

Robert J. Possek

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
APRIL 19, 2016

2016 APR 15 A 8:56

TOWN CLERK
EAST HARTFORD

=====

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

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
5. APPROVAL OF MINUTES
 - A. April 5, 2016 Executive Session/Garden of Light
 - B. April 5, 2016 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. Hartford Yard Goats
 - B. East Hartford Public Schools' 25th Annual Town-wide Student Art Show
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Contract Extension Agreement: Town of East Hartford and The East Hartford Police Officers' Association:
 1. Contract Extension Agreement
 2. Contingency Transfer
 - B. Contingency Transfer: Presidential Preference Primary
 - C. Refund of Taxes
 - D. Outdoor Amusement Permit Applications:
 1. Macho's Give Back
 - a. Waiver of Filing Time
 - b. Approval of Application
 - c. Waiver of Permit Fee
 2. 2016 Memorial Day Parade
 3. Gengras HD ICS Chili Challenge
 4. Rotary Club of East Hartford Duck Race
 - a. Approval of Application
 - b. Waiver of Permit Fee
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

11. OPPORTUNITY FOR RESIDENTS TO SPEAK

A. Other Elected Officials

B. Other Residents

C. Mayor

12. ADJOURNMENT (next meeting: May 3rd)

Robert J. Pasch

2016 APR 11 A 8:55

TOWN COUNCIL MAJORITY OFFICE

TOWN CLERK
EAST HARTFORD

APRIL 5, 2016

EXECUTIVE SESSION

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader
Linda A. Russo, Minority Leader Esther B. Clarke, Councillors Marc I.
Weinberg, Ram Aberasturia, Joseph R. Carlson, Patricia Harmon (arrived
7:03 p.m.) and Michael G. Kurker

ALSO Marcia Leclerc, Mayor
PRESENT Scott Chadwick, Corporation Counsel
Brian Smith, Assessor

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:01 p.m.

MOTION By Esther Clarke
seconded by Bill Horan
to **go into** Executive Session to discuss the pending superior court action
(assessment appeal) known as Garden of Light, Inc. d/b/a Bakery on
Main v. Town of East Hartford, Docket No. CV-15-6029159-S, regarding
personal property located at 127 Park Avenue.
Motion carried 8/0.

MOTION By Esther Clarke
seconded by Bill Horan
to **go back to** Regular Session.
Motion carried 9/0.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Bill Horan
to **adjourn** (7:13 p.m.)
Motion carried 9/0.

Attest



Richard F. Kehoe
Town Council Chair

Robert J. Pasak

EAST HARTFORD TOWN COUNCIL

2016 APR 11 A 8:55

TOWN COUNCIL CHAMBERS

TOWN CLERK
EAST HARTFORD

APRIL 5, 2016

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

CALL TO ORDER

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

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Mayor Leclerc (1) April is "Donate Life" month; (2) on March 18th, Governor Malloy met with the 1st Kid Governor – Elena Tipton – at O'Connell School; (3) Congressman John Larson presented Elena Tipton a letter from President Obama recognizing her as Connecticut's 1st Kid Governor; (4) the Mayor has been appointed to both the Advisory Commission of the Intergovernmental Relations and to the Regional Special Education Funding Working Group; (5) there will be a meeting on April 28th at 6:30PM at the Raymond Library to update the residents on the I-91 interchange project; and (6) another prescription drug take-back day will be held April 30th from 10AM -2PM at the Public Safety Complex.

APPROVAL OF MINUTES

March 15, 2016 Regular Meeting

MOTION By Linda Russo
seconded by Ram Aberasturia
to **approve** the minutes of the March 15, 2016 Regular Meeting.
Motion carried 9/0.

COMMUNICATIONS AND PETITIONS

Chair Kehoe called for a moment of silence to honor the life of Lawrence "Larry" DelPonte, a longtime East Hartford resident who served on the Board of Education, the Town Council and in numerous other capacities. A true gentleman, he will be missed.

442 Burnside Avenue – Update

The following report was requested by the Town Council Chair:

To: Scott M. Sansom, Chief of Police
From: Mack S. Hawkins, Deputy Chief
Field Operations Bureau
Date: March 17, 2016
Subject: Part 1 Crime Statistics Surrounding 442 Burnside Avenue

Chief,

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

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

March 2015 – March 2016

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

March 2014 – March 2015

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

March 2013 – March 2014

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

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

NEW BUSINESS

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

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

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

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

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

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

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

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

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

Brownfields Cleanup Grant Application

MOTION By Bill Horan
 seconded by Linda Russo
 to **adopt** the following resolution:

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

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

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

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

LoCIP Grant Applications

MOTION By Ram Aberasturia
seconded by Linda Russo
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 \$448,528 for projects listed in the approved 2017 Municipal Capital Improvement Plan. The projects will be:

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

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

Elderly and Disabled Demand Responsive Transportation Grant

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

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

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

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

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

State Department of Transportation: Section 5310 Program

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

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

Whereas these funds can be used to purchase a wheelchair-accessible vehicle.

Now Therefore Let It Be Resolved that Marcia A. Leclerc, Mayor of the town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the state department of transportation for financial assistance in an amount not to exceed \$53,600 for the purpose of funding the purchase of a wheelchair accessible van.

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

Outdoor Amusement Permit Applications:

Gengras HD Spring Open House

MOTION By Bill Horan
seconded by Linda Russo
to **approve** the outdoor amusement permit application entitled "Gengras HD Spring Open House" submitted by Stephen Bray, Events Coordinator for Gengras Motor Cars, Inc., to conduct a weekend event at 221 Governor Street where riders will have the opportunity to take test rides, and with music, food, sales and vendors on the following days and times in 2016:

Saturday May 14th 9AM-5PM, with music from 10AM-2PM

Sunday, May 15th 10AM-3PM, with music from 10AM-2PM

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.

Motion carried 9/0.

Town of East Hartford Wellness Fair

MOTION By Joe Carlson
seconded by Ram Aberasturia
to **approve** the outdoor amusement permit application, entitled Town of East Hartford Wellness Fair, submitted by Eliza Westberry, CEO-owner of Eliza's Energy Source, to conduct a wellness fair on the Town Green located on Main Street – or in the event of inclement weather, inside at the East Hartford Community Cultural Center – on Saturday, May 21, 2016 from 10AM to 2PM with music during those same hours; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to **waive** the associated permit fee under the provisions of Town Ordinance §5-6(a), as the applicant hopes to provide an informational forum on the various aspects of health as it applies to East Hartford's residents.
Motion carried 9/0.

Spring Fling Fundraiser

MOTION By Joe Carlson
seconded by Linda Russo
to **approve** the outdoor amusement permit application, entitled Spring Fling Fundraiser, submitted by Lisa Barilla, of Barilla's Salon, LLC to conduct a fundraiser to raise awareness and funds for The Hole in the Wall Gang Camp – a nonprofit 501 organization serving children and their families coping with cancer and other serious conditions – to be held on Saturday, May 21, 2016 from 10AM to 6PM with music during the hours of 12PM to 6PM at 144 Main Street; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to **waive** the associated permit fee under the provisions of Town Ordinance §5-6(a), as this event is a fundraiser for a charitable organization.
Motion carried 9/0.

29th Annual Memorial Mile

MOTION By Ram Aberasturia
seconded by Marc Weinberg
to **approve** the outdoor amusement permit application submitted by Ted Fravel, Director of the East Hartford Parks and Recreation Department to conduct the 29th Annual Memorial Mile Road Race on Monday May 30, 2016, from approximately 10:20AM to completion, with check-in and race registration at Martin Park, 307 Burnside Avenue; 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.
Motion carried 9/0.

Greater Hartford Are Walk for Children with Apraxia of Speech

MOTION By Ram Aberasturia
seconded by Marc Weinberg
to **approve** the outdoor amusement permit application submitted by Jaime LaVecchia, Events Coordinator for the Childhood Apraxia of Speech Association of North America, to conduct a walk as a fundraiser to raise awareness of Apraxia on Sunday June 5, 2016 from 10AM to 2PM at the Goodwin School Field, 1235 Forbes Street, with music during the same hours as the walk; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to **waive** the associated permit fee under the provisions of Town Ordinance §5-6(a) as this is a fundraising event.
Motion carried 9/0.

32nd Annual Riverfest 5K and Kids 1K

MOTION By Marc Weinberg
seconded by Ram Aberasturia
to **approve** the outdoor amusement permit application entitled "32nd Annual Riverfest 5K & Kids 1K", submitted by Ted Fravel, Director of the East Hartford Parks & Recreation Department to hold a 5K and a 1K road race, in conjunction with the July 4th Riverfest events on Saturday, July 9, 2016 – the 5K race will start at approximately 6AM to 11AM, beginning and ending at Goodwin School/Park, 1235 Forbes Street, and the 1K Kid's Run will begin at 8AM held entirely on School and Park grounds; subject to 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.
Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Esther Clarke inquired if House Bill 5478 regarding grant in lieu of taxes for the PILOT funds for the schools has been passed. *Mayor Leclerc answered that all bills at the State Legislature are still pending until the state's budget is approved.*

Mike Kurker asked if there is an update on a possible new senior center. *The Mayor indicated that any senior center would be a bonded item which could be forwarded to the Council sometime this summer.*

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

Garden of Light Inc. dba Bakery on Main – tax appeal

MOTION By Linda Russo
seconded by Marc Weinberg
to **accept** the recommendation of Corporation Counsel to settle the pending assessment (tax) appeal known as Garden of Light Inc. dba Bakery on Main v Town of East Hartford, Docket No. CV-15-6029159-S, by applying the manufacturing tax exemption to certain additional machinery and equipment located at 127 Park Avenue, thereby reducing the taxes owed by the Plaintiff from \$11,315.96 to \$8,736.80 for the 2014 Grand List.
Motion carried 9/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

Marc Weinberg wished Joe Carlson a Happy Birthday.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Bill Horan
to **adjourn** (8:12 p.m.).
Motion carried 9/0.

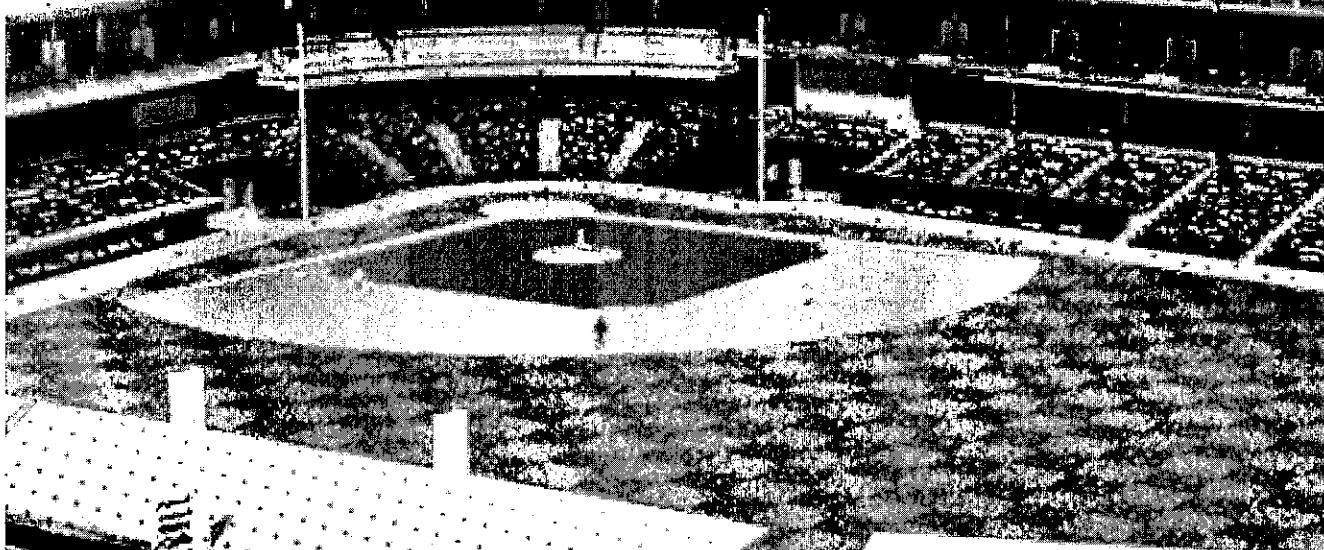
The Chair announced that the next meeting of the Town Council would be April 19th.

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



Hartford Yard Goats™

TICKET & HOSPITALITY GUIDE



860-246-GOAT

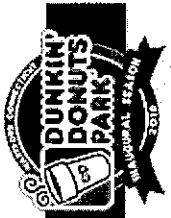
YardGoatsBaseball



DUNKIN'
DONUTS
PARK



Harford Yard Goats



2016 HOME SCHEDULE

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---------|---------|---|-----------|----------|---------|----------|
| | | OPENING NIGHT TRENTON THUNDER TUESDAY MARCH 31 ST 7:05 PM | | | | |
| 5 5:05 | 6 7:05 | 7 7:00 | 8 7:00 | 9 7:00 | 10 7:05 | 11 7:05 |
| PO | PO | HA | HA | HA | BI | BI |
| 12 1:05 | 13 OFF | 14 7:05 | 15 7:05 | 16 7:05 | 17 7:00 | 18 6:00 |
| BI | OFF | RE | RE | RE | AL | AL |
| 19 6:00 | 20 OFF | 21 7:05 | 22 7:05 | 23 7:05 | 24 7:05 | 25 7:05 |
| AL | OFF | RI | RI | RI | ER | ER |
| 26 1:35 | 27 7:05 | 28 7:05 | 29 7:05 | 30 7:00 | | |
| ER | NH | NH | NH | PO | | |

JUNE

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---------|----------------|---------|-----------|----------|---------|----------|
| | | | | | | |
| 3 6:00 | 4 4:05 | 5 7:05 | 6 7:05 | 7 7:05 | 8 7:05 | 9 5:05 |
| PO | BI | BI | BI | BI | PO | PO |
| 10 1:35 | 11 12 | 13 | 14 6:35 | 15 7:05 | 16 7:05 | 17 7:05 |
| PO | ALL-STAR BREAK | | BI | BI | BI | BI |
| 17 1:05 | 18 7:05 | 19 7:05 | 20 12:05 | 21 7:05 | 22 7:05 | 23 6:35 |
| BI | AL | AL | AL | RE | RE | RE |
| 24 5:05 | 25 7:05 | 26 7:05 | 27 11:05 | 28 7:05 | 29 7:05 | 30 7:05 |
| RE | BO | BO | BO | HA | HA | HA |
| 31 1:35 | | | | | | |
| HA | | | | | | |

JULY

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---------|---------|---------|-----------|----------|---------|----------|
| | | | | | | |
| 1 1:35 | 2 OFF | 3 7:00 | 4 12:00 | 5 7:00 | 6 7:05 | 7:05 |
| BI | OFF | TR | TR | TR | BI | BI |
| 8 7:05 | 9 OFF | 10 7:05 | 11 7:05 | 12 7:05 | 13 7:05 | 14 7:05 |
| BI | OFF | AK | AK | AK | ER | ER |
| 15 1:35 | 16 OFF | 17 7:05 | 18 7:05 | 19 7:05 | 20 7:05 | 21 7:05 |
| ER | OFF | BO | BO | BO | TR | TR |
| 22 1:35 | 23 6:35 | 24 6:35 | 25 7:05 | 26 7:05 | 27 7:05 | 28 7:05 |
| TR | BI | BI | BI | HA | HA | HA |
| 29 7:05 | 30 7:05 | 31 7:05 | | | | |
| HA | RI | RI | | | | |

AUGUST

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
| | | | | | | |
| 1 1:30 | 2 1:30 | 3 7:00 | 4 7:00 | 5 7:00 | 6 7:00 | 7:00 |
| HA | HA | RI | RI | RI | HA | HA |
| 8 7:00 | 9 7:00 | 10 7:00 | | | | |
| HA | HA | HA | | | | |

SEPTEMBER

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
| | | | | | | |
| 1 1:30 | 2 1:30 | 3 7:00 | 4 7:00 | 5 7:00 | 6 7:00 | 7:00 |
| HA | HA | RI | RI | RI | HA | HA |
| 8 7:00 | 9 7:00 | 10 7:00 | | | | |
| HA | HA | HA | | | | |

HOME GAME

HOME GAME
Allstars
TUESDAYS

AWAY GAME

EASTERN DIVISION

- BI BINGHAMTON METS
- HA HARTFORD YARD GOATS
- NH NEW HAMPSHIRE FISHER CATS
- PO PORTLAND SEA DOGS
- RE READING FIGHTIN PHILS
- TR TRENTON THUNDER

WESTERN DIVISION

- AK AKRON RUBBERDUCKS
- AL ALTOONA CURVE
- BO BOWIE BAYSOX
- ER ERIE SEAWOLVES
- MA HARRISBURG SENATORS
- RI RICHMOND FLYING SCOURIELS
- SA SAN FRANCISCO GIANTS
- CV CLEVELAND INDIANS
- PI PITTSBURGH ORIOLES
- BA BALTIMORE ORIOLES
- DE DETROIT TIGERS
- WA WASHINGTON NATIONALS

Yard Goats away games begin April 7th. Visit www.YardGoatsBaseball.com for complete 2016 Schedule

YardGoatsBaseball



860-246-GOAT

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INTRODUCING THE YARD GOATS



Professional baseball is returning to downtown Hartford! A state-of-the-art ballpark is being constructed and will open for the start of the 2016 season at the intersection of Main Street and Trumbull Street in Downtown North. In addition to exciting and fan-friendly Minor League Baseball, Dunkin' Donuts Park will play host to college sports, festivals, concerts, corporate gatherings, weddings, reunions and more. You can be a part of this exciting and transformative new era in Hartford's rich history. Hartford plays ball in 2016!





Hartford Yard Goats



Use the Yard Goats as a fun way to recognize and reward your hard working employees and reward your various clients during the spring and summer. Send your most valued guests/employees to great seats at the ballpark and keep those relationships growing through unique experiences for them and their families.

- The *benefits* begin today!

Hospitality Options

For an group outing we have a number of hospitality areas to choose from, including; our Dugout Suites, Party Decks and Picnic Pavillion. These areas are an great way to provide a memorable first experience for your clients and reward your hard-working staff. All hospitality areas include an 2.5-hour ballpark buffet.

Pricing is below:

Picnic Area

- Min. of 10 people - \$30 **per ticket**

Party Deck

- Min. of 10 people - \$40 **per ticket**
- Includes Exclusive Access to YG Club Luxury Suite

Dugout Suite Rental

- Min. of 40 people - \$1920 **per night**
- Includes Exclusive Access to YG Club Luxury Suite

Group Outings

In addition to hospitality areas, we also offer great perks for group outings, including; discounted rates on tickets, on-field experiences and loaded value included on each ticket that your guests can use on food, drinks and merchandise.

Pricing for Group Outings is below:

- Field Box - \$12 **per ticket**
- Outfield Loge Box - \$10 **per ticket**
- HR Porch - \$8 **per ticket**
- LF Grandstand - \$6 **per ticket**

*All group tickets include \$2 in Loaded Value that can be used at ballpark which can be increased

Mini-Plans

Set aside the same great seats for your choice of Yard Goats games this season. Each mini-plan package includes several perks, including; choosing your seats before the park opens, access to a private batting practice and autograph session as well as the flexibility to have any tickets you cannot use resold and their value reallocated into your ticket account for future use.

Pricing is below:

(1) Mini-Plan Ticket Package starting at \$207.00

*Prices vary based on total number of games beginning at eighteen and include several undated ticket vouchers.

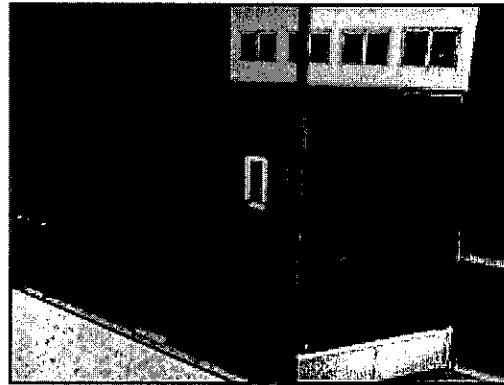
DUGOUT SUITE EXPERIENCE



Sit as close to the catcher as the pitcher is in Dunkin' Donuts Park's most intimate seats.

40 tickets included (28 fixed seats) \$1920 per dugout Suite; 2 Suites available per game.

Enjoy live in-game video board recognition for your group and a visit from the Yard Goats mascot during the game. Includes private bar, access to Stadium Club, and choice of menu below during the game.



Choose one of the two.

PREMIUM BALLPARK CLASSIC

2.5 Hour Buffet with drinks served until the 9th inning

- 1/3 lb. Grilled Burgers
- Grilled Hot Dogs
- BBQ Chicken
- Baked Ziti
- Baked Beans
- Fresh Red Bliss Potato Salad
- Fresh Vegetable Tray
- Chocolate Chip Cookies
- Non-Alcoholic Beverages

PRIME TIME MENU

2.5 Hour Buffet with drinks served until the 9th inning

- Sliced Prime Rib
- Roast Turkey
- Roasted Red Bliss Potatoes
- Artisan Bread Rolls
- Cucumber Feta Salad
- Chocolate Chip Cookies
- Non-Alcoholic Beverages

** 50% deposit required to book **



NIGHTLY LUXURY SUITES



With prime views from the first or third base side, our Luxury Suites offer a perfect, private setting to mix business with pleasure or host an upscale game day experience.

Guests will enjoy a climate-controlled environment, flat screen TV, Wi-Fi access, wet bar area and in-suite catering options.

- Accommodates 24 guests (16 seats outside) in luxurious surroundings.
- Access to the exclusive Stadium Club
- Suite Attendant



Stadium Club



7,000 square foot climate-controlled club behind home plate. Special access to suite holders, premium season ticket accounts and hospitality areas during game days. Finely appointed furniture and a full-service bar for you and your guests to enjoy before and during the game.

On non-gamedays will act as one of the few Hartford-area premier venues for wedding receptions, corporate functions, galas, reunions, and more.

** 50% deposit required to book **



PARTY DECKS



Host an event on the Party Deck – the perfect place for casual entertaining.

Two Party Decks available on 1st and 3rd base sides offer open-air environments and elevated views of Dunkin' Donuts Park.

*Upper Deck Ballpark Classic menu is standard catering menu.
Groups booking exclusive outings can choose between two menus.
For groups of 10 or more. \$40 per person.
Exclusive Rights start at 120 for 1st base or 100 for 3rd base.*

UPPER DECK BALLPARK CLASSIC

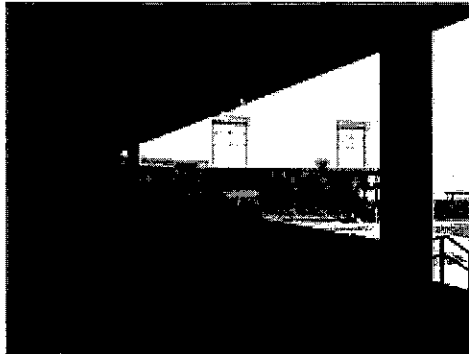
2.5 Hour Buffet with drinks served until the 9th inning

- 1/3 lb. Grilled Burgers
- Grilled Hot Dogs
- Grilled Italian Sausages
- BBQ Chicken
- Mac 'N Cheese
- House Made Potato Chips
- Chocolate Chip Cookies
- Non-Alcoholic Beverages

SMOKEHOUSE BBQ

2.5 Hour Buffet with drinks served until the 9th inning

- Hand-Pulled Pork with assorted BBQ Sauces
- Sliced Beef Brisket
- BBQ Chicken
- BBQ Baked Beans
- Homemade Mac 'N Cheese
- Chocolate Chip Cookies
- Non-Alcoholic Beverages



* 50% deposit required to book *



PICNIC AREA



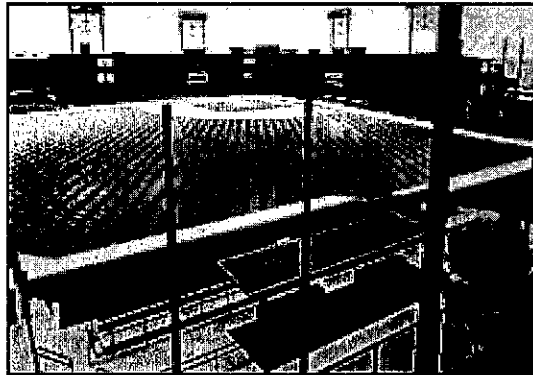
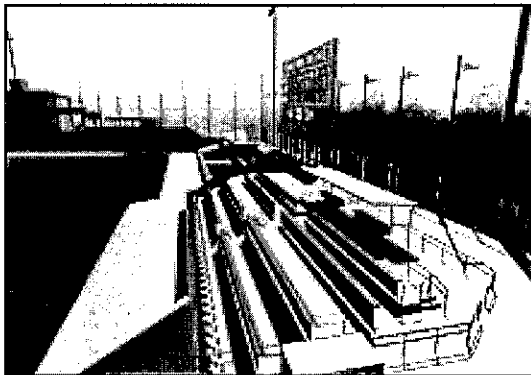
Yard Goats Picnics provide an all-inclusive option to entertain your family or clients/employees. Take in the view and catch a home run as you watch over the visiting team's bullpen.

- Enjoy a 2.5 hour all-you-can-eat buffet.
- Enhance your experience and add on Loaded Value or Group Merchandise.
- Accommodates groups of 10 or more - \$30 per person.
- Exclusive Rights for groups of 243.

BALLPARK CLASSIC PICNIC MENU

2.5 Hour Buffet with drinks served until the 9th inning

- 1/3 lb. Grilled Burgers
- Grilled Hot Dogs
- BBQ Chicken
- Mac 'N Cheese
- Fresh Made Potato Chips
- Fresh Red Bliss Potato Salad
- Chocolate Chip Cookies
- Non-Alcoholic Beverages



** 50% deposit required to book **



GROUP HOSPITALITY FAQ'S



Is there a deposit required to hold tickets?

All group outings require at least a 25% deposit at the time the reservation is booked unless otherwise noted. No tickets will be held until the deposit has been received.

When will I receive my tickets?

Final numbers and payment are due two weeks prior to the scheduled game date (four weeks for Picnics, Party Decks, and Dugout Suites). Tickets will be printed and distributed once final payment has been received.

What if we need more tickets?

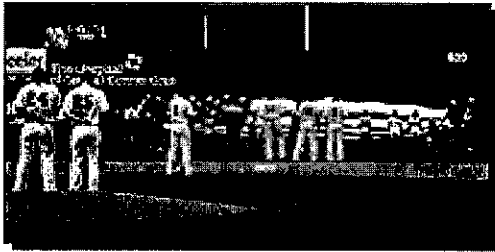
Groups will be allowed to add tickets to their reservation provided there is availability in their group hospitality area. All add-on tickets must be paid for at the time of purchase if added on after the deadline.

What if it's raining on our game date?

If a game is rained out and unable to be played your game tickets will be redeemable for any other regular season game during the 2016 season for equal or lesser value (based on availability). All hospitality options (Picnics, Party Decks, and Dugout Suites) are rain or shine events and will be held on date scheduled.



ON-FIELD EXPERIENCES

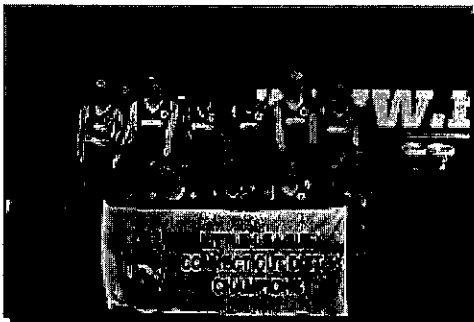


FLAG PRESENTATION

Proudly present our oversized American Flag in centerfield during the National Anthem.

COLOR GUARD

Present our Nation's colors before the National Anthem.



DUGOUT TEAM

Teams can sit in the dugout before the game and then take the field with the players for the National Anthem.

HIGH-FIVE TUNNEL

Greet the players as they take the field through your high five tunnel.



HOMETOWN CHAMPS

Recognize your champions with an on-field ceremony.

Ask a Yard Goats representative how to get involved!

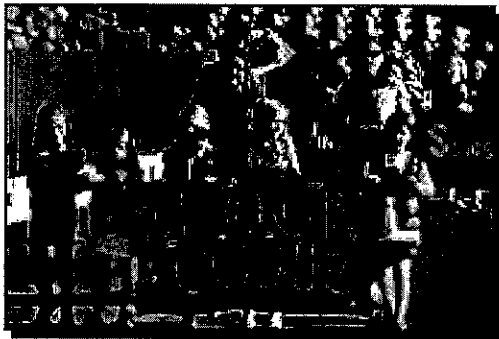


ON-FIELD EXPERIENCES



ON-FIELD PHOTO

Bring your group on the field to capture that special moment.



PARADES

Your group can enjoy a parade around the warning track.

PATRIOTIC SONGS

Perform the National Anthem, America the Beautiful or God Bless America.



PRE-GAME PERFORMANCE

Showcase your group with a performance on the field before the game.



POST-GAME RUN THE BASES

Kids can run the bases just like the pros after the game.

Ask a Yard Goats representative how to get involved!



SEASON TICKETS



Never miss a game with Season Tickets at Dunkin' Donuts Park. Enjoy the same great seats for all 71 home games. Bring your friends, family, entertain clients, or reward your employees all season long!

- Opportunity to secure the best seats at the best price.
- Catch the future stars of the Rockies, Red Sox, Yankees, Mets and more.
- Exclusive invitations to Yard Goats special events.
- First Right to purchase tickets to other events at Dunkin' Donuts Park.

Field Box | Lower level seats that wrap around home plate and stretch from foul pole to foul pole. Terrific views of the field and a great spot to catch a foul ball.

Available for \$781 per seat with a 2 yr. agreement or \$710 per seat with a 4 yr. agreement

PREMIUM LEVEL SEATS

All premium levels include access to Stadium Club

Front Row Field Box | Experience baseball from the Front Row and have the opportunity to ask players for autographs before the game without ever leaving your seat. Front Row Field Box Seating wraps around home plate and stretches up the baselines and includes seats behind both dugouts.

Available for \$1,065 per seat with a 2 yr. agreement or \$994 per seat with a 4 yr. agreement

Home Plate Club | Feel like you are part of the action from the Home Plate Club Seats. These seats are actually closer to the batter than the pitcher is and placed below field grade, giving you the ultimate baseball experience.

Available for \$1,633 per seat with a 3 yr. agreement or \$1,491 per seat with a 5 yr. agreement

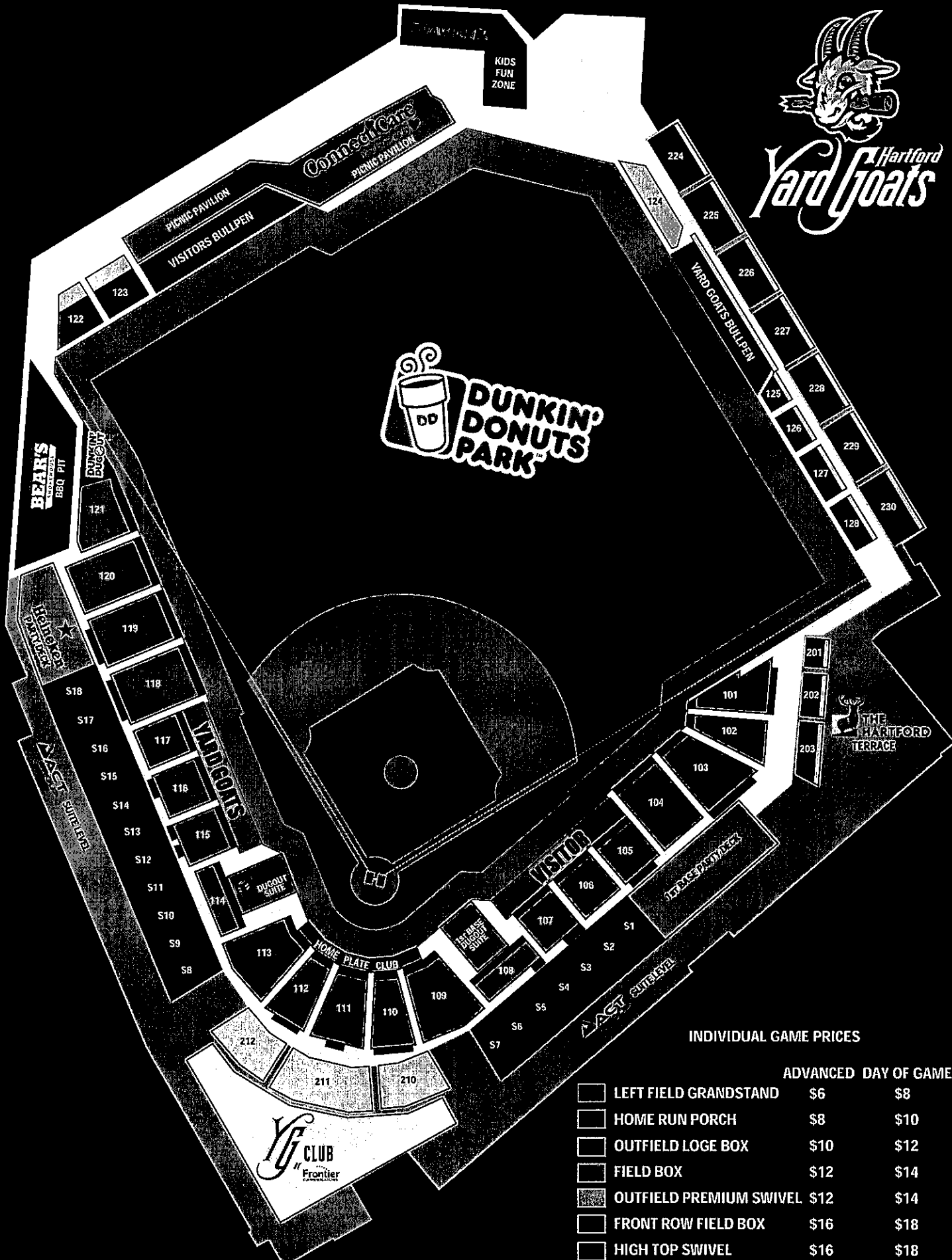
Home Plate Swivel | These premium seats are located behind home plate at the top of the concourse and will feature a swivel seat (mesh chair that turns 270 degrees) along with a drink railing so that you can enjoy food and beverages throughout the game.

Available for \$1,633 per seat with a 3 yr. agreement or \$1,491 per seat with a 5 yr. agreement

Stadium Club | Enjoy the game with an incredible view from seats which extend from the upper level of the Stadium Club behind homeplate. These premium seats will offer a great vantage point while also providing easy access to the Stadium Club itself.

Available for \$1,562 per seat with a 3 yr. agreement or \$1,420 per seat with a 5 yr. agreement





INDIVIDUAL GAME PRICES

ADVANCED DAY OF GAME

| | | |
|-------------------------|------|------|
| LEFT FIELD GRANDSTAND | \$6 | \$8 |
| HOME RUN PORCH | \$8 | \$10 |
| OUTFIELD LOGE BOX | \$10 | \$12 |
| FIELD BOX | \$12 | \$14 |
| OUTFIELD PREMIUM SWIVEL | \$12 | \$14 |
| FRONT ROW/ FIELD BOX | \$16 | \$18 |
| HIGH TOP SWIVEL | \$16 | \$18 |

SPECIAL EVENTS



Dunkin' Donuts Park is a versatile indoor & outdoor venue that can accommodate small meetings for 20, receptions for 400 or even large festivals for 10,000.

Here are a few examples of events we can host at our facility:

- Corporate Meetings
- Luncheons
- Holiday Receptions
- High School Baseball
- Corporate Softball Games
- Birthday Parties
- Sports Viewing Parties
- Team Building
- Weddings
- Fundraising Banquets
- Concerts
- Reunions

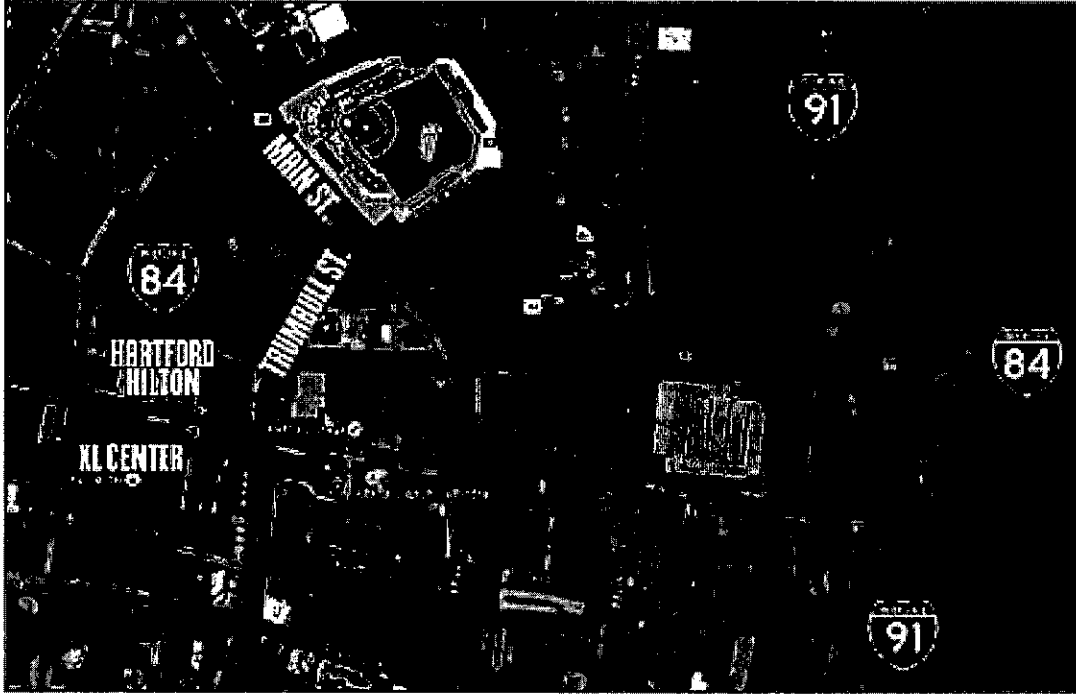
If you would like to host your next event with us at Dunkin' Donuts Park contact us at:

YardGoatsBaseball

860-246-GOAT



DIRECTIONS



Physical Address:

1214 Main Street, Hartford CT, 06103

From the West | Take 84 East to Exit 50 (Main Street). Take Exit 50 toward Main St. Use the left lane to merge onto Chapel St S. Turn left onto Trumbull St. Use the middle lane to turn left onto Main St.

From the East | Take 84 West to Exit 50 (US-44 W/Morgan Street). Follow I-91 S/Main St. Take a slight right onto Main St.

From the North | Take 91 South to Exit 32A - 32B (Trumbull St). Turn left onto Market St. Turn right onto Morgan St. Take a slight right onto Main St.

From the South | Take 91 North to Exit 32A - 32B (Market St). Use the left lane to take Exit 32A-32B for Trumbull St. Use the middle lane to turn left onto Market St. Turn right onto Morgan St. Take a slight right onto Main St.





#EatItUp



@GoYardGoats



HartfordYardGoats



Harford Yard Goats



2016 HOME SCHEDULE

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---------|---------|---------|---|----------|---------|----------|
| | | | OPENING NIGHT YARD GOATS vs TRENTON THUNDER TUESDAY MAY 31 st 7:05 PM | | | |
| 5 5:05 | 6 7:05 | 7 7:00 | 8 7:00 | 9 7:00 | 10 7:05 | 11 7:05 |
| PO | PO | HA | HA | HA | BI | BI |
| 12 1:05 | 13 | 14 7:05 | 15 7:05 | 16 7:05 | 17 7:00 | 18 6:00 |
| BI | OFF | RE | RE | RE | AL | AL |
| 19 6:00 | 20 | 21 7:05 | 22 7:05 | 23 7:05 | 24 7:05 | 25 7:05 |
| AL | OFF | RI | RI | RI | ER | ER |
| 26 1:35 | 27 7:05 | 28 7:05 | 29 7:05 | 30 7:00 | | |
| ER | NH | NH | NH | PO | | |

JUNE

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---------|----------------|---------|-----------|----------|---------|----------|
| | | | | | | |
| 3 6:00 | 4 7:05 | 5 7:05 | 6 7:05 | 7 7:05 | 8 7:05 | 9 7:05 |
| PO | BI | BI | BI | BI | PO | PO |
| 10 1:35 | 11 | 12 | 13 | 14 6:35 | 15 7:05 | 16 7:05 |
| PO | ALL-STAR BREAK | | | BI | BI | BI |
| 17 1:05 | 18 7:05 | 19 7:05 | 20 12:05 | 21 7:05 | 22 7:05 | 23 6:35 |
| BI | AL | AL | AL | RE | RE | RE |
| 24 5:05 | 25 7:05 | 26 7:05 | 27 11:05 | 28 7:05 | 29 7:05 | 30 7:05 |
| RE | BO | BO | BO | HA | HA | HA |
| 31 1:35 | | | | | | |
| HA | | | | | | |

JULY

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---------|---------|---------|-----------|----------|---------|----------|
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7:05 |
| OFF | TR | TR | TR | TR | BI | BI |
| 7 1:35 | 8 | 9 7:05 | 10 7:05 | 11 7:05 | 12 7:05 | 13 7:05 |
| BI | OFF | AK | AK | AK | ER | ER |
| 14 1:35 | 15 | 16 7:05 | 17 7:05 | 18 7:05 | 19 7:05 | 20 7:05 |
| ER | OFF | BO | BO | BO | TR | TR |
| 21 1:35 | 22 6:35 | 23 6:35 | 24 6:35 | 25 7:05 | 26 7:05 | 27 7:05 |
| TR | BI | BI | BI | HA | HA | HA |
| 28 1:35 | 29 7:05 | 30 7:05 | 31 7:05 | | | |
| HA | RI | RI | RI | | | |

AUGUST

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|-----------------------|--------|----------|
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7:05 |
| HA | HA | HA | RI | HA | HA | HA |
| 4 1:30 | 5 1:30 | 6 | 7 | 8 | 9 | 10 |
| HA | HA | | | | | |
| | | | | E. L. PLAYOFFS | | |

SEPTEMBER

HOME GAME

AWAY GAME

| EASTERN DIVISION | | WESTERN DIVISION | |
|------------------------------|-----------------------|------------------------------|----------------------|
| BI BINGHAMTON METS | NEW YORK METS | AK ANKON INDEPENDENTS | CLEVELAND REDS |
| HA RTFORD YARD GOATS | COLORADO ROCKIES | AL ALTONIA CURVE | PITTSBURGH PIRATES |
| NH NEW HAMPSHIRE FISHER CATS | TORONTO BLUE JAYS | BO BONNIE BOSOX | BALTIMORE ORIOLES |
| PO PORTLAND SEA DOGS | BOSTON RED SOX | ER ERIE SEANOLVES | DETROIT TIGERS |
| TR TRENTON THUNDER | PHILADELPHIA PHILLIES | HA HARRISBURG SENATORS | WASHINGTON NATIONALS |
| | NEW YORK YANKEES | RI RICHMOND FLYING SQUIRRELS | SAN FRANCISCO GIANTS |

Yard Goats away games begin April 7th. Visit www.YardGoatsBaseball.com for complete 2016 Schedule



YardGoatsBaseball

860-246-GOAT

You are cordially invited to

The East Hartford Public Schools'

25th Annual Town-Wide Student Art Show

*Featuring the artwork of students
in the K-12 program*

Opening Reception
Tuesday, April 26, 6 pm-8 pm

Show Hours

Wednesday, April 27, 9 am - 10 pm
Thursday, April 28, 9 am - 10 pm
Friday, April 29, 9 am - 11 pm
Saturday, April 30, 9 am - 11 pm
Sunday, May 1, 12 noon - 10 pm

East Hartford Cultural Center
50 Chapman Place, East Hartford
Off Main Street, across from Dunkin Donuts
Near Alumni Park

neopost[®]

03/23/2016

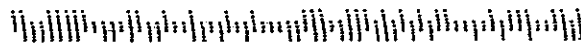
US POSTAGE

\$00.49⁹



ZIP 06108
041L11243667

Angela M. Attenello
Town Hall – 2nd Floor
740 Main Street
East Hartford CT 06108





TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 31, 2015
TO: Richard F. Kehoe
FROM: Mayor Marcia A. Leclerc 
RE: CONTRACT EXTENSION AGREEMENT BETWEEN THE TOWN OF EAST
HARTFORD AND THE EAST HARTFORD POLICE OFFICERS' ASSOCIATION

The Town of East Hartford and the East Hartford Police Officers' Association (Police Union) entered into an agreement to extend the current collective bargaining between the parties for one (1) year, effective July 1, 2016 through June 30, 2017. The agreement was ratified by the bargaining unit members on March 24, 2016.

The existing contract is being extended for one (1) year with no changes except for a 2% general wage increase for all members in the bargaining unit. The 2% general wage increase falls within the average for fiscal year general wage increases recently settled through negotiations and awarded by arbitration panels as reported by the Connecticut Conference of Municipalities.

Attached is a memorandum from Mike Walsh, Director of Finance, with the financial analysis of the one-year Police Union contract extension. Also, attached for your review is a copy of the Memorandum of Agreement between the Town and the Police Union and an updated salary schedule which reflects the 2% general wage increase for all the positions in the bargaining unit.

Since this matter involves a need to fund the extension agreement, the Town's Finance Director and Human Resources Director will be present at the meeting scheduled for Tuesday, April 19, 2016 to address any questions and concerns regarding the one (1) year extension.

The attached contract extension agreement is being submitted to you within fourteen days from the date the union members ratified the agreement. In accordance to Section 7-474 of the General Statutes of the State of Connecticut "Such request shall be considered approved if the legislative body fails to vote to approve or reject such request within thirty days of the end of the fourteen-day period for submission to said body."

Please place this information on the agenda for the April 19, 2016 meeting. I recommend that the Town Council approve this request as submitted.


Thank you.

C: M. Walsh, Director of Finance
S. Malave, Human Resources Director

OFFICE OF HUMAN RESOURCES

Date : April 1, 2016

To : Mayor Marcia A. Leclerc

From : Santiago Malave, Human Resources Director 

Re : **CONTRACT EXTENSION AGREEMENT BETWEEN THE TOWN OF EAST HARTFORD AND THE EAST HARTFORD POLICE OFFICERS' ASSOCIATION**

Attached for your review is a suggested transmittal letter to the Council Chairman regarding the Settlement Agreement Between Town of East Hartford (hereinafter "the Town") and the East Hartford Police Officers' Association (hereinafter "the Union") for a one (1) year contract extension agreement effective July 1, 2016 through June 30, 2017. The agreement was ratified by the Police Union members on March 24, 2016.

The existing contract is being extended for one (1) year with no changes except for a 2% general wage increase for all members in the bargaining unit. The 2% general wage increase falls within the average for fiscal year general wage increases recently settled through negotiations and awarded by arbitration panels as reported by the Connecticut Conference of Municipalities.

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approved if the legislative body fails to vote to approve or reject such request within thirty days of the end of the fourteen-day period for submission to said body.”

I respectfully request that this agreement be communicated to the Town Council on or before their April 05, 2016 Town Council meeting and also recommend that the Town Council approve the agreement at their April 19, 2016 meeting.

Cc: Michael Walsh, Finance Director
Scott Sansom, Chief of Police

APPENDIX C
SALARY SCHEDULES, July 1, 2012 - June 30, 2016
SALARY SCHEDULES, July 1, 2016 - June 30, 2017

Police Officer - Grade 80

| | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> |
|----------|---------------|---------------|---------------|---------------|---------------|
| Present | \$52,850 | \$55,627 | \$58,411 | \$61,196 | \$63,963 |
| 7/1/2012 | \$53,907 | \$56,740 | \$59,579 | \$62,420 | \$65,242 |
| 7/1/2013 | \$54,985 | \$57,874 | \$60,771 | \$63,668 | \$66,547 |
| 7/1/2014 | \$56,085 | \$59,032 | \$61,986 | \$64,942 | \$67,878 |
| 7/1/2015 | \$57,207 | \$60,212 | \$63,226 | \$66,241 | \$69,236 |
| 7/1/2016 | \$58,351 | \$61,416 | \$64,491 | \$67,566 | \$70,621 |

Detective - Grade 82

| | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3*</u> |
|----------|---------------|---------------|----------------|
| Present | \$63,963 | \$65,147 | \$66,470 |
| 7/1/2012 | \$65,242 | \$66,450 | \$67,799 |
| 7/1/2013 | \$66,547 | \$67,779 | \$69,155 |
| 7/1/2014 | \$67,878 | \$69,135 | \$70,538 |
| 7/1/2015 | \$69,236 | \$70,517 | \$71,949 |
| 7/1/2016 | \$70,621 | \$71,927 | \$73,388 |

*Only those holding the rank of detective shall be eligible to advance to Step 3 of Grade 82

Sergeant - Grade 84

| | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> |
|----------|---------------|---------------|---------------|
| Present | \$67,135 | \$69,753 | \$72,488 |
| 7/1/2012 | \$68,478 | \$71,148 | \$73,938 |
| 7/1/2013 | \$69,847 | \$72,571 | \$75,417 |
| 7/1/2014 | \$71,244 | \$74,022 | \$76,925 |
| 7/1/2015 | \$72,669 | \$75,503 | \$78,463 |
| 7/1/2016 | \$74,122 | \$77,013 | \$80,032 |

Lieutenant - Grade 86

| | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> |
|----------|---------------|---------------|---------------|
| Present | \$73,922 | \$76,840 | \$79,854 |
| 7/1/2012 | \$75,400 | \$78,377 | \$81,451 |
| 7/1/2013 | \$76,908 | \$79,944 | \$83,080 |
| 7/1/2014 | \$78,447 | \$81,543 | \$84,742 |
| 7/1/2015 | \$80,016 | \$83,174 | \$86,437 |
| 7/1/2016 | \$81,616 | \$84,837 | \$88,166 |

EXTENSION AGREEMENT BETWEEN

THE TOWN OF EAST HARTFORD

&

THE EAST HARTFORD POLICE OFFICERS' ASSOCIATION

JULY 1, 2016 – JUNE 30, 2017

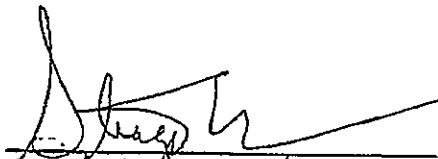
MEMORANDUM OF AGREEMENT

THE TOWN OF EAST HARTFORD (Employer) and EAST HARTFORD POLICE OFFICERS ASSOCIATION (Union), collectively known as the parties, hereby agree as follows:

1. The Employer and the Union are parties to a collective bargaining agreement.
2. This collective bargaining agreement expires by its own term on June 30, 2016.
3. The parties have agreed to extend this contract in its entirety, except for the following changes:
 - A. There will be a 2% general wage increase for all members of the bargaining unit effective on July 01, 2016.
4. During this year, July 1, 2016 through June 30, 2017, there will be no other changes from the contract that expires on June 30, 2016.

The parties affirm and agree that the wage increases set forth herein are the only changes to the Agreement and they do not affect or impact any pending disputes between the parties under the collective bargaining agreement.


THE TOWN OF EAST HARTFORD



Santiago Malave
3/25/16

Date

EAST HARTFORD POLICE OFFICERS ASSOCIATION By



Stephen F. Elseney
3/28/16

Date

APPENDIX C
SALARY SCHEDULES, July 1, 2012 - June 30, 2017

Police Officer - Grade 80

| | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> |
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| | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> |
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| 7/1/2012 | \$68,478 | \$71,148 | \$73,938 |
| 7/1/2013 | \$69,847 | \$72,571 | \$75,417 |
| 7/1/2014 | \$71,244 | \$74,022 | \$76,925 |
| 7/1/2015 | \$72,669 | \$75,503 | \$78,463 |
| 7/1/2016 | \$74,122 | \$77,013 | \$80,032 |

Lieutenant - Grade 86

| | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> |
|----------|---------------|---------------|---------------|
| Present | \$73,922 | \$76,840 | \$79,854 |
| 7/1/2012 | \$75,400 | \$78,377 | \$81,451 |
| 7/1/2013 | \$76,908 | \$79,944 | \$83,080 |
| 7/1/2014 | \$78,447 | \$81,543 | \$84,742 |
| 7/1/2015 | \$80,016 | \$83,174 | \$86,437 |
| 7/1/2016 | \$81,616 | \$84,837 | \$88,166 |

AGREEMENT BETWEEN

THE TOWN OF EAST HARTFORD

&

THE EAST HARTFORD POLICE OFFICERS' ASSOCIATION

~~JULY 1, 2012 – JUNE 30, 2016~~

JULY 1, 2016 – JUNE 30, 2017

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AGREEMENT

Between

THE TOWN OF EAST HARTFORD

and

THE EAST HARTFORD POLICE OFFICERS' ASSOCIATION

PREAMBLE

The following contract by and between respectively, the Town of East Hartford, Connecticut hereinafter referred to as the "Town" and the Town of East Hartford Police Officers' Association hereinafter referred to as the "Union," is designated to maintain and promote a harmonious relationship between the Town of East Hartford and such of its employees who are within the provisions of this contract, in order that more efficient and progressive public service may be rendered.

ARTICLE I Recognition

SECTION 1

The Town recognizes the Union as the sole and exclusive bargaining agent for the full-time permanent investigatory and uniformed members of the Police Department with the authority to exercise police powers exclusive of the Chief, Deputy Chief and the Division Commanders.

SECTION 2

The word "employee" as used in this Agreement shall mean all members of the East Hartford Police Department who are included in the bargaining unit represented by the Union.

ARTICLE II Duration

This contract shall be effective as of the first day of July ~~2012~~ 2016 and shall extend through June 30, ~~2016~~ 2017. All provisions, terms of employment, and fringe benefits shall become effective upon signing with the only exceptions being provisions, terms of employment, or fringe benefits specifically identified as retroactive. Either party wishing to terminate, amend or modify such contract

must so notify the other party, in writing, no more than one hundred eighty (180) days and no less than one hundred twenty (120) days prior to such expiration date. Within five (5) days of the receipt of such notification by either party, a conference shall be held between the Town and the Union Negotiating Committee for the purpose of such amendments, modifications or terminations.

ARTICLE III Union Membership and Dues Deductions

SECTION 1

As a condition of employment, each employee who is a member of the Union on the effective date of this Agreement shall remain a member in good standing for the duration of this Agreement or shall be assessed a "Union Service Fee." Said "Union Service Fee" shall not exceed the "Union Dues Assessment" currently in effect. Each employee who is not a member of the Union on the effective date of this Agreement shall be required to become a member in good standing or shall be assessed a "Union Service Fee." Each new employee, as a condition of employment, shall become a member of the Union in good standing after thirty (30) days of employment or shall be assessed a "Union Service Fee." Said "Union Service Fee" shall not exceed the "Union Dues Assessment" currently in effect.

SECTION 2

The Town agrees to deduct weekly Union dues or Union Service Fee in whatever sum is established by the Union as the regular monthly dues uniformly required as a condition of retaining membership therein upon the receipt of an assignment. The sum that represents such weekly Union dues or Union Service Fee deduction shall be certified to the Town as constituting such by the duly authorized financial officer of the Union. If the sum once certified is changed, the amount deducted from the earnings of an employee who has authorized such deduction shall not be increased or decreased until thirty (30) days' written notice of such change has been received by the Town from the duly authorized financial officer of the Union. The form of the assignment for giving effect to this Article is attached hereto as Appendix A and made part of this Agreement.

SECTION 3

Deductions provided for in Section 2 shall be remitted to the duly authorized financial officer of the Union not later than one (1) week following the end of each month in which the deduction is made. The Town will simultaneously furnish the duly authorized financial officer of the Union, each month, a statement of deductions of the employees from whose earnings deductions have been made.

SECTION 4

The Union agrees to indemnify and save the Town harmless against any and all claims, demands, suits or proceedings arising out of or by reason of, any action taken or not taken by the Town in reliance upon the check-off and union security provisions of this Agreement or on the correctness of any dues or service fee deduction authorization furnished by the Union to the Town. The Town shall call upon the Union to defend any suits or proceedings arising out of the foregoing indemnity, and the

Union shall promptly defend such suits or proceedings, without cost to the Town, and in the event the Union fails to defend such suits or proceedings, the Town shall undertake such defense and all costs thereof shall be charged to the Union.

ARTICLE IV
Hours of Work

SECTION 1

The regular work week for all employees in the bargaining unit shall average thirty-eight (38) hours per week and the work schedule for all members of the bargaining unit except as stated in Article IV, Section 6, shall be, over an eight (8) week cycle, as follows:

- a) Patrol Division Sergeants and Officers, Quality of Life Unit Officers, and Traffic Unit Officers:

Four (4) consecutive days on -- three (3) consecutive days off, except during rotation periods of assigned days off.

- b) Patrol Division Lieutenants, Quality of Life Unit Supervisors, and Traffic Unit Supervisors:

Four (4) days on -- three (3) consecutive days off; although the employee may vary the days with the prior consent of the Department. By mutual agreement, the days of work need not be consecutive.

SECTION 2

- a) Patrol Division
 - 1. The length of each shift shall be 9.5 hours.
 - 2. The work hours of the Patrol Division shall be:
 - “A” Shift
22:30 - 08:00 hours

 - “B” Shift
06:30 - 16:00 hours

 - “C” Shift
15:00 - 00:30
 - 3. These hours may vary by thirty (30) minutes.
 - 4. The Chief of Police shall have the right to change these hours whenever there is a definite and demonstrated need for such change.

5. The bidding of shift assignment shall be conducted in accordance with Appendix G of this Agreement.

b) Quality of Life Unit and Traffic Unit

1. The length of each shift shall be 9.5 hours.
2. The shift hours and days of work for personnel assigned to the Quality of Life Unit and the Traffic Unit shall be as established by the Department, consistent with their assigned duties and responsibilities.

SECTION 3

A workweek shall consist of seven (7) consecutive calendar days. The workweek shall commence with the start of the Sunday "A" shift and end one week later upon the completion of the Saturday "C" shift.

SECTION 4

The work schedule shall provide that car and foot patrols be equitably distributed among all Police Officers in accordance with the duty roster, with the exception of probationary employees.

SECTION 5

Each employee shall be granted a thirty (30) minute lunch period as near as practicable to normal eating hours.

SECTION 6

Nothing in this Article shall prevent the right of the Chief of Police to designate a work schedule different than that stated elsewhere in this Article for positions other than the Patrol Division, Quality of Life Unit, and the Traffic Unit.

It is understood, however, that the average workweek as scheduled shall not exceed that reflected in the applicable schedule of this Agreement.

SECTION 7

Fall-in time shall be at the starting time of the employee's assigned shift.

With the exception of the need to extend a tour of duty to permit a member to properly conclude an investigation, arrangements shall be made that will permit members to report off-duty not later than the terminal hour of their particular shift.

SECTION 8

Whenever any employee is temporarily required by the Department to work in a higher classification than his/her regular classification (i.e., Acting Lieutenant or Acting Sergeant) for more than fourteen (14) calendar days, he/she shall receive the lowest step in the higher classification that will produce an increase for each day of such service retroactive to the first day.

SECTION 9

- a) During any week in which personnel assigned to the Patrol Division, Quality of Life Unit, or Traffic Unit are assigned at least five (5) days of training, the work schedule for the week will be five (5) days on – two (2) days off.
- b) Time spent in in-service training or instruction shall be considered compensable hours worked for the purpose of computing overtime as required by the Fair Labor Standards Act. An employee who is required to attend in-service training or instruction that results in his/her working hours in addition to those in the regular workweek shall be paid time and one-half for such additional hours.
- c) Employees shall not be required to attend in-service training or instruction while on vacation; however, employees shall have the option, when requested, to attend in-service training while on vacation and shall be paid in accordance with (b) above.
- d) The Chief or his designee shall have the right to schedule training time different from the employee's regularly scheduled hours and days of work. The employee shall be compensated for the time spent in training in accordance with (b) above.
- e) The Chief of Police may adjust the schedule of individual employees for training, and employees shall receive reasonable notice if training results in a change of schedule. However, the adjustment shall be limited to a maximum of eighty (80) hours per fiscal year, but this limitation shall not apply to the CREST and Canine Units as currently constituted. The parties agree to negotiate the training requirements of any new Specialized Units. Any final ruling by the SBLR or appellate decision of that ruling concerning CREST shall supercede this provision.

SECTION 10

“On-call status” shall mean an employee must remain fit for duty and available for re-call by the Department. The Department may place in “on-call status” on a rotating, equal distribution basis, one supervisor, two investigators, one person assigned to juvenile and one ESU person in the Investigative Services Bureau. Such employees may remain “on-call” for up to seven (7) consecutive days, to be followed by at least seven (7) consecutive days without being “on-call.” Employees shall be compensated three (3) hours compensatory time for each week (or any portion thereof) in “on-call status.”

ARTICLE V
Overtime

SECTION 1

All overtime shall be paid at time and one-half rate, except that overtime shall be paid at the double time rate when it is performed on a contractual holiday other than the employee’s birthday. Overtime shall be paid for all hours in excess of the employee’s assigned tour of duty. Overtime shall be paid at double time rate when it is performed on the following holidays:

- | | |
|----------------------------|-----------------------------|
| New Year’s Day (January 1) | Independence Day (July 4) |
| Martin Luther King Day | Labor Day |
| Lincoln’s Birthday | Columbus Day (October 12) |
| Washington’s Birthday | Veterans Day |
| Good Friday | Thanksgiving Day |
| Memorial Day | Christmas Day (December 25) |

- a) Overtime shall be paid for each quarter hour or major portion thereof in excess of the employee’s assigned tour of duty. If an employee’s tour of duty is extended by one-quarter hour or major portion thereof, overtime shall be computed from the final hour of the regular tour of duty and figured to the nearest quarter hour.
- b) For the purpose of computing overtime, the regular hourly rate shall be determined by dividing the employee’s annual salary by the total number of hours in a full work year.

SECTION 2

- a) Employees who work on their day(s) off, required or voluntary, shall be paid at a minimum of five (5) hours at the time and one-half rate or actual time worked, whichever is greater, except as otherwise provided in this Agreement. For the purpose of this Section, a day off shall be an entire twenty-four (24) hour period during which the employee is not assigned for a tour of duty. Notwithstanding the foregoing, if, at the employee’s request, he/she is released prior to the completion of five (5) hours, he/she shall be paid at the time and one-half rate for actual time worked, subject to a two (2) hour minimum.

- b) This provision shall not apply to, or include, Shift "A" personnel reporting for duty on the night subsequent to their scheduled days off, nor shall it apply to personnel on the "C" shifts who may be required to work beyond their respective terminal hour and into their regular day off when such overtime is necessary for the completion of an investigation that originated prior to midnight and was unanticipated by the Department.

SECTION 3

Employees who may be required to return to duty to perform overtime duties on a regularly scheduled day shall be paid not less than four (4) hours at time and one-half rate. For the purpose of this provision, a regularly scheduled day shall be an entire twenty-four (24) hour period, commencing at midnight, during which the employee is assigned for a regular tour of duty. This provision shall include personnel on the "A" shift. Employees who are called in early for their assigned shift shall be paid for the time actually worked in excess of their assigned number of hours. Notwithstanding the foregoing, if, at the employee's request, he/she is released prior to the completion of four (4) hours, he/she shall be paid at the time and one-half rate for actual time worked, subject to a minimum of two (2) hours of compensation.

SECTION 4

Overtime pay shall not be subject to the minimum hour provisions when such overtime results from extending a tour of duty on any shift to properly complete an investigation or work assignment.

SECTION 5

Exceptions: The above shall not apply in the assignment of work to outside firm(s) whether paid by the Town or the outside firm(s).

SECTION 6

All overtime assignments in a uniformed position, with the exception of overtime that results from extending a tour of duty to properly complete an assignment, shall be assigned among regular and probationary employees as equally as possible and on a voluntary basis. Provided, however, that when such overtime assignments are refused by all off-duty members, the Chief shall have the right to order members to fill such assignments. All uniformed non-patrol overtime shall be distributed under a single "Uniform Overtime Book" except units requiring specialized skill or training including the overtime necessary for such persons to continue an investigation.

- a) Whenever a scheduled staffing level in the Patrol Division falls below the minimum staffing level, replacement personnel shall be hired. Said vacancies shall be filled, when possible, by an employee of the same rank as the absentee. In the Patrol Division, whenever an overtime assignment occurs due to the absence of a regular employee, and the department elects to fill that vacancy by overtime hiring, that vacancy shall be filled on a voluntary basis by the next available employee, by rotation.

- b) Detectives shall not be assigned to uniform patrol, but may work extra duty assignments or special events. There is no minimum manning for Detectives on any given shift or day. Detectives shall continue to be eligible for overtime in the Detective Division as stated in Section 9.
- c) The Department shall record the name of members who are required to perform ordered overtime duties, for the purpose of distributing such ordered overtime assignments on an equal basis amongst all members of the Department.
- d) Whenever an overtime assignment occurs due to the absence of a regular employee, and the department elects to fill that vacancy by overtime hiring, that vacancy shall be filled on a voluntary basis by the next available employee, by rotation.

When conditions require the prompt and urgent mobilization of employees to respond to emergencies (including, but not limited to fires, floods, natural disasters, strikes and demonstrations), the Chief shall have the right to order a partial or full mobilization of the Department without regard to overtime rotation schemes or methods.

When addressing exigent circumstances, the Town may first mobilize as many persons as it deems appropriate from the Detective Division before offering overtime in the Patrol Division.

SECTION 7

Overtime as defined throughout other Sections in this Article shall apply when employees are required to work on their day off during an emergency declared by the Mayor. Whenever such state of emergency has been declared by the Mayor, the employees shall be paid at time and one-half rate of pay.

SECTION 8

In cases of absence of lieutenants, sergeants and police officers, and when the Department elects to fill the positions of such absentees, said vacancies shall be filled, when possible, by an employee of the same rank as the absentee. If an employee of the same rank cannot be contacted or is not available for replacement duty, the replacement will be offered to members of the next lowest rank in assigning overtime hours.

SECTION 9

- a) In cases of absence in the Detective Division, and when the Department elects to fill the position of any absentee, said vacancy shall be filled, when possible, by an employee regularly assigned to the Detective Division.
- b) Bargaining unit members who are assigned to the Detective Division may be required to work in uniform, either on overtime or during their regular assigned shifts when, in the opinion of the Chief or his designee, there is a demonstrated need. This subparagraph shall not be utilized for the purpose of avoiding overtime in the patrol division.

SECTION 10

Payments for overtime shall be included in a paycheck for the week in which the overtime occurs.

SECTION 11

If the Town is unable to fill any of the positions constituting "Rentschler Field work" with volunteers, the Town shall proceed as follows:

The Town will order persons in off the "Uniform Overtime Book" to fill those positions using the following method: (i) each time a person is ordered-in, The Town will place a check mark in the book by that person's name; (ii) the Town will order-in individuals beginning with the person who has the least number of check marks by his or her name (i.e., the person who has been previously ordered-in the fewest number of times).

If time does not permit filling the "Rentschler Field work" based on the foregoing order-in method, the Town may staff the Rentschler Field event from the Patrol Division provided any minimum staffing requirement and other vacancies the department determines it needs to fill shall be filled on overtime from the Patrol Overtime book pursuant to current department practice.

SECTION 12

In regard to filling overtime positions, "rank integrity" shall be honored.

ARTICLE VI
Court Time

SECTION 1

An employee who may be required to attend Liquor Control Commission, Motor Vehicle Department hearings, Superior Court or Juvenile Court hearings or administrative hearings to testify in his/her capacity as police officer when required or requested by the Town shall be paid at straight time when such attendance is during their regular work hours and at the overtime rate for a minimum of five and one-half (5½) hours when such attendance is during off-duty hours (hours in addition to their regular work hours). However, the Town shall only be required to pay the difference between the hours paid by the State and total amount of hours due the employee.

SECTION 2

Employees who may be required by the Town to attend the above-mentioned courts or hearings, or who may be required by the Town to meet with court officials for any purpose on their regular days off or while on vacation or authorized leave, shall be paid a minimum of five and one-half (5½) hours at time and one-half their regular rate of pay. Employees who may be required by the Town to attend the above-mentioned courts, commission, department or administrative hearings over five and one-half (5½) hours will be paid at the overtime rate of pay (1½) times their hourly rate of pay for each hour or any portion of an hour beyond five and one-half (5½) hours. However, the Town shall only be required to pay the difference between the hours paid for by the State and the total amount of hours due the employee.

ARTICLE VII
Jury Duty

SECTION 1

In accordance with C.G.S. § 51-247(b)(1)(A), the Town shall pay regular wages to any full time employed member of the Union who is required to perform jury duty by the State for the first five (5) days, or part thereof, of his/her juror service if such Union member would have worked for and earned wages from the Town on any of such five (5) days and such Union member was prevented from working for and earning such wages by his/her jury duty.

SECTION 2

In accordance with C.G.S. § 51-247(b)(1)(B), the Town shall pay regular wages to any full-time employed member of the Union who is required to perform jury duty for the State for the first five (5) days if on any of such five (5) days such Union member is scheduled to work a shift which falls fifty percent (50%) or more on a day that such member is required to perform jury duty.

SECTION 3

The Town shall allow Union members time off with pay for jury duty in accordance with the Connecticut General Statutes as they may be amended from time to time.

SECTION 4

Union members are not entitled to and shall not receive from the Town greater benefits for performing jury duty than those accorded to the general population by the Connecticut General Statutes.

ARTICLE VIII **Pager Policy**

SECTION 1

All members of the collective bargaining unit will be issued a pager as soon as practical following the execution of this Agreement.

SECTION 2

All members of the collective bargaining unit will wear the pager on their person while on duty.

SECTION 3

Effective upon receipt of said pagers, members of the collective bargaining unit will make reasonable efforts to respond to pages or messages signifying the need for a response, as follows:

- a) Members assigned to specialized units shall respond promptly to an immediate need of the specialized skill required of his or her unit.
- b) Members of the collective bargaining unit who are not part of a specialized unit will respond promptly in the event of an emergency (as defined in Article V, Section 6(d), second paragraph).
- c) Off duty members of the collective bargaining unit responding to a page shall be compensated for a minimum of one-half ($\frac{1}{2}$) hour or actual time, whichever is greater, if the member's return call takes more than ten (10) minutes. This provision shall not apply to calls related to the assignment of private jobs or overtime.
- d) Members of the collective bargaining unit need not respond to calls for private job hiring and will not be charged with a refusal to so respond; however, an attempt to hire for overtime for which there is no response will be recorded as unable to contact.

SECTION 4

Members of a specialized unit are required to carry the pager on their person at all times.

SECTION 5

It is the intent of the Department that all members carry the pager at all times, but non-specialized unit members are not required to carry the pager on their person while off duty.

SECTION 6

Nothing in this policy is intended to effect or change the policy and/or procedure for callbacks.

SECTION 7

Pagers may be used by employees for personal matters.

ARTICLE IX
Work Assignments - Extra Duty

SECTION 1

The Term "Extra Police Duty" or "Extra Police Work" for the purpose of this Article shall mean Police duty for which an employee is paid by some party other than the Police Department. Payment for Police Duty will be paid to the Town, thereafter the employee shall receive full payment for actual hours at the rate agreed upon for extra duty.

SECTION 2

All extra duty assignments shall be made by the Chief of Police or his designated representatives.

SECTION 3

The rate of pay for such extra duties shall be in accordance with the following minimums and hourly rates:

Up to Five (5) Hours: Five (5) hours at time and one-half the maximum hourly rate for Police Officer.

Over Five (5) Hours to Eight (8) Hours: Eight (8) hours at time and one-half the maximum hourly rate for Police Officer.

Over Eight (8) Hours: Time and one-half (1½) the maximum hourly rate for Police Officer for actual hours, to the nearest half-hour.

For all extra duty work on Sunday or contractual holidays, the rate of pay shall be two (2) times the maximum hourly rate of Police Officer, with the same minimums as hereinbefore mentioned. Extra duty pay rates shall be increased on the first day of the month following ratification and signing of this contract, to be in accordance with the pay rates expressed in Appendix C.

SECTION 4

An employee who desires assignment to extra duty shall so notify, in writing, the designated responsible officer.

SECTION 5

Employees who indicate their availability for extra duty shall be offered assignment in rotation. Refusal of such an assignment shall have the same effect on rotation as accepting an assignment. Excepting, however, members who are unable to accept an assignment by reason of being on duty during the hours of the assignment or who are off duty because of sick leave shall retain their priority.

SECTION 6

No employee shall hold an extra duty assignment for more than four (4) days.

SECTION 7

Extra duty jobs shall be distributed to regular full-time employees of the bargaining unit and they shall have first preference for all such extra duty jobs, and only if no member of the Bargaining Unit is available or willing to work shall non-bargaining unit employees be used.

ARTICLE X **Rates of Pay**

SECTION 1

The annual compensation for employees in the unit shall be as set forth in Appendices B and C and made part of this Agreement.

SECTION 2

When employees are promoted from one class to another, their rate of pay will be increased on the date of such promotion from their current step in their current salary range to the step in the range for the position to which they are promoted that will afford them an increase. There shall be a twelve (12) month probationary period for promoted personnel.

SECTION 3

Bargaining unit members serving as a Field Training Officer (FTO) will receive first step Sergeant's pay for the hours he/she works as a FTO.

ARTICLE XI
Sick Leave Program

SECTION 1

Sick leave shall be considered to be absent from duty with pay for the following reasons:

- a) Illness or injury, except where directly traceable to employment by employer other than the Town of East Hartford.
- b) When the employee is required to undergo medical, optical or dental treatment and only when this cannot be accomplished on off-duty hours.
- c) When the serious illness of a member of the employee's immediate family requires personal attendance, such member shall have a reasonable amount of time to arrange for such care.

SECTION 2

Employees may be absent from duty without loss of sick time and with pay for the following reasons:

- a) If employees lose time because of illness for which they are entitled to compensation chargeable to the Town of East Hartford under the Workers' Compensation Act, they shall receive benefits equal to normal full pay for the time of disability, with the Town making up the difference in the amount of such compensation received and the normal amount of weekly salary. This benefit shall be limited to two (2) years.
- b) If employees lose time because of an injury sustained in the line of duty for which they are entitled to compensation under the Workers' Compensation Act, they shall receive benefits equal to normal full time pay for the time of disability, with the Town making up the difference in the amount of compensation received and the normal amount of weekly pay. This benefit shall be limited to two (2) years.
- c) When employees, in the performance of their duty, are exposed to contagious disease and contract this disease.
- d) If an employee is absent for a job-related illness or injury beyond two (2) years, they shall be paid wages which, together with Workers' Compensation payments, do not exceed their regular weekly wage, to the extent of their accumulated sick leave. Thereafter, the employee shall receive only Workers' Compensation payments.

SECTION 3

Sick leave shall accrue on the basis of one and one-quarter (1¼) days for each month of service, totaling fifteen (15) days per year.

SECTION 4

The amount of each employee's accumulated sick leave credited to him/her on the day prior to the effective date of this contract shall be credited towards his/her accumulated sick leave under this contract.

SECTION 5

Unused sick leave credited to each employee may accumulate indefinitely.

SECTION 6

Sick leave shall continue to accumulate during leaves of absence with pay and during the time an employee is on authorized sick leave or vacation time.

SECTION 7

No sick leave shall accrue during a leave of absence without pay.

SECTION 8

A medical certificate (as set forth in Appendix D) signed by a licensed physician, or other practitioner whose method of healing is recognized by the State authorities, may be required in the following circumstances:

- a) For periods of absence of more than three (3) consecutive working days;
- b) As supporting evidence when sick leave is requested during a period when an employee is on an accrued vacation leave; or
- c) When an employee's attendance shows frequent or habitual absence because of claimed sickness.

SECTION 9

The Town may provide a physician or nurse to make any necessary examinations or investigations of any alleged abuses of sick leave. The cost of such examination or investigation shall be paid by the Town.

SECTION 10

- a) Any permanent employee of the Police Department who has accumulated sick leave as of the effective date of this contract, and who continues to accumulate sick leave in compliance with this contract shall, prior to the actual date of his/her retirement, meet with the Chief of Police, and, in writing, advise the Chief of his/her intention to retire from Town Service. The total accumulated sick days credited and due such employee shall be computed and determined, and the employee shall be paid for the actual number of approved accredited sick leave days, not to exceed twenty-three (23) weeks for employees hired before January 1, 2004 or eighteen (18) weeks for employees hired on or after January 1, 2004, in a lump sum payment upon separation from Town service for the reason of retirement. Such payment shall be included in the computation of the employee's final average earnings for the purpose of pension benefits in accordance with the pension agreement.
- b) In the event of an employee's death, his/her spouse and/or minor children shall receive, on the basis of the employee's current wages full compensation for any of the employee's unused accumulation of sick leave up to a maximum of twenty-three (23) weeks for employees hired before January 1, 2004 or eighteen (18) weeks for employees hired on or after January 1, 2004.

ARTICLE XII **Leave of Absence With Pay**

SECTION 1

Special leave up to three (3) working days with pay, between the date of death and the date of funeral inclusive, shall be granted employees in the event of death of: spouse, father, mother, brother, sister, grandparent, grandchild, son, daughter, stepson, stepdaughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, and, also any relative domiciled in employee's household.

SECTION 2

One additional day may also be granted at the discretion of the Chief.

SECTION 3

Employees shall receive earned days on the following basis:

- a) One (1) earned day shall be credited to each employee for each quarter of perfect attendance. If perfect attendance is broken, then the accrual of earned days will reset at the beginning of the next period. A continuous absence commencing in one quarter continuing into another quarter will break the perfect attendance for the first quarter only.

- b) Earned days shall accumulate indefinitely. Such days must be used prior to retirement or separation.
- c) In addition to the earn day provided in Section (a) of this Section 3, an earned day shall be credited to each employee for each fiscal year of perfect attendance.
- d) The phrase “perfect attendance” as used in this Section 3 shall mean the employee used no sick leave and had no sustained tardiness complaint.

ARTICLE XIII
Vacation

SECTION 1

Each employee, after completion of six (6) months but less than one (1) year of service, shall receive one (1) week of vacation with pay.

SECTION 2

Employees who have completed one (1) year but less than five (5) years of service shall receive two (2) weeks of vacation with pay.

SECTION 3

Employees who have completed five (5) years but less than (10) years of service shall receive three (3) weeks of vacation with pay.

SECTION 4

Employees who have completed ten (10) years of service shall receive four (4) weeks of vacation with pay.

One (1) additional day of vacation shall be granted after completing fifteen (15) full years of service, and one (1) additional day shall be granted for completion of each succeeding year of service to a maximum of five (5) weeks of vacation with pay.

SECTION 5

- a) The vacation period shall be between January 1 and December 31 of each year.
- b) All accrued vacation must be expended during the calendar year and shall not be cumulative.

1. The Town must afford opportunities for the employees to take their vacation within the calendar year.
2. If a change in an employee's work schedule will result in a loss to that employee of an accrued vacation day, the Department shall adjust the employee's accrued balance to ensure that the employee suffers no loss.

Notwithstanding the foregoing, an employee may carry forward up to one (1) week of unused vacation into the next succeeding year, provided:

- a. All vacation carried forward into the next succeeding year must be used prior to any vacation earned in the year into which vacation is carried forward;
 - b. All carried forward vacation must be used by November 30th of the year into which it is carried forward or will be forfeited;
 - c. Vacation carried forward will not be included in any pension calculation;
 - d. The employee will not be paid any vacation which was carried forward if the employee quits or retires.
- c) Actual pay shall not be substituted in place of actual vacation time off.

SECTION 6

- a) The employee's choice of vacation dates shall be granted whenever practicable, but the operating requirements of the Police Department shall prevail.
- b) When a choice of date has been granted, it will not be interfered with, except in the case of emergency.
- c) The vacation selection list for the ensuing year shall be made available to personnel not later than December 15th of each calendar year.
- d) Vacation selections based upon seniority will be made between the time period of January 1 to March 31. During this period, Department seniority will govern in case of conflict between employees. Vacation selections made after March 31st of each year shall be made on a first come-first serve basis, without regard to seniority.
- e) Vacation will accrue to the employee on January 1st of each calendar year. The number of completed years of service as of the employee's anniversary date to be observed during that calendar year will be used in determining the amount of vacation to be accrued.
- f) The minimum vacation time allowed under this Article shall be one (1) day.
- g) The following shall also apply regarding vacation selection and utilization by members of the Patrol Division:

1. General

- i. The minimum number of days that may be secured through seniority is four (4) consecutive days, except for weeks in which rotation of days off is occurring.
- ii. A request for a vacation week of not less than four (4) vacation days shall take precedent over a request for individual vacation days totaling less than four (4) vacation days.

2. Vacation Selection

- i. Lieutenants shall select their vacations periods consistent with their assigned duties and responsibilities.
- ii. Sergeants shall select their vacation week or weeks from a group comprised of the other Sergeants in their assigned Platoon who share the same workdays. For purposes of vacation week scheduling, a minimum of one Sergeant from each such group must remain on the schedule.
- iii. Officers shall select their vacation periods from a group comprised of the other members of their assigned squad.
 - Only one (1) Officer per squad shall be permitted to be absent from duty on a vacation week at any time.
 - Any vacation opportunities that exist on a squad may be taken only by an Officer assigned to that squad.
- iv. For Sergeants and Officers, the vacation dates selected shall comport with the duty days shown on the applicable Platoon or Squad duty schedule.

SECTION 7

- a) Employees who are separated from Town service shall be granted the sum total of their vacation leave prior to the date of separation.
- b) Employees who retire from Town service shall receive a lump sum payment for unused vacation upon retirement and such payment shall be included in the computation of the employee's final average earnings for the purpose of pension benefits.
- c) In the event of death of an employee, the employee's accrued vacation shall be paid to the dependent survivor(s).

SECTION 8

If an employee is sick while on vacation leave and providing a request is supported by a medical certificate acceptable to the appointing authority, such sick time shall be charged against accrued sick leave and not vacation leave.

ARTICLE XIV
Holidays

SECTION 1

Bargaining unit members will receive a lump sum payment equivalent to seven percent (7%) of their base salary as holiday compensation. This lump sum payment will be based on the rates of pay in effect on December 1 and shall not become part of base pay.

The seven percent (7%) lump sum holiday compensation will be paid annually in the first pay period in December.

SECTION 2

Any unanticipated holiday or day of mourning declared by the Mayor and celebrated by all other Town employees, other than Board of Education employees, in the form of time off with pay, shall be granted to the members of this bargaining unit by payment of an additional day's pay.

SECTION 3

Whenever the employee's birthday falls on a regularly scheduled workday, the employee shall be granted that day off. Whenever the employee's birthday falls on a regularly scheduled day off or a day the employee actually works, the employee shall be granted the day before or the day after that day off.

ARTICLE XV
Military Leave

SECTION 1

Employees will be entitled to Military Leave when they receive official military orders for such time requiring active duty training (weekend drills are not classified as requiring active duty training). Employees who are assigned to a four/three schedule shall be entitled to a maximum of forty (40) days of Military Leave. Employees who are assigned to any other schedule shall be entitled to a maximum of thirty-five (35) days of Military Leave.

The term "days of Military Leave" shall mean the number of days beginning with the day on which the employee's orders require him/her to report to military service and ending with the day on which the employee's orders discharge him/her from military service inclusive -- irrespective of the number of working days that may fall within such time period.

SECTION 2

Time on military leave shall be included in computing seniority earned in the Police Service.

SECTION 3

In addition to the foregoing provisions of this Article, employees shall have all rights in regard to military leave as are provided by law.

ARTICLE XVI **Light Duty Work Program**

SECTION 1

To be eligible for the Light Duty Work Program, the sworn employee shall furnish the Chief of Police with a memo requesting a light duty assignment. The "Medical Certificate" set forth in Appendix D shall be attached to the memo, indicating, in the doctor's professional opinion, that the sworn employee:

- a) Should be placed on light duty and is capable of performing the light duty involved without violating any medical restrictions, and
- b) Will be able to perform the full duties of the sworn employee's regular position within six (6) months.

SECTION 2

Whenever a sworn employee presents a doctor's certificate indicating that the employee is fit for light duty, the Chief of Police or his/her designee shall determine:

- a) That the employee's injury or illness is expected to require light duty for a period greater than one (1) week, but less than six (6) months;
- b) That an appropriate job can be identified; and
- c) The employee is suitable for that job.

If these conditions are not met, then the sworn employee shall be ineligible for participation in the program.

SECTION 3

The "Light Duty Assignment" form, as set forth in Appendix E, will be used to provide notice to the sworn employee, the assigned Supervisor and Commander, the Schedule Officer, the Attendance Secretary, the Payroll Clerk, and the employee's present Supervisor and Commander.

a) Notice to Sworn Employee

The Chief of Police or his/her designee will provide the employee with:

1. The name of the individual to whom he/she is to report.
2. The date, time, and location at which to report.
3. The schedule the employee will follow while participating in the program.

b) Notice to Assigned Supervisor and Commander

The Chief of Police or his/her designee will provide the designated supervisor with:

1. The name of the person expected to be reporting for light duty.
2. The date, time, and location that the sworn employee has been instructed to report.
3. The schedule the employee will follow while participating in the program.
4. Any work restrictions placed upon the employee by the certifying doctor.

SECTION 4

The total number of sworn employees that may participate in the Transitional Light Duty Work Program shall not exceed three percent (3%) of the total sworn positions authorized for the Police Department at the time the request is made. However, the Chief of Police shall have the prerogative to grant exceptions to that total on a nonprecedent-setting basis.

SECTION 5

Sworn employees participating in the Transitional Light Duty Work Program shall not be allowed to wear the uniform of a sworn member and shall not perform the duties of a sworn member of the Police Department for the duration of their participation in the program.

SECTION 6

Participation in the program shall be limited to a six (6) month period, unless extended by the Chief of Police.

SECTION 7

No Transitional Light Duty Work Program assignment will become a permanent job. Should a sworn employee's injury or illness be diagnosed as permanent, he/she will no longer be eligible for participation in the Transitional Light Duty Work Program.

SECTION 8

Attendance records and documents shall reflect when an employee is participating in the Transitional Light Duty Work Program. Attendance records shall reflect whether the sworn employee is on light duty as the result of an off-duty or on-duty illness or injury. Quarterly, the Police Department's attendance clerk shall forward a summary of participation in the light duty program to the Town's Risk Manager.

SECTION 9

At the request of the Chief of Police, or his/her designee, the sworn employee shall make full disclosure to the Town, or its representatives, of all relevant medical records and shall furnish the department with periodic updates from his/her doctor regarding his/her medical status and the continued need for light duty.

SECTION 10

Prior to the conclusion of the Transitional Light Duty Program, the sworn employee will furnish a doctor's certificate, attesting to the employee's physical ability to return to his/her prior work assignment, to the Chief of Police.

ARTICLE XVII

Insurance

SECTION 1

The Town shall provide and pay for the following health and dental insurance for all employees and their eligible dependents:

- a) Preferred Provider (PPO) Plan with Managed Care provisions and full service prescription coverage, as described in Appendix H through June 30, 2014 except as provided in subparagraph (b) (ii) of this Section 1 and Section 2 of this Article.
- b) Effective July 1, 2014, a High Deductible Health Plan (HDHP) with Health Savings Account (HSA) (as currently provided by Anthem Lumenos Town of East Hartford: \$1500/\$3000 – 100%/80%) and full service prescription drug as described in Appendix H-2.

1. The Town shall contribute fifty percent (50%) of a participating HDHP members annual HDHP deductible into such employees' Health Savings Account (HSA) in a single lump sum deposit during the first week of each plan year annually on a pre-tax (IRC §125) basis.
 - i. The Town's contribution into an employee's HSA shall be prorated for any new or existing employee enrolling in the HDHP after a plan year has commenced.
 - ii. Any employee currently receiving Veterans benefits causing him or her to become ineligible to have contributions made to an HSA, shall remain in the non-high deductible PPO and shall pay the same employee premium share contribution as the HDHP premium share contribution for the PPO. Employees currently receiving Veterans benefits may also elect to enroll in the HDHP, however, they should be aware of the timing of the HSA contributions to avoid potential tax penalties.
 2. The Town will annually deposit an additional \$250 toward the deductible for participating in its voluntary health screening program. Completion of the voluntary health screening program means the employee shall annually have their physician complete the Preventative Health Attestation as Appendix L certifying that they have had medical screenings appropriate for their age. Employees will be required to submit said form as proof of completion.
- c) The Triple Option Dental Plan, as described in Appendix H-3 with the duration of coverage for non-spouse dependents to age nineteen (19) or to age twenty three (23) if the dependent is enrolled in school.
 - d) Blue View Vision Care Endorsement for employee, spouse and dependents as described in Appendix H-4.
 - e) The Town shall provide and pay the full premiums for a forty thousand (\$40,000) dollar life insurance policy for each employee, with Accidental Death and Dismemberment coverage in the principle sum and including forty thousand (\$40,000) dollar coverage in the event of accidental death and a three thousand (\$3,000) dollar life insurance policy for each retiree. Each employee who retires after July 1, 2013 shall receive a fifteen thousand (\$15,000) retiree life insurance benefit.
 - f) All members of the bargaining unit who elect insurance coverage under a) and b) above, as applicable, (health and prescription drug) will contribute toward the cost of such insurance benefits on a weekly pretax basis for each year of the contract as described below:

Effective July 1, 2011, each covered employee shall contribute fifteen percent (15%) of the cost of the insurance that he or she elects under (a) and (b) above through weekly payroll deductions on a pretax (IRC §125) basis. There shall be no cap on the employee's insurance contributions. The employees' insurance contributions shall be based on the fully insured equivalency rate.

Effective upon the signing of this Agreement, each employee covered under Section a) above shall contribute 16% of the cost (premium equivalency rate i.e. a rate charged by the insurance carrier if the Town of East Hartford was fully insured rather than self funded) of the insurance that he or she elects through weekly payroll deductions on a pre-tax (IRC §125) basis.

Effective July 1, 2014, each employee covered under Section b) above shall contribute 16% of the cost (premium equivalency rate i.e. a rate charged by the insurance carrier if the Town of East Hartford was fully insured rather than self funded) of the insurance that he or she elects through weekly payroll deductions on a pre-tax (IRC §125) basis.

The payroll deductions specified above shall be implemented pursuant to a Section 125 pretax wage reduction plan in accordance with the applicable provisions of Section 125 of the Internal Revenue Code (and in accordance with any amendments to said provisions) so long as said provisions or any other provisions of the IRS Code allow for such a plan. Said plan shall permit exclusion from taxable income of the employees' contributions toward health insurance costs for those employees who complete and sign a wage deduction form. The Town and the Union shall engage in impact bargaining in the event that a change in the law reduces or eliminates the tax-exempt status of the employee insurance contributions. The Union shall not make any claim or demand nor maintain any action against the Town or any of its members or agents for taxes, penalties, interest or other costs or loss arising from a change in law that may reduce or eliminate the employee's tax benefits to be derived from this plan.

g) The Town of East Hartford will implement a Program called the "Health Benefit Opt-Out Incentive Program." This plan will offer employees a financial incentive to drop Town-sponsored health insurance (excluding Dental) if they have or can get health benefits through another plan.

1. The payments to be made to employees who drop their Town-sponsored health insurance plan (Blue Cross & Blue Shield), excluding Dental, will be as follows:

| Coverage Type | Payment Amount |
|--|----------------|
| Individual | \$1000 |
| Individual plus one dependent | \$1250 |
| Individual plus two or more dependents | \$1500 |

No payment will be made for a reduction in the number of dependents. The employee's entire contract must be canceled by the employee to qualify for payment.

2. One-quarter of the above amounts (\$250.00, \$312.50, \$375.00, respectively) will be paid at the end of each fiscal quarter for which the Town's plan is not utilized. Prorated payments will be made if an employee's plan is canceled partway through a quarter.
3. Employees wishing to take advantage of this option will fill out the enrollment change form provided by their plan (if covered) and the "Health Benefit Opt-Out Form," attached as Appendix I, and will provide written evidence of health insurance coverage by another plan.
4. Current employees who are eligible but are not now on a Town-sponsored insurance plan will be qualified for this incentive upon presentation of proof of coverage by another health insurance plan.
5. New employees who are eligible for Town coverage upon employment but choose not to enroll will be eligible for this incentive upon presentation of written evidence of health insurance coverage by another plan. Prorated payments will be made to new employees if they begin employment partway through a quarter.
6. Employees who opt-out of their Town-sponsored plan and then find that the other source of coverage is no longer available may re-enroll in a Town plan subject to the rules of that plan. Employees can enroll in the Town's Blue Cross & Blue Shield only at the first of each month.

SECTION 2

- a) The Town shall provide and pay for the insurance benefits listed in Section 1 a) for all employees upon retirement. The language "through June 30, 2014" contained in Section 1 a) does not apply to retirees meaning the PPO coverage will continue thereafter under Section 2 and 3 of this Article. Additionally, the premium cost sharing provisions contained in Section 1, subparagraph f) do not apply to retirees insurance.
- b) For retired employees age sixty-five (65) and over, who are eligible for Social Security, Parts A and B Supplemental coverage shall be provided in place of the foregoing coverage.
- c) In addition to the benefit contained in the next Section 3, employees retiring after the effective date of this Agreement shall be provided the option, during a window period which shall occur at least annually, to cover the retired employee's current spouse (regardless of whether or not employee and spouse were married at the time the employee retired) under the same health and/or dental insurance plan under which the retired employee is covered provided the retired employee pays the full cost of adding the spouse to the coverage unless and until eligible for coverage under the next Section 3. When the retired employee dies, any coverage to his/her spouse under this Section 2 shall

cease unless such spouse elects to continue this coverage by payment of 100% of the monthly premium, unless and until eligible for coverage under the next Section 3.

- d) Only one (1) spouse (former or current) of a retiree can be covered at any one time under the insurance provisions described in any section of Article XVII.
- e) All employees hired after the signing of this Agreement shall contribute seventeen hundred dollars (\$1,700) annually through weekly payroll deductions to the Town's Other Post Employment Benefit Trust on a pre-tax basis (IRC §125). Such contribution shall remain unchanged and shall not be subject to re-negotiation until after July 1, 2016.

SECTION 3

The Town shall provide and pay for the insurance benefits as described in Section 1 a) for the retired employee's spouse, under the following circumstances:

- a) This coverage is only effective for the spouse of an employee retiring on or after January 1, 1983.
- b) The retired employee must attain age 60 before his spouse will be eligible for this coverage.
- c) If the retired employee remarries, the new spouse will not be eligible for this coverage.
- d) The term "spouse" for purposes of this Section 3 shall mean the retired employee's spouse who shall have been married and living with the employee as his wife or her husband at the time of his/her retirement. When the retired employee dies, all coverages to his/her spouse shall cease, unless such spouse elects to continue this coverage by the deduction of 100% of the monthly premium from his/her pension check.
- e) In order for this coverage to be effective, the retired employee must pay to the Town fifty percent (50%) of the monthly premium, as determined by the Town. This premium shall be deducted from the retired employee's monthly pension check. If such monthly deduction is not made continuously from his/her pension check, commencing with his/her 60th birthday, all coverage to the spouse shall cease and shall not be reinstated.
- f) When the retired employee's spouse reaches age sixty-five (65) and enrolls in Medicare, the Town will pay 100% of the premium for Parts A and B Medicare Supplemental coverage.

SECTION 4

Employees will continue in their present health plan through June 30, 2014 at current cost share. Effective July 1, 2014 employees not opting out of coverage under §1 g) of this Article will be covered by the HDHP/HSA plan described in Section 1 b) above and Appendix H-2.

SECTION 5

The Town reserves the option to change insurance carriers from time to time, but not more than once in any calendar year, through competitive bidding, for all insurance benefits. However, covered services shall not be reduced by any such change, and there shall be no loss of coverage due to pre-existing conditions. Any substitute insurance plan shall have a high quality network, defined as one of the three (3) largest networks in the service area.

SECTION 6

The Town will sponsor a Health Screening Program for all members of the bargaining unit at least once each calendar year. The screening will be conducted by the Town's Health Department. The prime objective is to identify employees who are at risk and to detect unknown diseases so that referral can be made for proper medical and health care.

SECTION 7

All employees hired subsequent to the issuance of the arbitration award in Case No. 8586-MBA-131 shall be required to be and remain non-smokers as a condition of employment.

ARTICLE XVIII

Longevity

SECTION 1

Full-time, employees, in addition to their regular pay or any pay increases that may be provided, receive an additional longevity payment in recognition of their length of service on the following basis:

| | |
|---------------------------|-------|
| 5 years but less than 10 | \$300 |
| 10 years but less than 15 | \$400 |
| 15 years but less than 20 | \$500 |
| 20 years or more | \$600 |

SECTION 2

Longevity payments are made in a lump sum to employees, annually, based on their number of full years of service completed as of September 7, payable on the second payday in September.

ARTICLE XIX **Clothing Allowance**

SECTION 1

- a) The Town shall, at its cost, furnish all regular full-time police employees, who are required to work in uniform, with the required uniform, clipboards, flashlights and batteries. The Town shall permit each uniformed employee to draw up to \$550.00 annual clothing allowance. Any unused portion of this allowance may not be carried into the next fiscal year.
- b) In addition, effective 7/1/03, the Town shall pay to each uniformed employee the sum of \$250.00 as a supplemental uniform reimbursement to be paid on the first pay date in July of each year. For the year beginning 7/1/03, the Town shall make the payment described in this subsection no later than three (3) weeks following the signing of this Agreement.

SECTION 2

Handgun and approved holster, ammunition and cartridge holder, hand cuffs with case, night stick and approved gun belt and one plastic identification tag (last name) will be provided for and remain the property of the Town. Officers assigned as motorcycle officers shall be provided helmets, boots and leather jackets by the Town.

SECTION 3

- a) Members of any plainclothes division performing police duties shall be given a clothing allowance at the rate of \$550.00 per annum.
- b) Effective 7/1/03, members of any plainclothes division performing police duties shall be paid on the first pay period in July of each year the sum of \$250.00 as a supplemental clothing reimbursement in addition to the clothing allowance provided in Section 3(a) of this Article XIX. For the year beginning 7/1/03, the Town shall make the payment described in this subsection no later than three (3) weeks following the signing of this Agreement.

SECTION 4

The Town shall reimburse any police officer for loss or damage of clothing and/or personal property suffered in the performance of duty. Such claim for loss must be supported with reasonable proof of loss and of the value of the clothing and/or property. However, any loss or damage that is the result of negligence by the Officer shall not be reimbursed. Reimbursement shall not exceed \$300.00.

SECTION 5

All full-time permanent investigatory and uniformed members of the Police Department, with the authority to exercise police powers, who are on the regular payroll on August 1st of each calendar year, shall receive a uniform cleaning allowance of \$250.00 the first pay period in August, commencing August, 2010.

SECTION 6

Authorized uniform items which may be purchased with the uniform allowance are as follows:

| | |
|---------------------|--|
| Hats | summer 8 point, winter 8 point, winter pile cap, rain cap, rain hood, baseball caps |
| Shirts | winter, summer |
| Trousers | regular |
| Coats | blouse, summer jacket, winter patrol jacket, raincoat, rain jacket |
| Leather Gear | trouser belt (velcro or buckle), equipment belt (velcro or buckle), handcuff case, cartridge holder, portable radio holder, baton holder, flashlight holder, keepers |
| Gloves | White and/or orange traffic gloves, black leather winter gloves |
| Other | ties, tie clasps, nametags, badge, and cuffs, baton, black shoes or boots, briefcase, rubber boots, badge case, business cards, flashlight, folding knife |

SECTION 7

A uniform committee will be created to make nonbinding recommendations to the Chief for uniforms and personal equipment.

ARTICLE XX
Seniority

SECTION 1

- a) Departmental seniority as used in this Article is defined to mean total length of service in the Police Department including probationary period from most recent date of hire.
- b) When more than one (1) Police Officer is appointed to the Department on the same date, the departmental seniority of such appointees shall be determined by their relative positions on the eligibility list, or in the alphabetical sequence (using last names) in the absence of an eligibility list.

SECTION 2

- a) Rank seniority is defined as the total length of continuous service as an employee of a given rank. Rank seniority shall accrue from the first day of appointment to a given rank.
- b) Whenever more than one (1) Police Officer is promoted to the rank of Sergeant on the same date, and whenever more than one (1) Sergeant is promoted to the rank of Lieutenant, their relative seniority in the rank to which they are promoted shall be determined by their previous relative rank seniority.
- c) Employees shall advance one (1) step on their anniversary of hire or date of most recent promotion, whichever applies.

SECTION 3

Continuity of departmental seniority or rank seniority shall not be broken by vacations, sick time, temporary layoff, suspension or any approved leave of absence, or any call to military service for the duration.

SECTION 4

Employees must complete a year of probation after academy certification. Total time in probation shall not exceed eighteen (18) months. New officers shall have no seniority rights during this period, but shall be subject to all other provisions of this Agreement; dismissal of an employee during the probationary period shall not be subject to the grievance procedure. All employees who have completed their probationary period shall be full-time employees and shall acquire length of service records as of date of their employment. It is agreed, however, this clause shall not be deemed to deny such employees the rights to a hearing as such rights are set forth in Section 7-468(d) of Chapter 113, Connecticut General Statutes.

SECTION 5

Departmental seniority shall prevail in the following matters:

1. Choice of vacation when there is a conflict between employees of the same rank.
2. Layoff or elimination of position and recall.

In the event of a layoff, the employee with the least seniority shall be laid off first, regardless of his assignment. An employee in the unit in a terminated position may bump another employee with less seniority in an equal or lower rank. Whenever an employee may be laid off such employee shall have the opportunity of returning to his former position or rank before any new person is employed. For the purpose of this Section, rank seniority shall not prevail. Failure or refusal to accept an offer of employment within seven (7) calendar days from receipt of such offer shall result in removal from the recall list.

ARTICLE XXI Appointments and Promotions

SECTION 1

All promotions and appointments to the Department shall be made by the Chief of Police.

SECTION 2

- a) All promotions shall be by examination. There shall be a written and an oral test. Scoring will consist of fifty-five (55) points for the written examination, forty (40) points for the oral test, and up to, but not in excess of five (5) points for service. Employees shall take the promotional examination on a voluntary basis.

Non-cumulative bonus points shall be added to a Lieutenant's promotional examination score as follows:

| | |
|---|-----------|
| Associate's Degree from an accredited college: | ½ Point |
| Bachelor's Degree from an accredited college: | 1 Point |
| Master's Degree or higher from an accredited college: | 1½ Points |

- b) There shall be a six (6) week advance notice for all promotional examinations. The notice will contain the suggested reading material and the examination date and time.
- c) Members shall be entitled to service credits on the basis of ½ of 1 point for each full year of service, provided, however, that a total of 5 points shall represent the maximum service points allowed under this Article.

SECTION 3

Promoted personnel shall serve a probationary period of twelve (12) months.

SECTION 4

A Police Officer shall have three (3) years of service as a regular Police Officer with the East Hartford Police Department before being eligible for promotion to Detective. The Department shall fill and maintain a minimum of four (4) detective positions.

SECTION 5

A Police Officer or Detective shall have five (5) years of service as a regular sworn member of the East Hartford Police Department before being eligible for promotion to Sergeant.

SECTION 6

A Sergeant shall have two (2) years of service as a Sergeant with the East Hartford Police Department before being eligible for promotion to Lieutenant.

SECTION 7

All promotions shall be made from the ranks of the East Hartford Police Department with the exception of the Chief of Police, Deputy Chief and Commanders.

SECTION 8

All promotions above the rank of Police Officer shall be made in accordance with the Town's Personnel Rules and Merit system.

SECTION 9

In the event that a vacancy occurs or a new position or assignment is created within the bargaining unit, it shall be posted on the bulletin boards provided for such purpose for a period of fourteen (14) days prior to any action taken by the Town to fill such vacancies, positions or assignments. Employees interested in said vacancies, positions or assignments shall indicate so in writing within fourteen (14) days of the initial posting. Copies of the posting and a list of those responding shall be sent to the Union President.

ARTICLE XXII
General Provisions

SECTION 1

The Town of East Hartford agrees to continue all benefits of whatever nature presently enjoyed by the employees and not covered by the terms of this Agreement.

SECTION 2

No employee of the Department shall be required to submit to a polygraph test.

SECTION 3

If any Article or Section of this contract is declared invalid for any reason, such declaration of invalidity shall not affect the other Articles or Sections or portions thereof which shall be valid.

SECTION 4

During the term of the Agreement, the Police Department will furnish the Union with an up-to-date Department seniority list for the bargaining unit, together with the classification and rate of pay of each employee on such lists.

SECTION 5

All members of the Police Department shall be furnished a copy of all Department Rules and Regulations which are the property of the Town. Any future changes that affect working conditions that are mandatory subjects of bargaining shall be negotiated with the Union.

SECTION 6

All members of the Police Department shall be furnished with an identification card, which is the property of the Town.

SECTION 7

The Department shall see that no member of the Police Department shall be required to perform any duty involving maintenance or repair of the Department's motor vehicles. On Saturday, Sunday, and Holidays, officers will be required to gas their own vehicles.

SECTION 8

The Department shall see that no employee shall be required to perform any function normally done by another Town department, agency or private concern.

SECTION 9

All employees shall have the right to review their personnel files upon reasonable request to the Director of Human Resources and at such time that the request will not interfere with the orderly operation of the Department of Human Resources. The Director of Human Resources shall have the right to refuse a request when there is a reasonable cause to believe an employee is abusing the privilege. An employee shall be allowed to contest the accuracy, completeness or relevancy of any document maintained in his/her personnel file by adding a statement to the file setting forth his/her concerns with regard to any document. Such statement shall become a permanent part of the personnel file.

SECTION 10

The Town shall assume responsibility for any member sued for alleged false arrest and/or abuse of power and shall provide such member with the services of the Town Counsel at no cost to such member. Provided, however, that whenever a member's involvement in such a charge is the result of an act that clearly and unquestionably indicates a complete disregard for proper procedures, such member shall not be entitled to the services of the Town Counsel, nor shall the Town be liable for any judgment awarded.

SECTION 11

- a) Such officers and members of the Union, as may be designated by the Union, shall be granted leave with pay for union business such as attending labor conventions and educational conferences, provided that the total leave for purposes set forth in this Section shall be fifteen (15) days per fiscal year, cumulative, commencing July 1, 2002.
- b) Provided reasonable notice is given, the Union shall have the right to have a steward present for all meetings between the Town and the Union for the purpose of processing grievances. The grievant shall also have the right to be present at such meetings. When such meetings take place at a time during which either the steward or the grievant are scheduled to be on duty, they shall be granted leave from duty with full pay for such meetings except when, in the sole judgement of the Chief of Police, such leave from duty will create a shortage of officers on duty in which case such leave shall not be granted and other mutually agreeable arrangements shall be made.

SECTION 12

The Town will provide the Union with sufficient copies of this Agreement within thirty (30) days after the signing of this Agreement. Each new employee covered by this Agreement will be furnished a copy by the Department of Human Resources at the time of hiring.

SECTION 13

- a) The Town shall maintain an education reimbursement fund in the amount of fifteen thousand dollars (\$15,000) per contract year.
- b) The fund shall be used to reimburse members as set forth below for amounts expended by them for books required by courses and tuitions in police science, police administration, or other related subjects at an accredited school or college, which is designated to increase the employee's proficiency in his present or potential police department assignments.
- c) The Chief retains the right of prior approval of the course and retains the right to reasonably limit the number of employees on any one shift who may attend college. The fund shall be distributed as follows:
- d) Each semester, the Chief shall determine the amount of reimbursement money to be expended to eligible employees under this Section. If the amount requested is less than the amount available in the fund for that year, the Chief shall reimburse each officer 100 percent. If the amount requested is more than the amount available in the fund for that year, the Chief shall divide the amount of money in the fund by the number of employees and pay each person up to the resulting figure. In no event shall an employee receive more than 100 percent of his/her request. If by following the above formula an employee would be entitled to more than 100 percent, the Chief shall place any amount over 100 percent back into the fund and divide that amount by the number of employees who did not receive 100 percent, distributing the residual until the fund is exhausted or all employees receive 100 percent reimbursement.
- e) If the full amount of the fund is not exhausted after each year, then up to two thousand five hundred dollars (\$2,500) shall be carried over into the next year, provided, however, at no time shall the employer be required to have more than seventeen thousand five hundred dollars (\$17,500) in the fund. This Article is subject to the following restrictions:
 1. Employees shall submit a written request for books and tuition reimbursement to the Chief thirty (30) days prior to the date course tuition payment is required.
 2. Within fourteen (14) days of receiving the request for reimbursement the Chief shall approve or disapprove in writing. For approved requests, the Town shall prepay for tuition and reimburse for books.
 3. Employees who receive prepayment must complete the course and receive a passing grade as defined by the institution or repay the Town for money expended. Any

employee prevented from completing a course due to work related injury shall not be required to reimburse the Town.

4. If an employee must attend a course while scheduled for duty, the Chief shall retain the right to approve or disapprove each period of absence according to the requirements of the department.
5. Any officer who has been compensated under this Section shall remain in the police department's employment for five (5) years after completion of the course or reimburse the Town any monies expended under this Section. However, no such reimbursement shall be required in the case of retirement at a time when the retiree is eligible for current retirement benefits pursuant to the Town of East Hartford pension plan.
6. Books purchased pursuant to this Section shall be considered Town property and shall be turned in upon request at the end of a course.
7. An employee eligible to receive reimbursement from another source, (i.e., veteran's benefits, etc.), is required to make application for those funds and is not eligible to be compensated under this provision for any amount he/she is eligible to receive from such other source.

SECTION 14

When the context so requires, the masculine gender shall include the feminine and the feminine shall include the masculine, and the singular shall include the plural and the plural the singular.

SECTION 15

- a) The Town shall permit the Union to have the reasonable use of the bulletin board located in the Police Station and the Department email system for the posting and emailing of notices concerning Union business and activity.
- b) No material shall be posted or emailed except notices of meetings and elections, results of election, changes in Union By-Laws, notices of Union social occasions and similar Union notices, letters and memoranda. All notices shall be posted or emailed only by an officer of the Union identifying him or herself as the author. In order for the Union to comply with this Agreement, the Town agrees to supply a glass or Plexiglas enclosed locked bulletin board.

SECTION 16

Nothing in this Agreement shall prevent any employee from holding outside employment, other than police duty, as long as such employment does not conflict with the employee's duties as a police officer subject to the Chief's approval, which will not be unreasonably withheld. It shall be the responsibility of the employee to furnish the Town with the following information:

1. Name, address and telephone number of employer,
2. Normal hours to be worked,
3. Type of duty to be performed.

SECTION 17

All police cruisers shall be equipped with air conditioners and it is agreed that employees may not refuse to drive cruisers that the Town presently has that are not air conditioned or when such air conditioned vehicles are being repaired.

SECTION 18

- a) The Town may continue to assign Police Officers to plainclothes duty in the Criminal Investigations Bureau. The assignment shall be of no longer than three years duration commencing September 4, 2008 and the Department will post this assignment annually. In the event there are insufficient applicants upon posting of this assignment as required by Article XXI §9, the persons assigned may continue in the assignment beyond three years. Cultural specialties and other expertise may be considered by the Chief. Input for such selections will be given by the Commanding Officer of the Criminal Investigations Bureau, and his executive officer and the Deputy Chiefs.
- b) A Police Officer assigned to criminal investigation units shall be paid the detective rate, first step, for the first year for said assignment, and after one year shall be paid at the detective pay rate, at Step 2. Notwithstanding this provision, any police officer who is at the maximum step as a police officer and who is so assigned shall be paid at the detective pay rate at Step 2 for the total duration of such assignment.
- c) Police Officers assigned to plainclothes duties in the Criminal Investigations Division shall be paid the clothing allowance provided for in Article XIX, Section 3, less any amount already expended for uniforms under the provisions of Article XIX, Section 1.
- d) Abuse in the making of these assignments shall be subject to the grievance procedure.

SECTION 19

All police officers must present a generally neat and clean appearance according to the basic guidelines stated below:

- a) Hairstyle - Hair must be neatly groomed. The bulk and length of the hair shall not interfere with the proper and normal wear of any department head gear.
- b) Mustache - If worn, the pattern shall be neatly trimmed and tidy.
- c) Sideburns - If worn, the pattern shall be neatly trimmed and tidy.
- d) Beards - If worn, they must be kept neat and clean, and the length of such facial hair shall not exceed one inch.

SECTION 20

Compensatory time will be governed by Appendix J.

SECTION 21

The incorporation of some settlement agreements, arbitration awards, or memoranda of understanding does not constitute abandonment or abrogation of others that may be applicable.

ARTICLE XXIII **Grievance Procedure**

SECTION 1

In order to insure fair and equitable treatment of all employees of the Department, there is hereby established a formal procedure to permit discussion and resolution of all grievances.

- a) Definition of a grievance shall be as follows:
 1. Discharge, suspension or other disciplinary action.
 2. Charge of favoritism or discrimination.
 3. Interpretation and application of the rules and regulations and policies of the Police Department.
 4. Matters relating to the interpretation and application of the articles and sections of this Agreement.
- b) The written grievance shall include:

1. A statement of the grievance and facts involved.
2. The alleged violation of a specific provision of this Agreement.
3. The remedy requested.

SECTION 2

Any employee may use this grievance procedure with or without union assistance. No grievance settlement made as a result of an individually processed grievance shall contravene the provisions of this Agreement.

SECTION 3

STEP 1 - Any employee who has a grievance shall, within twenty (20) calendar days of the occurrence or event giving rise to the grievance, reduce the grievance to writing and submit it to the Chief, or his designee. The Chief's, or his designee's, decision shall be submitted in writing to the aggrieved employee and his representative, if represented, within fourteen (14) calendar days of receiving the grievance. If this does not resolve the problem, it may be processed to Step 2. At the option of the grievant, grievances involving discharge, suspension or demotion following disposition by the Chief of Police, may be processed beginning with Step Two.

SECTION 4

STEP 2 - If the grievance has not been settled, it shall be presented in writing to the Town Director of Human Resources within twenty (20) calendar days after the decision of the Chief of Police, or his designee, is received. The Director of Human Resources, or his designated representative, shall meet with the interested parties: (i) within fifteen (15) calendar days of the receipt of the grievance; or (ii) at such later date as mutually agreed in writing. The Town Director of Human Resources shall render his decision in writing within ten (10) calendar days of the completion of such meeting. If this decision does not resolve the dispute, then the question may be processed to Step 3.

SECTION 5

(Intentionally left blank)

SECTION 6

STEP 3 - Either party may request the State Board of Mediation and Arbitration to provide arbitration services within fifteen (15) calendar days following a written decision or, if there is no written decision, within the timelines specified in subsection (f) below.

- a) The decision of the arbitrator shall be final and binding on both parties.
- b) The authority of the arbitrator shall be limited to the application and interpretation of this Agreement. He shall have no authority to add to or subtract from this Agreement. Nothing in this Agreement shall be interpreted so as to limit the authority of the Superior Court to determine the question of arbitrability.
- c) The cost of the arbitration mutually incurred shall be shared equally by both parties. Costs incurred by the parties as individuals shall be borne by the party incurring the cost.
- d) Notwithstanding the foregoing, within ten (10) calendar days following receipt of notice of filing for arbitration, either party may exercise its right to transfer the arbitration proceedings to the American Arbitration Association (AAA). Arbitration(s) transferred to AAA will be administered by and under the rules of the American Arbitration Association. In any case, the party that elects to utilize the services of the American Arbitration Association shall bear 100% of the administrative costs and pay 100% of the arbitrator's fees and expenses in connection with such arbitration.
- e) Expedited Arbitration. The parties may agree to the utilization of an expedited arbitration system following Step 2 for cases of unpaid suspension and any other cases mutually agreed by the parties. Cases designated by the parties to be heard in expedited arbitration will be scheduled for hearing as agreed to by the parties. A mutually agreed single arbitrator shall be utilized in accordance with the procedures of the contractually provided arbitration forum. All other provisions of this Agreement concerning grievances and arbitration shall apply to expedited cases.
- f) Failure by any representative of the Town of East Hartford to render a written decision within the time limit(s) prescribed in this Grievance procedure shall provide the grievant/Union the option to file to the next successive step of the Grievance Procedure: (i) within forty-five (45) calendar days of the filing of the grievance (if proceeding to Step 2); and/or (ii) within ninety (90) calendar days of the filing of the original grievance (if proceeding to Step 3). Failure by the grievant or the Union to proceed to the next level within the time limits prescribed in sections 3 and 4 of this agreement or, if applicable, as set forth in the preceding sentence, shall constitute a denial of the grievance and acceptance of such denial by the grievant/Union. However, all time limits expressed herein may be waived by an agreement confirmed in writing by both parties.
- g) Upon mutual agreement, both parties may request mediation with the State Board of Arbitration and Mediation.

ARTICLE XXIV
Discipline, Discharge and Police Rights

SECTION 1

If a transfer is ordered for disciplinary purposes or as a component of disciplinary actions, the reasons for and duration of the transfer will be stated in writing. This does not imply that disciplinary transfers are prohibited.

SECTION 2

The Chief may suspend an employee without pay, and any such suspension of up to two (2) calendar weeks shall be served on the dates ordered by the Chief. Any suspension of more than two (2) calendar weeks that is grieved shall be stayed until the contractual appeals are exhausted. However, there shall be no stay with regard to a termination or suspension that results from an arrest for criminal activity. A suspension may be with or without pay.

Any suspension that is not stayed and is grieved shall be subject to expedited arbitration pursuant to Article XXIII, Section 6.

SECTION 3

Under any Section of Articles XXIII and XXIV, the employee shall be entitled to Union representation and/or representation of his choice not exceeding two (2) persons.

SECTION 4

Copies of all reprimands or accusative letters from the Chief or his designee shall be given to the member and placed in the personnel file. This Section shall include all evaluations by superior officers.

SECTION 5

Police Officers shall enjoy all legal rights guaranteed under the Constitution of the United States and the State of Connecticut, and any other federal or state statute.

SECTION 6

No employee shall be suspended, discharged or demoted except for just cause.

SECTION 7

Citizen complaints or investigative reports, under the circumstances set forth below, will be turned over to the police officer involved:

1. Complaints alleging police brutality;
2. Complaints alleging disrespectful treatment by the officer;
3. Complaints alleging violation of the civil rights of the complainant;
4. Complaints alleging conduct (which is not criminal in nature) unbecoming a member of the Department.

SECTION 8

If an investigation is commenced by Internal Affairs, such investigation shall commence upon conclusion of the preliminary investigation (which shall not take longer than thirty (30) days) and upon the signing of an Internal Affairs complaint by the Chief of Police. Under normal circumstances, the investigation by the Internal Affairs Department shall be concluded within ninety (90) calendar days from the signing of the Internal Affairs complaint by the Chief. In extenuating circumstances, an extension of up to sixty (60) calendar days shall be permitted for the completion of the Internal Affairs investigation, with notice to the Union President, which notice shall include a statement of such extenuating circumstances. Any such notice of extenuating circumstances shall be kept confidential by the Union President if requested in such notice.

For any investigation conducted pursuant to Sections 7, 8, 9, and 10 of this Article, a letter shall be sent to the officer who was the subject of the investigation notifying him/her forthwith upon the completion and outcome of the investigation. Copies of the internal affairs report shall be provided forthwith at the conclusion of the investigation upon the employee's request, unless a prosecuting authority in an ongoing investigation against the officer in question dictates otherwise.

SECTION 9

- a) Investigation of Citizen Complaints. Citizens who complain about the performance or conduct of any employee shall be encouraged to (1) identify themselves, and (2) reduce their complaint to a written statement promptly, normally within ten (10) days. An oral complaint that is not promptly reduced to writing either through a written complaint or filing of an investigative report corroborating the oral complaint, shall not be investigated unless it involves a charge of criminal behavior or a charge which the Department is otherwise required by law to investigate.
- b) As set forth in Section 7, a copy of the complaint or initial investigative report will be furnished to the employee within fourteen (14) calendar days of the receipt of the complaint, together with the time, if known, of filing the oral complaint, if any. This

fourteen (14) day limit will be extended if either the subject of the complaint or the Internal Affairs officer is absent from his/her assigned duties during such fourteen (14) calendar day period due to vacation, earned time, school, or other leave, up to a maximum of seven (7) additional days.

SECTION 10

Internal Complaints. Copies of non-criminal interdepartmental complaints shall be given to the officer within seven (7) calendar days of the issuance of the complaint. The complaint should be written up on the standard form. Delivery may be made personally or by mail.

ARTICLE XXV **Management Rights**

It is recognized that in addition to other functions and responsibilities except as expressly abridged by this contract, the Town has and will retain the sole right and responsibility to direct its operation and, in this connection, the types of work to be performed; the assignment of all work to employees or other persons, shift schedules and hours of work; the methods, procedures and means of conducting the work; and to select, hire and demote employees, including the right to make and apply rules and regulations for conduct and safety. It shall also have the right and responsibility to discharge or otherwise discipline any employee for just cause, to promote and assign, and to lay off because of lack of work or other cause, unless otherwise hereinafter provided.

ARTICLE XXVI **Non-Discrimination**

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination because of age, sex, marital status, race, color, creed, national origin, political affiliation or union membership.

ARTICLE XXVII **Safety and Health**

SECTION 1

The Town shall not willfully establish a situation that is considered an unusually unsafe practice for police work. Should such a practice be continued as an operating policy, this shall be grounds for grievance under the procedures and steps so provided for in this Agreement. Nothing in this Article is to be construed as dealing with emergency situations.

SECTION 2

The Employer shall recognize a safety committee, which shall consist of not more than six (6) persons. Three (3) members of the committee will be appointed by the Union, and the other three (3) members will be appointed by the Town. Both parties reserve the right to remove and replace their appointed members of the committee.

Said committee shall meet from time to time as mutually agreed, to discuss safety issues. Recommendations shall be made to the Chief of Police who shall reply to the Committee within a reasonable period of time of receiving such recommendations.

IN WITNESS WHEREOF, the parties have caused their names to be signed on this

_____ day of _____, 2014.

TOWN OF EAST HARTFORD

**EAST HARTFORD POLICE
OFFICERS' ASSOCIATION**

Marcia A. Leclerc
Mayor

Michael Weglarz
President, EHPOA

Santiago Malave
Director of Human Resources

Francis McGeough
Vice President, EHPOA

The above and foregoing is a true and attested copy of the contract between the Town of East Hartford and the East Hartford Police Officers' Association.

ATTEST _____ (s)
Town Clerk

APPENDIX A

AUTHORIZATION FOR PAYROLL DEDUCTION

BY: _____
(Please Print) Last Name First

TO: TOWN OF EAST HARTFORD

Effective _____, I hereby request and authorize you to deduct from my earnings a sufficient amount to provide for the regular payment of the current rate of monthly union dues, as certified by the Union. The amount deducted shall be paid to the Treasurer of the East Hartford Police Union.

The authorization shall remain in effect in accordance with the working Agreement or upon termination of my employment.

Employee's Signature

Street Address

City and State

APPENDIX B

WAGES

- A. ~~Effective and retroactive to July 1, 2012, the salary rates in effect on June 30, 2012 will be increased by two percent (2%).~~
- B. ~~Effective and retroactive to July 1, 2013, the salary rates in effect on June 30, 2013 will be increased by two percent (2%).~~
- C. ~~Effective and retroactive to July 1, 2014, the salary rates in effect on June 30, 2014 will be increased by two percent (2%).~~
- D. ~~Effective July 1, 2015 the salary rates in effect on June 30, 2015 will be increased by two percent (2%).~~
- E. Effective July 1, 2016 the salary rates in effect on June 30, 2017 will be increased by two percent (2%).**

APPENDIX C
SALARY SCHEDULES, July 1, 2012 – June 30, 2016
SALARY SCHEDULES, July 1, 2016 - June 30, 2017

Police Officer - Grade 80

| | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Present | \$52,850 | \$55,627 | \$58,411 | \$61,196 | \$63,963 |
| 7/1/2012 | \$53,907 | \$56,740 | \$59,579 | \$62,420 | \$65,242 |
| 7/1/2013 | \$54,985 | \$57,874 | \$60,771 | \$63,668 | \$66,547 |
| 7/1/2014 | \$56,085 | \$59,032 | \$61,986 | \$64,942 | \$67,878 |
| 7/1/2015 | \$57,207 | \$60,212 | \$63,226 | \$66,241 | \$69,236 |
| 7/1/2016 | \$58,351 | \$61,416 | \$64,491 | \$67,566 | \$70,621 |

Detective - Grade 82

| | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3*</u> |
|-----------------|-----------------|-----------------|-----------------|
| Present | \$63,963 | \$65,147 | \$66,470 |
| 7/1/2012 | \$65,242 | \$66,450 | \$67,799 |
| 7/1/2013 | \$66,547 | \$67,779 | \$69,155 |
| 7/1/2014 | \$67,878 | \$69,135 | \$70,538 |
| 7/1/2015 | \$69,236 | \$70,517 | \$71,949 |
| 7/1/2016 | \$70,621 | \$71,927 | \$73,388 |

*Only those holding the rank of detective shall be eligible to advance to Step 3 of Grade 82

Sergeant - Grade 84

| | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> |
|-----------------|-----------------|-----------------|-----------------|
| Present | \$67,135 | \$69,753 | \$72,488 |
| 7/1/2012 | \$68,478 | \$71,148 | \$73,938 |
| 7/1/2013 | \$69,847 | \$72,571 | \$75,417 |
| 7/1/2014 | \$71,244 | \$74,022 | \$76,925 |
| 7/1/2015 | \$72,669 | \$75,503 | \$78,463 |
| 7/1/2016 | \$74,122 | \$77,013 | \$80,032 |

Lieutenant - Grade 86

| | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> |
|-----------------|-----------------|-----------------|-----------------|
| Present | \$73,922 | \$76,840 | \$79,854 |
| 7/1/2012 | \$75,400 | \$78,377 | \$81,451 |
| 7/1/2013 | \$76,908 | \$79,944 | \$83,080 |
| 7/1/2014 | \$78,447 | \$81,543 | \$84,742 |
| 7/1/2015 | \$80,016 | \$83,174 | \$86,437 |
| 7/1/2016 | \$81,616 | \$84,837 | \$88,166 |

APPENDIX D

A medical certificate submitted in accordance with Article XI, Section 8 shall be on the following form or shall contain substantially equivalent information.

EAST HARTFORD POLICE DEPARTMENT
MEDICAL CERTIFICATE

TO: The Office of the Chief

DATE: ___/___/___

RE: _____
(name of employee)

Doctor: _____

Address: _____

Telephone No.: () ___ - _____

As a physician duly licensed by the State of _____, I hereby certify that the above employee has been under my care since ___/___/___ and was last seen by me on ___/___/___ . He/she has been unable to work since ___/___/___ as a result of being afflicted with the following illness or injury which may have commenced on ___/___/___, which does, does not, appear to be work related.

Employee has been diagnosed with _____ and;

- has been medically approved to return to work with no restrictions on ___/___/___.
- may not return to work until further notice from this office.
- was referred for treatment to _____.

is expected to return to full duty within six months, and, at the present time, is medically able to return to work in a light duty program commencing on or after ___/___/___ lasting until the next exam in approximately ___ days, _____ and at the present time, is medically able to return to work in a light duty program only, with the following restrictions;

- No Bending
- No Lifting
- Other restrictions and conditions of light duty; _____
- No Repetitive Use
- No Driving

Signature of Physician

APPENDIX F

Staffing for Patrol Districts

If the Chief proposes a change in patrol district staffing from the staffing provided for in the memo of June 14, 1985, which will affect the safety or workload of bargaining unit employees, the Town shall bargain with the Union to the extent required by law.

Staffing of Patrol Supervisor Positions

The Patrol Supervisor minimum staffing level shall be two (2) supervisors. If a scheduled Lieutenant is absent and a supervisor must be hired to meet this staffing requirement, a lieutenant will be hired.

Scheduling of Patrol Lieutenants

One (1) Lieutenant will be scheduled per patrol platoon.

APPENDIX G - SHIFT BIDDING

A. GENERAL PROVISIONS

1. Bidding is open to all sworn members of the Patrol Division, except those members on a probationary status resulting from their initial appointment to the Department or their promotion, and those employees on an extended absence due to their illness, injury, or authorized leave of absence.
2. Seniority, for bidding purposes only, shall be department seniority for Patrol Officers and rank seniority for Sergeants and Lieutenants, as defined by this Labor Agreement.
3. Employees shall bid their work assignment from among the established bid lists for the upcoming bid year in accordance with their seniority. Patrol Officers shall bid Patrol Officer's slots. Sergeants shall bid Sergeant's slots and Lieutenants shall bid Lieutenant's slots.
4. Not later than September 1 of each year, the Town shall provide Lieutenants assigned to the Patrol Division the list of work assignments for Patrol Lieutenants for the ensuing bid year. The bidding period for Patrol Lieutenants shall be fourteen (14) consecutive calendar days, beginning each year on September 1 and ending Midnight on September 15. The results of this bidding shall be posted not later than September 16 of each year.
5. Not later than September 16 of each year, the Town shall provide Sergeants assigned to the Patrol Division the list of work assignments for Patrol Sergeants for the ensuing bid year and the work assignment of Patrol Lieutenants for that year. The bidding period for Patrol Sergeants shall be fourteen (14) consecutive calendar days, beginning each year on September 16 and ending Midnight on September 30. The results of this bidding shall be posted not later than October 1 of each year.
6. Not later than October 1 of each year, the Town shall provide Patrol Officers assigned to the Patrol Division the list of work assignments for Patrol Officers for the ensuing bid year and the work assignments of Patrol Sergeants and Patrol Lieutenants for that year. The bidding period for Patrol Officers shall be fourteen (14) consecutive calendar days beginning each year on October 1 and ending Midnight on October 15. The results of this bidding shall be posted not later than November 1 of each year.
7. Each employee's shift slot shall remain unchanged for the bid year except:
 - a. By agreement between the Chief of Police and the employee;
 - b. As necessary to meet the reasonable needs of the Town as determined by the Chief of Police;
 - c. As needed to replace an employee on any extended absence other than vacation, in which case the position will be offered to employees in order of seniority and, if not filled voluntarily, will be filled involuntarily in reverse order of seniority;

- d. For one (1) shift reassignment for the purpose of administering the annual health screening program;
- e. For probationary officers and probationary supervisors;
- f. For voluntary exchanging of work assignments with another employee of equal rank, with the approval of the Chief of Police or his designee, provided that the exchange shall not cause any additional expense for the Town.

Probationary officers and probationary supervisors shall be assigned to work assignments by the Chief of Police or his designee, consistent with the needs of the Department. The Chief of Police or his designee may assign probationary employees to any work assignment for periods of at least two (2) weeks at a time. These assignments may be changed at any time by agreement between the Chief of Police and the employee, or changed by the Chief of Police with at least fourteen (14) days notice to probationary employees.

Members failing to submit a work assignment request shall be assigned at the discretion of the Commander, Operations Bureau, after all submitted requests have been processed.

Members who anticipate being absent from duty during the entire 21-day bidding period due to vacation, leave of absence, suspension, military duty, etc., may submit a bid request to the Commander, Operations Bureau, prior to their departure from duty on their last regularly scheduled working day.

Bid forms and appropriate informational material shall be mailed to members absent from duty for extended periods due to Departmental training, a protracted period of illness, or as the result of an on-the-job injury, if their return to duty is anticipated to occur prior to the completion of the first fifty-six (56) days of the bid year.

In order to participate in the bid process, employees who are absent from duty due to illness or injury shall be required to produce certification from a physician that they shall be returning to duty within fifty-six (56) days of the start of the upcoming bid year.

Employees who did not participate in the bid process who return to duty from an extended absence after the completion of the bidding process or the start of the bid year may be assigned by the Chief of Police or his designee to any work assignment for the remainder of that bid year.

12. If the bidding process results in a member working more than four (4) consecutive days during a transitional period, the member shall be required to work the additional day(s) without payment of overtime, provided that this results from the employee having been granted an assignment that was in the top one-half of his bid request.

13. When an employee is scheduled to work more than four (4) consecutive work days during a transitional period, the Commander, Operations Bureau may excuse the member from one or more scheduled work days if staffing permits, or may authorize the payment of overtime for the days in excess of four (4) within the pay period, or a combination of both approved absence and overtime, provided that the employee was granted an assignment that was in the bottom one-half of his bid request.

B. PROCEDURE

1. The Department shall provide bid forms to members of the Patrol Division on the dates required in the General Provisions section of this Appendix.
2. Once completed, bid forms shall reflect the following:
 - a. The bidding member's name and employee number;
 - b. The bidding member's rank;
 - c. The bidding member's date of appointment to the Department, or the member's date of rank, if above the rank of Officer.
 - d. The bidding member's choice of assignment, in numerical order of preference; (1 = First Choice, 2 = Second Choice, etc.);
 - e. The bidding member's signature and date of signing.
3. Completed forms shall be forwarded not later than the dates required in the General Provisions section of this Appendix to the office of the Commander, Operations Bureau. The Commander, Operations Bureau, or his designee, shall process the submitted forms as follows:
 - a. Establish the bidding order:
 - i. Sort the forms by rank.
 - ii. Within a given rank, sort the forms by descending order of seniority.
 - b. Beginning with the most senior member of each rank, make work assignments, based upon the submitted bid form.
 - i. Whenever possible, a member's first choice of assignment shall be honored.
 - ii. When a member's first choice cannot be honored, then the work assignment shall be made by proceeding in descending numerical order through the member's submitted requests until the first match is made between the request and a vacant work assignment.
4. Upon completion of the bidding process, and not later than the dates specified in the General Provisions section of this Appendix, the Commander, Operations Bureau, or his designee, shall post the results of the bidding process. The posting shall reflect each member's Platoon and Squad work assignment.

SHIFT BIDDING

SAMPLE BID FORM - SUPERVISORS

Name: _____

Employee Number: _____

Rank: _____

Date of Rank: ____ / ____ / ____

Lieutenants:

“A” Platoon _____ “B” Platoon _____ “C” Platoon _____

Sergeants:

“A” Platoon

1st Squad _____ (A1) 2nd Squad _____ (A2)

3rd Squad _____ (A3) 4th Squad _____ (A4)

“B” Platoon

1st Squad _____ (B1) 2nd Squad _____ (B2)

3rd Squad _____ (B3) 4th Squad _____ (B4)

“C” Platoon

1st Squad _____ (C1) 2nd Squad _____ (C2)

3rd Squad _____ (C3) 4th Squad _____ (C4)

OFFICE USE ONLY

Work Assignment: _____ **Choice #:** _____

Employee Number of Person Making Assignment: _____

SHIFT BIDDING

SAMPLE BID FORM - OFFICERS

Name: _____

Employee Number: _____

Rank: _____

Date Appointed: ___/___/___

Officers:

“A” Platoon [LT _____]

Squad A1 [SGT _____] _____ Squad A2 [SGT _____] _____

Squad A3 [SGT _____] _____ Squad A4 [SGT _____] _____

“B” Platoon [LT _____]

Squad B1 [SGT _____] _____ Squad B2 [SGT _____] _____

Squad B3 [SGT _____] _____ Squad B4 [SGT _____] _____

“C” Platoon [LT _____]

Squad C1 [SGT _____] _____ Squad C2 [SGT _____] _____

Squad C3 [SGT _____] _____ Squad C4 [SGT _____] _____

OFFICE USE ONLY

Work Assignment: _____ **Choice #:** _____

Employee Number of Person Making Assignment: _____

Comments:

WORK SCHEDULE

"A" Platoon

Work Days: T/W/T/F or F/S/S/M

Common Day: Friday

Days Off: S/S/M or T/W/T

LT _____

Squad A1

SGT _____

OFF _____

OFF _____

OFF _____

OFF _____

OFF _____

Squad A3

SGT _____

OFF _____

OFF _____

OFF _____

OFF _____

OFF _____

Squad A2

SGT _____

OFF _____

OFF _____

OFF _____

OFF _____

OFF _____

Squad A4

SGT _____

OFF _____

OFF _____

OFF _____

OFF _____

OFF _____

WORK SCHEDULE

"B" Platoon

Work Days: T/W/T/F or S/S/M/T

Common Day: Tuesday

Days Off: S/S/M or W/T/F

LT _____

Squad B1

SGT _____

OFF _____

OFF _____

OFF _____

OFF _____

OFF _____

Squad B3

SGT _____

OFF _____

OFF _____

OFF _____

OFF _____

OFF _____

Squad B2

SGT _____

OFF _____

OFF _____

OFF _____

OFF _____

OFF _____

Squad B4

SGT _____

OFF _____

OFF _____

OFF _____

OFF _____

OFF _____

WORK SCHEDULE

"C" Platoon

Work Days: M/T/W/T or T/F/S/S

Common Day: Thursday

Days Off: F/S/S or M/T/W

LT _____

Squad C1

SGT _____

OFF _____

OFF _____

OFF _____

OFF _____

OFF _____

Squad C3

SGT _____

OFF _____

OFF _____

OFF _____

OFF _____

OFF _____

Squad C2

SGT _____

OFF _____

OFF _____

OFF _____

OFF _____

OFF _____

Squad C4

SGT _____

OFF _____

OFF _____

OFF _____

OFF _____

OFF _____

DAILY WORK SHEET
"A" Platoon - DD/MM/YY

LT _____

Squad A1

SGT _____
OFF _____
OFF _____
OFF _____
OFF _____
OFF _____

Squad A3

SGT _____
OFF _____
OFF _____
OFF _____
OFF _____
OFF _____

Squad A2

SGT _____
OFF _____
OFF _____
OFF _____
OFF _____
OFF _____

Squad A4

SGT _____
OFF _____
OFF _____
OFF _____
OFF _____
OFF _____

Overtime

APPENDIX H

EAST HARTFORD CENTURY PREFERRED MEDICAL PLAN

| Benefit | Century Preferred With Managed Benefits | | | | | | | | | | | | | | | | |
|---|---|----------------|---------|------------------|---------|--------------------|----------------------|---------------|-------------------|---------------|----------------------|---------------|----------------------|---------------|----------------------|-------------|-----------------|
| Costshares | <p>In-Network services subject to copays In-Network: \$5 Office Copay, \$25 Emergency Room Copay, \$0 Outpatient Surgical Copay \$0 Per Hospital Admission Copay, Lifetime Maximum-Unlimited</p> <p>Out-of-Network services subject to deductible and coinsurance Deductible - \$200/\$400/\$500 Coinsurance-80%/20% to \$4,000/\$8,000/\$10,000 Out-of-Pocket Maximum \$1,000/2,000/\$2,500, Cost share maximum per calendar year Lifetime Maximum Out-of-Network-\$1,000,000</p> | | | | | | | | | | | | | | | | |
| Preventive Care Pediatric Adult Vision Hearing Gynecological | <p>\$5 Copay. Covered according to age-based schedule</p> <p>Exam Schedule</p> <table border="0"> <tr> <td>Birth - 1 year</td> <td>6 exams</td> </tr> <tr> <td>1 year - 5 years</td> <td>6 exams</td> </tr> <tr> <td>6 years – 10 years</td> <td>1 exam every 2 years</td> </tr> <tr> <td>11 through 21</td> <td>1 exam every year</td> </tr> <tr> <td>22 through 29</td> <td>1 exam every 5 years</td> </tr> <tr> <td>30 through 39</td> <td>1 exam every 3 years</td> </tr> <tr> <td>40 through 49</td> <td>1 exam every 2 years</td> </tr> <tr> <td>50 and over</td> <td>1 exam annually</td> </tr> </table> <p>\$5 Copay, covered once every 2 years</p> <p>Covered once every two years, \$5 copay</p> <p>\$5 Copay, One routine exam every year</p> | Birth - 1 year | 6 exams | 1 year - 5 years | 6 exams | 6 years – 10 years | 1 exam every 2 years | 11 through 21 | 1 exam every year | 22 through 29 | 1 exam every 5 years | 30 through 39 | 1 exam every 3 years | 40 through 49 | 1 exam every 2 years | 50 and over | 1 exam annually |
| Birth - 1 year | 6 exams | | | | | | | | | | | | | | | | |
| 1 year - 5 years | 6 exams | | | | | | | | | | | | | | | | |
| 6 years – 10 years | 1 exam every 2 years | | | | | | | | | | | | | | | | |
| 11 through 21 | 1 exam every year | | | | | | | | | | | | | | | | |
| 22 through 29 | 1 exam every 5 years | | | | | | | | | | | | | | | | |
| 30 through 39 | 1 exam every 3 years | | | | | | | | | | | | | | | | |
| 40 through 49 | 1 exam every 2 years | | | | | | | | | | | | | | | | |
| 50 and over | 1 exam annually | | | | | | | | | | | | | | | | |
| Medical Services Medical Office Visit Outpatient PT/OT/ Chiro, Speech Therapy | <p>\$5 Copay</p> <p>\$5 Copay per visit Covered up to 60 combined treatments per member per calendar year. (Treatment Plan Required)</p> | | | | | | | | | | | | | | | | |

| Benefit | Century Preferred With Managed Benefits |
|---|--|
| Allergy Services | \$5 Copay for visits & tests (Treatment Plan Required) \$0 Copay – injections |
| Diagnostic Lab & X-ray | Covered |
| Surgery Fees | Covered |
| Office Surgery | Covered |
| Outpatient MH/SA | In Network covered to 40 visits per calendar year, \$5 copay covered at 50% up to 40 visits per calendar year Out-of-Network |
| Emergency Care Emergency Room | \$25 Copay (Waived if admitted) |
| Urgent Care | \$25 Copay |
| Ambulance | Covered up to \$500 per trip-land Covered up to \$4,000 per trip-air |
| Inpatient Hospital | Note: All hospital admissions require pre-cert |
| General/Medical/ Surgical Maternity (Semi-private) | Covered |
| Ancillary Services (medicine supplies) | Covered |
| Psychiatric | Covered up to 60 days per calendar year (120 partial) |
| Substance Abuse/ Detox | Covered up to 45 days per calendar year (90 partial) |
| Rehabilitative | Covered up to 60 days per calendar year |
| Skilled Nursing Facility | Covered up to 120 days per calendar year |
| Hospice | Covered |
| Outpatient Hospital Outpatient Surgery Facility Charges | Covered |
| Diagnostic Lab & X-ray | Covered |
| Pre-Admission Testing | Covered |
| Other Services | |
| Durable Medical Equipment | Covered |
| Prosthetics | Covered |

| Benefit | Century Preferred With Managed Benefits |
|--------------------|---|
| Home Health Care | 200 visits per calendar year |
| Prescription Drugs | \$5/\$10/\$0 pharmacy card plan, \$5,000 annual maximum, additional coverage Out-of-Network |

This is a summary of benefits and is by its nature limited in detail and scope. Refer to the Plan Document for full details of coverage.

APPENDIX H-2

EAST HARTFORD POLICE
HDHP SCHEDULE OF BENEFITS

Effective July 1, 2014 – ANTHEM LUMENOS

| COVERED SERVICE | IN-NETWORK SERVICES | OUT-OF-NETWORK SERVICES |
|--|---|---|
| Covered Person Plan Year Deductible | | \$1,500 single * \$3,000 family ** |
| Covered Person Coinsurance | Not Applicable | 20% |
| Covered Person Plan Year Out-of-Pocket Limit | \$1,500 single*** \$3,000 family**** | \$4,000 single*** \$8,000 family**** |
| * Applies to Prescription Drug Copayments | | |
| Lifetime Maximum | Unlimited | Unlimited |
| <p>*Single Deductible --The Deductible must be satisfied before any Covered Services are paid by the Plan except for Preventive Services which are not subject to the Deductible.</p> <p>**Family Deductible – The family Deductible must be satisfied before any Covered Services are paid by the plan except for Preventive Services which are not subject to the Deductible. The family Deductible may be satisfied by one Covered Person or all members of the family collectively.</p> <p>***Single Out-of-Pocket Limit – Once the Member Out-of-Pocket Limit is satisfied, no additional Coinsurance will be required for the Covered Person for the remainder of the benefit period except for Out-of-Network Human Organ and Tissue Transplant services.</p> <p>****Family Out-of-Pocket Limit – Once the family Out-of-Pocket Limit is satisfied, no additional Coinsurance will be required for the Family for the remainder of the benefit period except for Out-of-Network Human Organ and Tissue Transplant services.</p> <p>In-Network and Out-of-Network Out-of-Pocket Limits are separate and do not accumulate toward each other.</p> | | |
| PREVENTIVE SERVICES | | |

| | | |
|--|---------------|--------------------------|
| Well Child Care | No Cost-Share | Deductible & Coinsurance |
| Adult Physical Examinations | No Cost-Share | Deductible & Coinsurance |
| Other Preventive screenings including but not limited to: Routine gynecological care: pap smear and pelvic exam, Prostate screening, Mammography screening, colorectal cancer screening, flexible sigmoidoscopy, colonoscopy, total cholesterol screening, lipid screenings and panels, diabetic screening (See Preventive Services in the Covered Services section for additional information) | No Cost-Share | Deductible & Coinsurance |
| Immunizations and Vaccinations (Other than those needed for travel, see OTHER MEDICAL SERVICES section of the Schedule of Benefits) | No Cost-Share | Deductible & Coinsurance |
| HOSPITAL SERVICES | | |
| All Inpatient Admissions | Deductible | Deductible & Coinsurance |
| Specialty Hospital 100 days per Member per Calendar Year | Deductible | Deductible & Coinsurance |
| Outpatient Surgery (Including colonoscopy) Note: See Other Medical Services section also, for Outpatient Surgery rendered in an ambulatory surgical center | Deductible | Deductible & Coinsurance |
| DIAGNOSTIC SERVICES | | |
| Diagnostic, Laboratory and X-ray Services | Deductible | Deductible & Coinsurance |
| High Cost Diagnostic Tests MRI, MRA, CAT, CTA, PET, and SPECT scans | Deductible | Deductible & Coinsurance |
| THERAPY SERVICES | | |
| Outpatient Rehabilitation Outpatient rehabilitative and restorative physical, occupational, speech and chiropractic therapy for up to 60 combined visits per Calendar Year | Deductible | Deductible & Coinsurance |
| Other Therapy Services: Outpatient cardiac rehabilitation therapy Radiation therapy: Chemotherapy for the treatment of cancer Electroshock Therapy Kidney Dialysis in a Hospital or free-standing dialysis center | Deductible | Deductible & Coinsurance |
| Allergy Office Visit/Testing | Deductible | Deductible & Coinsurance |
| Allergy Injections Immunotherapy or other therapy treatments | Deductible | Deductible & Coinsurance |

| MEDICAL EMERGENCY/ URGENT CARE SERVICES | | |
|--|------------|-----------------------------------|
| Emergency Room Treatment Emergency Room Cost-Share waived if the Member is admitted directly to the Hospital from the emergency room | Deductible | Deductible |
| Urgent Care Services | Deductible | Paid as In-Network Emergency Room |
| Ambulance Land & Air: Paid according to the Department of Public Health Ambulance Service Rate Schedule | Deductible | Deductible |
| PHYSICIAN MEDICAL/ SURGICAL SERVICES | | |
| Medical Office Visit | Deductible | Deductible & Coinsurance |
| Surgical Services Performed by a Surgeon or Physician (Specialist) in any setting other than an Office Visit | Deductible | Deductible & Coinsurance |
| Non-Surgical Services of a Physician or Surgeon (Other than a medical office visit) These services may include after care or attending medical care | Deductible | Deductible & Coinsurance |
| MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES | | |
| Outpatient Treatment for Mental Health Care and Substance Abuse Care | Deductible | Deductible & Coinsurance |
| Inpatient Hospital Services In a Hospital or Residential Treatment Center for Mental Health Care | Deductible | Deductible & Coinsurance |
| Inpatient Rehabilitation Treatment for Substance Abuse Care In a Hospital or Substance Abuse Treatment Facility | Deductible | Deductible & Coinsurance |
| OTHER MEDICAL SERVICES | | |
| Outpatient Surgery In a licensed ambulatory surgical center (not located in a Hospital setting) (including colonoscopy) Note: See the Hospital Services section also for Outpatient Surgery rendered in a Hospital setting. | Deductible | Deductible & Coinsurance |
| Skilled Nursing Facility Up to 120 days per Calendar Year | Deductible | Deductible & Coinsurance |
| Immunizations and Vaccinations for Travel | Deductible | Deductible & Coinsurance |

| | | |
|--|---|--|
| <p>Prescription Drugs:</p> <p>Retail Pharmacy: The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 30 day supply.</p> <p>Diabetic equipment, drugs and supplies</p> <p>Specialty Pharmacy The maximum supply of a Specialty Drug for which benefits will be provided when dispensed under any one prescription is a 30 day supply.</p> <p>Mail Order Prescription Drug Program The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 1-90-day supply.</p> <p>Diabetic drugs and supplies</p> | <p style="text-align: center;">Deductible & then:</p> <p>Tier 1 \$10 Copay per Covered Drug Tier 2 \$25 Copay per Covered Drug Tier 3 \$40 Copay per Covered Drug</p> <p>Tier 1 \$10 Copay per Covered Drug Tier 2 \$25 Copay per Covered Drug Tier 3 \$40 Copay per Covered Drug</p> <p>Tier 1 \$10 Copay per Covered Drug Tier 2 \$50 Copay per Covered Drug Tier 3 \$80 Copay per Covered Drug</p> | <p style="text-align: center;">Deductible & Coinsurance per prescription</p> <p style="text-align: center;">Deductible & Coinsurance per prescription</p> <p style="text-align: center;">Deductible & Coinsurance per prescription</p> |
| <p>Human Organ and Tissue Transplant Services Unlimited maximum</p> | <p style="text-align: center;">Deductible</p> | <p style="text-align: center;">Deductible & Coinsurance</p> |
| <p>Home Health Care (Including In-Home Hospice Care)</p> <p>Nursing and therapeutic services limited to 200 visits</p> <p>In the Home Hospice Medical Social Services under the direction of a Physician Up to \$420.</p> | <p style="text-align: center;">Deductible</p> <p style="text-align: center;">Deductible</p> | <p style="text-align: center;">Deductible & Coinsurance</p> <p style="text-align: center;">Deductible & Coinsurance</p> |
| <p>Infusion Therapy Unlimited lifetime maximum</p> | <p style="text-align: center;">Deductible</p> | <p style="text-align: center;">Deductible & Coinsurance</p> |
| <p>Durable Medical Equipment and Prosthetic Devices</p> <p>Hearing Aid Coverage Available for dependent children age 12 years and under</p> <p>Diabetic equipment, and supplies</p> | <p style="text-align: center;">Deductible</p> | <p style="text-align: center;">Deductible & 50% Coinsurance</p> |
| <p>Ostomy Related Services</p> | <p style="text-align: center;">Deductible</p> | <p style="text-align: center;">Deductible & 50% Coinsurance</p> |
| <p>Hospice Care (inpatient)</p> | <p style="text-align: center;">Deductible</p> | <p style="text-align: center;">Deductible & Coinsurance</p> |
| <p>Wig Up to \$500 maximum per Member per Calendar Year.</p> | <p style="text-align: center;">Deductible</p> | <p style="text-align: center;">Deductible & Coinsurance</p> |
| <p>Specialized Formula</p> | <p style="text-align: center;">Deductible</p> | <p style="text-align: center;">Deductible & Coinsurance</p> |

| | | |
|---|--|--------------------------|
| Infertility Services Please see Maternity/Family Planning Section of this document | | |
| Office Visit | Deductible | Deductible & Coinsurance |
| Outpatient Hospital | Same as Hospital Outpatient Cost-Share | Deductible & Coinsurance |
| Inpatient Hospital | Same as Hospital Inpatient Cost-Share | Deductible & Coinsurance |
| Infertility Drugs The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is 30 day supply | Deductible | Deductible & Coinsurance |
| Maternity | Deductible | Deductible & Coinsurance |

Note: Out of Network services applicable after Deductible and Coinsurance. Covered Person is responsible for the difference between Maximum Allowable Amount (MAA) and total charge.

APPENDIX H-3

DENTAL PLAN

Benefit Description - Triple Option Program

| | PPO In Network No Deductible | Flex Dental \$50 Deductible* | Out of Network \$200 Deductible |
|---|---------------------------------|---------------------------------|------------------------------------|
| Unlimited Annual Maximum | | | |
| Benefit | Coinsurance | Coinsurance | Coinsurance |
| Preventive Services | 100% | 100% | 80% |
| Prophylaxis | 100% | 100% | 80% |
| Oral Hygiene Instruction (included with oral evaluation) | 100% | 100% | 80% |
| Fluoride Treatment | 100% | 100% | 80% |
| Space Maintainers | 100% | 100% | 80% |
| Sealants | 100% | 100% | 50% |
| Diagnostic Services | 100% | 100% | 70% |
| Oral Evaluation | 100% | 100% | 70% |
| Radiographs | 100% | 100% | 70% |
| Pulp Vitality Test (included with oral evaluation) | 100% | 100% | 70% |
| Restorative Services | 100% | 100% | 50% |
| Amalgam Fillings | 100% | 100% | 50% |
| Resin Fillings** | 100% | 100% | 50% |
| Endodontics | 100% | 80% | 50% |
| Root Canal | 100% | 80% | 50% |
| Apicoectomy | 100% | 80% | 50% |
| Oral Surgery | | | |
| Simple Extractions | 100% | 100% | 50% |
| Surgical Extractions & Impaction | 50% | 50% | 50% |
| Treatment of Fractures & Dislocations | 50% | 50% | Not Covered |
| General Services | | | |
| Consultation | 60% | 50% | Not Covered |
| General Anesthesia | 60% | 50% | Not Covered |
| Emergency Treatment | 100% | 100% | 50% |
| Periodontics | 50% | 50% | Not Covered |
| Gingival Curettage | 50% | 50% | Not Covered |

| | PPO In Network No Deductible | Flex Dental \$50 Deductible* | Out of Network \$200 Deductible |
|---|---------------------------------|---------------------------------|------------------------------------|
| Unlimited Annual Maximum | | | |
| Benefit | Coinsurance | Coinsurance | Coinsurance |
| Gingivectomy or Gingivoplasty | 50% | 50% | Not Covered |
| Osseous Surgery | 50% | 50% | Not Covered |
| Mucogingival Surgery | 50% | 50% | Not Covered |
| Management of Acute Infection and Oral Lesions | 50% | 50% | Not Covered |
| | | | |
| Prosthodontics | 50% | Not Covered | Not Covered |
| Dentures, Full and Partial | 50% | Not Covered | Not Covered |
| Crowns, Bridges, Fixed and Removable | 50% | Not Covered | Not Covered |
| Addition of Teeth to Partial Denture to Replace Extracted Teeth | 50% | Not Covered | Not Covered |
| | | | |
| Inlays, Onlays, and Crowns not Part of Bridge | 100% | 50% | Not Covered |
| | | | |
| Repair of Dentures | 100% | 100% | Not Covered |
| | | | |
| Orthodontia \$1,000 Lifetime Maximum. 372A | 50% | 50% | Not Covered |

Duration of coverage for non-spouse Dependents pursuant to Article XVII, Section 1(c).

* Flex dental deductible does not apply to Preventive Services.

** Benefits will be available for resin (synthetic) fillings on anterior or bicuspid teeth only. For resin fillings on molar teeth, the member coinsurance obligation will increase. Benefits will be provided in an amount equal to the Maximum Allowable.

APPENDIX H-4

EAST HARTFORD POLICE
BLUE VIEW VISION PLAN
SCHEDULE OF BENEFITS

| | |
|----------------------------|---|
| BENEFIT PERIOD | Calendar Year |
| DEPENDENT AGE LIMIT | To the end of the month after which the child attains age 26. |

| COVERED SERVICES | COPAYMENTS/MAXIMUMS | |
|--|---|---------------------------------|
| | Network Providers | Out-of-Network Providers |
| Prescription Lenses | | |
| Standard: (including factory scratch coating, polycarbonate lenses for children under 19 years old and Photochromic lenses for children under 19 years old) | | |
| Basic Lenses (pair) | | |
| Single Vision lenses | \$25 Copayment | Reimbursed up to \$36 |
| Bifocal lenses | \$25 Copayment | Reimbursed up to \$54 |
| Trifocal lenses | \$25 Copayment | Reimbursed up to \$69 |
| (limited to one set of lenses per calendar year). | | |
| Frames | | |
| (Limited to one frame per calendar year) | \$130 retail amount, then 20% off any remaining balance | Reimbursed up to \$64 |
| Prescription Contact Lenses (traditional or disposable) | | |
| Non-Elective Contact Lenses (availability once every calendar year) | Covered in full | Reimbursed up to \$210 |
| Elective Contact Lenses (in lieu of eyeglass lenses allowances) (availability once every calendar year) | \$130 retail amount | Reimbursed up to \$105 |
| Note: If you elect covered Non-Elective Contact Lenses or Elective Contact Lenses within one calendar year period, no benefits will be available for covered lenses and frames until the next calendar year period. | | |

Laser Vision Correction Services:

Participating Lasik/photorefractive keratectomy PRK surgical centers offer a discounted rate for Members enrolled under this plan. You are responsible for any remaining charges.

The Schedule of Benefits is a summary of the amount of benefits Anthem will pay when you receive Covered Services from a Provider. Please refer to the Covered Services Section of the Summary Plan Description for a more complete explanation of the specific vision services covered by the plan. All covered services are subject to the conditions, exclusions, limitations, terms and provisions of the Certificate including any attachments or riders.

No prior authorization is required to receive covered vision services.

APPENDIX I
HEALTH BENEFIT OPT-OUT FORM

Employee Name _____ Date of Form Completion _____

Department _____ Effective Date of Cancellation _____

Statement of Election to Participate in Town of East Hartford
Health Benefit Opt-Out Program

I elect to cancel my health insurance (but not dental insurance) with the Town of East

Hartford. The health plan that I will be covered under is offered through _____

(name of company offering program).

The name of the health insurance carrier providing my insurance coverage is

_____.

This plan covers: my spouse my family and myself (check all that apply).

Attached is documentation of my enrollment in the above plan.

In exchange for opting-out of health insurance, I elect to receive a cash payment (totaling \$1,000 for individual employee coverage, \$1,250 for employee plus one dependent coverage, or \$1,500 for employee plus family coverage) to be paid in quarterly installments in October, January, April, and July. I understand that by accepting the opt-out program, I am no longer covered by the Town's health insurance program. However, I will continue to be covered by the Town's dental insurance program.

Employee Name PRINT _____ Date _____

Employee Signature _____

APPENDIX J
COMPENSATORY TIME LEAVE

a) Full Shift Patrol Comp Day Leave:

The Town will grant full shift Comp Day Leave to any requesting officers per shift, up to and including (one) 1 shift absence that results in hiring a replacement officer. Advance notice of not less than 18 hours is required, unless waived by a Commander, for the one (1) full shift of Comp Day Leave that would require overtime replacement. Once the shift absence for Comp Day Leave requiring replacement has been granted, no additional Comp Day Leave will be granted without the approval of the Operations Bureau Commander.

b) Partial Shift Patrol Comp Hours Leave:

1. The Town will grant partial shift Comp Hours Leave to any requesting officers per shift until the minimum eight (8) Officers are scheduled. The taking of compensatory hours in the middle of a shift will be allowed only at the discretion of the Watch Commander based on needs of the department. Once only eight (8) officers remain scheduled, partial shift Comp Hours will be allowed only at both the beginning and the end of a shift. Only one officer will be hired on overtime to cover Comp Hours (beyond the 1½ hour overlap period) granted at the beginning of each shift and only one officer will be hired on overtime at the end of each shift. An officer volunteer from the shift being relieved will extend and/or an officer from the following shift will come in early to cover the Comp Hours Leave. This partial shift Comp Hours replacement hiring will be done with seniority determining who is first offered the overtime hours to cover the absence. If no officer volunteers to either extend or come in early, the Comp Hours Leave will be cancelled or not granted. No ordering-in will occur to cover Comp Hours Leave.
2. More than one (1) person may be allowed to take partial shift Comp Hours during the overlap period. The Watch Commander for the off-going shift shall assume responsibility for adequate staffing and shall retain the current right to restrict this Leave to maintain such staffing levels.
3. The 18 hour advance notice requirement does not apply to partial shift Comp Hours Leave.

c) Non-Patrol Compensatory Leave

For any Division where there is no mandatory staffing level, Compensatory Leave may be taken when the officer's absence will not affect the quality of service delivered to the public or the department.

d) Training Sessions

During a scheduled Training Session, requests may be made for Compensatory Leave for exceptional needs, but will require the approval of the Training Division Supervisor to ensure that mandatory areas of training are met by all officers.

e) Accrued Leave, General Rules:

The current practice for Leave, other than compensatory time, will continue, for example:

- 1 person will be allowed to be on Vacation Week Leave for each 5 man subset of each squad or 2 people off for each 10 person grouping. Vacation Weeks will take precedence over Vacation Days.
- 1 Officer hired on OT for a Vacation Day.
- 1 Officer hired on OT for an Earned Day.
- 1 Officer hired on OT for a Comp Day.
- 1 Officer hired on OT to cover partial shift Comp Hours at the beginning of a shift.
- 1 Officer hired on OT to cover partial shift Comp Hours at the end of a shift.

f) Compensatory Time Accrual vs. Overtime Pay

Compensatory time may be accrued instead of overtime pay, at the officer's discretion, for all overtime that is not reimbursed by a third party or by a grant. Compensatory Time earned is returned at a time and one half rate.

1. Compensatory Time Always Allowed (Examples)

- Normal duty (the usual police work that results in overtime e.g. shift extension, call back, etc.)
- Memorial Day
- Riverfest
- Podunk festival
- Chili festival
- Court Time
- DMV Hearings

2. Compensatory Time Not Allowed (Examples)

- UConn Football Games, Stadium Events
- Federal or State Grants

3. Other

- Other Special Events, Strikes, Natural Disasters – Management reserves the right to allow Compensatory Time or pay OT regardless of whether or not 3rd party or grant funded.

g) Other Considerations:

- Management reserves the right to pay officers for the amounts of compensatory time accrued in excess of 200 hours in the event that staffing levels prohibit taking the compensatory time in a timely and fair manner.
- Employees will not be ordered to or forced to use compensatory time.
- Overtime pay will be substituted for all denied requests of compensatory time.

h) All compensatory issues (i.e. use, accrual, etc.) will be resolved through the parameters outlined in this agreement. All applicable Federal and State Laws still apply to areas where this agreement is silent. However, the Town and Union agree, that as of this date, the Law permits the parties to enter into the above as an enforceable agreement.

APPENDIX K

MEMORANDUM OF UNDERSTANDING

WHEREAS, EHPOA and the Town of East Hartford engaged in negotiations of a successor Collective Bargaining Agreement for the period commencing July 1, 2007;

WHEREAS, the Town and the Union agreed in the negotiations to extend the timeline for filing a grievance at the first and second step of the grievance procedure under Article XXIII in consideration for this Memorandum of Understanding.

NOW, therefore, in exchange for the Town's agreement to extend the filing deadlines and the other mutual covenants, promises, and agreements contained herein, the parties hereby agree as follows:

1. The Union will place, on the official Union Grievance Form, which has heretofore been used by the Union for filing grievances with the Town, the following notation:

If this grievance is signed by other than a member of the Executive Board of EHPOA, the Grievant hereby certifies that he/she has delivered a copy of this grievance to Employee Number _____ this _____ day of _____, 20__.

Grievant

2. The lack of, or any defect in, the certification referenced in the preceding paragraph on a grievance form shall not, in any way, form the basis of a challenge by the Town to the processing of the grievance including but not limited to any claim in regard to arbitrability.
3. This agreement for the inclusion of the certification contained in paragraph 2 above shall not exclude EHPOA from otherwise revising its grievance form.

Dated at East Hartford this _____ day of _____, 2007.

East Hartford Police Officers' Association

Town of East Hartford

By: _____

By: _____

APPENDIX L
ATTESTATION FOR \$250 WELLNESS REWARD

| |
|---|
| THE ORIGINAL FORM SHOULD BE SUBMITTED DIRECTLY TO: Sandy Franklin, Human Resources 740 Main Street East Hartford, CT 06108 |
|---|

ANNUAL ROUTINE PHYSICAL EXAM FORM

Each employee covered by a Town of East Hartford High Deductible Health Plan has been asked to have an annual routine physical examination performed during the calendar year. This routine physical should consist of the items listed below **as deemed appropriate by the employee's primary care provider.**

Once the exam is complete, please sign and date this form and return it to the patient so they may turn it in to HR. You may also mail the form directly. Please do not fax the form – we need the original signature. Please provide the employee with biometrical results of their exam and lab work. They may use this information to complete an online Health Risk Assessment with Anthem.

The Routine Physical Exam Should Include the Following:

- ❖ Preventive Physical Exam, which includes medical and family health history, assessment of lifestyle (diet, stress, exercise, etc.) general system examination (heart, lungs, throat, thyroid, ears, skin, joints, etc). and measurement of height and weight
- ❖ Routine blood pressure and urine screenings
- ❖ Cholesterol and lipid level screenings
- ❖ Blood glucose screening
- ❖ Eye chart vision screening
- ❖ Immunizations (tetanus every ten years, others as appropriate)
- ❖ Pelvic examination, Pap Smear, and Mammography screenings
- ❖ Prostate examination and prostate specific antigen blood test (PSA) (*males only*)
- ❖ Colorectal cancer screening

You, as the health care provider will determine which one of several types of screenings is most appropriate and at what age it should be done. I certify that I performed a routine physical exam on Town of East Hartford employee: _____

and that the exam included appropriate screenings.

Physician's Name: _____

Date of Physical: _____


Physician's Signature: _____



MEMORANDUM

DATE: March 28, 2016

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, Director of Finance 

TELEPHONE: (860) 291-7246

RE: **Police Contract Settlement - Contingency Transfer**
(This transfer relates to the 2016-17 Fiscal Year)

By way of this memo, attached please find the Budgetary Transfer of Funds form for the settlement of the Police contract.

To cover the costs related to the settlement, \$220,816 will need to be transferred into account G5203-60110 - Police Administration, Permanent Services from Contingency.

Based on the agreed upon timelines for settlement, please have this item placed on the April 5, 2016 Town Council agenda. I will be on hand to discuss the item and handle any questions.

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

The Town of East Hartford
 Analysis of the Police Contract
 Prepared as of March 28, 2016

| | | |
|--------|-------------|--------------------|
| Actual | Wages 2% | Prem. Share 16% |
|--------|-------------|--------------------|

Employees Covered 124

| | Base @6/30/16 | Precon. GWI 0.00% | Year 1 | | Year 2 | | Year 3 | | Year 4 | |
|------------|------------------|-------------------------|-----------------------|----------------|-----------------------|----------------|-----------------------|----------------|-----------------------|----------------|
| | | | 6/30/16 Base Total | @7/16 2.00% | 6/30/17 Base Total | @7/17 0.00% | 6/30/18 Base Total | @7/18 0.00% | 6/30/19 Base Total | @7/19 0.00% |
| Reg. Wages | 9,850,133 | - | 9,850,133 | 197,003 | - | - | - | - | - | - |
| OT Wages | 1,190,675 | - | 1,190,675 | 23,814 | - | - | - | - | - | - |
| Total | 11,040,808 | - | 11,040,808 | 220,816 | - | - | - | - | - | - |

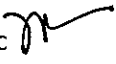
| Year | Wage Inc. Per Year | Wage Inc. Total | Year | | | |
|-------|-----------------------|--------------------|---------|--------|--------|--------|
| | | | Year 1 | Year 2 | Year 3 | Year 4 |
| Pre | - | - | - | - | - | - |
| 1 | 220,816 | 220,816 | 220,816 | - | - | - |
| 2 | - | - | - | - | - | - |
| 3 | - | - | - | - | - | - |
| 4 | - | - | - | - | - | - |
| Total | - | 220,816 | 220,816 | - | - | - |

| Total Per Year | Total Per Contract | Net Med, Savings | Ann. Net Increase | Net Increase | % Inc. Ann. |
|-------------------|-----------------------|---------------------|----------------------|-----------------|----------------|
| | | | | | |
| 220,816 | 220,816 | - | 220,816 | 220,816 | 2.0% |
| - | - | - | - | - | 0.0% |
| - | - | - | - | - | 0.0% |
| - | - | - | - | - | 0.0% |
| 220,816 | 220,816 | - | 220,816 | 220,816 | 2.0% |

Annualized 2.0%



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 12, 2016
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: CONTINGENCY TRANSFER: Presidential Preference Primary

The Presidential Preference Primary, to be held in East Hartford on April 26, 2016 will result in expenditures through the Registrar of Voters that was not previously included in the 2015-2016 budget.

A contingency Transfer in the amount of \$31,853 is needed to cover the cost of the primary. Additional information as well as the transfer form is attached.

Please place on the Town Council agenda for the April 19, 2016 Town Council meeting.


Cc: M. Walsh, Finance Director



MEMORANDUM

DATE: April 1, 2016

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, Director of Finance 

TELEPHONE: (860) 291-7246

RE: **Contingency Transfer: Presidential Preference Primary**

As you are aware, a Presidential Preference Primary will be held here in East Hartford on April 26, 2016.

This primary election will result in unanticipated expenditures attributable to the Registrar of Voters Office in the amount \$31,853 as detailed in the attached memo.

Because the cost of this primary is traditionally not budgeted as part of the 2015-16 budget process, we respectfully need to request a Contingency Transfer from the Town Council to cover the cost of this primary.

A transfer form is attached in the amount of \$31,853. Please forward this item on to the Town Council for action.

Should you have any questions or problems, please feel free to let me know. Thank you.

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

740 Main Street
East Hartford, Connecticut 06108

(860) 291-7280

FAX (860) 289-0831

REGISTRAR OF VOTERS

Date: March 29, 2016
To: Marcia A. Leclerc, Mayor
From: Mary J. Mourey, Republican Registrar of Voters *mjm*
Re: Republican Presidential Preference Primary – April 26, 2016

The following is my budget for the April 26, 2016 primary.

| CODES | RATE | TOTAL |
|--|--------|---------------------------|
| 60135 1 Head Moderator | 300.00 | 300.00 |
| 60135 4 District Moderators | 300.00 | 2,100.00 1,200 |
| 60135 7 Assistant Registrars | 275.00 | 1,925.00 |
| 60135 7 Official Checkers | 200.00 | 1,400.00 |
| 60135 14 Ballot Clerks | 200.00 | 2,800.00 |
| 60135 7 Voting Tabulator Tenders | 200.00 | 1,400.00 |
| 60135 1 Absentee Moderator | 300.00 | 300.00 |
| 60135 2 Absentee Ballot Casters | 200.00 | 400.00 |
| 60135 1 Set-up/Break down Staff | | 300.00 |
| 60135 1 Registrar of Voters | | 700.00 |
| 60135 1 Deputy Registrar of Voters | | 350.00 |
| 62360 St. Christopher's Church Hall – ½ cost | | 100.00 |
| 62360 2,300 ballots @ .30 cents each, plus shipping cost (\$100.00) | | 790.00 |
| 62360 Programming of ballots – English/Spanish Size 8 ½ x 11, plus 32 memory cards | | 875.00 |
| 62360 Programming Handicap IVS phone/fax machine - ½ cost | | 50.00 |
| 63227 Movers - ½ cost | | 750.00 |
| 65212 Telephones – 2 phone lines per district. Includes phone system for handicap voters – ½ cost | | 1,000.00 |
| TOTAL | | \$15,540.00 |

Cc: Michael Walsh



14,640

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

740 MAIN STREET
EAST HARTFORD, CONNECTICUT 06108

(860) 291-7200
FAX (860) 282-2978

WWW.EASTHARTFORDCT.GOV

JUDITH A. SHANAHAN
DEMOCRATIC REGISTRAR OF VOTERS
(860) 291-7281

MARY J. MOUREY
REPUBLICAN REGISTRAR OF VOTERS
(860) 291-7282

TO: Marcia A Leclerc, Mayor

cc: Michael Walsh

FROM: Judith A Shanahan

The following is my proposed budget for the Democratic Presidential Preference Primary

| Codes | | | Rate | Total |
|-------|----|--|---------|---------|
| 60135 | 1 | Head Moderator | 300.00 | 300.00 |
| 60135 | 3* | District Moderators | 300.00 | 900.00 |
| 60135 | 7 | Assistant Registrars | 275.00 | 1925.00 |
| 60135 | 14 | Official Checkers | 200.00 | 2800.00 |
| 60135 | 7 | Ballot Clerks | 200.00 | 1400.00 |
| 60135 | 7 | Tabulator Tenders | 200.00 | 1400.00 |
| 60135 | 1 | Absentee Ballot Moderator | 300.00 | 300.00 |
| 60135 | 4 | Absentee Ballot Casters | 200.00 | 800.00 |
| 62360 | | St Christopher Church Hall – ½ cost 200.00 | 100.00 | 100.00 |
| 63227 | | Movers ½ cost 1500.00 | 750.00 | 750.00 |
| 65212 | | Telephone – 2 phone lines for district includes phone system for handicap voters – ½ cost of 2000.00 | 1000.00 | 1000.00 |
| 62360 | | 9600 Ballots at .28 cents each plus ½ shipping cost of 150.00 | 2838.00 | 2838.00 |
| 62360 | | Programming of Ballots – English/Spanish – size 8 ½ | | |

MAR 29 2016

| | | | |
|-------|---|--------|----------|
| | X 11, plus 24 Memory Cards – ½ cost | 800.00 | 800.00 |
| 60135 | 2 set-up people | 400.00 | 800.00 |
| 60135 | 1 Democratic Registrar of Voters | 700.00 | 700.00 |
| 60135 | 1 Democratic Deputy Registrar of Voters | 350.00 | 350.00 |
| 65212 | Programming of phone line for handicapped | 50.00 | 50.00 |
| | | | |
| | | Total | 17213.00 |

*Using one Moderator per district at a saving of \$2100.00

INTEROFFICE MEMORANDUM

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

FROM: KRISTY FORAN, ASSISTANT COLLECTOR OF REVENUE

SUBJECT: REFUND OF TAXES

DATE: 4/15/2016

Under the provisions of Section 12-129 of the Connecticut General Statutes, the following persons are entitled to the refunds as requested. The total amount to be refunded is \$6,920.81. Please see attached listing.

| Bill | Name | Address | Prop Loc/Vehicle Info. | Over Paid |
|-----------------|-------------------------------|--|------------------------|-----------|
| 2014-03-0051117 | AMERICAN HONDA MOTOR CO | 555 OLD COUNTY RD WINDSOR LOCKS 06096 | 2014/1HGCR2E50EA095567 | -5.33 |
| 2014-01-0001874 | ARSENAULT ROBERT | 401 HIGH ST EAST HARTFORD 06118 | 401 HIGH ST | -10.05 |
| 2014-03-0052895 | BELANGER ANNE B | 95 WHITEHALL DR E HARTFORD 06118 | 2014/JF2SJAEC0EH523754 | -405.63 |
| 2014-01-0006719 | CAMPUS REALTY LLC | ONE RIVERSIDE DR EAST HARTFORD 06118 | 56 WILLOWBROOK RD | -1,293.53 |
| 2014-03-0055946 | CASSANDRA JOHN J | 47 LEXINGTON RD E HARTFORD 06118 | 2011/1GCNKPEA2BF131151 | -288.23 |
| 2014-03-0055948 | CASSANDRA JOHN J | 47 LEXINGTON RD E HARTFORD 06118 | 2013/3VW5P7ATODM819870 | -335.47 |
| 2014-04-0081594 | CHICOINE KRISTA LAUREN | 136 MOUNTIAN VIEW APT E SOMERS 06071 | 2001/1GCEK14V81Z197184 | -23.89 |
| 2014-03-0059135 | DAVIS KEITH W | 178 GRANDE RD E HARTFORD 06118 | 2008/1J8FF47WX8D573768 | -152.49 |
| 2014-04-0082479 | DUMELIN JR EDWARD M ESTATE OF | 2650 MAIN ST GLASTONBURY CT 06033 | 2015/1C3CCCEG5FN543677 | -80.49 |
| 2014-03-0051606 | FACER JAMES T OR FACER JANET | 36 CHAPMAN ST E HARTFORD 06108 | 2013/JF2SHACC2DH404956 | -46.27 |
| 2014-04-0082997 | FITZGERALD THOMAS D ESTATE OF | 124 HARVEST LN EAST HARTFORD CT 06118 | 2001/3N1CB51D61L517302 | -155.28 |
| 2014-04-0089495 | GOMEZ MICHELE A | 17 HIGH CT EAST HARTFORD 06118 | 2014/5XYZTDLB7EG152779 | -21.3 |
| 2014-03-0066189 | HERSEY KATIE A | 121 GOODWIN LN E HARTFORD 0618 | 1999/1B7GG26X0XS221140 | -20.15 |
| 2014-03-0066973 | HUDSON AISHA A | BOX 1352 HARTFORD 06143 | 2006/JNRAS08W86X202656 | -361.22 |
| 2014-03-0068204 | JORDAN-MUNROE DONNA E | 72 GARDEN ST E HARTFORD 06108 | 2010/5NMSG3AB4AH333227 | -487.57 |
| 2014-03-0068743 | KENDALL BRIAN T | 93 HOCKANUM DR E HARTFORD 06118 | 1990/1FDGS24H8LHA03024 | -44.67 |
| 2012-03-0071356 | MADISON DANISIA V | 104 IRVING ST 3RD FL HARTFORD CT 06112 | 2005/1N4BA41E65C812096 | -312.14 |

| | | | | |
|-----------------|--------------------------|---------------------------------------|------------------------|---------|
| 2014-03-0076345 | ORTIZ EVELYN | 20 HENDERSON DR #4 E HARTFORD 06108 | 2001/1FAFP56S81A275404 | -69.87 |
| 2014-03-0080493 | RODRIGUEZ ADRIAN | 339 TOLLAND ST E HARTFORD 06108 | 2001/1FBNE31L21HB74418 | -17.02 |
| 2014-01-0013260 | SERPA TERESA M TRUSTEE | 195 MC GRATH ROAD SOUTH WINDSOR 06074 | 15-17 JERRY RD | -225.06 |
| 2014-03-0084571 | SULLIVAN KENNETH | 69 BROOKFIELD DR E HARTFORD 06118 | 2008/1J8GA69138L547308 | -999.84 |
| 2014-03-0087030 | VEILLEUX DANIEL OR KATHY | 146 CHIPPER DRIVE E HARTFORD 06108 | 2008/2CNDL63FX86293948 | -92.75 |
| 2014-03-0087835 | WARBURTON ROBERT F | 1443 HEBRON AVE GLASTONBURY 06033 | 2005/1D4GP45R35B158405 | -150.88 |

AMENDED REFUNDS 4-14-16 - ADDED DUE TO CIRCUMSTANCES OF SITUATION, APPROVED BY M. WALSH

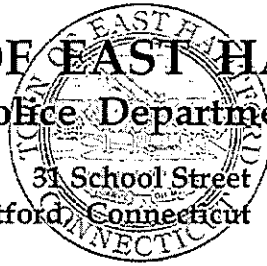
| | | | | |
|-----------------|----------------------|---------------------------|---------------|---------|
| 2012-02-0043066 | FINANCIAL VISION LLC | 111 FOUNDERS PLAZA # 1202 | 323 PITKIN ST | -660.56 |
| 2013-02-0043216 | FINANCIAL VISION LLC | 112 FOUNDERS PLAZA # 1202 | 324 PITKIN ST | -661.12 |

TOTAL

*****AMENDED TOTAL -6,920.81

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department



East Hartford, Connecticut 06108-2638

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

www.easthartfordct.gov

SCOTT M. SANSOM
CHIEF OF POLICE

April 13, 2016

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

Re: **Outdoor Amusement Permit Application**
"Macho's Give Back"

Dear Mr. Kehoe:

Attached please find an Outdoor Amusement Permit Application submitted by Carlos Hernandez. The applicant seeks to conduct a day in memorial for his late son on **Sunday, April 24, 2016** from **11 AM to 5 PM** at Martin Park. There will be food, face painting, music, crafts, balloons and cartoon characters. There is a **rain date of Saturday, April 30th** with the same time and activities requested.

The applicant respectfully **requests a waiver of the associated time requirement** under the provisions of (TO) 5-2(a) and **requests a waiver of the associated permit fee**, under the provisions of (TO) 5-6(a), due to the Town of East Hartford as this is a memorial event designed to give back to the Town.

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

- The applicant shall provide information regarding the crowd size, traffic and parking, trash and litter control.
- The applicant shall return the park to its pre-amusement condition, including removal of all trash and litter generated by the event.
- **There is no anticipated cost to the Department.**

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

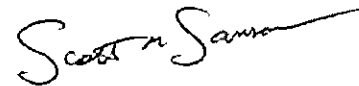
The **Health Department** recommends approval provided that a temporary food service license application is filed at least two (2) weeks prior to the event. **It further states there are no anticipated costs to the Department.**

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

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

Respectfully submitted for your information.

Sincerely,

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

Scott M. Sansom
Chief of Police

Cc: Applicant

Time Waiver Request

April 8, 2016

To whom it may concern:

I would like to apologize for the late application. This is my first time doing this and I have different hours that overlap the Town's. I work from Monday through Saturday 7-6, so my hours don't quite settle with yours. I'm asking for this one chance and I promise every year from here on out my application will be done in advance so that the application is provided more than 30 days before the event. Thank you for helping me with this.

Yours truly,

Mr Hernandez

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: *Macho's give Back*
2. Date(s) of Event: *4/24/16 - (4/30/16 rained)*
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): *Carlos Hernandez 107 Burnside Ave E.Hartf CT 06108*
Cell - 860-934-9098
Home - 860-904-6376
E-mail - CCMasonry@Live.com
4. If Applicant is a partnership, corporation, limited liability company, club, or association, list the names of all partners, members, directors and officers AND provide their business address.

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

Martin Park 307 Burnside Ave East Hartford CT 06108

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

4/24/16 - 11:00AM - 5:00PM / IF postponed Due to weather on 4/24/16 - 4/30/16 11:00AM - 5:00PM

7. Provide a detailed description of the proposed amusement:

It will be a give back to the community serving Hotdogs, Hamburgers, chips, and juices for the children and adults of the community. There will be face painting, Arts and crafts, balloons and costume characters.

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)? 4/24/16 11am - 5pm / Due to postponed 4/30/16 11am - 5pm

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.)

4/24/16 100 people 11am - 5pm / postponed Date 4/30/16 100 people 11am - 5pm

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:

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:

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: Served for free

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):

*I requests a fee waiver for this Application
Do that its a give back to the community for free
there wont be any money being made*

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:

Carlos Hernandez
(Legal Name of Applicant)

[Signature]
(Applicant Signature)

Carlos Hernandez
(Printed Name)

4/9/16
(Date Signed)

(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES
 YES
 YES
 YES
 YES

NO
 NO
 NO
 NO
 NO

Liquor Permit Included:

Certificate of Alcohol Liability Included:

Time Waiver Request Included:

Fee Waiver Request Included:

N/A

Received By: Carmel Steant
Employee Number: 9019
Date & Time Signed: April 8 2016 7:15 AM ~~PM~~
Time remaining before event: 16 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.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/05/2016

| PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley, CA 95945 Phone: (530) 477-6521 Email: info@theeventhelper.com | THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. | | | | | | | | | | | | |
|--|---|-----------------------------|--------|------------------------------------|-------|------------|--|------------|--|------------|--|------------|--|
| INSURED Carlos Hernandez 107 burnside ave East Hartford, CT 06108 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURERS AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Essex Insurance Company</td> <td>39020</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table> | INSURERS AFFORDING COVERAGE | NAIC # | INSURER A: Essex Insurance Company | 39020 | INSURER B: | | INSURER C: | | INSURER D: | | INSURER E: | |
| INSURERS AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | |
| INSURER A: Essex Insurance Company | 39020 | | | | | | | | | | | | |
| INSURER B: | | | | | | | | | | | | | |
| INSURER C: | | | | | | | | | | | | | |
| INSURER D: | | | | | | | | | | | | | |
| INSURER E: | | | | | | | | | | | | | |

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS 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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR | ADDT | LTR | INSRD | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS | | | | | | | | | | | | | | |
|--|--------------|-----|-------|--|-----------------|----------------------------------|-----------------------------------|---|--|--------------|----------------------------|----------|------------------------------|--------------|--------------------------------|--------------|-----------------------------|--------------|------------|----------|--|----|
| A | | | Y | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR Host Liquor Liability GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC Retail Liquor Liability | 3DS5450-M950078 | SEE BELOW | SEE BELOW | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>EACH OCCURRENCE INCLUDES BODILY INJURY & PROPERTY DAMAGE</td> <td style="text-align: right;">\$ 1,000,000</td> </tr> <tr> <td>MED EXP (Any one person)</td> <td style="text-align: right;">\$ 5,000</td> </tr> <tr> <td>PERSONAL & ADV INJURY</td> <td style="text-align: right;">\$ 1,000,000</td> </tr> <tr> <td>GENERAL AGGREGATE</td> <td style="text-align: right;">\$ 2,000,000</td> </tr> <tr> <td>PRODUCTS - COMP/OP AGG</td> <td style="text-align: right;">\$ 1,000,000</td> </tr> <tr> <td>DEDUCTIBLE</td> <td style="text-align: right;">\$ 1,000</td> </tr> <tr> <td></td> <td style="text-align: right;">\$</td> </tr> </table> | EACH OCCURRENCE INCLUDES BODILY INJURY & PROPERTY DAMAGE | \$ 1,000,000 | MED EXP (Any one person) | \$ 5,000 | PERSONAL & ADV INJURY | \$ 1,000,000 | GENERAL AGGREGATE | \$ 2,000,000 | PRODUCTS - COMP/OP AGG | \$ 1,000,000 | DEDUCTIBLE | \$ 1,000 | | \$ |
| EACH OCCURRENCE INCLUDES BODILY INJURY & PROPERTY DAMAGE | \$ 1,000,000 | | | | | | | | | | | | | | | | | | | | | |
| MED EXP (Any one person) | \$ 5,000 | | | | | | | | | | | | | | | | | | | | | |
| PERSONAL & ADV INJURY | \$ 1,000,000 | | | | | | | | | | | | | | | | | | | | | |
| GENERAL AGGREGATE | \$ 2,000,000 | | | | | | | | | | | | | | | | | | | | | |
| PRODUCTS - COMP/OP AGG | \$ 1,000,000 | | | | | | | | | | | | | | | | | | | | | |
| DEDUCTIBLE | \$ 1,000 | | | | | | | | | | | | | | | | | | | | | |
| | \$ | | | | | | | | | | | | | | | | | | | | | |
| | | | | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>COMBINED SINGLE LIMIT (Ea accident)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>BODILY INJURY (Per person)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>BODILY INJURY (Per accident)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>PROPERTY DAMAGE (Per accident)</td> <td style="text-align: right;">\$</td> </tr> </table> | COMBINED SINGLE LIMIT (Ea accident) | \$ | BODILY INJURY (Per person) | \$ | BODILY INJURY (Per accident) | \$ | PROPERTY DAMAGE (Per accident) | \$ | | | | | | |
| COMBINED SINGLE LIMIT (Ea accident) | \$ | | | | | | | | | | | | | | | | | | | | | |
| BODILY INJURY (Per person) | \$ | | | | | | | | | | | | | | | | | | | | | |
| BODILY INJURY (Per accident) | \$ | | | | | | | | | | | | | | | | | | | | | |
| PROPERTY DAMAGE (Per accident) | \$ | | | | | | | | | | | | | | | | | | | | | |
| | | | | GARAGE LIABILITY <input type="checkbox"/> ANY AUTO | | | | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>AUTO ONLY - EA ACCIDENT</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>OTHER THAN EA ACC</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>AUTO ONLY: AGG</td> <td style="text-align: right;">\$</td> </tr> </table> | AUTO ONLY - EA ACCIDENT | \$ | OTHER THAN EA ACC | \$ | AUTO ONLY: AGG | \$ | | | | | | | | |
| AUTO ONLY - EA ACCIDENT | \$ | | | | | | | | | | | | | | | | | | | | | |
| OTHER THAN EA ACC | \$ | | | | | | | | | | | | | | | | | | | | | |
| AUTO ONLY: AGG | \$ | | | | | | | | | | | | | | | | | | | | | |
| | | | | EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$ | | | | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>EACH OCCURRENCE</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>AGGREGATE</td> <td style="text-align: right;">\$</td> </tr> <tr> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td></td> <td style="text-align: right;">\$</td> </tr> </table> | EACH OCCURRENCE | \$ | AGGREGATE | \$ | | \$ | | \$ | | \$ | | | | |
| EACH OCCURRENCE | \$ | | | | | | | | | | | | | | | | | | | | | |
| AGGREGATE | \$ | | | | | | | | | | | | | | | | | | | | | |
| | \$ | | | | | | | | | | | | | | | | | | | | | |
| | \$ | | | | | | | | | | | | | | | | | | | | | |
| | \$ | | | | | | | | | | | | | | | | | | | | | |
| | | | | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER | | | | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>WC STATUTORY LIMITS</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>OTHER</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td style="text-align: right;">\$</td> </tr> </table> | WC STATUTORY LIMITS | \$ | OTHER | \$ | E.L. EACH ACCIDENT | \$ | E.L. DISEASE - EA EMPLOYEE | \$ | E.L. DISEASE - POLICY LIMIT | \$ | | | | |
| WC STATUTORY LIMITS | \$ | | | | | | | | | | | | | | | | | | | | | |
| OTHER | \$ | | | | | | | | | | | | | | | | | | | | | |
| E.L. EACH ACCIDENT | \$ | | | | | | | | | | | | | | | | | | | | | |
| E.L. DISEASE - EA EMPLOYEE | \$ | | | | | | | | | | | | | | | | | | | | | |
| E.L. DISEASE - POLICY LIMIT | \$ | | | | | | | | | | | | | | | | | | | | | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 Certificate holder listed below is named as additional insured per attached CG 20 26 07 04 for the following dates: 04/24/2016 & 04/30/2016.
 Attendance: 100, Event Type: Memorial Service.

CERTIFICATE HOLDER

The town of east Hartford
 307 burnside ave
 East Hartford, CT 06108

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

ACORD 25 (2001/08)

AUTHORIZED REPRESENTATIVE

Will Maddipati

© ACORD CORPORATION 1988

Policy Number: 3DS5450-M950078

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

| Name Of Additional Insured Person(s) Or Organization(s) |
|--|
| The town of east Hartford 307 burnside ave East Hartford, CT 06108 |
| Information required to complete this Schedule, if not shown above, will be shown in the Declarations. |

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.



Essex Insurance Company
COMMON POLICY DECLARATIONS

POLICY NUMBER: 3DS5450-M950078

Named Insured and Mailing Address

Carlos Hernandez
 107 burnside ave, East Hartford, CT 06108

Policy Period: From 04/24/16 to 05/01/16 at 12:01 A.M. Standard Time at your mailing address (shown above).

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

| LIMITS OF INSURANCE | | |
|--|--------------|------------------|
| General Aggregate Limit (other than Products/Completed Operations) | \$ 2,000,000 | |
| Products/Completed Operations Aggregate Limit | \$ 1,000,000 | |
| Personal and Advertising Injury Limit | \$ 1,000,000 | |
| Each Occurrence Limit | \$ 1,000,000 | |
| Damage to Premises Rented to You Limit | \$ 100,000 | Any One Premises |
| Medical Expense Limit | \$ 5,000 | Any One Person |
| Deductible | \$ 1,000 | |

These declarations, together with the Common Policy Conditions and Coverage Form(s) and any Endorsement(s), complete the above numbered policy.

| FORMS AND ENDORSEMENTS |
|--|
| Forms and Endorsements applying to this Coverage Part and made part of this policy at time of issue: |
| SEE FORMS SCHEDULE - MDIL 1001 |

| ITEMIZED COSTS | |
|-------------------|----------|
| Premium | \$ 75 |
| Surplus Lines Tax | \$ 3 |
| Stamping Fees | \$ 0 |
| Policy Fee | \$ 3.75 |
| RPG Cost | \$ 22.99 |

Producer Number, Name and Mailing Address

Citadel Insurance Services, LC
 826 E State Rd. Ste. 100
 American Fork, UT 84003

General Agent for

Countersigned: _____ By: _____
 AUTHORIZED REPRESENTATIVE DATE

04/05/2016



Scott M. Sansom
Chief of Police

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



Marcin A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: April 24, 2016 Rain Date: April 30, 2016

Event: Macho's Give Back

Applicant: Carlos Hernandez

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

1. the application be approved as submitted.
2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
3. the application be disapproved for the reason(s) set forth in the attached comments.
- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel
- Anticipated Cost(s) if known \$ 200

William Perez, Assistant Fire Chief

April 12, 2016

Signature _____

Date

Comments:

The event will require a site plan prior to event date. A pre-event inspection is required. Applicant is responsible for cost if inspection if not performed during normal working hours.



Scott M. Sansom
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
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- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel

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

Michael O'Connell 4/21/16
Signature _____ Date

Comments:
Approval recommended provided that a temporary foodservice permit application is submitted to the Health Dept. prior to the event.

Parks + Rec



Scott M. Sansom
Chief of Police

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



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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

4/12/16

Date

Comments:

Frank, Carol

From: Schwartz, Tess
Sent: Friday, April 08, 2016 9:27 AM
To: Frank, Carol
Cc: Bockus, Tim
Subject: RE: Macho's Give Back

Carol,

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

- The applicant shall provide information regarding the crowd size, traffic and parking, trash and litter control, etc.
- The applicant shall return the park to its pre-amusement condition, including removal of all trash and litter generated by the event.

There is no anticipated cost to the Department.

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

From: Frank, Carol
Sent: Friday, April 08, 2016 8:48 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Sullivan, Trent; Uhrig, Jim; Walsh, Mike
Subject: Macho's Give Back

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

THIS IS A VERY UNIQUE CIRCUMSTANCE AND DUE TO THE VERY SHORT TURNOVER TIME TO ENSURE PLACEMENT ON THE APRIL 19TH TOWN COUNCIL AGENDA, I AM REQUESTING THAT, IF AT ALL POSSIBLE, YOUR REVIEWS BE RETURNED TO ME BY NO LATER THAN NOON ON TUESDAY, APRIL 12TH.

(A time waiver request is forthcoming and will be forwarded to your attention when received.)

PD Review

Frank, Carol

From: Hawkins, Mack
Sent: Wednesday, April 13, 2016 7:25 AM
To: Frank, Carol
Subject: RE: Macho's Give Back

Carol,

I have reviewed the Outdoor Amusement Permit Application for Macho's Give Back along with the follow up emails answering questions/concerns. I approve this permit. Please mark the Worksheets "EXTRA ATTENTION" for the day of the event.

Thank you.

Deputy Chief Mack S. Hawkins

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

"Serving our Community with Pride and Integrity"



From: Frank, Carol
Sent: Friday, April 08, 2016 8:48 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Sullivan, Trent; Uhrig, Jim; Walsh, Mike
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Corp Counsel

Frank, Carol

From: Fravel, Theodore
Sent: Tuesday, April 12, 2016 9:57 AM
To: Gentile, Richard; Frank, Carol
Cc: Uhrig, Jim
Subject: RE: Macho's Give Back

They are all set with the date here at Parks and Recreation

Ted

From: Gentile, Richard
Sent: Tuesday, April 12, 2016 8:46 AM
To: Frank, Carol; Fravel, Theodore
Cc: Uhrig, Jim
Subject: RE: Macho's Give Back

Maybe Ted can call me. 7217. Rich

From: Frank, Carol
Sent: Tuesday, April 12, 2016 8:44 AM
To: Gentile, Richard; Fravel, Theodore
Cc: Uhrig, Jim
Subject: RE: Macho's Give Back

Good morning Ted.

Please see Rich Gentile's response regarding this application.

I don't know what paperwork your office requires to rent space at the Town's parks, so I don't know if you already have the referred to licensing agreement. I know that Jim is out until the 26th of the this month so he won't be able to assist Mr. Hernandez. Is there someone else in your department, Nancy or Courtney perhaps, that can help if it's still required?

From: Gentile, Richard
Sent: Tuesday, April 12, 2016 8:38 AM
To: Frank, Carol
Subject: RE: Macho's Give Back

I think he needs some help completing the application. I think you may be able to walk him thru it. Assuming he fills it out completely, the parks Department will need to work with him on a license agreement.

From: Frank, Carol
Sent: Tuesday, April 12, 2016 7:43 AM
To: Perez, William; O'Connell, Michael; Gentile, Richard; Fravel, Theodore; Hawkins, Mack
Cc: Uhrig, Jim; Collins, Courtney; Francis, Nancy; Driscoll, Eileen
Subject: Macho's Give Back

Frank, Carol

From: Grew, Greg
Sent: Friday, April 08, 2016 9:40 AM
To: Frank, Carol
Subject: Re: Macho's Give Back

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

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

> On Apr 8, 2016, at 8:48 AM, Frank, Carol <CFrank@easthartfordct.gov> wrote:

- >
- > Attached please find the Outdoor Amusement Permit Application, Fee Waiver request, Certificate of Insurance and your Director's Review and Notice in connection with the above captioned event.
- >
- > THIS IS A VERY UNIQUE CIRCUMSTANCE AND DUE TO THE VERY SHORT TURNOVER TIME TO ENSURE PLACEMENT ON THE APRIL 19TH TOWN COUNCIL AGENDA, I AM REQUESTING THAT, IF AT ALL POSSIBLE, YOUR REVIEWS BE RETURNED TO ME BY NO LATER THAN NOON ON TUESDAY, APRIL 12TH.
- > (A time waiver request is forthcoming and will be forwarded to your
- > attention when received.)
- >
- > Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by noon on Tuesday, April 12, 2016. Thank you.
- >
- > Your anticipated cooperation is very much appreciated and if you should have any questions, please feel free to contact me.
- >
- >
- >
- > Carol A. Frank
- > East Hartford Police Department
- > Support Services Bureau
- > 31 School Street
- > East Hartford, CT 06108
- >
- > Ph: 860-291-7631
- > Fax: 860-610-6290
- >
- > <Application-COI-Fee Waiver Request.pdf> <Directors' Review &
- > Notice.doc>

COI Approval

Frank, Carol

From: Sullivan, Trent
Sent: Friday, April 08, 2016 9:10 AM
To: Frank, Carol
Cc: Uhrig, Jim; Walsh, Mike; Fravel, Theodore; Hawkins, Mack; McConville, Timothy
Subject: RE: Macho's Give Back

Hi Carol – I reviewed the Certificate of Insurance and the coverage is sufficient for the event.

I noticed he did not answer questions 11 and 12. Martin Park clearly looks to be sufficient to handle the expected numbers, but I do think it would be important for him to consider the answers to the questions posed in 11 and 12. Perhaps we could call him and just ask the questions on the phone instead of asking him to fill it out. I'm more than willing to call him if you'd like.

Thanks, Trent

From: Frank, Carol
Sent: Friday, April 08, 2016 8:48 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Sullivan, Trent; Uhrig, Jim; Walsh, Mike
Subject: Macho's Give Back

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

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(A time waiver request is forthcoming and will be forwarded to your attention when received.)

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by noon on Tuesday, April 12, 2016. Thank you.

Your anticipated cooperation is very much appreciated and if you should have any questions, please feel free to contact me.

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

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

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

31 School Street
East Hartford, Connecticut 06108-2638

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

SCOTT M. SANSOM
CHIEF OF POLICE

www.easthartfordct.gov

March 29, 2016

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

**Re: Outdoor Amusement Permit Application -
"2016 Memorial Day Parade"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **East Hartford Patriotic Commission** by **Melodie S. Wilson, its Chairperson**. The applicant seeks to hold the Town's annual **Memorial Day Parade** on **Monday, May 30, 2016** between the hours of **9:30 AM to noon with music during the same hours**. The parade route will begin by going west on Burnside Avenue beginning at 777 Burnside Avenue (East Hartford Middle School), to Hillside St., then south on Hillside Street to its conclusion at the Hillside Cemetery.

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

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

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

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

- The referenced document detailing traffic control, parking, etc. was not provided. The applicant shall provide this information for review.
- The applicant must obtain written authorization for road closures from the appropriate jurisdiction.
- **The anticipated cost to the department for this event is \$350.00.**

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

- The proposed route requires the establishment of two (2) complex detour routes. This will require employing approximately thirty-five (35) Police Officers to establish and maintain the parade route and traffic detours. The majority of these Officers will be provided through overtime hiring.
- **Anticipated cost to the Department for this event is \$12,230.73 which includes an estimated 2% contractual raise.**
- The applicant has made or will make application to the State Traffic Commission for the necessary road closure permit for Route 44 (Burnside Avenue) and to the Town's Director of Public Works for Hillside Street. It is anticipated that these permits will be approved.
- The necessary prohibition of all vehicles on the parade route (Burnside Avenue between Long Hill and Hillside Streets and between Hillside and Roberts Streets) will severely disrupt the traffic flow in the vicinity. This prohibition is anticipated to be for a period of approximately 3.5 hours. Alternative routes to most intersecting streets are available. It should be noted that during the road closure period, vehicles will not be allowed to exit or enter onto Burnside Avenue from the following streets:

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

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

Respectfully submitted for your information.

Sincerely,



Scott M. Sansom
Chief of Police

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:
2016 Memorial Day Parade
2. Date(s) of Event:
Monday, May 30th, 2016
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant) :
East Hartford Patriotic Commission, c/o Melodie D. Wilson, 272 Goodwin St.
East Hartford, CT 06108-1132. 860-291-9172. lemnosliw@comcast.net
4. If Applicant is a partnership, corporation, limited liability company , club, or association, list the names of all partners, members, directors and officers AND provide their business address.
Melodie Wilson (Chair) 272 Goodwin St., Timothy Siggia, 145 Arbutus St.,
(Vice Chair) Gregory Sims, 245 Hollister Dr., Vincent Parys, 1408 Silver La.,
Eugene Pushefski, 58 Barbara Dr., Paul Barry, 23 Candlewood Dr., Ed
Deattore, 54 Garden St., Bernard Corona, 27 Winding La., Awet Tsegai, 19
Home Terrace, Peter Beley Jr., 22 Millwood Rd.
5. List the location of the proposed amusement: (Name of facility and address)
Parade Route: 777 Burnside Ave. to Hillside Cemetery
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
May 30th, 2016 from 0930 to 1200
7. Provide a detailed description of the proposed amusement:
Marching bands, musicians, various businesses, various church groups,
military groups, Veteran's organizations.

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

Yes No

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

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

8 year olds in baseball clubs to Veteran's and elderly participants

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

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

Parade route several hundred to 50+ at the cemetery service

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

a. Crowd size impact:

Please see Parade Book detail at Headquarters

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

See a.

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

See a.

d. Noise impact on neighborhood:

See a.

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

See a.

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

See a.

g. Other expected influence on surrounding neighborhood:

See a.

12. Provide a detailed plan for the following:

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

See 11a.

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

See 11a.

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

See 11.a

d. Crowd control plan:

See 11a.

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

See 11a.

f. Provision of sanitary facilities:

One handicap and on regular portapotty each at Middle School and Cemetery

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

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

Department Yes No.

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

Yes No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

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

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

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

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

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

a. False Statement is a Class A Misdemeanor.

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

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

Melodie D. Wilson, Chair

(Legal Name of Applicant)

Melodie D. Wilson
(Applicant Signature)

Melodie D. Wilson

(Printed Name)

3/9/2016

(Date Signed)

Chair, Patriotic Commission

(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES

Liquor Permit Included:

YES

Certificate of Alcohol Liability Included:

YES

Time Waiver Request Included:

YES

Fee Waiver Request Included:

YES

NO
 NO
 NO } N/A
 NO
 NO

Received By: Camp A Grant
Employee Number: 9019
Date & Time Signed: March 10, 2016 10:37 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.

Fire Dept



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **May 30, 2016**

Event: **Memorial Day Parade**

Applicant: **The East Hartford Patriotic Commission by Melodie S. Wilson, its Chairperson**

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

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

William Perez, Assistant Fire Chief
Signature

March 18, 2016

Date

Comments:

Health



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **May 30, 2016**
Event: **Memorial Day Parade**
Applicant: **The East Hartford Patriotic Commission by Melodie S. Wilson, its Chairperson**

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

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

Michael J. Donnell

3/16/2016

Signature

Date

Comments:



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **May 30, 2016**
Event: **Memorial Day Parade**
Applicant: **The East Hartford Patriotic Commission by Melodie S. Wilson, its Chairperson**

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

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

Ted Fravel

Signature

3/16/16

Date

Comments:

Frank, Carol

From: Schwartz, Tess
Sent: Wednesday, March 23, 2016 7:52 AM
To: Frank, Carol
Cc: Bockus, Tim
Subject: RE: 2016 Memorial Day Parade

Carol,

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

1. The referenced document detailing traffic control, parking, etc. was not provided. The applicant shall provide this information for review.
2. The applicant must obtain written authorization for road closures from the appropriate jurisdiction.

The anticipated cost to the Department is \$350.

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

From: Frank, Carol
Sent: Wednesday, March 23, 2016 7:47 AM
To: Fravel, Theodore; Schwartz, Tess; Gentile, Richard
Subject: 2016 Memorial Day Parade

Good morning all.

Just a quick reminder that your reviews for the above captioned event are due tomorrow.

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

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

Corp Counsel

Frank, Carol

From: Gentile, Richard
Sent: Tuesday, March 29, 2016 9:37 AM
To: Frank, Carol
Subject: RE: 2016 Memorial Day Parade

I have no comments or concerns with respect to this event

From: Frank, Carol
Sent: Tuesday, March 29, 2016 9:07 AM
To: Gentile, Richard
Subject: 2016 Memorial Day Parade

Good morning.

Just a quick reminder that your review for the above captioned event was due on March 24th. Thank you.

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

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

Frank, Carol

From: Walsh, Mike
Sent: Friday, March 11, 2016 3:15 PM
To: Frank, Carol
Subject: RE: 2016 Memorial Day Parade

Carol –

I have reviewed the application for the 2016 Memorial Day Parade and find no issues from a Risk Management perspective. Let me know if you have any questions . Thanks.

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

From: Frank, Carol
Sent: Thursday, March 10, 2016 10:48 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim; Walsh, Mike
Subject: 2016 Memorial Day Parade

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by **Thursday, March 24, 2016.** Thank you.

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

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

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

Frank, Carol

From: Hawkins, Mack
Sent: Wednesday, March 23, 2016 7:16 AM
To: Frank, Carol
Subject: RE: 2016 Memorial Day Parade

Carol,

I have reviewed the Outdoor Amusement Permit Application for 2016 Memorial Day Parade. I approve the application as submitted. The anticipated cost to the Department for this event is \$12,230.73, which includes an estimated 2% contractual raise.

Thanks in advance,

Deputy Chief Mack S. Hawkins

Chief of Field Operations

East Hartford Police Department

31 School St.

East Hartford, CT 06108

Office 860 291-7597

“Serving our Community with Pride and Integrity”



From: Frank, Carol
Sent: Thursday, March 10, 2016 10:48 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim; Walsh, Mike
Subject: 2016 Memorial Day Parade

Good morning all.

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

Frank, Carol

From: Grew, Greg
Sent: Sunday, March 13, 2016 4:09 PM
To: Frank, Carol
Subject: Re: 2016 Memorial Day Parade

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

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

On Mar 10, 2016, at 10:47 AM, Frank, Carol <CFrank@easthartfordct.gov> wrote:

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, **TO MY ATTENTION AT THE POLICE DEPARTMENT by Thursday, March 24, 2016.** Thank you.

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

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

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

<Application.pdf>

<Directors' Review & Notice.doc>

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

31 School Street
East Hartford, Connecticut 06108-2638

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

SCOTT M. SANSOM
CHIEF OF POLICE

www.easthartfordct.gov

April 5, 2016

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

**Re: Outdoor Amusement Permit Application -
"Gengras HD ICS Chili Challenge"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **Gengras Motor Cars, Inc. by Stephen T. Bray, its Events Coordinator**. The applicant seeks to conduct a regional chili cook-off by The International Chili Society to benefit the Fidelco Guide Dog foundation. There will be food and music and the cook-off is scheduled for **Saturday, June 4, 2016 from 11 a.m. to 4 p.m. at 221 Governor Street**. Music is scheduled during the same time period.

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

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

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

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

- A pre-inspection will be required. Applicant is responsible for the cost if the inspection is not performed during normal working hours.
- **There are no anticipated costs to the Department for this event.**

The **Health Department** recommends approval provided all temporary food service permit applications are submitted to the Health Department at least two (2) weeks prior the event. It further states there **are no anticipated costs to the Department for this event**.

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

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

- The applicant should be aware of the CT DOT bridge reconstruction project in the vicinity of Route 2/I-84 interchange. Detours of various duration will be in

effect through the 2016 construction season. Local roads in the area may experience an increase in traffic volumes.

- **There will be no anticipated costs to the Department for these events.**

The **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,

A handwritten signature in black ink, appearing to read "Scott M. Sansom", with a long horizontal flourish extending to the right.

Scott M. Sansom
Chief of Police

Cc: Applicant



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



TO: Distribution

FROM: Carol A. Frank

DATE: 3/31/2016

**SUBJECT: Outdoor Amusement Permit Application –
Gengras HD IDS Chili Challenge**

Attached please find a **new** copy of the Outdoor Amusement Permit Application submitted by **Stephen Bray, its Event Coordinator.**

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

- **The event date is changed to Saturday, June 4, 2016**

There are no other changes to the event.

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

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

Thank you for your cooperation in this matter.

Carol A. Frank

Distribution:

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

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event:
The Gengras H-D Chili Challenge
2. Date(s) of Event:
Saturday June 4
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant) :
Gengras Motor Cars, Inc.
300 CT Blvd, East Hartford, CT. 06108
By Steve Bray, Events Coordinator, Cell 860-869-8963
work 860-727-6608 115 brentmoor rd east Hartford, CT. 06118
sbray@gengras.com
4. If Applicant is a partnership, corporation, limited liability company, club, or association, list the names of all partners, members, directors and officers AND provide their business address.
Skip Gengras, Chip Gengras, Jonathan Gengras, Gengras Motorcycles, Inc.
300 Conn Blvd, East Hartford, Ct. 06108
5. List the location of the proposed amusement: (Name of facility and address)
Gengras H-D 221 Governor ST. East Hartford, CT. 06108
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
June 4 11am - 4pm
7. Provide a detailed description of the proposed amusement:
A regional chili cookoff by The International Chili Society to benefit The Fidelco Guide Dog Foundation. Food, Music and fun for all ages.

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)? **11am - 4pm**

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

Mostly 18+ with some families.

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

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

50-250 people

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

a. Crowd size impact:

Crowd impact minimal. Ample parking provided

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

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

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

No impact expected, ample parking in Gengras owned lots.

d. Noise impact on neighborhood:

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

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

Gengras staff will be responsible for tras disposal.

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

none

g. Other expected influence on surrounding neighborhood:

none

12. Provide a detailed plan for the following:

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

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

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

Multiple on site phones are available.

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

none

d. Crowd control plan:

Activities in multiple areas and staff will guide attendees.

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

n/a

f. Provision of sanitary facilities:

On site indoor restrooms, porto potties and hand washing station.

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

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

Department Yes No.

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

Yes No Alcoholic beverages will be served / provided.

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

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

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

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

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

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

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

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

Stephen T Bray
(Legal Name of Applicant)

STB
(Applicant Signature)

Manager
(Capacity in which signing)

Stephen T Bray
(Printed Name)

3.4.16
(Date Signed)

(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 } N/A |
| 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: Camp A Stand

Employee Number. 9019

Date & Time Signed: March 7 2016 7:47 AM ~~PM~~

Time remaining before event: 30+ days.

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

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

SCOTT M. SANSOM
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

www.easthartfordct.gov

April 5, 2016

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

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

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **The Rotary Club of East Hartford, by Mary G. Martin, its Treasurer**. The applicant seeks to conduct a Duck Race on the Hockanum River as a fundraiser. The duck race will take place at the Walnut Street Bridge over the Hockanum River at Labor Field on **Sunday, June 12, 2016** from **2 PM** and ending approximately 20 minutes later.

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

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

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

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

The **Public Works Department** recommends the application be approved and states that **the estimated cost to the Department of Public will be \$600.00**.

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

- Applicant needs a plan and/or details to keep spectators off the north bank of the Hockanum River starting at Walnut Street and ending at the foot bridge across from Long Hill Drive. This should include an Event Coordinator posted at the beginning and end of the above locations to stop spectators from walking down Burnside Avenue and over the guard rail to the Hockanum River. It should be noted this section of the east bound lane of Burnside Avenue does not have a pedestrian sidewalk and walking in the street is not an option.

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

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink that reads "Scott M. Sansom". The signature is written in a cursive style with a long horizontal flourish 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: Rotary Club of East Hartford Duck Race
2. Date(s) of Event: Sunday, June 12, 2016
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant) :
Rotary Club of East Hartford
P.O. Box 380035
East Hartford, CT 06138-0035
c/o Mary G. Martin
(860) 633-6657
marygmartin4@gmail.com
4. If Applicant is a partnership, corporation, limited liability company, club, or association, list the names of all partners, members, directors and officers AND provide their business address.

President: Marc Glass, 406 Quarry Brook Drive, South Windsor, CT 06074
President- Elect: William Saunders, 107 Talcott Ridge Road, South Windsor, CT 06074
Treasurer (2016-17): Mary G. Martin, 544 Hopewell Road, South Glastonbury, CT 06073
(a list of all current Club members is attached)
5. List the location of the proposed amusement: (Name of facility and address)

Hockanum River: beginning at the Walnut Street bridge and ending 900 feet west at Labor Field
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):

Sunday, June 12, 2016; race begins at 2 p.m. and end approximately 20 minutes later
7. Provide a detailed description of the proposed amusement: Approximately 3,000 small rubber ducks will be dropped from the front bucket of a pay loader from the Walnut Street bridge at 2 pm. They will float west on the Hockanum River toward an end gate 900 feet downstream in an area bordering Labor Field.

| First Name | Last Name | Email | Address Line 1 | Address Line 2 | City | State | Zip/Postal | Cell | Preferred Phone |
|------------|------------|--------------------------------------|---------------------------|----------------|---------------|-------|------------|----------------|-----------------|
| George | Agnelli | ECAANTIQU@aol.com | 75 Sunset Ridge Dr. | | East Hartford | CT | 06118 | | 860-568-4742 |
| David | Amberg | ambergdw@sbcglobal.net | 486 Oak St. | | East Hartford | CT | 06118 | 860-568-9069 | |
| Loren | Andreo | | 396 Bush Hill Rd | | Manchester | CT | 06040 | 860-646-2089 | |
| Herbert | Barail | CircleLifeArts@Hotmail.com | 821 Brewer St | | East Hartford | CT | 06118 | 860-568-5659 | |
| Arthur | Bradbury | chartbury@comcast.net | 221 Country Lane | | East Hartford | CT | 06118 | 860-568-5938 | |
| Gerald | Brady | gwbesq@comcast.net | 20 Wyndcliffe Park | | Bloomfield | CT | 06107 | 860-242-4430 | |
| Robert | Buettner | bobbuettner29@aol.com | 29 Pilgrim Drive | | Tolland | CT | 06084 | 860-872-6206 | |
| Nicholas | Cecere | ntcecere@yahoo.com | 2 Hearthstone Lane | | Farmington | CT | 06032 | 860-677-1314 | |
| Charles | Clarke | chcebc@aol.com | 197 Langford Lane | | East Hartford | CT | 06118 | 860-568-7820 | |
| Celia | Collins | ceilcollins@aol.com | 64 Phillips Farm Rd. | | East Hartford | CT | 06118 | 860-568-3497 | |
| Frank | Collins | Frankceil@aol.com | 64 Phillips Farm Rd. | | East Hartford | CT | 06118 | 860-568-3497 | |
| Neal | Cunningham | NEALSBS@aol.com | 61 Pershing Rd. | | Windsor Locks | CT | 06096 | 860-582-8660 | |
| Jacqueline | Danise | jackiedanise@cox.net | 65 Hillside Dr | | South Windsor | CT | 06074 | 860-644-1822 | |
| Robert (Mi | Derr | raderr2@att.net | 305 Durham Meadows Dr | | O'Fallon | MO | | 63368 | |
| James | Fallon Jr. | jjpfallon@aol.com | 8 Virginia C P.O. Box 632 | | Ellington | CT | 06029 | 860-872-9454 | |
| Daniel | Firestone | dsfcpa@ntplx.net | 34 Sunset Farm Rd. | | West Hartford | CT | 06107 | 860-561-4563 | |
| Hope | Firestone | hope.firestone@raveis.com | 34 Sunset Farm Road | | West Hartford | CT | 06107 | 860-561-4563 | |
| William | Flynn | wflynn@cfl.rr.com | 7218 Broderick Dr | | Viera | FL | 32940 | 321-433-2687 | |
| Lawrence | Frazier | lrf1933@gmail.com | 71 Summerset Drive | | East Hartford | CT | 06118 | 860-263-0076 | |
| Janice | Freschlin | janice.freschlin@dignitymemorial.com | 24 Fulton Road | | Manchester | CT | 06040 | 860-597-0211 | |
| Patricia | Gately | pwgately@comcast.net | 1422 Main Street | | East Hartford | CT | 06108 | 860-519-0844 | |
| Marc | Glass | marc@marcglassinsurance.com | 406 Quarry Brook Drive | | South Windsor | CT | 06074 | 860-644-2930 | |
| Brian | Gorman | bgorman@bsamail.org | 345 Buckla Apt. 7213 | | Manchester | CT | 06042 | 860-479-2728 | |
| Laurence | Hangland | larry@spectrumprintingco.com | 93 Shunpike Rd. | | Cromwell | CT | 06416-2478 | 860-613-2894 | |
| Susan | Hansen | suznhansen@gmail.com | 86 Ledgewood Road | | West Hartford | CT | 06107 | 860-983-6520 | |
| Anwar | Hossain | anwardiana06043@gmail.com | 35 Fiano Road | | Bolton | CT | 06043 | 860-614-8734 | |
| Stephen | Jacoby | Stephen_Jacoby@Yahoo.com | 5 Lower Heatherwood | | Cromwell | CT | 06416-2714 | 860-316-5508 | |
| Thomas | Jarish | Sjarish@aol.com | 50 Bates Drive | | East Hartford | CT | 06108 | 860-610-0277 | |
| Michael | Kerrigan | michael.kerrigan@ghymca.org | 192 Auburn Rd | | West Hartford | CT | 06119 | 860-233-1443 | |
| Kevin | Kickery | Kick1220@comcast.net | 38 Bancroft Road | | East Hartford | CT | 06118 | 860-944-6365 | |
| Peter | Klock | peterklock@gmail.com | 94 Sunset Ridge Dr. | | East Hartford | CT | 06118 | 860 290 8972 | |
| Susan | Klock | suehklock@gmail.com | 94 Sunset Ridge Dr. | | East Hartford | CT | 06118 | (860) 461-7139 | |
| Guy | LaBella | glabella@goodwin.edu | 35 Hillcrest Avenue | | Wethersfield | CT | 06109 | 860-436-4720 | |

| | | | | | | |
|-----------|------------|-------------------------------------|-----------------------|-----------------|----|-------------------------|
| Daniel | Larson | dlarson2@goodwin.edu | 236 Long Hill Street | East Hartford | CT | 06108 860-289-6616 |
| Marcia | Leclerc | marcialeclerc@comcast.net | 673 Burnham Street | East Hartford | CT | 06108 860-528-9966 |
| Jessica | LeRoy | jessicabellody@intercommunityct.org | 88 Palmer Drive | South Windsor | CT | 06074 |
| Lionel | Lessard | ljlessard@gmail.com | 34 Heritage Lane | East Hartford | CT | 06118 860-519-5599 |
| Ned | Lynch | ned.lynych@jan-pro.com | 43 Cattlewood Dr. | Somers | CT | 06071 860-749-1541 |
| John | Martin | happy-jack@cox.net | 544 Hopewell Road | South Glastonbu | CT | 06073 860-633-6657 |
| Mary | Martin | marygmartin4@gmail.com | 544 Hopewell Road | South Glastonbu | CT | 06073 860-633-6657 |
| Richard | McCarthy | jeamccarthy@netzero.com | 137 Hills Street | East Hartford | CT | 06118 860-568-4745 |
| Theodore | Mosebach | tedmosebach@gmail.com | 10 Gorman Pl | East Hartford | CT | 06108 860-528-8552 |
| Emmanuel | Moshovos | momosh@comcast.net | 65 Primrose Drive | East Hartford | CT | 06118 860-568-4383 |
| Roger | Nicholson | Rgranne3@gmail.com | 319 Saddlebrook Road | Gibsonia | PA | 15044 724-449-4675 |
| Sheryl | OConnor | smoconnor2016@gmail.com | 3 Oakwood Drive | South Windsor | CT | 06074 860-644-5320 |
| John | O'Connor | joconnor@3dadvisor.com | 3 Oakwood Drive | South Windsor | CT | 06074 860-291-1998 104 |
| Nathan | Quesnel | quesnel.nd@easthartford.org | 42 Great Hill Road | Portland | CT | 06480 860-622-5107 |
| Yvette | Roming | yvette@nursingservicesinc.com | 229 Arbutus Street | Middletown | CT | 06457 860-568-8881 |
| Dan | Russell | llama39@JUNO.com | 118 Oak St. | East Hartford | CT | 06118-1752 860-568-6450 |
| William | Saunders | billsaun42@gmail.com | 107 Talcott Ridge Rd. | South Windsor | CT | 06074 860-648-2842 |
| John | Sayre, Jr. | JSayre6@cox.net | 227 Saddlehill Rd. | Manchester | CT | 06040-6960 860-646-4298 |
| George | Schoen | pgaschoen179@yahoo.com | 53 Duxbury Lane | Glastonbury | CT | 06033 (860)659-0129 |
| Ruth | Sheehan | gmyscomp@sbcglobal.net | 51 Depietro Dr. | East Hartford | CT | 06118 860-568-5831 |
| Frank | Staples | staples.fe@easthartford.org | 22 Kings Court | Enfield | CT | 06082 |
| Jeannette | Stewart | JaystewCT@aol.com | 207 Country Lane | East Hartford | CT | 06118 860-568-0044 |
| Mary | Sullivan | msullivan@firstnewengland.org | 17 Folly Brook Lane | Manchester | CT | 06040 860-649-6001 |
| Stephen | Tamiso | satmet@aol.com | 74 Margery Dr. | East Hartford | CT | 06118 860-568-6310 |
| C. | Tischofer | Herbt03@aol.com | 23 Adenas Walk | Glastonbury | CT | 06033 860-781-2184 |
| Lowell | Waldo | lowell6@cox.net | 45 Ridgefield Road | South Windsor | CT | 06074 860-644-7074 |
| James | Watts | JimW@JWatts.com | 28 Patriot Lane | Wethersfield | CT | 06109 860-563-8073 |
| W. Oougla | Willett | dougwillett96@gmail.com | 2625 Stonyhill Court | Cape Coral | FL | 33991 (860)908-2657 |
| Weston | Willett | weston.willett@gmail.com | 94 Summerset Drive | East Hartford | CT | 06118 860-559-5732 |
| Gilbert | Wishart | wishgj@aol.com | 53 Pendleton Dr. | East Hartford | CT | 06118 860-568-6737 |
| Alex | Wisz | awisz@sbcglobal.net | 5 Graham Road | East Hartford | CT | 06118 860-573-0160 |
| Robert | Wood | bobdebwood@sbcglobal.net | 61 South Mill Drive | South Glastonbu | CT | 06073 860-430-2161 |

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

Yes No

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

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

10. What is the expected attendance at the proposed amusement: Less than 50 people
(If more than one performance, indicate time / day / date and anticipated attendance for each.)

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

- a. Crowd size impact: Minimal because people wait in lawn chairs on the bank of the river.
- b. Traffic control and flow plan at site & impact on surrounding / supporting streets: We are requesting the assistance of Police, as in year's past, with the closing of traffic over the Walnut Street bridge for approximately 3 minutes as the ducks are dropped into the river below by the Public Works Dept..
- c. Parking plan on site & impact on surrounding / supporting streets: Parking is available at Labor Field for our small crowd. People may walk on the Hockanum Linear Trail up to the Walnut Street bridge if they desire.
- d. Noise impact on neighborhood: None. The ducks do not have motors and there is no music.
- e. Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement:
The Rotary Club will pick up any trash that may be generated.
- f. List expected general disruption to neighborhood's normal life and activities: Because this activity takes place at the far north side of Labor Field, no disruption to the activities of the residents of Mayberry Village will be experienced.
- 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:
Labor field has a driveway leading to the site.
- b. Provisions for notification of proper authorities in the case of an emergency:
Park Rangers will be in attendance and Club members have cell phones.
- c. Any provision for on-site emergency medical services: basic First-Aid, if necessary
- d. Crowd control plan: Less than 50 people, most of whom are Club members.
- e. If on town property, the plan for the return of the amusement site to pre-amusement condition: Rotary will pick up any garbage generated and remove the finish line gate from the Hockanum River.
- f. Provision of sanitary facilities: Use of Parks facility already located at site.

13. Will food be provided, served, or sold on site: No

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

Department Yes No.

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

Yes No

Alcoholic beverages will be served /provided.

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

a. For such sale or provision,

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

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

15. Include any other information which the applicant deems relevant (ie: time waivers and fee waiver requests should go here): See attached request for a fee waiver of the associated permit fee.

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

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

a. False Statement is a Class A Misdemeanor.

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

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

Rotary Club of East Hartford
(Legal Name of Applicant)

Mary G. Martin
(Applicant Signature)

Mary G. Martin
(Printed Name)

3/22/16
(Date Signed)

Rotary Club of East Hartford Treasurer 2016-17
(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 checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |

Received By: Carol Hank
Employee Number: 9019
Date & Time Signed: March 22, 2016 10:27 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.



CLLUB 6494

ROTARY CLUB OF EAST HARTFORD, INC.

Box 380035, East Hartford, Connecticut 06138-0035



DISTRICT 7890

March 18, 2016

TO: EAST HARTFORD POLICE DEPARTMENT

On behalf of the Rotary Club of East Hartford, I am requesting that the Outdoor Amusement Permit Application fee for our annual Duck Race be waived. The Duck Race is scheduled to take place on Sunday, June 12, 2016 on the Hockanum River at Labor Field.

We are requesting this waiver because 100% of the funds raised for our charitable fund are used to support local community projects and to provide scholarships for high school students who are residents of East Hartford.

A short list of the causes we have supported so far this year include:

- \$12,000 for 6 scholarships for graduating high school seniors
- \$ 3,400 for the "Coats for Kids" project through the Town's Social Services Department
- \$ 2,600 for iPads for students at Mayberry School
- \$ 1,400 for holiday baskets and gifts for needy low-income families

Thank you for your consideration of our request.

A handwritten signature in cursive script that reads "Mary G. Martin".

Mary G. Martin
Rotary Club of East Hartford
Treasurer 2016-17
Home phone: (860) 633-6657
Email: marygmartin4@gmail.com

Final



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **June 12, 2016**

Event: **Rotary Club of East Hartford Duck Race**

Applicant: **The Rotary Club of East Hartford, by Mary G. Martin, its Treasurer**

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

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

William Perez, Assistant Fire Chief
Signature

March 31, 2016

Date

Comments:

Heath



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **June 12, 2016**
Event: **Rotary Club of East Hartford Duck Race**
Applicant: **The Rotary Club of East Hartford, by Mary G. Martin, its Treasurer**

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- 1. the application be approved as submitted.
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- 3. the application be disapproved for the reason(s) set forth in the attached comments.

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

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

Michael O'Connell
Signature

3/28/16
Date

Comments:

Parks + Rec



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **June 12, 2016**
Event: **Rotary Club of East Hartford Duck Race**
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-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
-
- Anticipated Cost(s) if known \$0.0

Ted Fravel

Signature

3/23/16

Date

Comments:

Frank, Carol

From: Schwartz, Tess
Sent: Thursday, March 24, 2016 9:50 AM
To: Frank, Carol
Cc: Bockus, Tim
Subject: RE: Rotary Club of East Hartford Duck Race

Carol,

I have reviewed this application and pursuant to Town Ordinance 5.3, I recommend this application be approved. Estimated cost to the Department is \$600.00.

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

From: Frank, Carol
Sent: Tuesday, March 22, 2016 11:11 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim; Walsh, Mike
Subject: FW: Rotary Club of East Hartford Duck Race

Sorry! This one contains your Directors' review and notice.

Carol

From: Frank, Carol
Sent: Tuesday, March 22, 2016 11:10 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim; Walsh, Mike
Subject: Rotary Club of East Hartford Duck Race

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Tuesday, April 5, 2016. Thank you.

Frank, Carol

From: Gentile, Richard
Sent: Tuesday, March 22, 2016 11:36 AM
To: Frank, Carol
Subject: RE: Rotary Club of East Hartford Duck Race

Looks Ok to me. You should, however, follow-up to get a list of club members and get a final application with a signature

From: Frank, Carol
Sent: Tuesday, March 22, 2016 11:10 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim; Walsh, Mike
Subject: Rotary Club of East Hartford Duck Race

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Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, **TO MY ATTENTION AT THE POLICE DEPARTMENT by Tuesday, April 5, 2016.** Thank you.

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

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

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

PP

Frank, Carol

From: Hawkins, Mack
Sent: Tuesday, April 05, 2016 10:57 AM
To: Frank, Carol
Subject: RE: Rotary Club of East Hartford Duck Race

Carol,

I have reviewed the Outdoor Amusement Permit Application for the Rotary Club of East Hartford Duck Race. Please mark the Worksheets "**EXTRA ATTENTION**" for the day of the event. I will have an officer stop by and stop traffic for the few minutes needed.

Thanks,

Deputy Chief Mack S. Hawkins

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

"Serving our Community with Pride and Integrity"



From: Frank, Carol
Sent: Tuesday, March 22, 2016 11:10 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim; Walsh, Mike
Subject: Rotary Club of East Hartford Duck Race

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

Frank, Carol

From: Sullivan, Trent
Sent: Wednesday, March 30, 2016 4:03 PM
To: Frank, Carol
Subject: FW: COI for Rotary Duck Race
Attachments: Scan_20160329154332.pdf

Hi Carol – I received the certificate of insurance (attached) from the rotary club and it is sufficient, so you have our approval to move forward with the Duck Race! Thanks, Trent

From: Uhrig, Jim
Sent: Wednesday, March 30, 2016 1:11 PM
To: Sullivan, Trent
Subject: COI for Rotary Duck Race

Trent,

Please find attached the COI and permit for the annual Rotary Duck Race that will be held at Labor Field on Sunday, June 12.

Let me know if you have any other questions pertaining to this event.

Jim

Jim Uhrig, CPRP, CPSI
Assistant Parks & Recreation Director
East Hartford Parks & Recreation Department
50 Chapman Place, East Hartford, CT 06108
juhrig@easthartfordct.gov
p. 860.291.7164, c. 860.209.8427
fax. 860.282.8239



CERTIFICATE OF LIABILITY INSURANCE

7/1/2016

DATE (MM/DD/YYYY)
03/20/2016

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

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

| | | |
|--|--|---------------------------------------|
| PRODUCER LOCKTON COMPANIES 500 West Monroe, Suite 3400 CHICAGO IL 60661 (312) 669-6900 | CONTACT NAME: Lockton Companies PHONE (AGC, No. Ext): 1-800-921-3172 EMAIL: Rotary@lockton.com ADDRESS: | FAX (AGC, No.): 1-312-681-6769 |
| | INSURER(S) AFFORDING COVERAGE | |
| INSURED 1379367 All Active US Rotary Clubs & Districts Attn: Risk Management Department 1560 Sherman Ave. Evanston, IL 60201-3698 | INSURER A: Westchester Fire Insurance Company | NAIC # 10030 |
| | INSURER B: | |
| | INSURER C: | |
| | INSURER D: | |
| | INSURER E: | |
| | INSURER F: | |

COVERAGES ROTIN01 **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

| YEAR LTR | TYPE OF INSURANCE | ADDITIONAL INSD Y/Y2 | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|----------|---|----------------------|-------------------------|-------------------------|----------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | PMI G23861355 007 | 7/1/2015 | 7/1/2016 | EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS | | PMI G23861355 007 | 7/1/2015 | 7/1/2016 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ | | NOT APPLICABLE | | | EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N N/A | NOT APPLICABLE | | | PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX |

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

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

CERTIFICATE HOLDER **CANCELLATION**

| | |
|--|--|
| Town of East Hartford Risk Manager 740 Main Street East Hartford, CT 06108 RE: Rotary Club of East Hartford Duck Race June 12, 2016 at Labor Field on Hockanum River | 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: |
|--|--|

Frank, Carol

From: Grew, Greg
Sent: Tuesday, March 22, 2016 12:07 PM
To: Frank, Carol
Subject: RE: Rotary Club of East Hartford Duck Race

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

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

From: Frank, Carol
Sent: Tuesday, March 22, 2016 11:11 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim; Walsh, Mike
Subject: FW: Rotary Club of East Hartford Duck Race

Sorry! This one contains your Directors' review and notice.

Carol

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Sent: Tuesday, March 22, 2016 11:10 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim; Walsh, Mike
Subject: Rotary Club of East Hartford Duck Race

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by **Tuesday, April 5, 2016.** Thank you.

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