

Robert J. Paek

2019 APR 12 A 10:28

TOWN CLERK
EAST HARTFORD

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
APRIL 16, 2019

7:00 P.M. Executive Session

7:15 P.M. Public Hearing

=====

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

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
5. APPROVAL OF MINUTES
 - A. April 2, 2019 Executive Session
 - B. April 2, 2019 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. Arbor Day recognition - April 26th Silver Lane School
 - B. Veterans Commission – Flag Retirement Boxes
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Recommendation from Ordinance Committee re: Revisions to Chapter 2 of the East Hartford Code of Ordinances as follows:
 1. Section 2-3 Mayor's Salary
 2. Section 2-5 Vacation
 3. Section 2-3b Registrars of Voters Salary
 - B. Appointment of Town Auditor for FY 2018-2019
 - C. Connecticut State Targeted Response to the Opioid Crisis – Community Mini Grant
 - D. Municipal Tax-exempt Lease Purchase Financing Agreement
 - E. Silver Lane School: Roof Replacement Project
 - F. Outdoor Amusement Permit Applications:
 1. EH Parks and Recreation Car Show
 2. Girl Scouts of America: Bridge Over Connecticut
 3. Riverfront Summer Pops
 - a. Approval of Application
 - b. Waiver of Fees
 - G. Appointments to Various Boards and Commission

9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
 - A. Peter Caro vs. Town of East Hartford, Docket No. HHD-CV-17-6083957-S.
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
12. ADJOURNMENT (next meeting: May 7th)

Richard F. Kehoe

2019 APR -8 A 8:49

TOWN COUNCIL MAJORITY OFFICE

APRIL 2, 2019

TOWN CLERK
EAST HARTFORD

EXECUTIVE SESSION

PRESENT Chair Richard F. Kehoe, Vice Chair Linda A. Russo, Majority Leader Ram Aberasturia, Minority Leader Esther B. Clarke, Councillors Marc I. Weinberg, Patricia Harmon and Caroline Torres

ABSENT Councillors Joseph R. Carlson and Shelby Brown

ALSO PRESENT Scott Chadwick, Corporation Counsel
Brian Smith, Assessor
Christine Sasen, Risk Manager
Diane Duhamel, Esquire, McGann, Bartlett & Brown, LLC

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:04 p.m.

MOTION By Esther Clarke
seconded by Linda Russo
to **go into** Executive Session to discuss the pending cases of:

- the pending assessment (tax) appeal known as Shafa Building, LLC v Town of East Hartford, Docket No. CV-18-6044365-S, involving real property located at 478 Burnside Avenue; and
- the pending Workers' Compensation claim of employee, James Miller.

Motion carried 7/0.

MOTION By Esther Clarke
seconded by Linda Russo
to **go back to** Regular Session.
Motion carried 7/0.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Linda Russo
to **adjourn** (7:16 p.m.)
Motion carried 7/0.

Attest 
Richard F. Kehoe
Town Council Chair

Robert J. Paek

EAST HARTFORD TOWN COUNCIL 2019 APR - 8 A 8: 49

TOWN COUNCIL CHAMBERS TOWN CLERK
EAST HARTFORD

APRIL 2, 2019

PRESENT Chair Richard F. Kehoe, Vice Chair Linda A. Russo, Majority Leader Ram Aberasturia, Minority Leader Esther B. Clarke, Councillors Marc Weinberg, Patricia Harmon and Caroline Torres

ABSENT Councillors Joseph R. Carlson and Shelby J. Brown

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.

AMENDMENTS TO THE AGENDA

MOTION By Ram Aberasturia
seconded by Linda Russo
to **amend** the agenda as follows:

Under New Business, add item I. entitled "Annual Tax Lien Sales – RFP".

Motion carried 7/0.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Mayor Leclerc spoke on the following: (1) the Distracted Driving program started today and will continue through April 30th; (2) on April 9th the Heroes for Hire Career Fair will take place at Rentschler Field from 11AM to 3PM; (3) the Donate Life flag will be raised at Town Hall on April 10th; (4) the deadline to submit the name of a recipient of the 34th Annual Service to Youth Awards is April 19th; (5) Saturday April 27th is a Prescription Take-back Day at the PSC from 10AM to 2PM; (6) the Mayor's Clean-up will be May 18th 9AM to Noon along Burnside Avenue into Mayberry Village; (7) recognized Sarah Morgan, Library Director, for the Spring Vacation programs in April that she and her staff have developed for the residents – in addition to the Easter programs that the Parks & Recreation department have scheduled.

APPROVAL OF MINUTES

March 19, 2019 Executive Session

MOTION By Ram Aberasturia
seconded by Caroline Torres
to **approve** the minutes of the March 19, 2019 Executive Session.
Motion carried 6/0. **Abstain:** Harmon

March 19, 2019 Regular Meeting

MOTION By Ram Aberasturia
seconded by Marc Weinberg
to **approve** the minutes of the March 19, 2019 Regular Meeting.
Motion carried 6/0. **Abstain:** Harmon

COMMUNICATIONS AND PETITIONS

Resignation of Valentine Povinelli from the Personnel Appeals Board

Chair Kehoe announced the resignation of Mr. Povinelli from the Personnel Appeals Board and thanked him for his service and dedication to the town.

NEW BUSINESS

East Hartford Housing Authority: Veterans Terrace PILOT Agreement

Christopher Pliszka, EHHA Finance Director, and Helen Muniz, Carabetta Enterprise representative, updated the Council on the progress of the redevelopment of Veterans Terrace project and the need for the town to continue the 2016 PILOT Water and Sewer Assessment Agreement for the life of the financing agreement between the East Hartford Housing Authority and the investors in the renovation of Veterans Terrace.

MOTION By Linda Russo
seconded by Marc Weinberg
to **adopt** the following resolution:

**RESOLUTION OF THE EAST HARTFORD TOWN COUNCIL REGARDING PAYMENTS CONCERNING
VETERANS TERRACE**

WHEREAS, those properties currently known collectively as Veterans Terrace & Extension, including additional land lying beneath Columbus Street Extension (the "Property") are to be ground leased for not more than 99 years to entities known as Veterans Terrace Communities I LLC, Veterans Terrace Communities II LLC, and Veterans Terrace Communities III LLC (collectively, the "VT Communities"); and

WHEREAS, the Property consists (inter alia) of an affordable housing community including 150 affordable rental units; and

WHEREAS, pursuant to state law, the forerunner to Connecticut General Statutes section 8-71, on January 17, 1950 the East Hartford Town Council set a payment in lieu of taxes in an amount of 10% of the shelter rent for each unit; and

WHEREAS, the Town subsequently paid for water and sewer fees and assessments related to the Property; and

WHEREAS, the Town and the East Hartford Housing Authority entered into an agreement in 2016 in which the East Hartford Housing Authority would no longer pay the payment in lieu of taxes set under the 1950 agreement but would assume the costs associated with the Property for all water and sewer fees and assessments.

NOW, THEREFORE, BE IT RESOLVED that the Town Council hereby agrees to extend the 2016 agreement for the life of any HUD-insured mortgage financing or other government sponsored enterprise financing placed on the Property as the same may be modified, increased or refinanced, which term is expected to be not less than forty years;

AND FURTHER BE IT RESOLVED that the Town Council hereby agrees that the rights and obligations of the East Hartford Housing Authority under the terms of the 2016 agreement may be assigned to VT Communities as required by such financing;

AND FURTHER BE IT RESOLVED that the Mayor of the Town be and hereby is authorized to execute and deliver all such documentation on behalf of the Town in furtherance of the terms of this resolution.

On call of the vote, motion carried 7/0.

Wickham Library Renovation Phase II: LoCIP Funding

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

RESOLVED: That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents as may be required by the State of Connecticut Office of Policy and Management to secure Local Capital Improvement Program funds (LoCIP) in the amount of \$700,708 for the following project:

- Wickham Library Renovation \$700,708

On call of the vote, motion carried 7/0.

Sustainable CT

MOTION By Ram Aberasturia
seconded by Marc Weinberg
to **adopt** the following resolution:

Resolution Supporting Participation in the Sustainable CT Municipal Certification Program

Whereas Sustainable CT is a comprehensive, statewide, action-oriented voluntary certification program built by and for municipalities with the vision that: Sustainable CT communities strive to be thriving, resilient, collaborative and forward looking. They equitably promote the health and well-being of current and future residents and they respect the finite capacity of the natural environment; and

Whereas Sustainable CT is designed to boost local economies, help municipal operations become more efficient, reduce operating costs, and provide grants and addition support to municipalities; and

Whereas the Town of East Hartford embraces an ongoing process of working toward greater sustainability, selecting which actions it chooses to pursue from the voluntary menu of actions provided by Sustainable CT.

NOW THEREFORE, BE IT RESOLVED by the East Hartford Town Council that we do hereby authorize the Program Manager Sustainability to serve as East Hartford's Sustainability CT contact person for the Sustainable CT Municipal Certification process and authorize that position to complete Municipal Registration on behalf of East Hartford; and

RESOLVED that to focus attention and effort within East Hartford on matters of sustainability, and in order to promote Town Council local initiatives and actions toward Municipal Certification, the Town Council establishes an advisory Sustainability Team to be appointed by the Mayor of East Hartford; and

RESOLVED that the first meeting of the sustainability Team must be held within 90 days of passing this resolution and that the Sustainability Team shall meet as frequently as needed but no less than quarterly; and

RESOLVED that the Sustainability Team shall report annually to the Town Council on the progress of its activities toward Sustainable CT certification, with reports and presentation made publicly available.

On call of the vote, motion carried 7/0.

AARP: 2019 Community Challenge Grant

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

WHEREAS the AARP Community Challenge is offering "quick action" grants to make communities livable for people of all ages; and

WHEREAS these grants are available to create vibrant public places through solutions that improve open spaces, parks and access to other amenities.

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 AARP as they pertain to this Community Challenge grant.

On call of the vote, motion carried 7/0.

Setting a Public Hearing Date of Tuesday, April 16th @ 7:15 P.M for Public Comment on the Following Revisions to the town of East Hartford's Code of Ordinances

MOTION By Linda Russo
 seconded by Pat Harmon
 to **set** a public hearing date of Tuesday, April 16th @ 7:15 p.m. to hear public comment on revisions to the Town of East Hartford's Code of Ordinances in Chapter 2 as follows:

1. Section 2-3, entitled Mayor's Salary;
2. Section 2-5, entitled Vacation; and
3. Section 2-3b, entitled Registrars of Voters Salary.

Motion carried 7/0.

Recommendation from Fees Committee re: Lease of Parking Area – North American Martyrs Parish Corporation (formerly St. Isaac Jogues Church)

MOTION By Marc Weinberg
 seconded by Pat Harmon

to **recommend** that the Town Council approve the lease agreement between the town of East Hartford and North American Martyrs Parish Corporation for the use of a parcel of land on the corner of Community Street and Home Terrace used as a paved parking lot; the term of such lease to begin April 1, 2019 and expire April 30, 2022 in consideration of \$1.00 annually. A copy of a current insurance policy to be submitted to the Town at the signing of such lease.
 Motion carried 7/0.

A copy of the lease follows these minutes.

World Vision Global 6K for Water

MOTION By Marc Weinberg
 seconded by Ram Aberasturia
 to **approve** the outdoor amusement permit application entitled "World Vision Global 6K for Water" submitted by Michael Bassett, Warehouse Manager for World Vision, Inc., to conduct a walk to raise funds for World Vision's clean water programs on Saturday, May 4th from 9AM to 12PM at McAuliffe Park, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to **waive** the associated permit fee due the town of East Hartford as this is a not-for-profit event.
 Motion carried 7/0.

Refund of Taxes

MOTION By Marc Weinberg
 seconded by Linda Russo
 to **refund** taxes in the amount of \$ 42,134.85
 pursuant to Section 12-129 of the Connecticut General Statutes.
 Motion carried 7/0.

Bill	Name	Prop Loc/Vehicle Info.	Interest	Over Paid
2017-03-0050484	ADORNO BETSABEL ANDERSON ESSON MARCIA	2005/4A3AB36F25E073180		-9.09
2017-03-0051404	AND WILLIAMS DENHAM SONIA	2012/WDDGF8BB8CR227355		-37.53
2017-03-0051425	ANDERSON MABEL O	2011/4T1BF3EK2BU691882		-119.23
2017-03-0051457	ANDRADE BENJAMIN D 3RD	2006/1D4HD48N86F190508		-208.80
2017-03-0051593	ANWO MACHINE TOOL CO INC ATTN: MYRON WOJNILO	2015/NM0LS7E73F1228760	-15.74	-524.7
2017-03-0051631	APONTE WILLIAM	2008/5TEUU42N08Z535587		-246.15
2017-04-0080572	BAQAR SAKINA F	2009/JTDBL40EX99025595		-50.27

2017-01-0002451	CASSADA JACK W JR & CHRISTINE A	30 SOUTHWOOD LN	-3,147.23
2017-01-0003189	CORELOGIC TAX SERVICE	467 FORBES ST	-2,991.86
2017-01-0002978	CONDO 64 LLC COUTURE KENNETH & COUTURE ANNE	509 BURNSIDE AVE B-16	-20.00
2017-01-0009813		87 GREENWOOD ST	-900.00
2017-01-0003925	DIMAURO LOUIS & LEILA	24 CALLAHAN LN	-43.33
2017-01-0004765	EMBLETON ALAN	111 LYDALL RD	-317.75
2017-03-0063910	GARCIA-COLLAZO JUAN J	2014/1N4AL3AP8EN245380	-216.02
2017-01-0006781	HIPPLER DAVID W	56 DELMONT RD	-9.45
2017-03-0067050	HONDA LEASE TRUST	2016/19XFC2F56GE205209	-163.18
2017-03-0067064	HONDA LEASE TRUST	2015/1HGCR2F50FA176228	-181.03
2017-03-0067097	HONDA LEASE TRUST	2017/1HGCR2F58HA142234	-296.28
2017-03-0090324	HONDA LEASE TRUST	2015/5J8TB4H58FL025669	-333.10
2017-01-0006885	HOOVER JAMES & CORY	1775 MAIN ST	-3,585.23
2016-04-0084441	JORGE DENNIS P	2004/2GCEK19T041151157	-244.53
2017-03-0068712	JORGE DENNIS P	2004/2GCEK19T041151157	-344.70
2017-03-0068797	JP MORGAN CHASE BANK NA	2016/JM3KE4DY2G0604006	-396.45
2017-03-0068817	JP MORGAN CHASE BANK NA	2015/JF1GPAA69FH244054	-204.35
2017-03-0068848	JP MORGAN CHASE BANK NA	2016/4S3BNAA65G3014326	-138.02
2017-01-0000071	MARENA TEODORO	353-357 PARK AVE	-15,531.44
2017-01-0009279	MASHKIN REALTY LLC	29 WILLYS ST	-394.1
2017-01-0010265	MULAZZI STEVEN P & ANN M	49 LORRAINE CT	-20.00
2017-02-0040892	NEW ENGLAND GYPSUM FLOORS LLC	22 THOMAS ST	-110.37
2017-03-0075911	NIEMIROSKI THEODORE A	2011/1J4BA3H11BL586160	-161.43
2017-04-0086004	NISSAN INFINITI LT	2017/1N4AA6AP8HC409430	-28.85
2017-03-0076746	OLSEN CONSTRUCTION SERVICES LLC	2017/1GT12UEY5HF151512	-508.36
2017-03-0077432	PALMER PATRICIA I	2017/2T3BFREV8HW567371	-11.28
2017-03-0077681	PARSONS HOWARD L JR	1998/3FAKP113XWR218920	-11.02
2017-03-0077973	PELLETT BARBARA T	2015/19XFB2F53FE700954	-73.64
2017-04-0086601	PITURA STEPHEN J	2016/1G4GB5G34GF267926	-10.00
2017-04-0086688	PRINGLE APRIL L	2008/1GKEV23708J171353	-218.02
2017-03-0079611	RAMIREZ NATASHA L	2003/JN1DA31A73T405611	-139.06
2017-03-0090396	RAMIREZ NATASHA L	2001/1HGCF86621A045461	-10.01
2017-03-0079754	RANCOURT MICHAEL P	2015/1C6RR7YT7FS785447	-555.98
2017-01-0004026	RIOS MARISOL & FELICIANO	35 MELROSE ST	-1,944.30

JUAN &				
2017-03-0080865	RIVERA VIVIAN	2012/WAUBFAFL9CN011663	-214.60	
2017-03-0081284	RODRIGUEZ ELVIS A	2016/5N1AZ2MH0GN130083	-24.29	
2017-03-0081339	RODRIGUEZ ISRAEL	2003/JTHBF30G630142863	-21.69	
SADDLER-WHARTON AVERNILL				
2017-04-0087515	C	2000/WBAAM534XYJR58957	-7.47	
2017-03-0082989	SANTOS SAMUEL D	2006/1N4BA41E46C826743	-190.98	
2017-01-0008194	SAUNDERS KENNETH J	TRUSTEE	35 OAK ST	-2,365.84
2017-03-0083883	SHP MANAGEMENT	2006/1GCFG15X161108888	-71.64	
2017-01-0007272	SIMASIKU ERIC	7 SIMMONS RD	-3,385.53	
2017-03-0084545	SOBOLEWSKI AMY E	2017/YV440MRU5H2000670	-572.85	
2017-03-0085443	SYLVESTER KENNETH R	2011/1GCRKSE39BZ337863	-50.0	
TAPLIN JOHNNIE JR				
2017-03-0085577		2003/1G2NF52F73C113602	-153.72	
TERRONES GLORIA L				
2017-03-0085793		2005/2HKYF185X5H544541	-118.12	
THIBAUT REGINALD H				
2017-04-0088303		2003/1GCFG15X431189039	-124.52	
TILLEY LLOD E				
2017-03-0086132		2014/4T1BF1FK5EU430057	-7.97	
UCCELLO LOUIS A				
2017-03-0087142		2011/1N6AD0EV0BC414147	-40.14	
WELCH JUDY & LARRY D				
2017-01-0015296		1 HILLSIDE ST	-313.61	
		SUBTOTAL	\$(15.74) \$ (42,119.11)	
		TOTAL	<u>\$ (42,134.85)</u>	

Annual Tax Lien Sales – RFP

MOTION

By Marc Weinberg
seconded by Linda Russo
to **authorize** the administration to conduct a tax lien sale by way of a request for proposal (RFP) and to seek and receive sealed bids pursuant to an invitation to bid on a number of tax liens held by the town on specific real property as stated on lists produced by Finance Director Mike Walsh and attached to a memorandum dated February 20, 2019 from Mayor Marcia Leclerc to Town Council Chair Richard Kehoe, subject to the following four conditions:

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

Pending Workers' Compensation Claim of James Miller v. Town of East Hartford

MOTION By Ram Aberasturia
seconded by Marc Weinberg
to **accept** the recommendation of Corporation Counsel to fully and finally
settle all outstanding workers compensation claims of former Town
employee, James Miller, for a total sum of \$80,000.00.
Motion carried 7/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

Susan Kniep, 50 Olde Roberts Street, asked (1) if her FOIA request of March 29, 2019 will be addressed by Friday, April 5, 2019; and (2) for more detail on the LLCs mentioned in the Veterans Terrace resolution, such as the names of the individuals in the LLC.

Mark Tigno, 20 Scott Circle, asked that the street lights on the cul-de-sac where he lives be changed to a lower wattage.

Ram Aberasturia wished his mother, Nuri Ida Aberasturia, a Happy Birthday on April 13th.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Linda Russo
to **adjourn** (8:47 p.m.).
Motion carried 7/0.

The Chair announced that the next meeting of the Town Council would be April 16th.

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

AGREEMENT

THIS AGREEMENT, made and concluded this ____ day of April, 2019, by and between the TOWN OF EAST HARTFORD, a Municipal Corporation organized and existing under the laws of the State of Connecticut, and having its territorial limits within the County of Hartford in said State, and NORTH AMERICAN MARTYRS PARISH CORPORATION of East Hartford, a Corporation organized and existing under the laws of the State of Connecticut, and being located in said Town of East Hartford, County of Hartford and State of Connecticut;

WHEREAS, the said Town of East Hartford is the owner of a certain parcel of land located in said Town of East Hartford, being shown as Parcel Number 183 on Page 1 of a certain map, plan, or drawing consisting of 8 pages entitled "Subdivision Map, East Hartford, Hartford County, Connecticut, Payne, Keefe & Neilan, Architects-Engineers, New London, Connecticut, August 12, 1957, Project Conn.-6024", which map or plan is on file in the Land Records of the said Town of East Hartford;

NOW, THEREFORE, in consideration of One (\$1.00) Dollar and other valuable considerations received by the said Town of East Hartford, the said Town of East Hartford, for itself, its successors and assigns, hereby grants to the said North American Martyrs Parish Corporation of East Hartford the right to use the above described premises for the parking of automobiles and such other uses incidental to the operation of its Church services provided, however, that said premises shall be available to the public for the purpose of parking of automobiles at all other times. This grant of use may be transferred or assigned by the North American Martyrs Parish Corporation of East Hartford to St. Isaac Jogues Ghanaian Catholic Parish Corporation (Assignee).. Any other assignments will require the approval of the Town. Should Assignee cease to operate St. Isaac's Jogues church under its Agreement with North American Martyrs Parish Corporation, the right to assign this lease to Assignee shall immediately terminate.

The granting of this license is in furtherance of the public use of said parcel of land and the parties hereto agree the granting of this license does not and is not intended to violate the restrictive covenants contained in a Deed, dated September 3, 1957, wherein the United States of America, acting through the Public Housing Administration, a constituent unit of the Housing and Home Finance Agency, is the Releasor and the said Town of East Hartford is the Releasee, which Deed is recorded in Volume 268, Page 515 of the Land Records of the said Town of East Hartford, to which reference may be had, and in the event it should ever be claimed the land is being used by virtue of the license herein granted in a manner which conflicts with the restrictive covenants contained in the Deed by which the licensor herein acquired title, then this Agreement shall be null and void and the license herein granted shall end and expire without further acts on the part of either party.

The undersigned agrees to maintain a \$500,000 per occurrence general liability insurance policy and to defend, indemnify and save harmless the Town of East Hartford from any claims of loss or liability to persons or property, injuries, damages, including reasonable attorney and litigation fees arising out of negligent actions or omissions by North American Martyrs Parish of East Hartford or its officers, agents or church invitees relative to their use/utilization of the described property; or its assignee, St. Isaac Jogues Ghanaian Catholic Parish, its officers, agents or church invitees relative to their use/utilization of the described property. North American Martyrs Parish Corporation of

East Hartford further undertakes to indemnify the Town of East Hartford for any damage to its property occurring in connection with the use of this parcel caused by the negligent acts or omissions of its officers, agents or church invitees. Said general liability policy shall name and endorse onto the policy the Town of East Hartford, its agents, officials, volunteers and employees as additional insureds in regards to liabilities arising from use of the parcel.

The undersigned also agrees that Assignee will obtain insurance coverages with additional insureds as set forth above.

Normal maintenance such as sweeping or plowing of snow shall be the responsibility of the North American Martyrs Parish of East Hartford. Such responsibility may be assigned to Assignee but to no other party.

Unless this license shall terminate by the provisions herein contained, or by operation of law, it shall continue to the _____ day of April, 2022.

IN WITNESS WHEREOF, the parties hereto, acting herein by their agents, duly authorized, have set their hands and seals on the day and year first above mentioned.

In the presence of:

TOWN OF EAST HARTFORD

Witness #1 - Signature

By _____

Marcia A. Leclerc, its Mayor
and Duly Authorized Agent

Witness #1 – Printed Name

Witness #2 – Signature

Witness #2 – Printed Name

NORTH AMERICAN MARTYRS
PARISH CORPORATION

Witness #1 - Signature

By _____

Rev. Timothy E. Ryan, Its
Agent Duly Authorized

Witness #1 – Printed Name

Witness #2 – Signature

Witness #2 – Printed Name

Robert J. Prack

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108



2019 APR 12 A 10:28
FAX (860) 291-7808
TOWN CLERK
EAST HARTFORD

DATE: April 11, 2019

TO: Town Council

FROM: Rich Kehoe
Town Council Chair

RE: **Tuesday, April 16, 2019 7:15 P.M. Town Council Chambers**

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 16, 2019

7:15 p.m.

Town Council Chamber

The purpose of the meeting is to hear public comment on the following revisions to Chapter 2 of the Town of East Hartford Code of Ordinances:

1. Section 2-3, entitled Mayor's Salary;
2. Section 2-5, entitled Vacation; and
3. Section 2-3b, entitled Registrars of Voters Salary.

cc: Mayor Leclerc
Rich Gentile, Assistant Corporation Counsel

Robert J. Paek

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108



2019 APR -8 P 2:22 (860) 291-7208

TOWN CLERK
EAST HARTFORD

FAX (860) 291-7389

April 4, 2019

Please publish the following legal notice in the Journal Inquirer on **Tuesday, April 9, 2019**. Mail bill to the East Hartford Town Council Office, 740 Main Street, East Hartford, CT 06108.

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LEGAL NOTICE

Public notice is hereby given that the Town Council of the Town of East Hartford, Connecticut, will hold a public hearing on **Tuesday, April 16, 2019 at 7:15p.m.** in Council Chambers to hear public comment on revisions to the Town of East Hartford's Code of Ordinances in Chapter 2 as follows:

1. Section 2-3, entitled Mayor's Salary;
2. Section 2-5, entitled Vacation; and
3. Section 2-3b, entitled Registrars of Voters Salary.

Any person(s) wishing to express an opinion on this matter may do so at this meeting. Copies of the proposed ordinances are on file in the Town Clerk's Office and the Town Council's Office.

Angela Attenello
Town Council Clerk

Mayor's Salary and Vacation

(March 18, 2019 draft - Revised)

Section 1. Section 2-3 of the town of East Hartford Code of Ordinances is hereby repealed and the following is substituted in lieu thereof:

Beginning November 14, 2007, the Mayor's salary shall be \$78,723, which is a zero increase and beginning on November 14, 2008, the Mayor's salary shall be \$81,400 which is an increase of 3.4%, representing the increase in the consumer price index for 2005. Beginning November 11, 2014 and annually thereafter, the Mayor's salary shall increase by fifty percent of the increase in the consumer price index-all urban consumers for the preceding calendar year, provided that the Mayor's salary for November 11, 2013 shall be increased by fifty percent of the consumer price index-all urban consumers for the calendar years 2006 through 2012 inclusive. Effective November 2015, the Mayor's salary will be \$90,067 which is based on the increase in the 2013 consumer price index. Effective November 2016, the Mayor's salary will be \$91,688 which is based on the increase in the 2014 consumer price index. Effective November 13, 2017, the Mayor's salary shall be \$93,522 which is an increase of 2% and effective November 1, 2018, the Mayor's salary shall be \$95,392 which is an increase of 2%. Effective November 11, 2019, the Mayor's salary shall be \$97,777 which is an increase of 2.5% based on the increase in the 2017 Consumer Price Index. Beginning November 1, 2020, the Mayor's salary shall be \$100,221 which is an increase of 2.5% based on the Consumer Price index for 2018.

Section 2. Section 2-5 of the town of East Hartford Code of Ordinances is hereby repealed and the following is substituted in lieu thereof:

Sec. 2-5. Vacation

The Mayor shall have ~~[three]~~ four weeks vacation each year except that if the Mayor has served at least four years, such Mayor shall receive five weeks vacation each year thereafter [or the amount of vacation he would receive under the then existing town personnel program or policy, whichever is the greater. However,] The Mayor shall [not] be entitled, upon leaving office, to any accumulated vacation time up to fifty days. [other than vacation for the year in which he left office.]

Sec. 2-3b Registrars Of Voters Salary

Beginning on January 1, 2020 [2018], the salary for each registrar of voters shall be \$ 26,000 [25,000] and the salary for each of the deputy registrar of voters shall be \$9,000 [8,000] and beginning January 1, 2021 the salary for each registrar of voters shall be \$27,000 and the deputy registrar of voters shall be \$9,000 provided: (1) the registrar of voters office shall be open to the public no less than twenty-four hours per week; (2) the registrar of voters and deputy registrar of voters shall conduct no less than four voter outreach session in locations outside of town hall annually; (3) the registrars of voters and deputy registrars of voters shall take state mandated training for such offices; (4) the registrar of voters and the deputy registrar of voters shall comply with all state election law requirements; and (5) the registrars of voters shall provide an annual written report to the mayor and town council within two months after each election which shall consist of an overview of the office's activities for the year, an appraisal of the conduct of voting process for the previous election including any primary or special elections and recommendations for improving the election process. The Town Council may reduce the salary of a registrar of voters or a deputy registrar of voters if it determines that such person violated any provision of this section.

Mayor's Salary and Vacation

(March 18, 2019 draft - Revised)

Section 1. Section 2-3 of the town of East Hartford Code of Ordinances is hereby repealed and the following is substituted in lieu thereof:

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Appendix A – Submittal

BlumShapiro

Accounting Tax Business Consulting

29 South Main Street
P.O. Box 272000
West Hartford, CT 06127-2000

Tel 860.561.4000
Fax 860.521.9241
blumshapiro.com

Submitted By:
Blum, Shapiro & Company, P.C.



Signature: _____

Name: Vanessa E. Rossitto, CPA

Title: Partner

Telephone: (860) 561-6824

Professional Staff Size: Over 500

Staff Assigned to Engagement 4 - 5

Connecticut Municipal Audit Clients:

- List 2017 Engagements for Municipalities of 40,000 Population or More and/or General Fund Expenditure Of \$125 Million or More

Submitted For:
The Town of East Hartford, Connecticut

Firm: Blum, Shapiro & Company, P.C.

Address: 29 South Main Street

West Hartford, CT 06107

Government Audit Staff 64

Bridgeport, Meriden, Middletown, Milford, New Britain, Norwich, Stamford, Waterbury, Groton, Manchester, Southington, Wallingford, and West Hartford

- Certificate of Achievement Clients:

Please refer to our client list on page 12 for the complete list of Certificate of Achievement Clients.

AUDIT FEE	FY 18	FY 19	FY 20	FY 21	FY 22
TOTAL AUDIT FEE (all inclusive)	\$71,200	\$72,400	\$73,500	\$74,700	\$74,700
	1,300	1,200	1,100	1,200	Ø
	1.9	1.7	1.5	1.6	Ø

Note: Fees submitted shall be fixed fees for the total engagement. No additional sums will be paid for expenses.

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 16th day of April, 2019:

R E S O L U T I O N

WHEREAS; the Capital Area Substance Abuse Council has announced the Connecticut State Targeted Response to the Opioid Crisis - Community Mini Grant opportunity; and

WHEREAS; overall, opioid-related deaths in Connecticut have grown at 4 times the rate of the national average; and

WHEREAS; there has been a steady increase in total overdose deaths among Connecticut residents from 357 deaths in 2012 to 1,040 deaths in 2017,

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 Capital Area Substance Abuse Council as they pertain to this Connecticut State Targeted Response to the Opioid Crisis - Community Mini Grant opportunity.

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, 2019.

Seal

Signed: _____
Angela M. Attenello, Council Clerk



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 5, 2019
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: Resolution: 2019 CT State Targeted Response—Opioid Crisis-Community Mini Grant

Attached, for approval is a Draft Resolution that authorizes the town to apply to the Capital Area Substance Abuse Council for a mini-grant under the Connecticut State Targeted Response to the Opioid Crisis—Community Mini Grant Program.

Also attached, is documentation that provides more information and data of the opioid crisis and how the mini-grant will support the initiative of providing the community with funds to build our capacity to develop and/or enhance local opioid addiction and overdose prevention and response efforts.

Please place this item on the April 16th Town Council Meeting Agenda.

Thank you.

C: E. Buckheit, Development Director
C. Nolan, Youth Services Director
P. O'Sullivan, Grants Manager

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: 2019 Connecticut State Targeted Response to the Opioid Crisis - Community Mini Grants

Funder: Capital Area Substance Abuse Council, with support from the CT Department of Mental Health and Addiction Services and federal Substance Abuse and Mental Health Services Administration

Grant Amount: Up to \$5,000

Frequency: One time Annual Biennial Other _____

First year received:	<u>2018</u>		
Last 3 years received:	<u>2018</u>	<u>N/A</u>	<u>N/A</u>
Funding level by year:	<u>\$5,000</u>	<u>\$ N/A</u>	<u>\$ N/A</u>

Is a local match required? Yes No

If yes, how much? N/A

From which account? N/A

Grant purpose: To provide communities with funding to build their capacity to develop and/or enhance local opioid addiction and overdose prevention and response efforts.

Results achieved: Implementation of substance abuse prevention and behavioral health promotion initiatives.

Duration of grant: Through September 29, 2019


Status of application: Under development

Meeting attendee: Youth Services Director Cephus Nolen, ext. 7181

Comments: None

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Council Resolution – Application to Capital Area Substance Abuse
Council for Connecticut State Targeted Response to the Opioid Crisis -
Community Mini Grant

DATE: April 5, 2019

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the Capital Area Substance Abuse Council for a grant under the Connecticut State Targeted Response to the Opioid Crisis - Community Mini Grant Program.

Connecticut State Targeted Response to the Opioid Crisis - Community Mini Grants will provide communities with funding to build their capacity to develop and/or enhance local opioid addiction and overdose prevention and response efforts. Part of the request for proposals, which explains the program in more depth, is attached.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on April 16, 2019. Please contact me at extension 7206 if you have any questions.

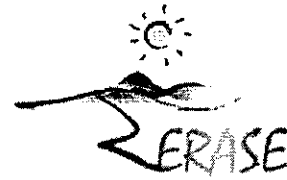
Attachments (2)

Cc: Eileen Buckheit, Development Director
Cephus Nolen, Youth Services Director



NORTH CENTRAL REGIONAL
MENTAL HEALTH BOARD, INC.

151 New Park Ave., Suite 14A, Hartford, CT 06106
Info@ncrmhb.org WWW.NCRMHB.ORG (860) 667-6388



Operating as the North Central Regional Behavioral Health Organization

To: Communities

Re: Connecticut State Opioid Response Initiative - Community Mini Grants

March 15, 2019

NCRMHB and ERASE are pleased to announce the new *Connecticut State Opioid Response Initiative - Community Mini Grant* opportunity in North Central CT with support from the CT Department of Mental Health and Addiction Services and federal Substance Abuse and Mental Health Services Administration (1H79TI081693-01). Funding for this program will be provided by the RBHAO based on the availability of grant funds received from the CT Department of Mental Health and Addiction Services.

Overall, opioid-related deaths in the state have grown at 4 times the rate of the national average. February 2018, the CT Chief Medical Examiner, Dr. James Gill, announced that 1,040 people died from overdoses in 2017, a 13 % increase from the 917 deaths in 2016. Of the 1,040 deaths, 675 involved fentanyl, up from 483 in 2016. According to the CT Open Data website, deaths are predominantly among 30-60 years-old, White males residing in a variety of urban, suburban and rural communities.

The CT Prescription Monitoring and Reporting System (CPMRS), which enables prescribers to track individual prescription activity, has a 99% enrollment rate but, as of 2016, an estimated 40% usage rate. Heroin and Fentanyl, a synthetic opioid pain medication often mixed with heroin to increase its potency, are now rapidly rising causes of overdose deaths. Demystifying the opioid epidemic:

It's not only minority groups that are affected: For example, of the 685 overdose deaths in CT in 2015, 580 were white/non-Hispanic.

It's not a problem that centers on lower income groups: The epidemic affects everyone. The most recent statistics indicate that opioid users who visit Connecticut emergency rooms are of a higher socioeconomic status.

It can also affect students in school: Many addictions start with underage use of alcohol, tobacco and marijuana. These young users are more likely to graduate to harder illicit substances and prescription drugs.

Suicide risk is a hidden contributing factor: The Centers for Disease Control and Prevention reported an estimated 25% of "unintentional" opioid overdose deaths are actually suicides.

Overdoses can be treated effectively. Naloxone (Narcan) is effective in stopping the effects of opioid overdoses, it can be used by anyone, and those who intervene to help a person in the midst of an overdose are protected from prosecution by the state's Good Samaritan laws. MAT (medication assisted treatment) decreases opioid use, overdoses, criminal activity, and infectious disease transmission.

**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 renovations to the Wickham Library, a Public Safety enclosure to store equipment, Information Technology servers and software, two riding mowers, one backhoe, three Fire Department light duty vehicles, and Town Hall carpeting as part of the Town of East Hartford's Approved 5-Year Capital Improvement Plan for the fiscal years 2019-20 through 2023-24; and

WHEREAS, the cost of the various capital equipment designated for lease-purchase financing totals \$1,259,768; and

WHEREAS, the Town will budget \$350,000 in fiscal years 2020-21 through 2023-24 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 \$1,259,768. 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 16, 2019.

Angela Attenello, Clerk of the Town Council



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR


DATE: April 5, 2019
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: Resolution: Authorization of a Municipal Tax-Exempt Lease Purchase

Attached, for approval is a Resolution to authorize a municipal tax-exempt lease purchase financing agreement submitted by Financing Director, Mike Walsh, to secure funding to pay for the Town's 5-year Capital Improvement Plan for the 2019-20 through 2023-24. Also attached for your reference is the Town's 5-year Capital Improvement Plan for the years 2019-20 through 2023-24.

Please place this item on the April 16th Town Council Meeting Agenda.

Thank you.

C: M. Walsh, Finance Director






MEMORANDUM

DATE: April 4, 2019

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**

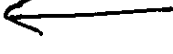
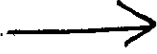
As part of the recent budget process, the Town Council adopted the Town of East Hartford's 5-year Capital Improvement Plan for the years 2019-20 through 2023-24 (copy attached).

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.

The Town of East Hartford
 FY 20 Capital Spending Grid
 Prepared on March 4, 2019

Capital Description	Rec. Amount	Bond Prem.	Bond Ref.	Cap. Surplus	DERA Grant	LOCIP	Lease
Dump trucks - 6	1,500,000	1,500,000	-	-	-	-	-
Wickham Library construction	870,000	-	-	-	-	585,000	285,000
Police Cruisers - 12 including Evidence Van	550,000	195,554	-	354,446	-	-	-
PSC Equipment Enclosure	300,000	-	-	-	-	-	300,000
Senior Center Parking lot	250,000	-	250,000	-	-	-	-
IT Server hardening	250,000	-	-	-	-	-	250,000
DERA Grant - Two riding mowers	190,000	-	-	-	-	-	190,000
DERA Grant - Backhoe	185,000	-	-	-	90,232	-	94,768
Wickham Library Parking lot	150,000	-	150,000	-	-	-	-
Fire - Light Vehicles - 3	120,000	-	-	-	-	-	120,000
Town Hall - Town Council carpeting	20,000	-	-	-	-	-	20,000
Total Capital Spending	4,385,000	1,695,554	400,000	354,446	90,232	585,000	1,259,768



TOWN OF EAST HARTFORD RECOMMENDED CAPITAL IMPROVEMENT PROGRAM FOR THE FISCAL YEARS 2019-20 THROUGH 2023-24

REF. #	Project Description	Funding Source	Recommended	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	TOTAL
	TOWN HALL								
2020-101	Information Technology - Server hardening	Capital Lease	250,000	250,000	-	-	-	-	250,000
2020-102	Town - furniture replacement		-	25,000	25,000	25,000	25,000	25,000	125,000
	TOWN HALL TOTAL		250,000	275,000	25,000	25,000	25,000	25,000	375,000

TOWN OF EAST HARTFORD RECOMMENDED CAPITAL IMPROVEMENT PROGRAM FOR THE FISCAL YEARS 2019-20 THROUGH 2023-24

REF. #	Project Description	Funding Source	Recommended	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	TOTAL
	PUBLIC WORKS (Including PARKS)								
2020-201	Vehicle Replacements - see Dept. of PW - Highway Division sub schedule for details	Bond Premium	1,500,000	1,970,000	2,120,715	553,822	567,664	461,305	5,673,506
2020-202	Vehicle Replacements - see Police Department sub schedule for details	BP/Cap. Surplus/Cap. Lease	550,000	538,000	548,550	539,903	547,703	514,092	2,688,248
2020-203	Vehicle Replacements - see Dept. of PW - Parks Division sub schedule for details	Capital Lease/DEPA Grant	375,000	506,000	664,470	167,111	186,264	169,833	1,693,678
2020-204	PSC Vehicle Storage Building	Capital Lease	300,000	400,000	-	-	-	-	400,000
2020-205	Senior Center parking lot	Road Bond	250,000	250,000	-	-	-	-	250,000
2020-206	Town Council area - carpet replacement	Capital Lease	20,000	20,000	-	-	-	-	20,000
2020-207	Levee System - Pump Station Rehabilitation		-	5,263,000	-	-	-	-	5,263,000
2020-208	Levee System - Meadow Hill Pond Dredging		-	4,264,000	-	-	-	-	4,264,000
2020-209	Levee System - Toe Drain Phase 2		-	3,350,000	-	-	-	-	3,350,000
2020-210	Vehicle Replacements - see Dept. of PW - Waste Division sub schedule for details		-	2,660,000	1,395,180	366,359	41,023	-	4,462,562
2020-211	Levee System - Access Control & Encroachment Elimination		-	1,453,000	-	-	-	-	1,453,000
2020-212	Landfill monitoring wells		-	1,208,000	-	-	-	-	1,208,000
2020-213	Vehicle wash facility		-	850,000	-	-	-	-	850,000
2020-214	McAuliffe Park pedestrian railroad crossing		-	520,000	-	-	-	-	520,000
2020-215	Emergency generators - EHHS and EHMS		-	400,000	-	-	-	-	400,000
2020-216	Fire House #6 Improvements (parking lot [in house design], generator, repainting)		-	345,000	-	-	-	-	345,000
2020-217	Corrugated metal pipe lining rehab		-	334,000	-	-	-	-	334,000
2020-218	Storm drainage repair		-	300,000	300,000	300,000	300,000	300,000	1,500,000
2020-219	Burnham Brook drainage study		-	225,000	-	-	-	-	225,000
2020-220	New Public Works garage and operations facility - design		-	200,000	-	-	-	-	200,000
2020-221	Silver Lane Cemetery channel stabilization		-	185,000	1,100,000	-	-	-	1,285,000
2020-222	Gorman Park dam rehabilitation - design		-	177,000	-	-	-	-	177,000
2020-223	McAuliffe Park culvert replacement- design and construction		-	165,000	585,000	-	-	-	750,000
2020-224	Hockanum River Linear Walkway - repairs		-	150,000	-	25,000	65,000	65,000	305,000
2020-225	Playscape replacement program - Gorman, et al		-	140,000	140,000	140,000	140,000	140,000	700,000
2020-226	Vehicle Replacements - see Dept. of PW - Other Divisions sub schedule for details		-	134,000	80,730	102,836	-	-	317,566
2020-227	Terry Pool Filters		-	125,000	-	-	-	-	125,000
2020-228	Dog Park construction		-	120,000	-	-	-	-	120,000
2020-229	Landfill PCB study		-	115,000	-	-	-	-	115,000
2020-230	Outfall repair and stabilization		-	100,000	100,000	100,000	100,000	100,000	500,000
2020-231	MS4 General Permit Engineering Requirements		-	100,000	75,000	40,000	40,000	45,000	300,000
2020-232	Blow in Mulch Spreader		-	100,000	-	-	-	-	100,000
2020-233	Hockanum Library Roof Repairs		-	100,000	-	-	-	-	100,000
2020-234	Emergency generator connections - Various Schools		-	100,000	-	-	-	-	100,000
2020-235	Vehicle Replacements - see General Government sub schedule for details		-	94,000	72,450	74,986	51,001	52,787	345,224
2020-236	Various bridges - channel maintenance		-	86,000	-	-	-	-	86,000
2020-237	Levee System - Operations & Maintenance Manual Update		-	85,000	-	-	-	-	85,000
2020-238	Public Safety Complex duct cleaning		-	75,000	-	-	-	-	75,000
2020-239	McAuliffe Park - Irrigation improvements		-	50,000	-	-	-	-	50,000
2020-240	EHCCC Phase III - Sealing Bricks below ground sealant		-	50,000	-	-	-	-	50,000
2020-241	EHCCC Duct Cleaning		-	50,000	-	-	-	-	50,000
2020-242	PSC Temperature Control Upgrade		-	50,000	-	-	-	-	50,000
2020-243	Emergency generator - trailer mounted		-	50,000	-	-	-	-	50,000
2020-244	Basketball Court Resurfacing (Alumni Park)		-	45,000	-	-	-	-	45,000
2020-245	Public Works Yard retaining wall replacement- design & construction		-	40,000	110,000	-	-	-	150,000
2020-246	2nd North School Cupola repairs (Tastebuds)		-	40,000	-	-	-	-	40,000
2020-247	Martin Park improvements		-	36,000	4,000	-	4,000	-	44,000
2020-248	Hockanum tennis court lights		-	35,000	-	-	-	-	35,000
2020-249	Town Hall Interior Doors		-	35,000	35,000	30,000	-	-	100,000
2020-250	Transfer Station compactor		-	35,000	-	-	-	-	35,000
2020-251	Auxiliary Salt Shed Roof Replacement - Ecology Drive		-	35,000	-	-	-	-	35,000
2020-252	Replace retaining walls		-	33,000	72,000	-	-	-	105,000
2020-253	PSC Carpet Replacement		-	30,000	35,000	20,000	30,000	-	115,000
2020-255	Trailer Mounted Aerial Bucket		-	26,015	-	-	-	-	26,015
2020-257	Public Safety Complex gas pump canopy		-	25,000	-	-	-	-	25,000
2020-258	Fleet Services gas pump canopy		-	25,000	-	-	-	-	25,000

TOWN OF EAST HARTFORD RECOMMENDED CAPITAL IMPROVEMENT PROGRAM FOR THE FISCAL YEARS 2019-20 THROUGH 2023-24

REF. #	Project Description	Funding Source	Recommended	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	TOTAL
2020-259	Bridge and culvert inspection program		-	25,000	-	-	-	-	25,000
2020-260	Generator for DPW Administration		-	25,000	-	-	-	-	25,000
2020-261	Backstop and fencing - replacement program		-	24,000	10,000	10,000	10,000	10,000	64,000
2020-262	Baseball Infield Groomer		-	24,000	-	-	-	23,000	47,000
2020-263	Exterior repairs for Brewer House		-	20,000	-	-	-	-	20,000
2020-264	Public Safety Complex repaint existing chimney		-	20,000	-	-	-	-	20,000
2020-265	Off road culvert inspection program		-	20,000	-	-	-	-	20,000
2020-266	Cemetery all-terrain vehicle		-	20,000	-	-	-	-	20,000
2020-267	Streetlight Pole Replacements		-	18,000	18,000	18,000	18,000	18,000	90,000
2020-268	Traffic sign machine		-	18,000	-	-	-	-	18,000
2020-269	Fire Station # 2 exterior painting		-	17,500	-	-	-	-	17,500
2020-270	Bleachers		-	16,000	16,000	17,000	18,000	-	67,000
2020-271	3-pt hitch Overseeder		-	15,000	-	-	-	-	15,000
2020-272	Overseas storage containers		-	10,100	-	-	-	-	10,100
2020-273	Gravelly tractor with broom		-	6,000	6,000	-	-	-	12,000
2020-274	Replacement pool vacuums		-	-	15,000,000	-	-	-	15,000,000
2020-275	Road improvement program		-	-	7,500,000	-	-	-	7,500,000
2020-276	Landfill PCB remediation		-	-	2,000,000	-	-	-	2,000,000
2020-277	New Public Works garage and operations facility - land acquisition		-	-	365,000	-	-	-	365,000
2020-278	Gorman Park dam rehabilitation - construction		-	-	137,000	-	-	-	137,000
2020-279	Silver Lane cemetery building - design		-	-	130,000	-	-	-	130,000
2020-280	VMC building painting & repairs		-	-	125,000	75,000	35,000	35,000	270,000
2020-281	Yanzer Property development		-	-	65,000	-	25,000	-	90,000
2020-282	Labor Park - improvements		-	-	45,000	-	-	-	45,000
2020-283	Basketball Court Resurfacing (Martin Park)		-	-	35,000	-	-	-	35,000
2020-284	High Street over Pewterpot Brook - culvert cleaning		-	-	25,000	-	-	-	25,000
2020-285	Ecology Drive security cameras		-	-	28,000,000	-	-	-	28,000,000
2020-286	New Public Works garage and operations facility - construction		-	-	859,000	-	-	-	859,000
2020-287	Silver Lane cemetery building - construction		-	-	190,000	-	-	-	190,000
2020-288	Repave Parks Maintenance parking lot		-	-	75,000	-	-	-	75,000
2020-289	Tennis court - repairs		-	-	12,000	-	-	-	12,000
2020-290	Enclosed trailer		-	-	-	150,000	-	-	150,000
2020-291	Public Safety Complex shooting range air conditioning		-	-	-	75,000	-	-	75,000
2020-292	Main at Maple Traffic Signal - Design		-	-	-	70,000	-	-	70,000
2020-293	Connecticut Blvd. Median Replacement - Design		-	-	-	60,000	-	-	60,000
2020-294	Tennis Court Surface Maintenance		-	-	-	-	2,000,000	-	2,000,000
2020-295	Drennan Pool - replacement		-	-	-	-	2,000,000	-	2,000,000
2020-296	Martin Pool - replacement		-	-	-	-	505,000	-	505,000
2020-297	Main at Maple Traffic Signal - Construction		-	-	-	-	470,000	-	470,000
2020-298	Connecticut Blvd. Median Replacement - Construction		-	-	-	-	50,000	-	50,000
2020-299	Main Street over Pewterpot Brook - bridge repairs		-	-	-	-	-	30,000	30,000
2020-300	Clam bucket		-	-	-	-	-	-	-
	PUBLIC WORKS TOTAL		2,995,000	28,216,615	32,915,095	31,716,017	17,533,655	7,064,017	117,445,399

TOWN OF EAST HARTFORD RECOMMENDED CAPITAL IMPROVEMENT PROGRAM FOR THE FISCAL YEARS 2019-20 THROUGH 2023-24

REF. #	Project Description	Funding Source	Recommended	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	TOTAL
	FIRE								
2020-401	Public Safety utility vehicles - 3	Capital Lease	120,000	111,600	-	-	-	-	111,600
2020-402	Engine 2		-	620,000	-	-	-	-	620,000
2020-403	Life Pack replacements and suction units		-	36,000	-	-	-	-	36,000
2020-404	Station 2		-	-	1,500,000	-	-	-	1,500,000
2020-405	Fire Alarm bucket truck		-	80,000	-	-	-	-	80,000
2020-406	Station 1		-	-	3,000,000	-	-	-	3,000,000
2020-407	Engine 6		-	-	625,000	-	-	-	625,000
2020-408	Engine 3		-	-	-	625,000	-	-	625,000
2020-409	Thermal Imaging Cameras		-	-	-	10,000	-	-	10,000
2020-410	Ladder 1		-	-	-	-	-	1,330,000	1,330,000
2020-411	Apparatus Service truck		-	-	-	-	-	-	-
2020-412	Engine 5		-	-	-	-	-	-	-
2020-413	Ladder 2		-	-	-	-	-	-	-
2020-414	Public Safety utility vehicle - Training		-	-	-	-	-	-	-
2020-415	Radio system replacement		-	-	-	-	-	-	-
2020-416	Radio system replacement		-	-	-	-	-	-	-
2020-417	Rescue Squad 1		-	-	-	-	-	-	-
2020-418	Station 3		-	-	-	-	-	-	-
2020-419	Station 5		-	-	-	-	-	-	-
2020-420	Station 6		-	-	-	-	-	-	-
2020-421	Wellness/Fitness		-	-	-	-	-	-	-
2020-421	Engine 1		-	-	-	-	-	-	-
	FIRE TOTAL		120,000	767,600	1,580,000	3,625,000	635,000	1,330,000	7,937,600
	POLICE								
2020-501	Police Body Cameras		-	137,140	-	-	-	-	137,140
	POLICE TOTAL		-	137,140	-	-	-	-	137,140
	LIBRARY								
2020-601	Wickham renovations	LOCIP/Cap. Lease	870,000	870,000	-	-	-	-	870,000
2020-602	Wickham parking lot	Road Bond	150,000	150,000	-	-	-	-	150,000
	LIBRARY TOTAL		1,020,000	1,020,000	-	-	-	-	1,020,000
	GRAND TOTALS		4,385,000	30,416,355	34,520,095	35,366,017	18,193,655	8,419,017	126,915,139
	Less: Bond Premiums		1,695,554						
	Less: Bond referendum - already approved		400,000						
	Less: Capital Surplus		294,799						
	Less: DEBA Grant		90,252						
	Less: LOCIP funded		585,000						
	Net Funded by Lease Funds		1,319,415						

DEPARTMENT:

Town Hall

Ref. # 2020-101 Project Description: Information Technology – Server hardening

We are recommending this request in the amount of \$250,000 in Capital Lease funding to provide a funding source for the replacement and upgrade of the existing server infrastructure in an effort to upgrade and defensively “harden” it to external attack.

This crucial new initiative is a coordinated effort at building a next generation data center that is both secure and robust. While analyzing the vulnerability test results, it became apparent that the current set of server systems need to be replaced with updated equipment that meets security and compliance requirements.

While creating this request, an evaluation and analysis was performed on the existing aged Data Center hardware for both capacity and ability to safely maintain information resources while simultaneously protecting and growing critical services. Two hardware components are server and storage appliances. The table below outlines the purchase dates, proposed age at replacement and support end-of-life dates from the hardware manufacturers.

Hardware Device	Purchase Year	Age at which replacement would occur	End of Software Support	End of Hardware Support
Storage – Capacity Node	2016	4	10/2018	10/2022
Storage – Performance Node	2016	4	10/2018	10/2022
Servers (4)	2016	4	Not published	Not published

Typical data center refreshes would be centered around five years, and while the age of both resources is under five years, the age alone does not tell the full story. The hardware manufacturer has made a decision to end-of-life the storage network, starting by first ceasing all software support operations with an announcement made after the 2019 budget was settled. With each passing year, software vulnerabilities are discovered that now create a risk on the storage infrastructure that the Town’s Information Technology Department can try to find temporary fixes for, but never truly patch. Two years down the road the hardware will become unsupported and we will have no recourse for server protection, leaving the server infrastructure vulnerable.

Replacing the storage now is a critical step in this Data Center project that needs to happen before larger and more critical software vulnerabilities occurs. Expanding the capabilities and capacity will also open the door to expanding the ability to provide more resources for resident support.

While the servers are four years old, evolving threats require constant software patches and to protect from the next generation of software threats, the Town must utilize software that these servers were simply not design for, which requires hardware in new systems to support expanded security opportunities that the 2018 Audit brought up as weaknesses. Additionally, in year 2020 the servers will be nearing end of life. Purchasing new servers will allow the department to be proactive in response to known and unknown security threats

Data Center redesign with hardware purchases provides:

- Operational protection for continuity of critical 24x7 services such as Police and Fire services as well as storm response
- Expansion of storage resources to permit users access to more modern, user-friendly systems with an eye on efficiency
- Access to vendor support from a local partner and the hardware manufacturer for a longer time frame without interruption
- Addition of security layers in the data center through next-generation firewall services that were not previously available
- Streamlined support, trading vendor-specific features for more industry standard and universally supported features

However simply replacing servers will not resolve all of the issues. Adding multiple layers of defense all provides the Information Technology Department the tools to be proactive rather than reactive to any weaknesses. Utilizing automation for reporting features will assist with daily technology health checks.

In today's world, Information Technology has to be the primary focus of all organizations. Our responsibility to the residents is to keep the data safe and secure. Security software is a cornerstone of any infrastructure design. Maintenance contracts need to be kept up to date allowing access to critical patches and updates. As technology reliance continues to grow the importance of investing in a stable, reliable environment becomes increasingly important. Always on services are critical for public safety service delivery, which rely on a robust infrastructure that has redundant connections.

Increasing and enhancing server security is a large part of the infrastructure upgrade project. Infrastructure security is an ongoing cycle of testing, implementing, analyzing and responding. With new threats emerging daily there is no opportunity to relax with a new system. Constant attention must be focused on monitoring, alerts, anomalies in patterns and event logs. Responses must be immediate and resources need to be available. A disaster recovery program must be part of the project plan. Backups are another critical focus area.

A refresh cycle must be developed to keep infrastructure equipment current and critical components protected. Aging software is equally vulnerable leading to a higher risk factor. Software maintenance contracts must be renewed to provide security patches and updates. When discussing infrastructure this includes any devices that require technology to operate. Security cameras and

data storage are two technologies that we are not directly responsible for, but they run on the network. Patching and upgrading are important tasks as many attackers look for weakness in camera technologies.

The next generation data center project will allow the Information Technology Department to simplify operational monitoring. Automation of daily tasks will allow strategic focus on proactive discovery and remediation of anomalies and potential threats to network performance. Enhanced Data Center operations translate into savings in labor hours for end user departments and Information Technology as downtime is avoided.

The next generation data center will ensure that resources are available for the next five years in areas such as multimedia use. Multimedia use has become ubiquitous as images and videos are used to capture records of work performed, deliver information to the public in an easy to consume fashion, and illustrate the work that is performed throughout Town. Multimedia records consume large amounts of space and the next generation data center will incorporate additional storage for enhanced use of these valuable multimedia formats, providing reliable, secure, plentiful storage to grow operations. End users will not need to wonder if the network can facilitate needs, Information Technology will not need to focus on holding back storage.

Funding the \$250,000 will allow the Town to procure the following equipment: four servers for daily operational use at a cost of \$21,000 each, four storage devices to more efficiently store daily backup's data and manage server data at a cost of \$25,000 per device. One security monitoring platform for automated technology monitoring and patching at a cost of \$26,000, and applicable licensing and labor at an estimated cost of \$40,000.

DEPARTMENT:

Public Works

Ref. # 2020-201 Project Description: Vehicle Replacements – Public Works Highway Division

We are recommending this request in the amount of \$1,500,000 in Bond Premium funding to provide a funding source for the purchase of six new replacement heavy duty dump trucks and one front end loader. The new vehicles will include rear drive six wheeler trucks, four wheel drive six wheeler trucks, and rear wheel drive ten wheeler trucks.

As you are aware, the town has 23 individual plow routes covering all areas of Town. The plan Public Works operates under is to have a single piece of snow removal equipment (truck, front end loader, etc...) assigned to each route to facilitate the orderly removal of snow. Recently, six trucks and one front end loader have been taken off the road due to a variety of issues from rust and rot, engine deterioration, and overall safety concerns. As a result, we have found that we have more routes than servable equipment to handle those routes.

Accordingly, we have combined some routes which creates a twofold issue. First, it takes longer to remove the snow on a longer route, and second, the drivers are less familiar with the new combined routes which can cause separate issues. The replacement vehicles cost \$200,000 for a rear drive six wheeler, \$225,000 for a four wheel drive six wheeler, and \$250,000 for a rear drive ten wheeler. Freightliner holds the State contract for supplying these vehicles. The cost of the front end loader is \$300,000.

Ref. # 2020-202 Project Description: Vehicle Replacements – Police Department

We are recommending this request in the amount of \$550,000 in Bond Premium, Capital Surplus, and Capital Lease funding to provide a funding source for the purchase of up to 12 Police cruisers and one Evidence Van. Historically, the Town has purchased between five and ten cars annually with the new vehicles introduced into the Patrol Division. Periodically, Command Staff vehicles will be purchased with this funding.

The per vehicle cost is estimated at \$44,000 and new this year the town will be purchasing extended warranties for \$4,000 per vehicle requiring the dealer to cover most repairs. The per vehicle cost includes the installation of equipment, the associated costs for fleet deployment, and the required vehicle transition costs.

Depending on the trade in value, any excess funds will be allocated toward the purchase of an Evidence Van. While used infrequently for the collection and transport of crime scene evidence, the existing van has suffered extensive corrosion and the investment of any dollars to refurbish it to keep it road worthy would not be an effective investment of scarce town resources.

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

Ref. # 2020-203 Project Description: Vehicle Replacements – Public Works Parks Division

We are recommending this request in the amount of \$375,000 in Capital Lease and DERA Grant funding to provide a funding source for the replacement of one backhoe and two mowers.

As the Council may remember, in 2018, the Town applied for a DERA (Diesel Emissions Reduction Act) Grant where by the State of Connecticut would offset 25% of the purchase cost of lower emission replacement equipment.

Accordingly, this \$375,000 will be used for the purchase of those three pieces of equipment and will be offset by a \$90,231 State Grant already awarded to the Town. The purchases must be made by August 31, 2019.

Ref. # 2020-204 Project Description: PSC Vehicle Storage Building

We are recommending this request in the amount of \$300,000 in Capital Lease funding to provide a funding source for the construction of a large Butler type of building to house impounded vehicles and other town equipment like the Evidence Van. The ability of the Town to store equipment inside will extend their useful lives considerably.

The approximate location of this structure at the PSC will be in the northeast portion of the rear parking lot where the outdoor impound lot currently is located.

Ref. # 2020-205 Project Description: Senior Center parking lot

We are recommending this request in the amount of \$250,000 in approved Road Bond funding to provide a funding source for the construction and reconstruction of the parking lot at the new Senior Center. The work will be planned and completed as part of the bid for the overall building construction or may be completed by Town forces depending on which is more cost effective and timely.

Ref. # 2020-206 Project Description: Town Council area – carpet replacement

We are recommending this request in the amount of \$20,000 in Capital Lease funding to provide a funding source for the replacement of worn carpeting in the Town Council Office, Landing, and Town Council Chambers if necessary.

DEPARTMENT:

FIRE

Ref. # 2020-401 Project Description: Public Safety utility vehicles - 3

We are recommending this request in the amount of \$120,000 in Capital Lease funding to provide a funding source for the purchase of three replacement Public Safety utility vehicles.

Due the nature of the Fire Department's operations, reliable light fleet vehicles are critical to ensure timely, prompt, and effective delivery of emergency services. Light fleet vehicles used by the Fire Department to carry a significant amount of equipment thus requiring a more substantial vehicle than a standard car. The department's light fleet must also respond to emergencies in all weather and driving conditions which makes a vehicle with all-wheel drive a necessity.

In order for the Fire Department to continuously maintain a safe and reliable light fleet, the Town should replace one public safety utility vehicle each year. This is exacerbated with the recent removal from service of four vehicles.

The department has recently removed vehicles from use due to a variety of issues:

- Former C-7 (EMS) rust, transmission issues, 163,750 miles
- Former C-9 (Emergency Management), rust, failed rear axle, 120,357 miles
- Apparatus Repair/ Alarm Division shared car: failed rear axle, rust, sent to auction
- Back-up shift commander car: rust, sent to auction

All were deemed as not repairable or the repairs exceeded the value of the vehicle. This causes a re-alignment of the fleet. Despite this realignment, the replacement of vehicles is still required.

DEPARTMENT:

Library

Ref. # 2020-601 Project Description: Wickham renovations

We are recommending this request in the amount of \$870,000 in LOCIP and Capital Lease funding to provide a funding source for the rehabilitation of the Wickham Branch Library to make it flexible enough to meet current community needs—and to evolve as those needs change.

Proposed future uses of the facility include traditional library services; a Laptop Lab for technology instruction and access; summer reading outreach, and a community meeting space to complement existing programming at Raymond.


The project includes a new addition that will provide a 3-stop elevator, lobby, and additional rest rooms to make the facility compliant with ADA requirements. The first floor will consist of informal meeting and reading areas with some self-serve books on hand. Current plans call for the installation of new mechanical systems throughout the building, including variable refrigerant flow (VRF) HVAC system.

Ref. # 2020-602 Project Description: Wickham parking lot

We are recommending this request in the amount of \$150,000 in approved Road Bond funding to provide a funding source for the construction of a new parking lot at the Wickham Branch Library. The work will be planned and completed as part of the bid for the overall building construction or may be completed by Town forces depending on which is more cost effective and timely.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 10, 2019
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: East Hartford Silver Lane School Roof Replacement Project

Attached for your review is a Resolution related to the Silver Lane Elementary School (Main Building) Roof Replacement Project, which was approved by the East Hartford Board of Education, but needs additional approval from the Town Council.

Necessary components in the resolution include adding the project to the Town's 5-Year Capital Improvement Plan, approving the total project appropriation, submitting a grant request to the State Department of Administrative Services for construction projects, sending the project to the Town's Public Building Commission, and putting the local share of funding in place. The Board of Education materials are also attached.

Please place this information on the Agenda for the April 16th, 2019 meeting. I recommend that the Town Council approve the resolution as submitted.

Thank you.

C: M. Walsh, Director of Finance
B. Whittaker, BOE Director of Facilities

RESOLUTION TO ADD A PROJECT TO THE TOWN'S 5-YEAR CAPITAL IMPROVEMENT PLAN, TO AUTHORIZE AN APPROPRIATION, TO AUTHORIZE THE FILING OF A GRANT APPLICATION, TO SEND THE PROJECT TO THE PUBLIC BUILDING COMMITTEE, AND TO FUND THE LOCAL SHARE OF THE PROJECT COST

WHEREAS, the Town of East Hartford Board of Education has identified that a roof replacement project at the "Main Building" at Silver Lane School is a priority of the school district and qualified for State School Construction reimbursement; and

WHEREAS, the cost of the roof replacement including design and construction is anticipated to total \$166,934 with the State reimbursing 76.43% or \$127,588 leaving the School District to pay 23.57% or approximately \$47,000 which includes an amount for unforeseen ineligible costs.

THEREFORE BE IT RESOLVED, that the East Hartford Town Council does hereby approve the following items:

1. The addition by resolution to the Town's 5-Year Capital Improvement Plan, the Silver Lane School Roof Replacement Project in the amount of \$166,934,
2. The appropriation of \$166,934 to fund the Silver Lane School Roof Replacement Project,
3. The authorization of the East Hartford Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Silver Lane School Roof Replacement Project,
4. That the Town's Public Building Commission is hereby charged with the oversight and approval of the Silver Lane School Roof Replacement Project,
5. That the East Hartford Board of Education has budgeted the local share for this project in the Board's FY 20 budget,
6. That the Town of East Hartford hereby authorizes at least the preparation of schematic drawings and outline specifications for the Silver Lane School Roof Replacement Project.

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 May 7, 2019.


Angela Attenello, Clerk of the Town Council



MEMORANDUM

DATE: April 9, 2019

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, Director of Finance 

TELEPHONE: (860) 291-7246

RE: Resolution - Silver Lane School "Main Building" Roof Replacement Project

By way of this memo, attached please find a resolution related to the Silver Lane School Roof Replacement Project.

This infrastructure project has already been approved by the East Hartford Board of Education but needs additional Town Council approval before it can move forward.

The attached resolution is packed with a variety of necessary components from adding the project to the Town's 5-Year Capital Improvement Plan, approving the total project appropriation, submitting a grant request to the State Department of Administrative Services for construction projects, sending the project to the Town's Public Building Commission, and also putting the local share of funding in place.


I have attached the Board of Education materials for your review as you consider this request.

Should you have any questions or problems on the aforementioned, please feel free to contact me.

Cc: Ben Whittaker, BOE Director of Facilities

Walsh, Mike

From: BENJAMIN P. WHITTAKER <whittaker.bp@easthartford.org>
Sent: Tuesday, March 26, 2019 12:51 PM
To: Walsh, Mike
Subject: Silver Lane School Main Building Roof Replacement
Attachments: Ed Specs SL Main Building Roof Replacement.doc; Project Description and Budget - Silver Lane Main Building Roof Replacement Project 2019.docx

 CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Mike,

The next project ready to move forward with the State construction process is the replacement of the "Main Building" Roof at Silver Lane School. The BOE has \$47,500 in the budget for FY2020 to fund the local share of this work.

Silver Pertucelli has prepared schematic design docs and an estimate of \$166,934, which will be the amount we will use for grant application purposes. The State now requires an architect's estimate WITH the grant application. Using that number, the State share (provided there is no change in the rate for FY2020) is 76.43% or \$127,588 and our share will be \$39,346. The balance of the local share budget will be used for unforeseen ineligible as is our normal procedure.

The Project Description and Budget (attached) and Educational Specifications are slated to go in front of the BOE 4/15. Provided that passes, I would like to bring the standard resolutions to the TC on 5/7. If you concur with this procedure, please draft the resolutions and we can work with Angela to get us on the agenda.

Please let me know if you have any questions

Thanks,

Ben Whittaker
Director of Facilities
East Hartford Public Schools
860-622-5952



East
Hartford
Public
Schools

East Hartford Public Schools
Educational Specifications
For the
School Construction Grant Application

PROJECT:

East Hartford Silver Lane Elementary School
Roof Replacement – MAIN Building
15 Mercer Ave, East Hartford, CT 06118

SUBMITTED TO:

State of Connecticut
Department of Administrative Services
Office of School Construction Grants and Review
450 Columbus Blvd, Suite 1503
Hartford, CT 06103
860-713-6480

PREPARED BY:

Ben Whittaker, Director of Facilities
East Hartford Public Schools
860-622-5952

March 26, 2019

EDUCATIONAL SPECIFICATIONS

PROJECT:

East Hartford Silver Lane Elementary School Roof Replacement- MAIN Building

1. PROJECT RATIONALE

Silver Lane School was constructed in 1928 as a 2.5 story brick building, with significant single-story additions added in 1955 and 1998. While the additions have pitched wooden truss roofs clad in architectural shingles, the 1928 “Main Building” has an entirely different roof structure consisting of steel joists pitched towards the center for drainage with a metal roof deck, 2.0” of fiberboard insulation, a modified bituminous roof system, and a “rolled” overlapping roofing product on top. The surface area of the Main Building roof is about 5,500 square feet.

It is thought that sometime shortly after a 1976 roof survey the roof was converted to the current metal deck/fiberboard/modified bituminous system. There is evidence that liquid fibrous coatings were applied to the bituminous system to stop leaks until the application of the overlapping “rolled” asphalt roof product was applied in the 1990s as a temporary repair. Since then there have been several more surface-applied coatings on portions of the roof and flashings to stop leaks.

The building experiences significant leaks during rain storms and snow melt conditions, and patches are continually being made on top of what was essentially a large patch. A complete rebuild of this roof is long overdue.

2. LONG-RANGE PLAN

The long-range plan for the school incorporates provisions for a safe and appropriate learning environment. This project will ensure the safety and health of the students and staff. The district plans to continue to utilize Silver Lane Elementary School in its current capacity for the next twenty years and beyond. This is further evidenced by over \$500,000 in site work completed in 2018, a \$90,000 playground addition in 2018, and an HVAC project planned for 2019.

3. THE PROJECT- Main Building Section

Current space: Project will impact the “Main Building” of the school, which is the original 1928 2.5 story school building. The top floor consists of the following instructional and support spaces (~ 5,500 sf):

- (4) Elementary education classrooms- Grade 5 (201,202,204) and Grade 4 (203)
- Social Worker Room 201A
- (2) Classroom supply closets
- (2) Stair Towers
- Elevator Tower

The current roof system consists of a metal roof deck, fiberboard, and a modified bituminous roof system. A rolled roofing material is estimated to have been installed in the 1990s as a patch. Per Silver/Petrucci + Associates, who prepared the schematic design documents and project estimate, no data relating to roof replacement projects exist for this building section in the OSCGR database.

Construction: Construction will not directly impact the instructional spaces, as all construction will be done from roof. Existing roofing system will be removed down to roof decking, deteriorated sections of roof decking replaced, and a new tapered insulation system and .060 EPDM membrane (20-year warranty) installed.

Final Space: Same as current space.

FF&E: None.

4. **BUILDING SYSTEMS** (Not part of this project)

Security: Not applicable.

Public Address: Not applicable.

Technology: Not applicable.

Phone System: Not applicable.

Clocks: Not applicable.

5. **INTERIOR BUILDING ENVIRONMENT**

Acoustics: Not applicable.

Ceilings: Not applicable.

Lighting: Not Applicable.

HVAC: Not Applicable

Plumbing: Not Applicable

Chimney: Not applicable.

Windows/Doors: Not applicable.

6. **SITE DEVELOPMENT** (Not part of this project)

Site Acquisition: Not applicable.

Parking: Not applicable.

Drives: Not applicable.

Walkways: Not applicable.

Outdoor Athletic Facilities: Not applicable.

Landscaping: Not applicable.

Site Improvements: Not applicable.

7. **CONSTRUCTION BONUS REQUESTS**

This East Hartford Silver Lane School project is not eligible for a school construction bonus.

School Readiness:	C.G.S. 10-285a(e)--Not applicable. (Only eligible if a new building or expansion of existing)
Lighthouse Schools:	C.G.S. 10-285a(f)--Not applicable.
CHOICE:	C.G.S. 10-285a(g), as amended--Not applicable.
Full-day Kindergarten:	C.G.S. 10-285a(h)--Not applicable.
Reduced Class Size:	C.G.S. 10-285a(h)--Not applicable.
Regional Vo-Ag Center:	C.G.S. 10-65--Not applicable.
Interdistrict Magnet School:	C.G.S. 10-264h--Not applicable.
Interdistrict Cooperative School:	C.G.S. 10-158a--Not applicable.
Regional Special Education Center:	C.G.S. 10-76e--Not applicable.

8. **COMMUNITY USES**

Silver Lane School is utilized to facilitate activities during the school hours, before and after school hours, and throughout the calendar year.

- PTO sponsored fundraisers and community events
- Parks and Recreation basketball program
- Family Resource Center programming
- “Working Cities” programming



East
Hartford
Public
Schools

Department of Facilities

Silver Lane Elementary School (15 Mercer Ave) “Main Building” Roof Replacement Project

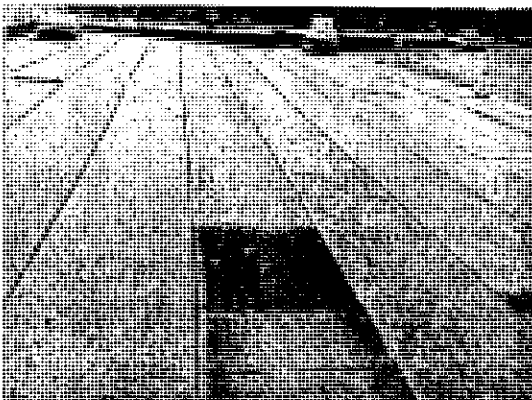
Project Description and Budget

March 26, 2019

East Hartford Public Schools Department of Facilities is proposing a project to replace the roofing system on the 1928 portion known as the “Main Building” of Silver Lane School.

Background / Existing Conditions

Silver Lane School was constructed in 1928 as a 2.5 story brick building, with significant single-story additions added in 1955 and 1998. While the additions have pitched wooden truss roofs clad in architectural shingles, the 1928 “Main Building” has an entirely different roof structure consisting of steel joists pitched towards the center for drainage with a metal roof deck, 2” of fiberboard insulation, a modified bituminous roof system, and a “rolled” overlapping roofing system on top. The surface area of the Main Building roof is about 5,500 square feet.



It is thought that sometime shortly after a 1976 roof survey the roof was converted to the current metal deck/fiberboard/modified bituminous system. There is evidence that liquid fibrous coatings were applied to the bituminous system to stop leaks until the application of the overlapping “rolled” asphalt roof product was applied in the 1990s as a temporary repair. Since then there have been several more surface-applied coatings on portions of the roof and flashings to stop leaks.

The building experiences leaks during rain storms and snow melt conditions, and patches are being made on top of what was essentially a large patch. A complete rebuild of this roof is long overdue.

Project Overview

Project will completely strip off all existing layers of roofing and insulation to expose the roof deck. Any compromised sections of the roof deck will be replaced, a new base layer of insulation installed with tapered insulation in sections to meet drainage and energy requirements, and finished with an EPDM (rubber) roofing membrane. Schematic drawings and an estimate of probable cost have been produced by the firm Silver/Petrucci and reflected below.

Project Budget

Design – Includes: Schematic Design and Construction Documents, pre-bid conference and contractor selection, construction phase services, potential environmental fees and miscellaneous design drawings and professional services required for the State process.	\$20,000
Construction - Full removal of existing roofing systems, replace decking as needed, and install a new EPDM roofing system	<u>\$146,934</u>
Project Total	\$166,934

Estimated State Reimbursement @ 76.43% = \$127,588

Estimated Local Share @ 23.57% = \$39,346. A local share budget of \$47,500 has been carried to account for unforeseen ineligible.

Funding Strategy

This project is eligible to be funded through the State of Connecticut Office of School Construction Grants and Review (OSGCR) program as a Roof Replacement project. Currently, East Hartford is eligible for reimbursement from the state at a rate of 76.43%, so East Hartford will only have to fund 23.57% of

the eligible project cost. The State School Construction Grant Process requires that the Town of East Hartford authorizes 100% of the project cost, even though the Town/District will actually only fund its local share.

The East Hartford Board of Education will propose to the East Hartford Town Council that it authorizes the Board to submit the grant application to the OSCGR.

The Board of Education will fund the entire local share of the project out of its 2020 budget, where the \$47,500 local share has been budgeted in Program 80 (Construction/Environmental).

Procedural Steps

- April 15, 2019- Review and Approval of this document and Education Specs by Facilities Committee
- April 15, 2019- Review and Approval of this document and Education Specs by Board of Education
- May 7, 2019 Town Council Authorization to proceed with project and Grant Application. Includes (4) resolutions:
 - Local authorization to fund the cost of the project
 - Authorizing BOE to file the Grant Application
 - Authorizing at least preparation of schematic drawings and outline specifications
 - Authorizing funding of the construction project
- Grant application can commence with a target filing date prior to May 31, 2019.

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

SCOTT M. SANSOM
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

www.easthartfordct.gov

April 3, 2019

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

**Re: Outdoor Amusement Permit Application -
"Car Show"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **The East Hartford Parks & Recreation Department by Sharon O'Neil, its Recreation Supervisor**. The applicant seeks to conduct a car show for viewing with awards and musical entertainment. The Car Show will take place at **the Sunset Ridge School, 450 Forbes Street on Saturday, July 6, 2019**. Event hours, which include set up and take down, are **between 11 AM to approximately 5 PM**. Music will be provided by a DJ between **1PM and 5PM**.

A rain date of **Sunday, July 7, 2019** is requested and the event, if necessary, will utilize the same times for the car show and music.

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

The **Inspections & Permits Department** states that **permits and inspections may be required for temporary installations**.

The **Parks & Recreation Department** approves the application as submitted. It further states **there are no anticipated costs to the department for this event**.

The **Health Department** approves the application as submitted. **It further states that the anticipated costs to the department for this event are unknown at this time**.

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

- The Police Department can provide adequate police protection for the

event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available. **There are no anticipated costs to the department for this event.**

Respectfully submitted for your information.

Sincerely,



Scott M. Sansom
Chief of Police

Cc: Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event:

Car Show

2. Date(s) of Event:

Saturday, July 6th, 2019, 1-4PM; Rain Date: Sunday, July 7th, 2019, 1-4PM

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) :

Sharon O'Neil, Recreation Supervisor

work: 860-291-7163

soneil@easthartfordct.gov

East Hartford Parks & Recreation Department, 50 Chapman Place, East Hartford CT, 06108

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

Ted Fravel: Parks & Recreation Director

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

Sunset Ridge School, 450 Forbes Street

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

Saturday, July 6th 1:00-4:00PM, Rain date Sunday, July 7th, 1:00-4:00PM

7. Provide a detailed description of the proposed amusement:

Set-Up & Car Show Invitees Parking begins at 11:00AM, Car Show viewing 1:00-4:00PM, Awards at 3:30PM, DJ playing music/ announcements during event.

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?

18 years +

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 Show Cars, 100 Spectator Cars, 200-300 Attendees

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

a. Crowd size impact:

200-300 attendees throughout the day, passive event, car viewing and awards

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

Park Rangers will be directing cars and spectators to allotted areas.

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

no impact, no street closures

d. Noise impact on neighborhood:

none

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

Park Rangers, Parks & Recreation staff (outside) and school custodian (indoors)

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:

No Street closures, Emergency Accessible, P&R staff will have Emeg.#'s

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

East Hartford Park Rangers Trained for Emergencies

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

Department will staff with trained CPR and First Aid personnel

d. Crowd control plan:

Park Rangers and Parks & Recreation Staff

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

Park Rangers, P&R staff and custodian will evaluate before and after event

f. Provision of sanitary facilities:

Lavatories open in Sunset Ridge School

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

yes, food truck

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:

Sharon O'Neil

(Legal Name of Applicant)

(Applicant Signature)

Sharon O'Neil
(Printed Name)

3/18/19
(Date Signed)

Recreation Supervisor
(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

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

Received By: *[Signature]*

Employee Number. 9080

Date & Time Signed: 3/19/19 8:52 AM PM

Time remaining before event: 604 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.

Police

Fitzgerald, Laurie

From: Hawkins, Mack
Sent: Monday, March 25, 2019 8:05 AM
To: Fitzgerald, Laurie
Subject: RE: Car Show

Laurie,

I have reviewed the Outdoor Amusement Permit Application for the "Car Show". I approve the application as submitted. Mark the Worksheets **EXTRA ATTENTION** for the day of the event.

Thank you

Deputy Chief Mack S. Hawkins

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

Serving Our Community with Pride and Integrity



From: Fitzgerald, Laurie
Sent: Tuesday, March 19, 2019 9:29 AM
To: Chapman, Keith <KChapman@easthartfordct.gov>; Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>; Walsh, Mike <MWalsh@easthartfordct.gov>
Subject: Car Show

Good Morning,

Attached please find the Directors Review & Notice and the Outdoor Amusement Permit Application for the Parks & Recreation "Car Show" on Saturday, July 6, 2019 with a rain date of Sunday, July 7th, 2019.

Fire



Scott M. Sansom

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108

(860) 528-4401



Marcia A. Leclerc

Administrative Review of Amusement Permit

Event Date: **July 6, 2019**
Rain date: **July 7, 2019**

Event: **Car Show**

Applicant: **East Hartford Parks & Recreation Department by Sharon O'Neil its Recreation Supervisor**

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

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

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

Anticipated Cost(s) if known \$ Ø (NO SERVICES REQUESTED)

Signature: [Handwritten Signature] Date: 3/20/19

Comments:



Scott M. Sansom

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

Parks & Rec.



Marcia A. Leclerc

Administrative Review of Amusement Permit

Event Date: **July 6, 2019**
Rain date: **July 7, 2019**

Event: **Car Show**

Applicant: **East Hartford Parks & Recreation Department by Sharon O'Neil its Recreation Supervisor**

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

Ted Fravel

Signature

4/2/19

Date

Comments:



Scott M. Sansom

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

Health



Marcia A. Leclerc

Administrative Review of Amusement Permit

Event Date: **July 6, 2019**
Rain date: **July 7, 2019**

Event: **Car Show**

Applicant: **East Hartford Parks & Recreation Department by Sharon O'Neil its Recreation Supervisor**

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

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

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

Anticipated Cost(s) if known \$ _____ unknwn at this time _____

Michael O'Connell
Signature

03/19/2019

Date

Comments:

DPW



Scott M. Sansom

**TOWN OF EAST HARTFORD
POLICE DEPARTMENT
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108**

(860) 528-4401



Marcia A. Leclerc

Administrative Review of Amusement Permit

Event Date: **July 6, 2019**
Rain date: **July 7, 2019**

Event: **Car Show**

Applicant: **East Hartford Parks & Recreation Department by Sharon O'Neil its Recreation Supervisor**

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

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

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

Anticipated Cost(s) if known \$ None _____

Signature Marilynn Cruz-Aponte Date March 19, 2019

Comments:

Insp of Permits

Fitzgerald, Laurie

From: Grew, Greg
Sent: Wednesday, March 20, 2019 1:40 PM
To: Fitzgerald, Laurie
Subject: Re: Car Show

Per Ordinance 5-3 my review and approval is not required. Please inform the applicant that 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](tel:8602917345)
Mobile [\(860\) 874-8034](tel:8608748034)
<http://www.easthartfordct.gov/inspections-and-permits>

From: Fitzgerald, Laurie
Sent: Tuesday, March 19, 2019 9:29 AM
To: Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sassen, Christine; Wagner, Justin; Walsh, Mike
Subject: Car Show

Good Morning,

Attached please find the Directors Review & Notice and the Outdoor Amusement Permit Application for the Parks & Recreation "Car Show" on Saturday, July 6, 2019 with a rain date of Sunday, July 7th, 2019.

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than **Tuesday, April 2, 2019.**

Thank you
Laurie

Laurie Fitzgerald
Chief's Office
East Hartford Police Department
31 School Street
East Hartford, CT 06108
860-291-7561

Risk

Fitzgerald, Laurie

From: Sasen, Christine
Sent: Friday, March 29, 2019 4:03 PM
To: Fitzgerald, Laurie
Subject: RE: Car Show

Ok with me.

From: Fitzgerald, Laurie
Sent: Tuesday, March 19, 2019 9:29 AM
To: Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sasen, Christine; Wagner, Justin; Walsh, Mike
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Thank you
Laurie

Laurie Fitzgerald
Chief's Office
East Hartford Police Department
31 School Street
East Hartford, CT 06108
860-291-7561

Corp

Fitzgerald, Laurie

From: Gentile, Richard
Sent: Wednesday, March 20, 2019 3:19 PM
To: Fitzgerald, Laurie
Subject: RE: Car Show

I have no comments or concerns with this event.

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

THIS MESSAGE AND ANY OF ITS ATTACHMENTS ARE INTENDED ONLY FOR THE USE OF THE DESIGNATED RECIPIENT, OR THE RECIPIENT'S DESIGNEE, AND MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL AND/OR PRIVILEGED. IF YOU ARE NOT THE INTENDED RECIPIENT, PLEASE DELETE ALL COPIES OF THIS MESSAGE INCLUDING ANY ATTACHMENTS AND NOTIFY THE OFFICE OF THE CORPORATION COUNSEL THAT YOU RECEIVED THIS COMMUNICATION IN ERROR BY CALLING 860.291-7215. THANK YOU.

From: Fitzgerald, Laurie
Sent: Tuesday, March 19, 2019 9:29 AM
To: Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sassen, Christine; Wagner, Justin; Walsh, Mike
Subject: Car Show

Good Morning,

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Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than **Tuesday, April 2, 2019.**

Thank you
Laurie

Laurie Fitzgerald
Chief's Office
East Hartford Police Department
31 School Street
East Hartford, CT 06108
860-291-7561

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

SCOTT M. SANSOM
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

www.easthartfordct.gov

April 11, 2019

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

**Re: Outdoor Amusement Permit Application
"Girl Scouts of Connecticut – Bridge Over Connecticut"**

Dear Mr. Kehoe:

Attached please find a copy of the amusement permit application submitted by the **Girl Scouts of Connecticut by Karen Sheehan, Event Coordinator**. The applicant seeks to conduct a bridge walk to celebrate all girls bridging to the next level of Girl Scouts. The walk will take place on **May 4, 2019 from 9AM to 3PM at the Founders Bridge/Founders Bridge Walkway**. Troop leaders and bridging participants will gather in East Hartford near East River Drive from 9AM-11AM and will depart and be cleared by 3PM.

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

The **Department of Public Works** approves the application as submitted and has the following comment:

- **Just as a caution to organization that clean-up of site post event is key.**

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

- **Parks and Recreation will forward the licensing agreement to the signed designee. This will be similar to what is done on Town streets for the Marathon.**

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

- Riverfront Recapture reached out to me late yesterday and stated that they were told approximately 200 would be in attendance.
- 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,

A handwritten signature in black ink that reads "Scott M. Sansom". The signature is written in a cursive, flowing style with a long horizontal line extending from the end of the name.

Scott M. Sansom
Chief of Police

Cc: Applicant

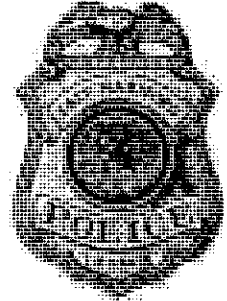
TOWN OF EAST HARTFORD POLICE DEPARTMENT



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:
Girl Scouts of Connecticut "Bridge Over Connecticut"
2. Date(s) of Event:
Saturday, May 4, 2019
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):
Girl Scouts of Connecticut, Inc.
340 Washington Street
Hartford, CT 06106
4. If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.

Please see attached
5. List the location of the proposed amusement: (Name of facility and address)
Founders Bridge/Founders Bridge Walkway
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
5/4/2019 - 9am-11am: Setup; 11am-2pm: Activities; 2-3pm: Clean Up
7. Provide a detailed description of the proposed amusement:
Bridge Over Connecticut is an event to celebrate all girls bridging to the next level of Girl Scouts. Having the girls/troops walk across Founder Bridge (Connecticut River symbolizes his passage and the bridge walk will be foremost in the celebration. All Girl Scouts and their families are invited to participate in the activities, cheer on our Bridging Girl Scouts and be part of the fun.

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?

5 years old - adults

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 1000 people

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

a. Crowd size impact:

Please see attached.

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

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

d. Noise impact on neighborhood:

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

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

g. Other expected influence on surrounding neighborhood:

12. Provide a detailed plan for the following:

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

Please see attached.

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

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

d. Crowd control plan:

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

f. Provision of sanitary facilities:

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

a. Food available: Yes No **AND**

b. 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:

Girl Scouts of Connecticut

(Legal Name of Applicant)


(Applicant Signature)

Karen Sheehan

(Printed Name)

04/01/2019

(Date Signed)

Event Coordinator

(Capacity in which signing)



(Click button to send application electronically to lfitzgerald@easthartfordct.gov)

FOR OFFICE USE

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

Received By: L Fitzgerald

Employee Number: 9080

Date & Time Signed: 4-4-19 2 : 32 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.

Girl Scouts of Connecticut
 Attn: Karen Sheehan
 Bridge Over Connecticut Event
 340 Washington Street, Hartford, CT
 860-522-0163
ksheehan@gsofct.org

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

FOA	FIRST NAME	LAST NAME	BUSINESS	BUSINESS ADDRESS	BUSINESS CITY	BUSINESS STATE	BUSINESS ZIP
Mr.	Richard	Abrams	UBS	299 Park Ave	New York City	NY	10171
Ms.	Elizabeth	Biederman	Student				
Mrs.	Susan M.	Brosseau, CPA	Adelbrook Community Services, Inc.	600 Corporate Row	Cromwell	CT	06416
Ms.	Becca	Cohen	Student				
Ms.	Wendy	Elberth	Hartford HealthCare	80 Seymour Street	Hartford	CT	06102
zaMrs.	Michele	Etzel	National Graphics, Inc.	Rte 139	North Branford	CT	06471
Mrs.	Jonna	Gerken	Pratt & Whitney	400 Main Street	East Hartford	CT	06118
Mrs.	Erica	Evans Gioffre	Hartford Funds	5 Radnor Corporate Center, 100 Matsonford Road, Suite 300	Radnor	PA	19087
Mrs.	Virginia	Giuffre	Merrill Lynch	253 Post Road West	Westport	CT	06880
Ms.	Leslie	Hammond	Entrepreneur				
Mr.	Bill	James	Merrill Lynch	253 Post Road West	Westport	CT	06880
Ms.	Diana	Mahoney	Eversource Energy	107 Selden St	Berlin	CT	06037
Ms.	Lisette	Martinez	Yale New Haven Health Services	99 Hawley Lane, 2nd Floor	New Haven	CT	06614
Ms.	Michaela	McCormick	Student				
Ms.	Liz	McGovern	Aflac				
Ms.	Dawn	Morris	Webster Bank				
Ms.	Adrienne	Parkmond, Esq.	The Workplace, Inc.	350 Fairfield Avenue, #302	Bridgeport	CT	06604

Ms.	Carol	Quinn Toomey	Accenture	1 Financial Plaza	Hartford	CT	06103
Ms.	Victoria	Rozario	Student				
Mrs.	Nicole	Sandford	Deloitte & Touche LLP	695 East Main Street	Stamford	CT	06901
Ms.	Pamela	Scagliarini	Bridgeport Hospital	267 Grant Street	Bridgeport	CT	06610
Ms.	Sheryl	Sleeva	Digital Network Services	1 Padanaram Road	Danbury	CT	06811
Dr.	Zulma	Toro	Central CT State University	1615 Stanley Street	New Britain	CT	06053

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:

Girl Scouts of CT expects to welcome nearly 1000 individuals from throughout CT for a day-time celebration. The main portion of the event will take place on the Mortensen Riverfront Plaza from 11a-2pm. Event participants and families will choose to park in Hartford or East Hartford and will proceed to the activities being held on the plaza. Troop leaders and bridging participants will gather in East Hartford on/near East River Drive from 9a-11a. Those who park in East Hartford will depart shortly after 2pm. All traffic will be cleared by 3pm.

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

Most traffic coming from Hartford will arrive via 84 East or Rt 2 East. It is expected that East River Drive, Pitkin Street and Darlin Street may be impacted as attendees find parking.

*Parking information in both Hartford and East Hartford is being provided to guests to decide where to park.

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

Currently, Girl Scouts of Connecticut is working with area businesses to inform them of the event and inquire about utilizing their parking facilities for our guests.

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:

Girl Scouts of CT volunteers will be assigned with ensuring that, in good Girl Scout behavior, we leave the place better than we found it. This includes: surveying the areas immediately near the entrance to Founders Bridge where the event will kick off, and surrounding streets and sidewalks as far as parking areas.

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

Minimal disruption is expected as the event will be held on a Saturday and most area buildings are of commercial use.

g. Other expected influence on surrounding neighborhood:

N/A

12. Provide a detailed plan for the following:

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

In the case of an emergency, Girl Scouts of CT organizers will work with volunteers to provide access to emergency personnel and vehicles.

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

If an emergency arises, Girl Scouts of CT will activate emergency protocols to call 911 and manage the situation with local authorities.

The protocol will include: notifying event organizers at Event Command Center, evaluation of the situation, contacting local authorities when/if appropriate.

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

Girl Scouts of CT will work with volunteers who are certified in First Aid and CPR to provide first responder assistance. In the event of a major emergency, 911 will be contacted to treat and transport to a local hospital as necessary.

d. Crowd control plan:

Girl Scouts of CT volunteers will work with event organizers to manage the crowd, traffic control, parking, arrivals, departures, and any emergency.

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

N/A

Police

Fitzgerald, Laurie

From: Hawkins, Mack
Sent: Thursday, April 11, 2019 9:23 AM
To: Fitzgerald, Laurie
Subject: Re: "Bridge over CT"

Laurie,

I have reviewed the Outdoor Amusement Permit Application for "Bridge over CT" for 2019. I approve the application as submitted. Riverfront Recapture reached out to me late yesterday and stated that they were told approximately 200 will be in attendance. Please mark the worksheet "Extra Attention."

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

"Serving our Community with Pride and Integrity"



On Apr 11, 2019, at 7:48 AM, Fitzgerald, Laurie <lfitzgerald@easthartfordct.gov> wrote:

Need your review, or have you changed your mind about it going to the Town council meeting?

Laurie Fitzgerald
Chief's Office
East Hartford Police Department
31 School Street
East Hartford, CT 06108
860-291-7561

Fire



Scott M. Sansom
Chief of Police

TOWN OF EAST HARTFORD
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 4, 2019**
Event: **Girl Scouts of Connecticut "Bridge Over Connecticut"**
Applicant: **Girl Scouts of Connecticut by Karen Sheehan, 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 \$ _____

Signature _____ Date 5/7/19

Comments:



Scott M. Sansom
Chief of Police

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

Parks



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **May 4, 2019**

Event: **Girl Scouts of Connecticut "Bridge Over Connecticut"**

Applicant: **Girl Scouts of Connecticut by Karen Sheehan, 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
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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

4/10/19

Signature

Date

Comments:

Parks and Recreation will forward the licensing agreement to the signed designee. This will be similar to what is done on Town streets for the Marathon.

DPW

Fitzgerald, Laurie

From: Cruz-Aponte, Marilyn
Sent: Wednesday, April 10, 2019 9:46 AM
To: Fitzgerald, Laurie
Subject: RE: Girl Scouts of Connecticut " Bridge over Connecticut"
Attachments: Girl Scouts Bridge Over CT Director's Review.pdf

Laurie:

Approval given. Just a caution to organization that clean-up of site post-event is key. Marilyn

Marilynn Cruz-Aponte
Assistant Director of Public Works
Town of East Hartford
61 Ecology Drive
East Hartford, CT 06108
Office 860-291-7365
Cell 860-462-1308

From: Fitzgerald, Laurie
Sent: Thursday, April 4, 2019 3:49 PM
To: Chapman, Keith <KChapman@easthartfordct.gov>; Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>; Walsh, Mike <MWalsh@easthartfordct.gov>
Subject: Girl Scouts of Connecticut " Bridge over Connecticut"

Good Afternoon,

Attached is your Directors Review & Notice, Outdoor Amusement Permit Application and List of Members for the "Girl Scouts of Connecticut "Bridge Over Connecticut".

THIS APPLICATION WAS RECEIVED WITHIN 30 DAYS OF THE EVENT, WITH THE LAST TOWN COUNCIL MEETING BEFORE THIS EVENT BEING APRIL 16, 2019, I AM REQUESTING THAT YOUR REVIEW BE SHORTENED BY ONE WEEK IN ORDER TO HAVE THIS PLACED ON THE TOWN COUNCIL AGENDA.

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than **Thursday, April 11, 2019.**

Laurie Fitzgerald
Chief's Office
East Hartford Police Department

Risk

Fitzgerald, Laurie

From: Sasen, Christine
Sent: Wednesday, April 10, 2019 8:43 AM
To: Fitzgerald, Laurie
Subject: RE: Girls Scouts

Ok with me.

From: Fitzgerald, Laurie
Sent: Tuesday, April 9, 2019 1:51 PM
To: Sasen, Christine
Subject: Girls Scouts

Hi Chris,

Attached is the COI from the Girl Scouts, I spoke with Ana Valentin and she said they have been in contact with Josh Urrutia from Riverfront.

Laurie

Laurie Fitzgerald
Chief's Office
East Hartford Police Department
31 School Street
East Hartford, CT 06108
860-291-7561

Risk

Fitzgerald, Laurie

From: Sasen, Christine
Sent: Friday, April 5, 2019 1:05 PM
To: Fitzgerald, Laurie; Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Drouin, Darrell; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Wagner, Justin; Walsh, Mike
Subject: RE: Girl Scouts of Connecticut " Bridge over Connecticut"

Hi Laurie,

I looked back to see if we had this event last year and could not locate anything. I do have concerns about number of participants (1000), young age and "Bridge Crossing." I could not find any mention of EHFD, EHPD or Park Rangers being on premises. There is a reference to an "Event Command Center" but I believe they are referring to themselves and not the Town based on their answers to the other questions. I will defer to PD and FD on this aspect.

Rich Gentile and I have discussed the need for Applicant to give notice to Riverfront Recapture and coordination.

Ok subject to PD and FD approval and receipt of adequate Certificate of Insurance. I have been playing telephone tag with an insurance agent.

Chris

From: Fitzgerald, Laurie
Sent: Thursday, April 4, 2019 3:49 PM
To: Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Drouin, Darrell; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sasen, Christine; Wagner, Justin; Walsh, Mike
Subject: Girl Scouts of Connecticut " Bridge over Connecticut"

Good Afternoon,

Attached is your Directors Review & Notice, Outdoor Amusement Permit Application and List of Members for the "Girl Scouts of Connecticut "Bridge Over Connecticut".

THIS APPLICATION WAS RECEIVED WITHIN 30 DAYS OF THE EVENT, WITH THE LAST TOWN COUNCIL MEETING BEFORE THIS EVENT BEING APRIL 16, 2019, I AM REQUESTING THAT YOUR REVIEW BE SHORTENED BY ONE WEEK IN ORDER TO HAVE THIS PLACED ON THE TOWN COUNCIL AGENDA.

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than **Thursday, April 11, 2019.**

Laurie Fitzgerald
Chief's Office
East Hartford Police Department
31 School Street
East Hartford, CT 06108
860-291-7561



Scott M. Sansom
Chief of Police

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

Health



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **May 4, 2019**

Event: **Girl Scouts of Connecticut "Bridge Over Connecticut"**

Applicant: **Girl Scouts of Connecticut by Karen Sheehan, 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

Michael T. O'Connell

04-05-2019

Signature

Date

Comments:

Insp + Permits

Fitzgerald, Laurie

From: Grew, Greg
Sent: Thursday, April 4, 2019 3:54 PM
To: Fitzgerald, Laurie
Subject: RE: Girl Scouts of Connecticut " Bridge over Connecticut"

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

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

From: Fitzgerald, Laurie
Sent: Thursday, April 4, 2019 3:49 PM
To: Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Drouin, Darrell; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sassen, Christine; Wagner, Justin; Walsh, Mike
Subject: Girl Scouts of Connecticut " Bridge over Connecticut"

Good Afternoon,

Attached is your Directors Review & Notice, Outdoor Amusement Permit Application and List of Members for the "Girl Scouts of Connecticut "Bridge Over Connecticut".

THIS APPLICATION WAS RECEIVED WITHIN 30 DAYS OF THE EVENT, WITH THE LAST TOWN COUNCIL MEETING BEFORE THIS EVENT BEING APRIL 16, 2019, I AM REQUESTING THAT YOUR REVIEW BE SHORTENED BY ONE WEEK IN ORDER TO HAVE THIS PLACED ON THE TOWN COUNCIL AGENDA.

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than **Thursday, April 11, 2019.**

Laurie Fitzgerald
Chief's Office
East Hartford Police Department
31 School Street
East Hartford, CT 06108
860-291-7561

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

SCOTT M. SANSOM
CHIEF OF POLICE

April 8, 2019

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

Re: **Outdoor Amusement Permit Application -
"Riverfront Summer Pops"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **Riverfront Recapture by Josh Urrutia, Director of Events**. The applicant seeks to conduct 3 Summers Pop Concerts, each with a different theme. The concerts will take place in **Great River Park**. The concerts are scheduled for the following **dates and times in 2018**:

Saturday, June 8 Rain date: Sunday, June 9) 7 PM – 9 PM
Saturday, July 20 (Rain date: Sunday, July 21) 7 PM – 9 PM
Saturday, August 24 (Rain date: Sunday, August 25) 7 PM – 9 PM

As part of Riverfront Recapture's agreement with the Town of East Hartford, which resolution passed June 3, 2014, the applicant respectfully requests that the application fee and any associated Town expenses be waived.

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 Department of Inspections & Permits states that permits and inspections may be required for temporary installations.

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

The Health Department approves the application as submitted and anticipated cost to their department unknown at this time.

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

The **Police Department** has reviewed the application and offers the following comments:

- The Police Department can provide adequate police protection for these events. The site is suitable for the proposed amusements. The crowds are expected to be moderate in size, and the area has sufficient parking available.
- These events can be conducted with a minimal impact upon the surrounding neighborhoods while maintaining a near-normal flow of traffic on the streets adjacent to the site.
- **There are no anticipated costs to the Department for these events.**

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott M. Sansom", with 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:
Riverfront Summer Pops
2. Date(s) of Event:
6/8, 7/20, 8/24 each with a rain date the day after.
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) :
Josh Urrutia
Director of Events
Riverfront Recapture INC
50 Columbus BLVD 1st Floor
Hartford, CT 06106
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.
See attached.
5. List the location of the proposed amusement: (Name of facility and address)
Great River Park
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
7pm-9:00pm
7. Provide a detailed description of the proposed amusement:
concert performance 7-9:00pm

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)? 7:00-9:00pm

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

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+

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 no impact

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

do not anticipate any impact

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

East River Drive and will work with local property owners on parking.

d. Noise impact on neighborhood:

Minimal to no impact

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

We will manage internally

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

None expected

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:
full access

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

Riverfront Rangers and Riverfront staff

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

on call

d. Crowd control plan:

with size do not anticipate any additional planning beyond normal controls.

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

RRI will handle

f. Provision of sanitary facilities:

port o lets

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

If a vendor becomes interested we will guide them through the process

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:

Joshua Urrutia

(Legal Name of Applicant)



(Applicant Signature)

Joshua Urrutia

(Printed Name)

3/11/19

(Date Signed)

Director of Events

(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

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

**RIVERFRONT RECAPTURE, INC.
2018-2019 BOARD OF DIRECTORS**

Robert M. Annon, Jr., Essex, Retired; 17 years
Harold Blinderman, West Hartford, Partner, Day Pitney LLP; 6 years
Christopher Byrd, West Hartford, President & Chief Operating Officer, Wex Health Inc.; 9 years
Patrick Caulfield, Trumbull, VP, Lincoln Financial Distributors, Inc; 6 years
Ranjana Chawla, Bloomfield, 13 years
Peter Christian, Stamford, Director of Development & Acquisitions, HB Nitkin Group; 5 years
Susan B. Clemow, West Hartford, Managing Partner, Clemow Consulting Group; 7 years
Thomas P. Cody, Glastonbury, Partner, Robinson & Cole; 14 years
Frank C. Collins, Jr., East Hartford, Retired; 33 years
Roy Collins III, Bloomfield, Associate General Counsel, University of Hartford; 4 years
Julio Concepcion, Hartford, VP, Hartford Partnerships, MetroHartford Alliance; 5 years
Eric Cushman, Glastonbury, Project Executive, Gilbane Building Company; appointed April 2018
John Henry Decker, West Hartford, VP & Branch Director, RBC Wealth Management; 4 years
Kurtis Denison, Hartford, SVP, People's United Insurance Agency; appointed April 2018
Susan Freedman, South Glastonbury, Partner, Shipman & Goodwin; 3 years
Sandy Fry*, West Hartford, Principal Planner, Historic Structures & Bicycle/Pedestrian Initiatives; appointed
December 2018
Joan Gentle, East Hartford, Associate General Counsel, The Hartford; appointed April 2018
Donald S. Gershman, West Hartford, Principal, Development Resources LLC; 19 years
Margaret Gregg, Haddam Neck, Marketing Administrator, CTTRANSIT; 7 years
Scott W. Jellison*, Pomfret Center, CEO, Metropolitan District Commission; 3 years
Dave Jenkins, Middletown, Retired; 9 years
David Klein, Hartford, Retired; 11 years
Barry N. Lastra, Bloomfield, A & B Enterprises; 9 years
Marla Lederer*, East Hartford, Mayor; 8 years
Kathy Lilliey, Wallingford; 9 years
Chris Montross, Wethersfield, Managing Director, Corporate Public Involvement, Aetna, Inc.; 4 years
Marjorie Morrissey, Hartford, Retired; 14 years
Thomas F. Mullaney, Jr., West Hartford, President, Mullaney, Keating & Wright, Inc.; 32 years
Kenneth A. Pouch, Jr., West Hartford, Retired; 28 years
Kenneth Provencher, West Hartford, SVP, Hartford Steam Boiler Inspection & Insurance Co.; 6 years
Michael J. Puckly, South Windsor, Financial Advisor, Lifeline Financial LLC; 11 years
John H. Riege, Bloomfield, Retired; 37 years
Christina B. Ripple, West Hartford; 19 years
Chris Rowlin, Cromwell, Managing Partner & Senior Consultant, Fiduciary Investment Partners; 1 year
Bud Salemi*, East Hartford, MDC Commissioner; appointed November 2018
Camille Simpson, Farmington, Corporate Liaison, AVP & Counsel, MassMutual Financial Group; 1 year
Joyce Smith, Windsor, Assistant Director for Employment Services & Compensation, UConn Health Center; 12
years
Donald Trinks*, Windsor, Mayor; 17 years
Josye Utick, Hartford, Senior Architect, JCJ Architecture; 1 year
Marc Weinberg*, East Hartford, Councilman – Court of Common Council; 9 years
Lyle Wray*, West Hartford, Executive Director, CRCOG; 13 years

**= Ex-officio Member*

Client#: 16492

RIVRE

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/28/2018

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

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

PRODUCER: People's United Ins. Agency CT, One Financial Plaza, 755 Main Street, Hartford, CT 06103. CONTACT NAME: Rose Ann Musso, PHONE (A/C No. Ext): 860 524-7600, E-MAIL ADDRESS: rose.musso@peoples.com. INSURER(S) AFFORDING COVERAGE: INSURER A: Philadelphia Indemnity Insurance Co. (NAIC #: 18058), INSURER B: AIG Property Casualty Company (19402), INSURER C, D, E, F.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL NBR, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Liquor Liability \$1,000,000 Each Common Cause Limit Aggregate Limit \$1,000,000 for the following locations: 300 Columbus Blvd Riverfront Plaza Hartford, CT 20 Leibert RD Hartford, CT (See Attached Descriptions)

CERTIFICATE HOLDER: Town of East Hartford, 740 Main Street, East Hartford, CT 06108. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: People's United Insurance Agency

DESCRIPTIONS (Continued from Page 1)

**Charter Oak Landing Hartford, CT
301 E River Dr. Great River East Hartford, CT**

**Sexual or physical abuse or molestation vicarious liability form
\$500,000 Aggregate Limit
\$250,000 Each abusive conduct limit**

**The Town of East Hartford, its officials, employees, volunteers, boards and commissions are included as
Additional Insured on the General Liability policy.**

Received By: A. Hayward
Employee Number: 9080
Date & Time Signed: 3/20/19 11:30 AM PM
Time remaining before event: 604 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.

Police

Fitzgerald, Laurie

From: Hawkins, Mack
Sent: Monday, March 25, 2019 8:01 AM
To: Fitzgerald, Laurie
Subject: RE: Riverfront Summer Pops

Laurie,

I have reviewed the Outdoor Amusement Permit Application for "Riverfront Summer Pops" for 2019. I approve the application as submitted. Mark the Worksheet *EXTRA ATTENTION* for the day(s) of the event.

Thank you,

Deputy Chief Mack S. Hawkins

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

Serving Our Community with Pride and Integrity



From: Fitzgerald, Laurie
Sent: Wednesday, March 20, 2019 2:08 PM
To: Chapman, Keith <KChapman@easthartfordct.gov>; Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>; Walsh, Mike <MWalsh@easthartfordct.gov>
Subject: Riverfront Summer Pops

Good Afternoon,

Fire



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 Dates: **Saturday, June 8 (Rain date: Sunday, June 9) 7 PM – 9 PM**
Saturday, July 20 (Rain date: Sunday, July 21) 7 PM – 9 PM
Saturday, August 24 (Rain date: Sunday, August 25) 7 PM – 9 PM

Event: **Riverfront Summer Pops**

Applicant: **Riverfront Recapture, Inc. by Josh Urrutia, Director of Events.**

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 \$ (No RECOVERY FOR SERVICE)

Signature: _____ Date: 3/20/16
Comments: _____

Parks & Rec.



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

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

Anticipated Cost(s) if known \$0.00

Ted Fravel
Signature

4/3/19
Date

Comments:

DPW



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

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

Anticipated Cost(s) if known \$ None

Marilynn Cruz-Aponte
Signature

4-2-2019
Date

Comments:

Copy

Fitzgerald, Laurie

From: Gentile, Richard
Sent: Thursday, March 21, 2019 3:54 PM
To: Fitzgerald, Laurie
Subject: RE: Riverfront Summer Pops

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

THIS MESSAGE AND ANY OF ITS ATTACHMENTS ARE INTENDED ONLY FOR THE USE OF THE DESIGNATED RECIPIENT, OR THE RECIPIENT'S DESIGNEE, AND MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL AND/OR PRIVILEGED. IF YOU ARE NOT THE INTENDED RECIPIENT, PLEASE DELETE ALL COPIES OF THIS MESSAGE INCLUDING ANY ATTACHMENTS AND NOTIFY THE OFFICE OF THE CORPORATION COUNSEL THAT YOU RECEIVED THIS COMMUNICATION IN ERROR BY CALLING 860-291-7215. THANK YOU

From: Fitzgerald, Laurie
Sent: Wednesday, March 20, 2019 2:08 PM
To: Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sasen, Christine; Wagner, Justin; Walsh, Mike
Subject: Riverfront Summer Pops

Good Afternoon,

Attached please find your Directors Review & Notice, Outdoor Amusement Permit Application, List of Board of Directors and COI for Riverfront Summer Pops.

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than Wednesday, April 3, 2019.

Thank you
Laurie

Laurie Fitzgerald
Chief's Office
East Hartford Police Department
31 School Street
East Hartford, CT 06108
860-291-7561

Risk

Fitzgerald, Laurie

From: Sasen, Christine
Sent: Thursday, April 4, 2019 1:27 PM
To: Fitzgerald, Laurie
Subject: RE: Riverfront Summer Pops

Ok. Chris

From: Fitzgerald, Laurie
Sent: Wednesday, March 20, 2019 2:08 PM
To: Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sasen, Christine; Wagner, Justin; Walsh, Mike
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Thank you
Laurie

Laurie Fitzgerald
Chief's Office
East Hartford Police Department
31 School Street
East Hartford, CT 06108
860-291-7561

Insps Permits

Fitzgerald, Laurie

From: Grew, Greg
Sent: Wednesday, March 20, 2019 2:19 PM
To: Fitzgerald, Laurie
Subject: Re: Riverfront Summer Pops

Per Ordinance 5-3 my review and approval is not required. Please inform the applicant that 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](tel:8602917345)
Mobile [\(860\) 874-8034](tel:8608748034)
<http://www.easthartfordct.gov/inspections-and-permits>

From: Fitzgerald, Laurie
Sent: Wednesday, March 20, 2019 2:08 PM
To: Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sasen, Christine; Wagner, Justin; Walsh, Mike
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Thank you
Laurie

Laurie Fitzgerald
Chief's Office
East Hartford Police Department
31 School Street
East Hartford, CT 06108
860-291-7561



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 9, 2019
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: APPOINTMENT/RE-APPOINTMENT: Boards and Commissions

The following name was submitted by the Republican Town Committee Chair for appointment and re-appointment to the below Boards and Commissions:

Appointments:

Commission on Services for Persons with Disabilities (2 Year Term)

R Art Parker 139 Mercer Avenue 12/19

Commission on Aging (3 Year Term)

R Anita M. Morrison 34 Jonathan Lane 12/19

Veteran's Commission (2 Year Term)

R Richard A. Bates 103 Timber Trail 12/19

Reappointments:

In-land Wetlands Environment Commission (4 Year Term)

R Stephen Roczynski 25 Cree Road 12/22

Commission on Aging (3 Year Term)

R Pricilla Lancaster 151 Oxford Drive 12/19

Please place this nomination and re-appointment on the Agenda for the April 16th, 2019 Town Council meeting.

Thank you.

C: R. Pasek, Town Clerk
P. Yamamoto, Chair, EHRTC

East Hartford Republican Committee
Prescille F Yamamoto
235 East River Drive, #508
East Hartford, CTD 06108
pfyamamoto@sbcglobal.net
860.289.1011

April 9, 2019

Mayor Marcia Leclerc
Town of East Hartford,
740 Main Street,
East Hartford, CT 06108

Dear Mayor Leclerc:

The East Hartford Republican Town Committee met on April 8, 2019. The Town Committee voted for the following nominations for Town Commissions:

New appointments:

Art Parker, 139 Mercer Avenue, East Hartford, CT 06108 to the Commission on Services for Persons with Disability.

Anita M. Morrison, 34 Jonathan Lane, East Hartford, CT 06118 to the Commission on Aging.

Richard A. Bates, 103 Timber Trail, East Hartford, CT 06118 to the Veteran's Commission.

Reappointments:

Stephen Roczynski, 25 Cree Road, East Hartford, CT 06118, In-Land Wet Lands Commission,

Pricilla Lancaster, 151 Oxford Drive, East Hartford, CT 06118. Commission on Aging.

We look forward to having these nominations sent on to the Town Council for appointment. Thank you for your assistance.

Sincerely,



Prescille F. Yamamoto, Chair

Enc: 5-application forms



Town of East Hartford
Boards and Commissions
Application

Date: 4/7/19

Name: ARTHUR W. PARKER
Your name exactly as it appears on the E. Hfd. Voter Registration List

Address: 139 MERCER AVE, E. HFD CT Apt.# _____ Zip: 06118

Home Phone: 860 569 2257 Email: navy96@comcast.net

Cell Phone: 860 966 5582 Years as an E.Hartford Resident: 44

Occupation: RETIRED Employer: NA
Employer/Work Address

Formal Education/Certifications: HIGH SCHOOL

Party Affiliation: Unaffiliated _____ Democrat _____ Republican _____ Minority Party _____
As it appears on the E. Hfd. Voter Registration List

Name of board or commission you wish to serve on: _____
Comm. on Services for Persons w/ Disabilities

Interest statement:
Your reason for being interested in serving our Town in this capacity
INTERESTED IN ASSISTING THE DISABLED

List of qualifications that you believe will be an asset to the board/commission on which you wish to serve:
U.S. NAVY LEADERSHIP TRAINING

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements;

I understand the commitment required for this appointment and have attended at least one meeting of the board/commission I am applying to serve on, and I understand that members who are absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.

I understand that I may be required to complete training and/or continuing education.

I understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.

Signature <u>Arthur W. Parker</u>		Date <u>4/8/19</u>	
Please return completed and signed form to: <u>Prescille F. Yamamoto</u> <u>235 East River Drive #508</u> <u>East Hartford, CT 06108</u>		BCpost@easthartfordct.gov	or mail to: <u>Town of East Hartford</u> <u>Office of the Mayor</u> <u>740 Main Street</u> <u>East Hartford CT 06108</u>

For internal use only:

Mandatory Qualifications:
Resident _____ T/O _____ C/R _____ T/C _____



Town of East Hartford
Boards and Commissions
Application

Date: March 11, 2019

Name: Anita M Morrison

Your name exactly as it appears on the E. Htfd. Voter Registration List

Address: 34 Jonathan Ln

Apt.#

Zip: 06118

Home Phone: 860 289 8327

Email: anita.morrison@comcast.net

Cell Phone: 860 995 8651

Years as an E.Hartford Resident: 60+ yrs

Occupation: Realtor/Bookkeeper

Employer:

Self

Employer/Work Address

Formal Education/Certifications: Accounting Associates Degree Plus

Party Affiliation: Unaffiliated

Democrat

Republican

X

Minority Party

As it appears on the E. Htfd. Voter Registration List

Name of board or commission you wish to serve on: Commission on Aging

Interest statement:

Your reason for being interested in serving our Town in this capacity

To better the lives of all residents in East Hartford

List of qualifications that you believe will be an asset to the board/commission on which you wish to serve:

Former BOE member, Former Town Council Member, former Inland/Wetland Commission & Insurance

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements;

I understand the commitment required for this appointment and have attended at least one meeting of the board/commission I am applying to serve on, and I understand that members who are absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.

I understand that I may be required to complete training and/or continuing education.

I understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.

Signature Anita M Morrison

Date 3/11/19

Please return completed and signed form to: Prescille F. Yamamoto
235 East River Drive #508
East Hartford, CT 06108

BCpost@easthartfordct.gov

or mail to:

Town of East Hartford
Office of the Mayor
740 Main Street
East Hartford CT 06108

For internal use only:

Mandatory Qualifications:
Resident _____ T/O _____ C/R _____ T/C _____



Town of East Hartford
Boards and Commissions
Application

Date: 1 April 2019

Name: Richard A. Bates
Your name exactly as it appears on the E. Htfd. Voter Registration List

Address: 103 Timber Trail, East Hartford, CT Apt.# Zip: 06118

Home Phone: 860-569-9177 Email: ChiefRAB@Comcast.net

Cell Phone: 860-874-4767 Years as an E.Hartford Resident: 50+ yrs

Occupation: Retired Employer: Employer/Work Address

Formal Education/Certifications:

Party Affiliation: Unafilited Democrat Republican X Minority Party
As it appears on the E. Htfd. Voter Registration List

Name of board or commission you wish to serve on: Veterans Commission

Interest statement:
Your reason for being interested in serving our Town in this capacity

To address and improve issues or benefits affecting Veterans, and assist in promoting the value and service veterans bring to our community. Make Veterans aware of benefits available in our community.

List of qualifications that you believe will be an asset to the board/commission on which you wish to serve:

I am a disabled veteran with 32yrs service in the AF/ANG. Retired E-9 CMSgt, Squadron Superintendent, AF instructor, Lifetime Member DAV & VFW and member of American Legion. Served on various boards in the military.

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements;

I understand the commitment required for this appointment and have attended at least one meeting of the board/commission I am applying to serve on, and i understand that members who are absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.

I understand that I may be required to complete training and/or continuing education.

I understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.

Signature: [Signature] Date: 1 April 2019
Please return completed and signed form to: Prescille F. Yamamoto, 225 East River Drive #508, East Hartford, CT 06108
or mail to: Town of East Hartford, Office of the Mayor, 740 Main Street, East Hartford CT 06108

For internal use only:

Mandatory Qualifications:
Resident T/O C/R T/C

**Town of East Hartford
Boards and Commissions
Reappointment Expression of Interest Form**



Board or Commission Name: In-Land Wetland Environment Commission

Name: Stephen Roczynski
Your name exactly as it appears on the E. Hill, Voter Registration List

Address: 25 Cree Road East Hartford CT 06118 Apt.# _____ Zip: 06118

Home Phone: 860-569-0822 Email: ~~Stephen.Roczynski@amperup.com~~ Stephen@AmperUpElectricCT.co

Cell Phone: 860-250-0690 Years as an E.Hartford Resident: 31

Please answer the following:

How long have you served on this Board or Commission? 4

Why do you wish to be considered for reappointment by the Mayor and Council?
Enjoy aiding in the betterment of the town.

What other information should be considered for your reappointment? (Examples: Ways in which you have personally contributed to the work of the Board or Commission; leadership roles you have held on behalf of the work of the group such as chair, head of a committee or task force etc.)

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements;

I understand the commitment required for this reappointment and that members who have been absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.

I understand that I may be required to complete training and/or continuing education.

I understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.

Signature: [Signature] Date: 4-8-19

Please return completed and signed form to: <u>Presilla F. Yamamoto</u> <u>226 East River Drive #508</u> <u>East Hartford, CT 06108</u>	BCpost @easthartfordct.gov	or mail to:	Town of East Hartford Office of the Mayor 740 Main Street East Hartford CT 06108

Attendance Record: # of Meetings _____ Absences _____ % _____	Mandatory Qualifications: Resident _____ T/C _____ CIR _____ T/C _____
--	---

Forwarded to Council: _____

**Town of East Hartford
Boards and Commissions
Reappointment Expression of Interest Form**



Board or Commission Name: Commission on Aging
 Name: Priscilla M Lancaster
Your name exactly as it appears on the E. H.H. Voter Registration List
 Address: 151 OXFORD DR Apt.# _____ Zip: 06118
 Home Phone: 860 568 2045 Email: _____
 Cell Phone: _____ Years as an E.Hartford Resident: 59 years

Please answer the following:

How long have you served on this Board or Commission? 25 years

Why do you wish to be considered for reappointment by the Mayor and Council?
I have enjoyed serving on the Commission and hope to contribute to the Commission as long as I am able

What other information should be considered for your reappointment? (Examples: Ways in which you have personally contributed to the work of the Board or Commission; leadership roles you have held on behalf of the work of the group such as chair, head of a committee or task force etc.)
I have actively supported the Commission in all activities such as Town Dinner, Mayor's Breakfasts etc.

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements;

- I understand the commitment required for this reappointment and that members who have been absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.
- I understand that I may be required to complete training and/or continuing education.
- I understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.

Priscilla M. Lancaster March 28, 2019
 Signature Date

Please return completed and signed form to: <u>Priscilla F. Yamamoto</u> <u>235 East River Drive #508</u> <u>East Hartford, CT 06108</u>	BCpost @easthartfordct.gov	or mail to: <u>Town of East Hartford</u> <u>Office of the Mayor</u> <u>740 Main Street</u> <u>East Hartford CT 06108</u>
--	----------------------------	---

Attendance Record: # of Meetings _____ Absences _____ % _____	Mandatory Qualifications: Resident _____ T/O _____ C/R _____ T/C _____
--	---

Forwarded to Council: _____



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 11, 2019
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc
RE: APPOINTMENT/RE-APPOINTMENT: Boards and Commissions

The following names were submitted by the Democratic Town Committee Chair for appointment and re-appointment to the below Boards and Commissions:

Appointment:

Economic Development Commission (3 Year Term)

D Joelle A. Murchison 230 Timber Trail 12/19

Re-appointment:

Commission on Culture & Fine Arts (5 Year Term)

D Elizabeth K. Russell 118 Oak Street 12/23

Zoning Board of Appeals (5 Year Term)

D Connor S. Martin 86 Ensign Street 12/23

(5 Year Term)

Zoning Board of Appeals (Alternate—5 Year Term)

D Fady El-Hachem 65 Sedgwick Road 12/23

Veteran's Commission (2 Year Term)

D Awet Tsegai 19 Home Terrace 12/19

Please place these nominations and re-appointments on the Agenda for the April 16th, 2019 Town Council meeting.

Thank you.

C: R. Pasek, Town Clerk
C. Stevenson, Chair EHDTC



March 26, 2019

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

Re: Endorsements to Boards and Commissions

Dear Mayor Leclerc:

The District Chairs and Vice Chairs of the East Hartford Democratic Town Committee met on March 21 to consider the endorsement the following candidates for appointment to the Economic Development Commission.

~~Doak, William Albert~~ 37 Kennedy Rd ~~East Hartford~~ (860) 568-8464 *Withdrew Application on 4-10-19*
Murchison, Joelle Amy 230 Timber Trl East Hartford (860) 424-6511

In accordance with our guidelines the above were interviewed, their credentials reviewed and a vote to endorse their appointment was held. The result was unanimous and EHDTC does here by endorse the appointment of the above to the East Harford Economic Development Commission.

Please contact me if you have questions or need additional information.

Respectfully,

Craig Stevenson, Chair



March 26, 2019

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

Re: Endorsements to Boards and Commissions

Dear Mayor Leclerc:

The District Chairs and Vice Chairs of the East Hartford Democratic Town Committee met on March 21 to consider the endorsement the following board and commission members for reappointment to these respective commissions or boards.

Part	First Name	Last Name	B/C	Positi	Aspt On	Term	Attendance	Attendance	Notes	Tran	Address	Street name	City	State	Zip	email	Home Phone	Cell Phone
D				Beautification (3 yr)		Vacant		Dec-18					East Hartford	CT	06118			
D				Building Board of Appeals (5 yr)		Vacant	Mar-08	Dec-18					East Hartford	CT	06118			
D	Regina	Barall		Commission on Culture and Fine Arts (3yr)	Full Member	May-78	Dec-18	40.00	82.00		821 Brewer Street		East Hartford	CT	06118	CIRCLEIFARTS@bctmail.com	860-568-5059	860-291-8747
D	Terrye	Blackstone		Commission on Culture and Fine Arts (3yr)	Full Member	Jun-74	Dec-18	100.00	73.00		29 Holland Lane		East Hartford	CT	06118	N/A	860-569-1811	
✓ D	Elizabeth	Russell		Commission on Culture and Fine Arts (3yr)	Full Member	Feb-01	Dec-18	70.00	73.00		118 Oak Street		East Hartford	CT	06118	llama3032@juno.com	860-568-6450	
D				Commission on Svcs for Per w/ Disabilities (2 y)		Vacant		Dec-19					East Hartford	CT				
D				Commission on Svcs for Per w/ Disabilities (2 y)		Vacant		Dec-19					East Hartford	CT				
D				Commission on Svcs for Per w/ Disabilities (2 y)		Vacant		Dec-19					East Hartford	CT				
D				Commission on Svcs for Per w/ Disabilities (2 y)		Vacant		Dec-19					East Hartford	CT				
D				In-Land Wetlands Environment Commission (private-Vacant)				Dec-19										
D	John	Ryan		Planning & Zoning Commission (2yr)	Vice Chair	Jan-16	Dec-18	81.82	100.00		172 Burke Street		East Hartford	CT	06118	jrvan66@snet.net	860-569-6685	860-997-3653
D	Mary	Korngibel		Property Maintenance Code Board of Appeals	Full Member	Oct-02	Dec-18	100.00	33.00		111 Cannon Road		East Hartford	CT	06108	N/A	860-528-4348	
D				Public Building Commission (5yr)		Vacant		Dec-18										
D	Henry	Pasolowski		Public Building Commission (5yr)	Full Member	Mar-14	Dec-18		100.00		48 Oxford Drive		East Hartford	CT	06118	hanspct@yahoo.com	860-918-9209	
D	Ellen	McCreery		Redevelopment Agency (3yr)	Chair -Clerk	Mar-03	Dec-18	75.00	100.00		39 Greene Terrace		East Hartford	CT	06108	ellenmccrpa@aol.com	860-289-9089	860-817-9881
D	John	Cook		Veterans Commission (2yr)		Chair	Jun-18	Dec-17		90.00	329 Long Hill Street		East Hartford	CT	06108	john.cook@queterwright.com	860-212-9966	
D	Vincent	Parys		Veterans Commission (2yr)		Full Term	Jan-05	Dec-17		100.00	1400 Silver Lane		East Hartford	CT	06108	vincentp2006@snet.net	860-568-7940	
D				Veterans Commission (2yr)		Vacant		Dec-17					East Hartford	CT				
✓ D	Aivet	Tregal		Veterans Commission (2yr)		Vice Chair	May-15	Dec-17		100.00	19 Home Terrace		East Hartford	CT	06108	avettregal2011@gmail.com	860-805-7181	
✓ D	Connor	Marliss		Zoning Board of Appeals (3yr)		Full Member	Dec-17	Dec-18	N/A	100.00	31 High Street #B107		East Hartford	CT	06118	connormarliss@yahoo.com	860-270-9881	
✓ D	Fady	El-Hachem		Zoning Board of Appeals (3yr)		Alternate	Nov-18	Dec-18		NA	65 Sedgwick Road		East Hartford	CT	06108	elhachemfady@gmail.com	860-559-7240	

On behalf the assembled Chairs and Vice Chairs, I hereby submit our collective endorsement of these officials for reappointment.

Please contact me if you have questions or need additional information.

Respectfully,

Craig Stevenson, Chair

Town of East Hartford
Boards and Commissions
Application



Date: March 6, 2019

Name: Joelle A Murchison
Your name exactly as it appears on the E. Htfd. Voter Registration List

Address: 230 Timber Trail Apt.# _____ Zip: 06118

Home Phone: 860-519-1100 Email: execmommy@gmail.com

Cell Phone: 860-424-6511 Years as an E.Hartford Resident: 5

Occupation: Special Advisor/Adjunct Fac Employer: University of Connecticut
Employer/Work Address

Formal Education/Certifications: BA Brown University; MEd Harvard Univ; MS Syracuse Univ

Party Affiliation: Unaffiliated Democrat Republican Minority Party _____
As it appears on the E. Htfd. Voter Registration List

Name of board or commission you wish to serve on: Economic Development

Interest statement:

Your reason for being interested in serving our Town in this capacity

As a relatively new resident of town with 4 young children, I am committed to this community and making it a great place to live and work. There are a number of opportunities available that will help to better position East Hartford as a community of choice for businesses - small and large. I want to help get the residents writ large more engaged in investing in the community.

List of qulifications that you believe will be an asset to the board/commission on which you wish to serve:

Strong communication skills. Many connections and networks inclusive of diverse people of all ages, races, socioeconomic backgrounds etc. in a variety of sectors (non-profit, private, public). I am also a small business owner and parent of 4 children.

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements;

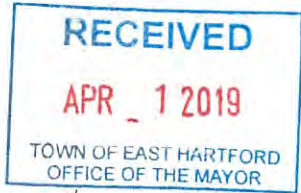
- understand the commitment required for this appointment and have attended at least one meeting of the board/commission I am applying to serve on, and i understand that members who are absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.
- understand that I may be required to complete training and/or continuing education.
- understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.

Signature <u>Joelle Murchison</u>		Date <u>3/6/19</u>
Please return completed and signed form to:	BCpost@easthartfordct.gov	or mail to: Town of East Hartford Office of the Mayor 740 Main Street East Hartford CT 06108

For internal use only:

Mandatory Qualifications:
Resident _____ T/O _____ C/R _____ T/C _____



Town of East Hartford
Boards and Commissions
Reappointment Expression of Interest Form

Board or Commission Name: Commission on Culture & Fine Arts

Name: Elizabeth K. Russell
Your name exactly as it appears on the E. Hlfd. Voter Registration List

Address: 118 Oak Street Apt.# Zip: 06118-1752

Home Phone: (860) 568-6450 Email: llama3932@gmail.com

Cell Phone: (860) 690-7891 Years as an E.Hartford Resident: 30 years

Please answer the following:

How long have you served on this Board or Commission? approximately 16 years

Why do you wish to be considered for reappointment by the Mayor and Council?

The members of this Commission are very active, innovative and dedicated to fulfilling their mission--as stated in the By-Laws. I enjoy working with them.

What other information should be considered for your reappointment? (Examples: Ways in which you have personally contributed to the work of the Board or Commission; leadership roles you have held on behalf of the work of the group such as chair, head of a committee or task force etc.)

I initiated a program--"mini grants"--whereby any art or music teacher in East Hartford schools can apply for a small grant to provide students with arts experiences to extend or enrich the core programs. It has proven to be quite popular. In addition, I was chair/co-chair for several Black History Month programs.

Box containing acknowledgment statements and signature information. Includes statements about commitment, training, and residency, and a signature line for Elizabeth K. Russell dated 3/30/2019.

Attendance Record and Mandatory Qualifications section with fields for # of Meetings, Absences, Resident, T/O, C/R, and T/C.

Forwarded to Council:

Town of East Hartford
Boards and Commissions
Reappointment Expression of Interest Form



Board or Commission Name: ZBA Date: 4/11/19

Name: Connor S Martin
Your name exactly as it appears on the E. Htfd. Voter Registration List

Address: 86 Ensign St Apt.# 3 Zip: 06118

Home Phone: _____ Email: Connormsmsa@yahoo.com

Cell Phone: 860-270-9681 Years as an E.Hartford Resident: 13

Please answer the following:

How long have you served on this Board or Commission? 2 years

Why do you wish to be considered for reappointment by the Mayor and Council?
Because I wish to continue to serve in a capacity that allows me to make an impact in the town.

What other information should be considered for your reappointment? (Examples: Ways in which you have personally contributed to the work of the Board or Commission; leadership roles you have held on behalf of the work of the group such as chair, head of a committee or task force etc.)
As a full time member I have been very active in voting and engaging citizens.

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements;

- I understand the commitment required for this reappointment and that members who have been absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.
- I understand that I may be required to complete training and/or continuing education.
- I understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.

Signature: [Signature] Date: 4/11/19

Please return completed and signed form to: BCpost @easthartfordct.gov or mail to: Town of East Hartford Office of the Mayor 740 Main Street East Hartford CT 06108

For internal use only:	
Attendance Record: #of Meetings _____ Absences _____ % _____	Mandatory Qualifications: Resident _____ T/O _____ C/R _____ T/C _____

Forwarded to Council: _____



**Town of East Hartford
Boards and Commissions
Reappointment Expression of Interest Form**

Board or Commission Name: Veteran's Commission

Date: April 11 2019

Name: Awet Tsenai
Your name exactly as it appears on the E. Htfd. Voter Registration List

Address: 19 Home Terrace Apt.# _____ Zip: 06108

Home Phone: _____ Email: awetttsenai2011@gmail.com

Cell Phone: 860-805-7181 Years as an E.Hartford Resident: 24

Please answer the following:

How long have you served on this Board or Commission? Four years

Why do you wish to be considered for reappointment by the Mayor and Council?

I would like to finish the work that I had started.

What other information should be considered for your reappointment? (Examples: Ways in which you have personally contributed to the work of the Board or Commission; leadership roles you have held on behalf of the work of the group such as chair, head of a committee or task force etc.)

I have been a member of the commission since 2015 and participated in all events and meetings. I'm currently the vice chairman of the commission.

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements:

- I understand the commitment required for this reappointment and that members who have been absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.
- I understand that I may be required to complete training and/or continuing education.
- I understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.

Signature

Date April 11 2019

Please return completed and signed form to:

BCpost @easthartfordct.gov

or mail to:

Town of East Hartford
Office of the Mayor
740 Main Street
East Hartford CT 06108

For internal use only:

Attendance Record:

#of Meetings _____ Absences _____ % _____

Mandatory Qualifications:

Resident _____ T/O _____ C/R _____ T/C _____

Forwarded to Council: _____





Town of East Hartford
Boards and Commissions
Reappointment Expression of Interest Form

Board or Commission Name: _____ Date: Apr 11/2019

Name: Fady el hachem N
Your name exactly as it appears on the E. Htfd. Voter Registration List

Address: 65 Sedgwick Rd East Hartford Apt.# _____ Zip: 06108

Home Phone: _____ Email: Elhachemfady @ gmail

Cell Phone: 860-559-7240 Years as an E.Hartford Resident: _____

Please answer the following:

How long have you served on this Board or Commission?
1 year

Why do you wish to be considered for reappointment by the Mayor and Council?

I like too work and serve my community

What other information should be considered for your reappointment? (Examples: Ways in which you have personally contributed to the work of the Board or Commission; leadership roles you have held on behalf of the work of the group such as chair, head of a committee or task force etc.)

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements;

Fe Understand the commitment required for this reappointment and that members who have been absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.

Fe Understand that I may be required to complete training and/or continuing education.

Fe Understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.

Signature		Date Apr 11/2019	
Please return completed and signed form to:	BCpost @easthartfordct.gov	or mail to:	Town of East Hartford Office of the Mayor 740 Main Street East Hartford CT 06108

For internal use only:

Attendance Record: #of Meetings _____ Absences _____ % _____	Mandatory Qualifications: Resident _____ T/O _____ C/R _____ T/C _____
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OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108



Robert J. Paek

2019 APR 12 AM 10:28 (860) 291-7208

TOWN CLERK (860) 291-7389
EAST HARTFORD

DATE: April 11, 2019

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: **Tuesday, April 16, 2019 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 16, 2019

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 known as Peter Caro vs. Town of East Hartford, Docket No. HHD-CV-17-6083957-S.

C: Mayor Leclerc
Scott Chadwick, Corporation Counsel
Christine Sasen, Risk Manager