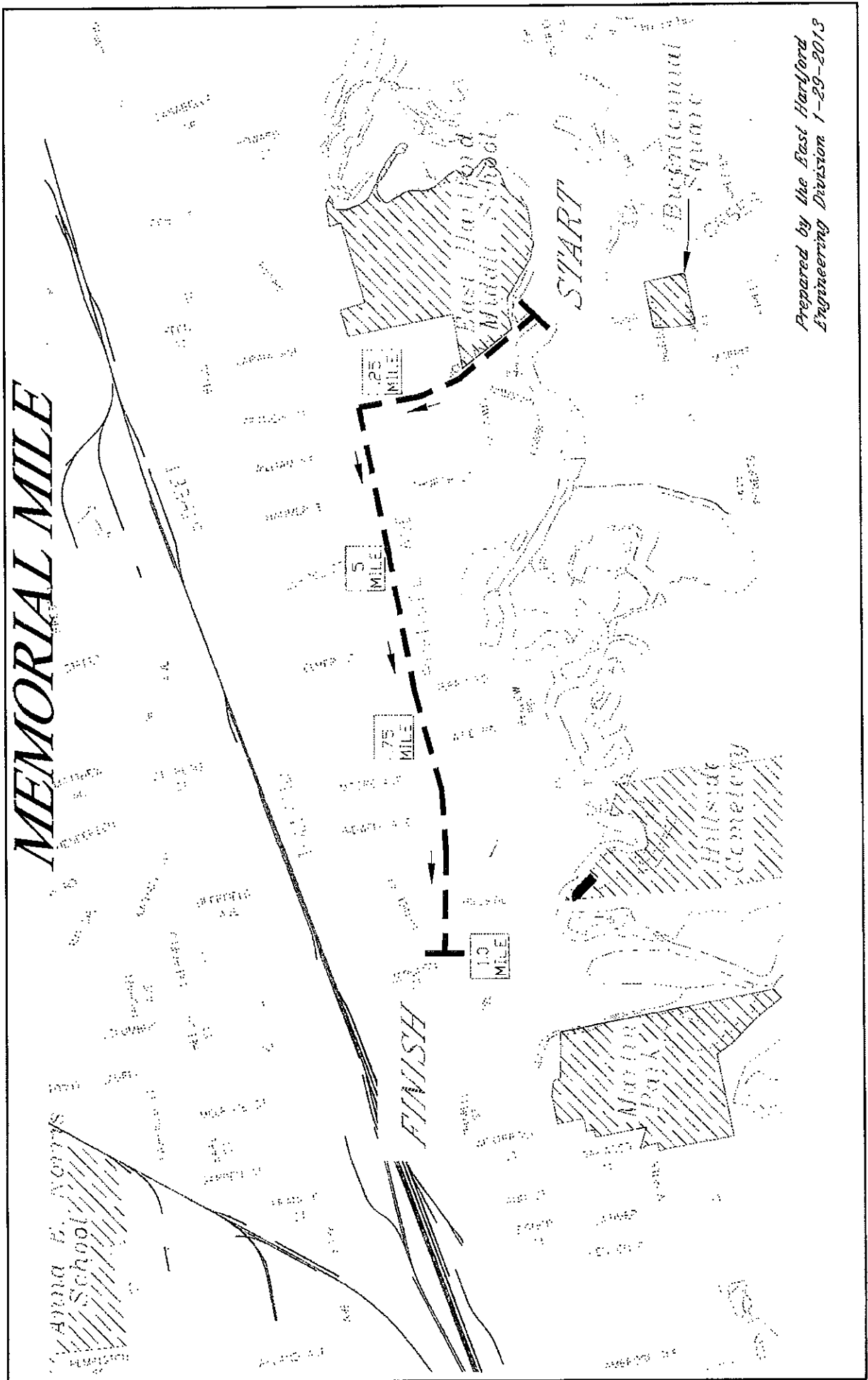
Employee Number. 9019

Date & Time Signed: March 3, 2016 7:35 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.

# MEMORIAL MILE



Prepared by the East Hartford  
Engineering Division 1-29-2013







Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **May 30, 2016**

Event: **29<sup>th</sup> Annual Memorial Mile**

Applicant: **East Hartford Parks & Recreation Department by Ted Fravel**

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

3/16/16

Date

Comments:



**Frank, Carol**

---

**From:** Schwartz, Tess  
**Sent:** Monday, March 14, 2016 7:28 AM  
**To:** Frank, Carol  
**Cc:** Bockus, Tim  
**Subject:** RE: 29th Annual Memorial Mile

Carol,

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

1. The applicant states the race will utilize the parade route and the same traffic control procedures. The parade organizers must file an amusement permit and obtain road closure permit from CT DOT for the use of Burnside Avenue (Route 44).

The anticipated cost to the Department is \$350.

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](http://www.easthartfordct.gov)

---

**From:** Frank, Carol  
**Sent:** Thursday, March 03, 2016 8:29 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; Uhrig, Jim; Walsh, Mike  
**Subject:** 29th Annual Memorial Mile

Good morning all.

Attached please find the **Outdoor Amusement Permit Application, map** 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, March 17, 2016.** Thank you.

Carol A. Frank  
East Hartford Police Department  
Support Services Bureau

Corp Counsel

**Frank, Carol**

---

**From:** Gentile, Richard  
**Sent:** Tuesday, March 08, 2016 9:16 AM  
**To:** Frank, Carol  
**Subject:** RE: 29th Annual Memorial Mile

I have no comments or concerns with this application

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

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**Sent:** Thursday, March 03, 2016 8:29 AM  
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**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; Uhrig, Jim; Walsh, Mike  
**Subject:** 29th Annual Memorial Mile

Good morning all.

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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



**Frank, Carol**

---

**From:** Walsh, Mike  
**Sent:** Friday, March 11, 2016 3:18 PM  
**To:** Frank, Carol  
**Subject:** RE: 29th Annual Memorial Mile

Carol –

I have reviewed the application for the 29<sup>th</sup> Annual Memorial Mile and find no issues from a Risk Management perspective. Let me know if you have any questions . Thanks.

Michael P. Walsh, Director of Finance  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108  
Telephone: (860) 291-7246  
Facsimile: (860) 289-0831  
E-Mail: [MWalsh@easthartfordct.gov](mailto:MWalsh@easthartfordct.gov)

---

**From:** Frank, Carol  
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**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; Uhrig, Jim; Walsh, Mike  
**Subject:** 29th Annual Memorial Mile

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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

**Frank, Carol**

---

**From:** Hawkins, Mack  
**Sent:** Monday, March 14, 2016 9:58 AM  
**To:** Frank, Carol  
**Subject:** RE: 29th Annual Memorial Mile

Carol,

I have reviewed the Outdoor Amusement Permit Application for the 29<sup>th</sup> Annual Memorial Mile. I approve the application as submitted. The route will already be covered by the officer working the Memorial Day Parade.

*Deputy Chief Mack S. Hawkins*

Chief of Field Operations  
East Hartford Police Department  
31 School St.  
East Hartford, CT 06108  
**Office 860 291-7597**

---

**From:** Frank, Carol  
**Sent:** Thursday, March 03, 2016 8:29 AM  
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**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; Uhrig, Jim; Walsh, Mike  
**Subject:** 29th Annual Memorial Mile

Good morning all.

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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

Insp. + Permits Review

**Frank, Carol**

---

**From:** Grew, Greg  
**Sent:** Thursday, March 03, 2016 8:45 AM  
**To:** Frank, Carol  
**Subject:** Re: 29th Annual Memorial Mile

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

Greg  
Milton Gregory Grew, AIA  
Director of Inspections & Permits  
Town of East Hartford  
Mobile (860) 874-8034  
Sent from my iPhone

On Mar 3, 2016, at 8:29 AM, Frank, Carol <[CFrank@easthartfordct.gov](mailto:CFrank@easthartfordct.gov)> wrote:

Good morning all.

Attached please find the **Outdoor Amusement Permit Application, map** 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, March 17, 2016.** Thank you.

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

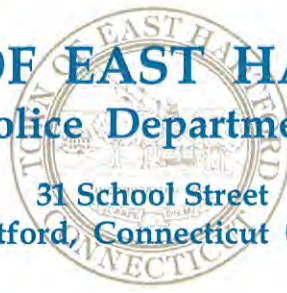
Ph: 860-291-7631  
Fax: 860-610-6290

<Application & Map.pdf>

<Directors' Review & Notice.doc>

MARCIA A. LECLERC  
MAYOR

**TOWN OF EAST HARTFORD**  
**Police Department**



31 School Street  
East Hartford, Connecticut 06108-2638

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

[www.easthartfordct.gov](http://www.easthartfordct.gov)

SCOTT M. SANSOM  
CHIEF OF POLICE

March 3, 2016

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

**Re: Outdoor Amusement Permit Application**  
**"Greater Hartford Area Walk for Children with Apraxia of Speech"**

Dear Mr. Kehoe:

Attached please find an Outdoor Amusement Permit Application submitted by **Childhood Apraxia of Speech Association of North America (CASANA)**, by **Jaime LaVecchia**, its Event Coordinator. The applicant seeks to conduct a walk as a fundraiser to raise awareness of Apraxia on **Sunday, June 5, 2016** from **10 AM to 2 PM** at the **Joseph O. Goodwin School Field (1235 Forbes Street)**. The walkers will walk one mile around the school field and there will be face painting, games, raffles, food and music. Music will be played during the same hours as the walk.

The applicant respectfully **requests a waiver of the associated permit fee**, under the provisions of (TO) 5-6(a), due to the Town of East Hartford as this is a fundraising event to raise awareness of children with apraxia of speech.

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** approves the application as submitted.

The **Risk Management Department** states the Association will need to submit a Certificate of Insurance in the amount of One (1) Million Dollars general liability and add and endorse the Town of East Hartford as an additional insured.

The **Fire Department** approves the application as submitted and states that paramedics would not be necessary for this event and further states there are **no anticipated costs to the Department for the event**.

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

The **Health Department** recommends approval provided that a temporary food service license application is filed at least two (2) weeks prior to the event. It further states there are **no anticipated costs to the Department**.

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

- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.
- **There are no anticipated costs to the Department for this event.**

Respectfully submitted for your information.

Sincerely,



Scott M. Sansom  
Chief of Police

Cc: Applicant



# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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



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**

Greater Hartford Area Walk for children  
with Apraxia of Speech.

1. Name of Event:

2. Date(s) of Event:

Sunday June 5, 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) :

CASANA (Childhood Apraxia of Speech  
Association of North America)  
412-343-7102

→ 416 Lincoln Ave. 2nd. FL. Pittsburgh, PA 15222

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.

Sharon Grete  
Kathy Hennessy  
Justin LeWinter

416 Lincoln Ave. 2nd. FL., Pittsburgh, PA 15222

5. List the location of the proposed amusement: (Name of facility and address)

Joseph O. Goodwin School Field  
1235 Forbes St. East Hartford, CT 06118

6. List the dates and hours of operation for each day (if location changes on a particular day, please list):

Sunday June 5th 10am - 2pm

7. Provide a detailed description of the proposed amusement:

A fundraiser where participants will walk a mile around the property to help raise Apraxia awareness and to help celebrate the kids with apraxia, Face painting, games, awards, raffles and music.

Jaime LaVecchia  
72 Montague Circle  
East Hartford, CT 06118  
860-428-5203



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)?

June 5, 2016 between the hours of 10am - 2pm.

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

2 years - 90 yrs

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

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

a. Crowd size impact:

none anticipated

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

Parking available at Goodwin School parking lot and in lot at lower soccer field.

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

Volunteers will be on hand to help contr parking.

d. Noise impact on neighborhood:

minimal music at appropriate times.

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

Volunteers will be on hand during and after event to make sure area is clean. We will remove all trash.

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

none expected.

g. Other expected influence on surrounding neighborhood:

Positive influence, others encouraged to attend and learn about Childhood Apraxia of Speech

12. Provide a detailed plan for the following:

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

All main roads and fire lanes will be kept clear

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

will hire local police officers. for all emergency vehicles.

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

we will have at least two paramedics on site.

d. Crowd control plan:

Police officers

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

Volunteers to help clean up and return to original conditions.

f. Provision of sanitary facilities:

on site lavatories will be checked frequently for cleanliness.

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

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

Department  Yes  No.

will do a.s.a.p.



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): *I request a waiver of fee as its a fundraiser.*

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:

*CASANA Childhood Apraxia of Speech Association of North America.*  
(Legal Name of Applicant)

*Jaime LaVerchia*  
(Applicant Signature)  
*Event Coordinator*  
(Capacity in which signing)

*Jaime LaVerchia* *2/19/16*  
(Printed Name) (Date Signed)

*contact info: 860-428-5203*

(Send application electronically to [cfrank@easthartfordct.gov](mailto:cfrank@easthartfordct.gov))

FOR OFFICE USE

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

Received By: Carly Beane  
Employee Number: 9019  
Date & Time Signed: 2-19-16 8:45 AM ~~PM~~  
Time remaining before event: 30<sup>+</sup> 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.

File



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **June 5, 2016**

Event: **Greater Hartford Area Walk for Children With Apraxia of Speech**

Applicant: **Childhood Apraxia of Speech Association of North America (CASANA), by Jaime LaVecchia, its Event Coordinator.**

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

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

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

Anticipated Cost(s) if known \$ 0

William Perez, Assistant Fire Chief  
Signature

March 3, 2016  
Date

Comments:

Spoke to applicant and explained to her that paramedics would not be required for this event.



Health



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

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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 \_\_\_\_\_

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

Comments:

Approval recommended provided a temporary food service license application is filed at least two weeks prior to the event.



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **June 5, 2016**  
Event: **Greater Hartford Area Walk for Children With Apraxia of Speech**  
Applicant: **Childhood Apraxia of Speech Association of North America (CASANA), by Jaime LaVecchia, its Event Coordinator.**

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

- 1. the application be approved as submitted.
  - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
  - 3. the application be disapproved for the reason(s) set forth in the attached comments.
- 
- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- 
- Anticipated Cost(s) if known \$0.00

Ted Fravel  
Signature

3/2/16  
Date

Comments:

**Frank, Carol**

---

**From:** Schwartz, Tess  
**Sent:** Monday, February 22, 2016 7:49 AM  
**To:** Frank, Carol  
**Cc:** Bockus, Tim  
**Subject:** RE: Greater Hartford Area Walk for Children With Apraxia of Speech

Carol,

I have reviewed this application and pursuant to Town Ordinance 5.3, I recommend this application be approved. There are no anticipated costs 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](http://www.easthartfordct.gov)

---

**From:** Frank, Carol  
**Sent:** Friday, February 19, 2016 9:41 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; 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; Uhrig, Jim  
**Subject:** Greater Hartford Area Walk for Children With Apraxia of Speech

Good afternoon 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 **Friday, March 4, 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  
East Hartford, CT 06108



Corp Counsel

**Frank, Carol**

---

**From:** Gentile, Richard  
**Sent:** Tuesday, March 01, 2016 2:37 PM  
**To:** Frank, Carol  
**Subject:** RE: Greater Hartford Area Walk for Children With Apraxia of Speech

I have no comments or concerns with this.

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

---

**From:** Frank, Carol  
**Sent:** Tuesday, March 01, 2016 12:11 PM  
**To:** Gentile, Richard  
**Subject:** FW: Greater Hartford Area Walk for Children With Apraxia of Speech

Here's the other one.

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**From:** Frank, Carol  
**Sent:** Friday, February 19, 2016 9:41 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; 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; Uhrig, Jim  
**Subject:** Greater Hartford Area Walk for Children With Apraxia of Speech

Good afternoon 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 **Friday, March 4, 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  
East Hartford, CT 06108

**Frank, Carol**

---

**From:** Bennett, Cindy  
**Sent:** Friday, February 19, 2016 11:55 AM  
**To:** Frank, Carol  
**Subject:** RE: Greater Hartford Area Walk for Children With Apraxia of Speech

**Carol, the association will have to submit a certificate of insurance for 1 million general liability and add and endorse to the policy the town of East Hartford.**

Cindy Bennett, Risk Manager  
Town of East Hartford,  
740 Main St.  
East Hartford, CT 06108

---

**From:** Frank, Carol  
**Sent:** Friday, February 19, 2016 9:41 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; 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; Uhrig, Jim  
**Subject:** Greater Hartford Area Walk for Children With Apraxia of Speech

Good afternoon 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 **Friday, March 4, 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  
East Hartford, CT 06108

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

PD Review

**Frank, Carol**

---

**From:** Hawkins, Mack  
**Sent:** Thursday, March 03, 2016 8:11 AM  
**To:** Frank, Carol  
**Subject:** RE: Greater Hartford Area Walk for Children With Apraxia of Speech

Carol,

I have reviewed the Outdoor Amusement Permit Application for the 2016 *Greater Hartford Area Walk for Children With Apraxia of Speech*. I approve the application as submitted. Please mark the Worksheets "EXTRA ATTENTION" for the day of the walk.

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

---

**From:** Frank, Carol  
**Sent:** Friday, February 19, 2016 9:41 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; 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; Uhrig, Jim  
**Subject:** Greater Hartford Area Walk for Children With Apraxia of Speech

Good afternoon 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 Friday, March 4, 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  
East Hartford, CT 06108

Insps + Permits

**Frank, Carol**

---

**From:** Grew, Greg  
**Sent:** Friday, February 19, 2016 11:00 AM  
**To:** Frank, Carol  
**Subject:** Re: Greater Hartford Area Walk for Children With Apraxia of Speech

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](http://www.easthartfordct.gov)

---

**From:** Frank, Carol  
**Sent:** Friday, February 19, 2016 9:40 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; 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; Uhrig, Jim  
**Subject:** Greater Hartford Area Walk for Children With Apraxia of Speech

Good afternoon 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 Friday, March 4, 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  
East Hartford, CT 06108

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

Use of Town Property Approval



EAST HARTFORD PARKS AND RECREATION DEPARTMENT  
APPLICATION FOR FIELD/FACILITY USE

NAME AND ADDRESS OF ORGANIZATION - PLEASE PRINT:

CASANA (Childhood Apraxia of Speech Association of North America)  
416 Lincoln Avenue, 2nd Floor Pittsburgh, PA 15206  
CONTACT: CASANA Contact - 412-343-7102 Local CT event Coordinator contact, Jaime Lavecchia 860-428-5203  
E-MAIL ADDRESS: JaimeMLa@gmail.com

APPLICATION DATE	NATURE OF ACTIVITY	APPROX. #. TO ATTEND	PARK OR FACILITY REQUESTED
Sunday June 5, 2016	Charity	200-300	Behind Goodwin Elementary

DATES OF USE (BE SPECIFIC)


WILL ADMISSION BE CHARGED? YES  NO

**INSURANCE:** The Parks and Recreation Department through the Town of East Hartford, has liability insurance coverage to protect it for any defects of Parks & Rec. property.

Persons or organizations that use Parks & Rec. facilities are liable for their own actions or equipment. Liability insurance in the amount of \$1 million naming the Town of East Hartford as an additional insured must be presented at the time of application. For teams using Parks & Rec. facilities, a completed Field Use Player Roster must accompany the application. An "Informed Consent and Release Form" must be submitted at the time of application by the league representative. In addition, for adult teams, each team member must complete an "Informed Consent and Release Form".

HOURS OF USE: 7am - 2pm 7 hours

FIELD OR AREA REQUIRED: Event 9am - 1pm 4 hours

Yard behind Goodwin Elementary

Any fees for park or facility usage are payable in advance.

By signing below, Representative agrees to terms established by the Parks & Recreation Department:

*Jaime Lavecchia*  
Signature of Representative

PHONE: 860-428-5203  
(Home) (Business)

*[Signature]*  
Authorized Parks & Rec. Representative

02/19/2016  
Date Request Approved

(The Park & Recreation Department reserves the right to adjust any and/or all of the above requests and costs if circumstances shall so dictate).



EAST HARTFORD PARKS AND RECREATION DEPARTMENT

FIELD USE TEAM/LEAGUE PROGRAM

INFORMED CONSENT AND RELEASE FORM

The CASANA (as defined below, "Team/League Program") involves a variety of physical activities and there is an element of risk involved which each participant must assume (including injury, disability or death). I affirm that my health is adequate and that I am not under a physician's care for any undisclosed condition that bears upon my fitness to participate in the Team/League Program. The undersigned hereby agrees:

1. I FULLY ASSUME ALL RISKS ASSOCIATED WITH UTILIZATION OF AND PARTICIPATION IN THE TEAM/LEAGUE PROGRAM) AND AGREE NOT TO SUE AND HEREBY RELEASE THE TOWN OF East Hartford, ITS AGENTS, SERVANTS, EMPLOYEES, VOLUNTEERS, ELECTED OFFICIALS BOARDS AND COMMISSIONS (collectively "The Town"), FROM ALL LIABILITY SHOULD AN INJURY TO ME OCCUR DURING PARTICIPATION IN THE TEAM/LEAGUE PROGRAM.

2. I, FOR MYSELF AND FOR MY HEIRS, EXECUTORS, ADMINISTRATORS, AND LEGAL REPRESENTATIVES, AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE TOWN, FROM ANY AND ALL CLAIMS, SUITS OR DEMANDS BY ANYONE ARISING FROM MY USE OF OR PARTICIPATION IN THE TEAM/LEAGUE PROGRAM.

3. IF I AM A PARENT OR GUARDIAN SIGNING ON BEHALF OF A CHILD OR WARD, I MAKE THESE REPRESENTATIONS AND AGREEMENTS ON BEHALF OF MY CHILD OR WARD.

This waiver applies to the following Team/League Program: CASANA Fundraiser walk-a-thon

I certify by my signature that I have read this document carefully, understand the risks involved with Team/League Program participation and wish to continue with participation.

Jaime LaVecchia  
Signature

Date 2/19/16

Jaime LaVecchia  
Print Name

Address: 72 Montague Circle

Telephone: (home) 860-428-5203 (daytime)

E-mail address: JaimeMLaV@gmail.com



## FACILITY SALES RECEIPT

**Receipt #** 145641  
**Payment Date:** 02/19/2016  
**Household #:** 33875  
**Home Phone:** (860)428-5203



**JAIME LAVECCHIA**  
**72 MONTAGUE CIRCLE**  
**EAST HARTFORD CT 06118**

**East Hartford Parks & Rec Dept.**  
**Parks & Recreation**  
**50 Chapman Place**  
**East Hartford CT 06108**  
**Phone: (860)291-7160**  
**www.ehparcs.org**

### Facility Reservation Details

**Facility:** Goodwin Park, Football Field  
**Address:** 1235 Forbes Street, East Hartford, CT, 06118  
**Reserv. Contact:** Jaime Lavecchia, HM: (860)428-5203  
**Reserv. Number:** 19727 **Status:** Firm  
**Purpose:** C.A.S.A.N.A Charity Walk  
**Anticipated Count:** 300

Date	Day	Time	Fees + Tax	Discount	Prev Paid	Cur Paid	Amount Due
06/05/2016	Sun	7:00A to 2:00P	150.00	0.00	0.00	150.00	0.00

**Facility:** Goodwin Park, Pavilion Area  
**Address:** 1235 Forbes Street, East Hartford, CT, 06118  
**Reserv. Contact:** Jaime Lavecchia, HM: (860)428-5203  
**Reserv. Number:** 19727 **Status:** Firm  
**Purpose:** C.A.S.A.N.A Charity Walk  
**Anticipated Count:** 300

Date	Day	Time	Fees + Tax	Discount	Prev Paid	Cur Paid	Amount Due
06/05/2016	Sun	7:00A to 2:00P	0.00	0.00	0.00	0.00	0.00

**Facility:** Goodwin Park, Softball Upper Fld  
**Address:** 1235 Forbes Street, East Hartford, CT, 06118  
**Reserv. Contact:** Jaime Lavecchia, HM: (860)428-5203  
**Reserv. Number:** 19727 **Status:** Firm

Date	Day	Time	Fees + Tax	Discount	Prev Paid	Cur Paid	Amount Due
06/05/2016	Sun	7:00A to 2:00P	0.00	0.00	0.00	0.00	0.00

Processed on 02/19/16 @ 09:32:09 by CLC

FEEs CHARGED ON NEW LINE ITEMS (+)	150.00
DISCOUNT APPLIED AGAINST THESE FEEs (-)	0.00
TAX CHARGED ON NEW FEEs (+)	0.00
HH DEPOSIT/VISIT CHARGED	0.00
<b>NEW AMOUNT DUE</b>	<b>150.00</b>
PREVIOUS NET HOUSEHOLD BALANCE	0.00
<b>TOTAL DUE</b>	<b>150.00</b>
NEW FEEs PAID ON THIS RECEIPT (-)	150.00
NEW DEPOSIT PAID (-)	0.00
<b>TOTAL PAID</b>	<b>150.00</b>
NEW NET HOUSEHOLD BALANCE	0.00

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](http://www.easthartfordct.gov)

March 18, 2016

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

**Re: Outdoor Amusement Permit Application -  
"32nd Annual Riverfest 5K & Kids 1K"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by the **East Hartford Parks & Recreation Department** by **Ted Fravel, its Director**. The applicant seeks to conduct the 32nd Annual Riverfest 5K & Kids 1K race in conjunction with July 4<sup>th</sup> Riverfest events on **Saturday, July 9, 2016** from approximately **6 AM to approximately 11 AM**. The 5K portion will begin and end at the **Goodwin School/Park, 1235 Forbes Street** and the 1K Kid's Run is entirely on park and school grounds beginning at **8 AM**.

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

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

- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available. **The anticipated cost to the department for this event is \$1,632.10 which includes an estimated 2% contractual raise.**

Respectfully submitted for your information.

Sincerely,



Scott M. Sansom  
Chief of Police

Cc: Applicant

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
32nd Annual Riverfest 5K Road Race & Kid's 1K
2. Date(s) of Event:  
Saturday, July 9, 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 ) :  
East Hartford Parks & Recreation Department, 50 Chapman Place, East Hartford, CT 06108, 860-291-7164, juhrig@easthartfordct.gov.  
Sponsored by the Parks & Recreation Department in conjunction with the July Riverfest.
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 Theodore Fravel, Parks & Recreation Director.
5. List the location of the proposed amusement: (Name of facility and address)  
Goodwin School/Park, 1235 Forbes Street.
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
Saturday, July 9, 2016, 6:00AM - approx. 11:00AM
7. Provide a detailed description of the proposed amusement:  
5K run start/finish Goodwin Park. Course is clockwise loop on neighborhood streets. 5K start time is 8:30AM. 1K Kid's Run is drun entirely on park and school grounds and starts at 8:00AM.



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

Yes  No

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

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

Ages 3 years old to over 90 years old.

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

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

Approximately 100 runners.

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:

Approx. 100 runners, the final finisher typically finishes in 45-50 minutes.

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

Police Dept. will need to block off roads as runners progress on the course.

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

Parking in upper Goodwin Park behind Goodwin School.

d. Noise impact on neighborhood:

NA

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

Parks Maintenance & event staff will clean up and remove litter and trash.

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

Traffic flow will be interrupted for a short period of time until the runners pass.

g. Other expected influence on surrounding neighborhood:

Parks & Rec. staff will see that all trash is disposed of properly.

12. Provide a detailed plan for the following:

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

Park, School and adjacent streets are accessible to emergency personnel.

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

Cell phones and two-way radios will be used in event of emergency.

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

No.

d. Crowd control plan:

Police will control traffic, P&R staff will provide directions and will park cars.

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

Parks & Rec. staff will ensure the clean condition of all areas used for the event.

f. Provision of sanitary facilities:

Lavatories located in Gold Star Pool bathhouse and in Goodwin School.

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

Pre-packaged food, water and sports beverages will be provided at no charge.

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.

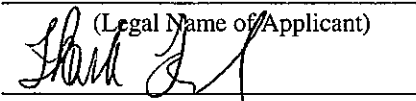
a. False Statement is a Class A Misdemeanor.

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:

Theodore Fravel

  
(Legal Name of Applicant)

(Applicant Signature)

Theodore Fravel  
(Printed Name)

02/09/2016  
(Date Signed)

Parks & Recreation Director  
(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. Stark

Employee Number. 9019

Date & Time Signed: March 2, 2016 7:34 AM

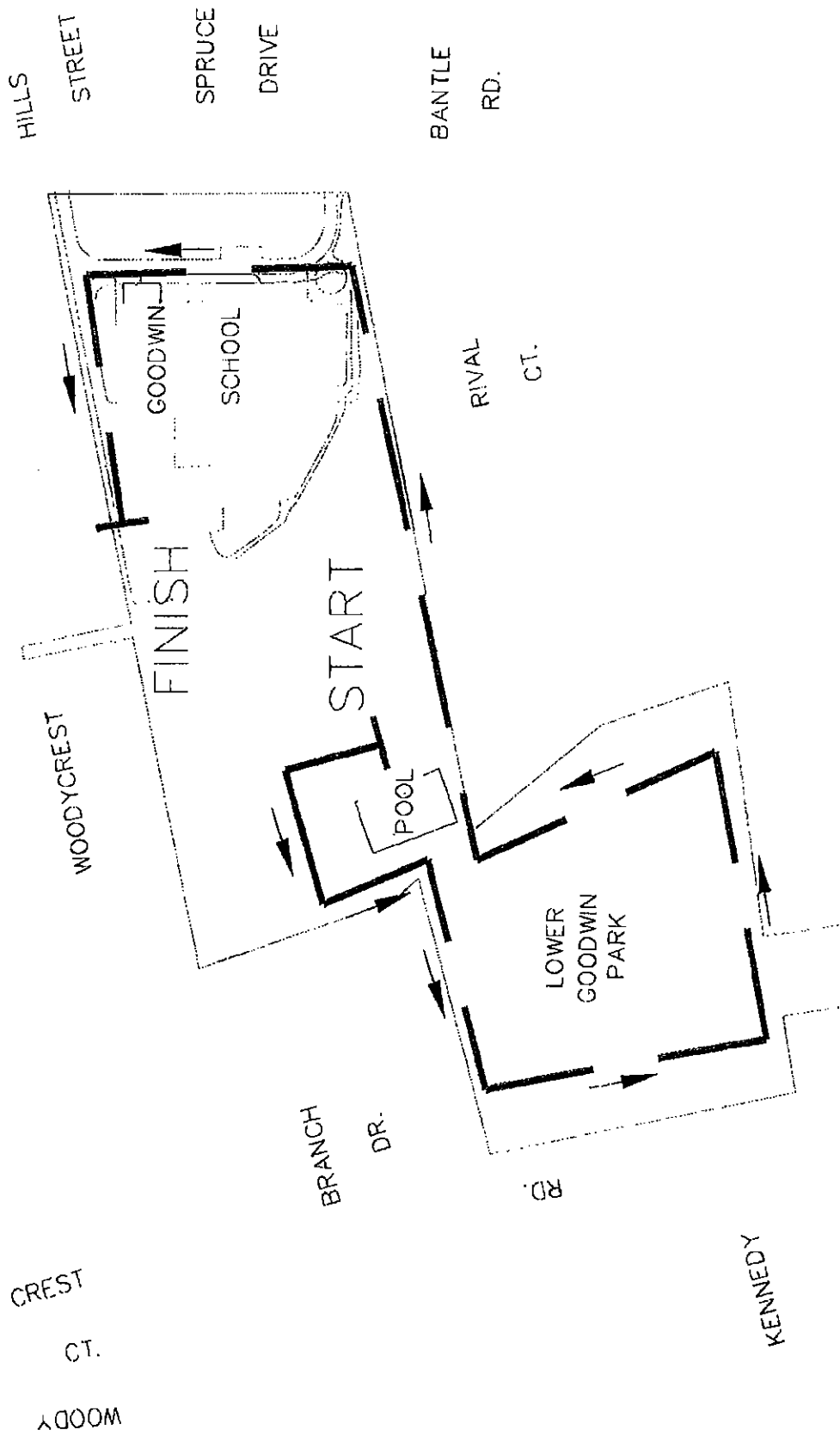
Time remaining before event: 30<sup>+</sup> days.

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.





# RIVERFEST KIDS 1K



Prepared by the East Hartford  
Engineering Division 1-29-2013

Fire Dept



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **July 9, 2016**  
Event: **32nd Annual Riverfest 5K & Kids 1K**  
Applicant: **East Hartford Parks & Recreation Department by Ted Fravel, its Director**

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

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

William Perez, Assistant Fire Chief    March 10, 2016  
Signature \_\_\_\_\_ Date

Comments:





Scott M. Sansom  
Chief of Police

**TOWN OF EAST HARTFORD**  
**POLICE DEPARTMENT**  
**Outdoor Amusement Permits**  
31 School Street  
East Hartford, CT 06108  
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- 
- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- 
- Anticipated Cost(s) if known \$0.00

Ted Fravel

3/16/16

Signature

Date

Comments:



**Frank, Carol**

---

**From:** Schwartz, Tess  
**Sent:** Friday, March 11, 2016 10:19 AM  
**To:** Frank, Carol  
**Cc:** Bockus, Tim  
**Subject:** RE: Riverfest 5K & Kids 1K

Carol,

I have reviewed this application and pursuant to Town Ordinance 5.3, I recommend this application be approved. 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](http://www.easthartfordct.gov)

---

**From:** Frank, Carol  
**Sent:** Thursday, March 03, 2016 8:29 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; Uhrig, Jim; Walsh, Mike  
**Subject:** Riverfest 5K & Kids 1K

Good morning all.

Attached please find the **Outdoor Amusement Permit Application, maps** 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, March 17, 2016**. Thank you.

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

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



**Frank, Carol**

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**From:** Gentile, Richard  
**Sent:** Tuesday, March 08, 2016 9:02 AM  
**To:** Frank, Carol  
**Subject:** RE: Riverfest 5K & Kids 1K

I have no comments or concerns with this application

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

---

**From:** Frank, Carol  
**Sent:** Thursday, March 03, 2016 8:29 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; Uhrig, Jim; Walsh, Mike  
**Subject:** Riverfest 5K & Kids 1K

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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

**Frank, Carol**

---

**From:** Walsh, Mike  
**Sent:** Friday, March 11, 2016 3:19 PM  
**To:** Frank, Carol  
**Subject:** RE: Riverfest 5K & Kids 1K

Carol –

I have reviewed the application for the Riverfest 5K and Kids 1K and find no issues from a Risk Management perspective. Let me know if you have any questions . Thanks.

Michael P. Walsh, Director of Finance  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108  
Telephone: (860) 291-7246  
Facsimile: (860) 289-0831  
E-Mail: [MWalsh@easthartfordct.gov](mailto:MWalsh@easthartfordct.gov)

---

**From:** Frank, Carol  
**Sent:** Thursday, March 03, 2016 8:29 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; Uhrig, Jim; Walsh, Mike  
**Subject:** Riverfest 5K & Kids 1K

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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

**Frank, Carol**

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**From:** Hawkins, Mack  
**Sent:** Monday, March 14, 2016 10:35 AM  
**To:** Frank, Carol  
**Subject:** RE: Riverfest 5K & Kids 1K

Carol,

I have reviewed the Outdoor Amusement Permit Application for the Riverfest 5K & 1 K. I approve the application as submitted. The anticipated cost for this event is \$1,632.10, which includes an estimated 2% contractual raise.

*Deputy Chief Mack S. Hawkins*

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

---

**From:** Frank, Carol  
**Sent:** Thursday, March 03, 2016 8:29 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; Uhrig, Jim; Walsh, Mike  
**Subject:** Riverfest 5K & Kids 1K

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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

Frank, Carol

---

**From:** Grew, Greg  
**Sent:** Thursday, March 03, 2016 8:44 AM  
**To:** Frank, Carol  
**Subject:** Re: Riverfest 5K & Kids 1K

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

Greg  
Milton Gregory Grew, AIA  
Director of Inspections & Permits  
Town of East Hartford  
Mobile (860) 874-8034  
Sent from my iPhone

On Mar 3, 2016, at 8:29 AM, Frank, Carol <[CFrank@easthartfordct.gov](mailto:CFrank@easthartfordct.gov)> wrote:

Good morning all.

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

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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

<Application & Maps.pdf>

<Directors' Review & Notice.doc>

*Robert J. Cook*

OFFICE OF THE  
TOWN COUNCIL

**TOWN OF EAST HARTFORD**

740 Main Street

East Hartford, Connecticut 06108



2016 APR -1 A 8:32

(860) 291-7208  
TOWN CLERK  
EAST HARTFORD CT 06108  
(860) 291-7389

DATE: April 1, 2016

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: **Tuesday, April 5, 2016 7:00 p.m. Town Council Majority Office**

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

**Tuesday, April 5, 2016**

**7:00 p.m.**

**Town Council Majority Office**

The purpose of the meeting is to meet in executive session to discuss the pending superior court action (assessment appeal) known as Garden of Light, Inc. d/b/a Bakery on Main v. Town of East Hartford, Docket No. CV-15-6029159-S, regarding personal property located at 375 Park Avenue.

cc: Mayor Leclerc  
Scott Chadwick, Corporation Counsel  
Brian Smith, Assessor