

*Robert J. Paak*

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

2020 APR 16 P 12:16

TOWN CLERK  
EAST HARTFORD

APRIL 21, 2020

=====

**Due to the coronavirus outbreak, Town Hall is closed. Pursuant to Governor Lamont's Executive Order No. 7B, the April 21<sup>ST</sup> Town Council meeting will be accessible through teleconferencing by dialing 1-605-468-8035; use Access Code 1 4 5 8 2 5 7 9 #.**

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

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
5. APPROVAL OF MINUTES
  - A. April 7, 2020 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
7. OLD BUSINESS
  - A. Selection of Tax Deferment Program as Required by Governor Ned Lamont's Executive Order 7S, Issued April 1, 2020:
    1. Rescission of Motion from the April 7, 2020 Meeting
    2. Motion: Expanded Tax Deferment Program
8. NEW BUSINESS
  - A. Coronavirus Emergency Supplemental Funding Program
  - B. Body-worn Recording Equipment Grant
  - C. Outdoor Amusement Permit Applications:
    1. Gengras Spring Open House
    2. Pappy's Golf tournament and Customer Appreciation Days
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 5<sup>th</sup>)

*Robert J. Clark*

EAST HARTFORD TOWN COUNCIL 2020 APR 13 A 8:52

TOWN COUNCIL CHAMBERS

TOWN CLERK  
EAST HARTFORD

APRIL 7, 2020

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., and Councillor John Morrison

VIA

TELEPHONE Majority Leader Sebrina Wilson, Minority Leader Esther B. Clarke, Councillors Connor Martin, Angela Parkinson, Awet Tsegai, and Patricia Harmon

### CALL TO ORDER

Chair Kehoe called the meeting to order at 7:32 p.m. Due to Governor Lamont's Executive Order regarding the closure of Town Hall to the public due to the coronavirus pandemic, it was not necessary for the Chair to announce the exit locations. He did lead the Council in the pledge of allegiance.

As a matter of record and in accordance with the latest social distancing and 5-person rule, the Chair stated the physical presence of himself, Mayor Leclerc, Don Bell, John Morrison and the Council Clerk in the Chamber. The remainder of the Council joined the meeting via telephone, plus any member of the public could call in as well.

### OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Mike Walsh, 79 Fitzgerald Drive, (1) extended well wishes to all in these difficult times; (2) offered his condolences to Vice Chair Don Bell on the recent death of his uncle; and (3) believes that Town Hall employees should be 'teleworking' in order to slow the spread of the coronavirus.

Mayor Leclerc thanked Mr. Walsh for his comments but explained that there were issues that he was not aware of. The Mayor said that the Governor's executive order contained suggestions – not laws – for handling social distancing, protective equipment, etc. She stated that some employees did utilize the emergency FMLA due to their physician's suggestion. Also, 40 laptops were borrowed from the East Hartford Board of Education and given to Directors and some employees, whose job duties could be performed remotely. She went on to explain that the town does not have the equipment to work remotely and that most employees' job functions cannot be processed from home. The Mayor also announced that she has initiated a freeze on hiring, overtime and spending and is tracking expenses to submit to FEMA for reimbursement. The Tax Deferment Plan, which is on tonight's agenda, has been vetted through the Corporation Counsel and the Finance Department and will provide eligible East Hartford taxpayers with a 90-day deferment to pay their property taxes due July 1<sup>st</sup>, without interest or penalty.

Additionally, Mayor Leclerc announced (1) the Bakery on Main is starting a community garden on the Kilty Farm property; (2) Showcase Cinema site is progressing and an RFQ

will be out on April 20<sup>th</sup>; (3) the town's website is constantly being updated to inform the public on the hours of operation of restaurants and businesses in East Hartford; (4) the Silver Lane sidewalk project is moving forward and should go out to bid this summer; (5) there is an RFP that is out for a Real Estate Advisor for both the Founders Plaza project and the Silver Lane Sidewalk project; (6) the reconstruction of the Senior Center is moving forward and practicing safe distances; (7) informed the public that they can register for the CT Alert program through the town's website which would bring the latest emergency information to residents electronically; and (8) thanked the town's residents, businesses, first responders, grocery store clerks and employees for all their efforts in this difficult time.

## APPROVAL OF MINUTES

### March 17, 2020 Regular Meeting

MOTION By Sebrina Wilson  
seconded by Don Bell  
to **approve** the minutes of the March 17, 2020 Regular Meeting.  
Motion carried 9/0.

## NEW BUSINESS

### 2020-2021 LoCIP Projects

MOTION By Don Bell  
seconded by John Morrison  
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 \$449,404 for the following projects:

- Facilities Sign Replacement Phase II \$200,000
- Repair Hockanum River Walkway \$100,000
- Public Safety Complex Vehicle Storage Building \$ 89,404
- Public Safety Complex Fuel Storage Tank \$ 60,000

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

### Library Services and Technology Act Program Grant

MOTION By Don Bell  
seconded by John Morrison  
to **adopt** the following resolution:

WHEREAS the Connecticut State Library has made funds available through the Library Services and Technology Act (LSTA) Grant Program; and

WHEREAS the LSTA promotes access to information resources provided by all types of libraries throughout Connecticut.

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 Connecticut State Library as they pertain to this Library Services and Technology Act grant.

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

~~Setting an Inspection Fee for Salons Acting as the Committee of the Whole re: Fees Committee~~

Referral to the Fees Committee: Inspection Fee for Salons

MOTION By Connor Martin  
seconded by Sebrina Wilson  
to refer to the Fees Committee a review of the fee charged by the town's Health Department for the inspection of all hairdressing, cosmetology, barbers, nail technicians and esthetician businesses as set forth in Public Act 19-117, with instructions to investigate the issue and report back to the Town Council with its recommendations, if any.  
Motion carried 9/0.

Referral to Tax Policy Committee re: Subsequent Tax Lien Assignments

MOTION By Angie Parkinson  
seconded by Don Bell  
to refer to the Tax Policy Committee the 59 properties where prior year tax liens have sold and now the subsequent liens need to be assigned to existing lien holders totaling \$450,749.09 as listed and attached to a memorandum dated March 27, 2020 from Linda M. Trzetzkiak, Director of Finance to Marcia A. Leclerc, Mayor with instructions to review the proposed assignments and to report back to the Town Council with its recommendations, if any.  
Motion carried 9/0.

Referral to Real Estate Acquisition & Disposition Committee re: 1177 Burnside Avenue

MOTION By Angie Parkinson  
seconded by John Morrison  
to refer to the Real Estate Acquisition & Disposition Committee the possible acquisition of 1177 Burnside Avenue as referenced in a letter to Mayor Marcia A. Leclerc received in her office on March 23, 2020 from the owners' representative Liane Lombardi.  
Motion carried 9/0.

East Hartford's Back to School Rally

MOTION By Awet Tsegai  
seconded by Sebrina Wilson  
to **approve** the outdoor amusement permit entitled "East Hartford's Back to School Rally" as submitted by Cephus Nolen, Jr., Director, Youth Services to conduct a back to school rally on Thursday, August 20, 2020 from 3PM to 6PM at the Town Green and Gazebo with food and backpack giveaways, and music from 3PM to 5PM; 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.

Appointments to Boards & Commissions

MOTION By Esther Clarke  
seconded by John Morrison  
to **approve** the following appointments and reappointments:

- To the Historic District Commission  
Jeffrey W. Cummings, 641 Hills Street; term to expire December 2023
- To the Commission on Services for Persons with Disabilities  
Arthur W. Parker, 13 Mercèr Avenue; term to expire December 2021  
Bernard A. Corona, 27 Winding Lane; term to expire December 2021
- To the Veterans Commission  
James Shelmerdine, 745 Tolland St; term to expire December 2021
- To the Commission on Aging  
Maria Elena Potvin, 38 Matthew Road; term to expire December 2022
- To the Economic Development Commission  
Anita Morrison, 34 Jonathan Lane; term to expire December 2020

Motion carried 9/0.

Refund of Taxes

MOTION By Connor Martin  
seconded by Don Bell  
to **refund** taxes in the amount of \$421,697.76  
pursuant to Section 12-129 of the Connecticut General Statutes.  
Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Total	Int Paid	Over Paid
2018-03-0050561	AGUILAR MILAGROS	2009/ 5FNRL38499B011732			-310.94
2013-03-0050654	ALERIA FRANK J	2006/1FMYU94186KC74246		0	-68.10
2014-03-0050651	ALERIA FRANK J	2006/1FMYU94186KC74246		0	-68.79
2015-03-0050679	ALERIA FRANK J	2006/1FMYU94186KC74246		0	-55.50
2016-03-0050728	ALERIA FRANK J	2006/1FMYU94186KC74246		0	-48.00
2016-09-0050728	ALERIA FRANK J	2006/1FMYU94186KC74246		0	-10.50
2017-03-0050777	ALERIA FRANK J	2006/1FMYU94186KC74246		0	-67.50
2018-03-0050727	ALERIA FRANK J	2006/1FMYU94186KC74246		0	-67.50
2017-03-0053741	BLACK OLAYINKA A	2012/1VWBP7A3XCC044352		-49.67	-301.05
2018-01-0009480	CORELOGIC CENTRALIZED REFUNDS	1905 MAIN ST		0	-2,275.51
2016-01-0008576	CP PLAZA HOLDINGS	940 SILVER LN		0	-64,155.63
2017-01-0008576	CP PLAZA HOLDINGS	940 SILVER LN		0	-185,138.14
2018-03-0064759	GRAVESANDE LYNETTE	2013/5TDBK3EH3DS188891		0	-267.30
2018-03-0066045	HERNANDEZ WANDA	2007/JTHCK262075015069		0	-56.11
2018-03-0066498	HOLMES LUZ I	2016/3N1CE2CP2GL354251		-20.86	-278.10
2017-01-0006787	IDAHO HOUSING LLC C/O LERETA LLC	52 BRANDON RD		0	-2,549.34
2018-03-0067498	JACKSON EBONY S	2010/2HNYB1H40AH000467		0	-392.85
2018-01-0007398	JONES ARTHUR W IV	193 OCONNELL DR		0	-2,183.19
2018-03-0070812	LISBOA DAIAN	2014/ JH4CU2F85EC004236			-71.21
2016-03-0071656	LOVE DANIELLE M	2011/JN8AS1MW5BM140581		0	-243.84
2018-01-0015485	MANAHAN KIMMARIE	41 WHITNEY ST		0	-2,071.95
2017-04-0085666	MORENO ERNESTO E	2010/1HGCS1B76AA019317		-4.98	-161.10
2018-03-0074277	MORENO ERNESTO E	2010/1HGCS1B76AA019317		-11.56	-256.95
2017-03-0075543	NAZARIO ELIZABETH	2015/5NPE24AF5FH042640		-18.79	-417.60
2018-03-0074927	NAZARIO ELIZABETH	2015/5NPE24AF5FH042640		0	-388.35
2018-01-0010520	NEZNAYKO ROGER D & BARBARA ANN	67 BATES DR		0	-143.41
2016-03-0075834	NIEVES JACKELINE	2007/3N1AB61E17L722010		0	-12.92
2018-03-0075445	NISSAN INFINITI LT- TAX OPERATIONS	2016/JN8AT2MV4GW151383		0	-491.89
2018-03-0075455	NISSAN INFINITI LT- TAX OPERATIONS	2016/5N1AZ2MH7GN127973		0	-622.72
2018-03-0075475	NISSAN INFINITI LT- TAX OPERATIONS	2017/3N1AB7AP1HY347666		0	-73.00
2018-03-0076653	OUK SOPHA & RITTY C	2017/4S4BSACC1H3302434		0	-5.57

2018-04-0086377	OUK SOPHA & RITTY C	2006/JF1SG63676H745769	0	-2.40
2018-01-0010961	OUK SOPHA & RITTY C	33 BERKELEY LN	0	-46.87
2018-02-0041417	ROGO DISTRIBUTORS	65 OLDE ROBERTS ST/PPR03010	0	-27,864.28
2017-03-0081025	ROBINSON AISHA V	2013/JTDKN3DU0D1679907	0	-113.19
2018-03-0089634	SPECIALTY PACKAGING SUPER SAVER	2003/1GTHG35U031131083	0	-185.85
2018-02-0040257	LAUNDROMAT	1210 MAIN ST/PPP04060	0	-348.24
2018-03-0087614	VW CREDIT INC	2018/WA1BNAFY9J2171178	0	-1,082.93
2018-03-0087618	VW CREDIT INC	2018/WA1ANAFY5J2074071	0	-1,004.99
2018-03-0087620	VW CREDIT INC	2018/WA1ANAFY2J2042887	0	-1,004.99
2018-03-0087626	VW CREDIT INC	2018/WAUENAF44JA167302	0	-982.84
2018-03-0087627	VW CREDIT INC	2018/WAUENAF41JN003434	0	-982.84
2018-03-0087633	VW CREDIT INC	2018/WA1JCCFS8JR030893	0	-879.8
2018-03-0087635	VW CREDIT INC	2018/WA1ANAFY6J2018933	0	-1,004.99
2018-01-0011791	UTC-PRATT & WHITNEY	1 PENT RD	0	-122,382.12
2018-03-0088571	WILLIAMS LENWORTH	2014/1N4AA5AP4EC437893	0	-451.01
		SUBTOTAL	-105.86	-421591.9
		TOTAL		\$ (421,697.76)

Selection of Tax Deferment Program as Required by Governor Ned Lamont's Executive Order 7S, Issued April 1, 2020

MOTION By Connor Martin  
seconded by Don Bell  
to **adopt** the following resolution:

**WHEREAS** in response to the COVID-19 Pandemic, Governor Ned Lamont issued Executive Order 7S on April 1, 2020 (the "Executive Order"); and

**WHEREAS** paragraph 6 of the Executive Order, requires the East Hartford Town Council (the "Town Council") to select at least one of two programs designed to provide support to those who have been economically impacted by the COVID-19 crisis; and

**WHEREAS** such programs are described in the Executive Order as the Deferment Program and the Low Interest Rate Program; and

**WHEREAS** after review of such programs, the ability of the Town to implement such programs, and with the goal of meeting the desired result of relief for taxpayers whose ability to pay taxes has been impacted by the COVID-19 pandemic, the Town Council has determined that the most beneficial program to implement is the Deferment Program.

**NOW THEREFORE BE IT RESOLVED:**

1. The Town of East Hartford shall participate in the Deferment Program as set forth in paragraph 6a. of the Executive Order; and

2. The Deferment Program shall be open to taxpayers, businesses, nonprofits and residents who attest to or document significant economic impact by COVID-19, and/or those that document they are providing relief to those significantly affected by the COVID-19 pandemic, with eligibility based upon guidance issued by the Office of Policy and Management of the State of Connecticut as applied by the Town of East Hartford's Finance Department and Tax Collector's Office; and
3. The Mayor be asked to notify the Secretary of the Office of Policy and Management of the Town Council's decision to select the Deferment Program prior to April 25, 2020.

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

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

John Morrison inquired on the condition of the East Hartford Police Officer who was recently stabbed while responding to a call. *Mayor Leclerc said that the officer was recovering. However, the Mayor reminded all that increases in domestic disturbances and disorderly conduct may increase as we continue to practice social distancing.*

Esther Clarke asked what the town was doing to enforce social distancing. *The Mayor said that the suggestions from the Governor are suggestions only and not enforceable by the police. There are no fines associated with social distancing. However, the police are disbursing groups of people when they come across them during their work shift. Mayor Leclerc reiterated that suggestions are not enforceable in a private residence.*

#### COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

None

#### OPPORTUNITY FOR RESIDENTS TO SPEAK

Mike Walsh, 79 Fitzgerald Drive, reiterated his stance on the safety of Town Hall employees and urged the Mayor to allow employees to work from home.

Vice Chair Don Bell paid tribute to his uncle, LeRoy Wilson, who recently died from complications due to the coronavirus. Mr. Wilson had a profound effect on Don's life, paving the way for the Vice Chair to become involved in community service. While his family will miss him, Mr. Wilson's gentle demeanor and strong sense of right and wrong will continue to live through Don.

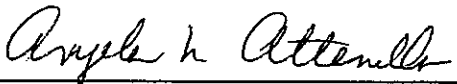
Gary Zalucki, CSEA Local 2001 President, is concerned about the safety of the members of his union as well as the entire staff in Town Hall due to the possible exposure of the coronavirus. He believes that employees should be given the opportunity to work from home and to apply their accumulated sick time toward their weekly salary.



ADJOURNMENT

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

The Chair announced that the next meeting of the Town Council would be April 21<sup>st</sup> and probably teleconferenced as was done this evening.

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

**WHEREAS**, in response to the COVID-19 Pandemic, Governor Ned Lamont issued Executive Order 7S on April 1, 2020 (the "Executive Order"); and

**WHEREAS**, paragraph 6 of the Executive Order, requires the East Hartford Town Council (the "Town Council") to select at least one of two programs designed to provide support to those who have been economically impacted by the COVID 19 crisis; and

**WHEREAS**, such programs are described in the Executive Order as the Deferment Program and the Low Interest Rate Program; and


**WHEREAS**, after review of such programs, the ability of the Town to implement such programs, and with the goal of meeting the desired result of relief for taxpayers whose ability to pay taxes has been impacted by the COVID-19 pandemic, the Town Council has determined that the most beneficial program to implement is the Deferment Program;

**NOW THEREFORE, BE IT RESOLVED:**

1. The Town of East Hartford shall participate in the Deferment Program as set forth in paragraph 6 a. of the Executive Order; and
  2. The Deferment Program shall be open to taxpayers, businesses, nonprofits, and residents who attest to or document significant economic impact by COVID-19, and/or those that document they are providing relief to those significantly affected by the COVID-19 pandemic, with eligibility based upon guidance issued by the Office of Policy and Management of the State of Connecticut as applied by the Town of East Hartford's Finance Department and Tax Collector's Office; and
  3. The Mayor be asked to notify the Secretary of the Office of Policy and Management of the Town Council's decision to select the Deferment Program prior to April 25, 2020.
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## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 16, 2020  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESOLUTION: Governor Lamont's Executive Order-Deferment Program

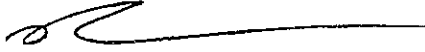
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After the Town Council passed the Tax Deferment Program at the April 7<sup>th</sup> meeting, further discussions between the Mayor, tax collector and the finance director concluded that application would be an overwhelming process for that department, considering the tax office sends over 80,000 tax bills per year.

As such, a clarified deferment program is enclosed. This means the Town of East Hartford is free to open up grace period to all taxpayers without distinction. Expanding the program would not impact tax payments received from mortgage holders under escrow arrangements with their borrowers.

Please place this item on the Town Council agenda for the April 21<sup>st</sup>, 2020 meeting.

## OFFICE OF CORPORATION COUNSEL

Date : April 16, 2020  
To : Mayor Leclerc  
Cc. : Linda Trzetzziak  
From : Richard Gentile   
Re : Executive Order 7S, issued by Governor Lamont on April 1, 2020

As you know, paragraph 6 of Governor Lamont's Executive Order 7S (the "Executive Order") requires the Town Council to select at least one of two programs designed to provide support to those who have been economically impacted by the COVID 19 crisis. The programs impact collection of real property, personal property, and motor vehicle taxes. The Executive Order defines the two programs as the "Deferment Program" and the "Low Interest Rate Program".

At its April 7, 2020 meeting, the Town Council voted for the Town of East Hartford to participate in the Deferment Program. The Town Council further determined to open the program to a limited number of taxpayers, businesses, nonprofits, and residents "who attest to or document significant economic impact by COVID-19, and/or those that document they are providing relief to those significantly affected by the COVID-19 pandemic, with eligibility based upon guidance issued by the Office of Policy and Management of the State of Connecticut as applied by the Town of East Hartford's Finance Department and Tax Collector's Office."

Upon further review, however, the Finance Director and the Town's Tax Collector have determined that the requirement to collect forms and verify financial impact will be extremely burdensome.

Accordingly, the Finance Director and Tax Collector believe the best approach would be to open the Town's Deferment Program to all taxpayers. While landlords would still need to submit a verification form to the Tax Collector's Office to qualify for the deferment, other taxpayers would not. I also note that expanding the program would not impact tax payments received from mortgage holders under escrow arrangements with their borrowers.

Attached is the relevant text from the Governor's Executive Order 7S.

To accomplish this change, and expand the Deferment Program, the Town Council may rescind the resolution adopted on April 7 and adopt the following:

Whereas, in response to the COVID-19 Pandemic, Governor Ned Lamont issued Executive Order 7S on April 1, 2020 (the "Executive Order"); and

Whereas, paragraph 6 of the Executive Order, requires the East Hartford Town Council (the "Town Council") to select at least one of two programs designed to provide support to those who have been economically impacted by the COVID 19 crisis; and

Whereas, such programs are described in the Executive Order as the Deferment Program and the Low Interest Rate Program; and

Whereas, after review of such programs, the ability of the Town to implement such programs, and with the goal of meeting the desired result of relief for taxpayers whose ability to pay taxes has been impacted by the COVID-19 pandemic, the Town Council has determined that the most beneficial program to implement is the Deferment Program;

NOW THEREFORE, BE IT RESOLVED:

1. The Town of East Hartford shall participate in the Deferment Program as set forth in paragraph 6 a. of the Executive Order; and
2. Eligibility for the Deferment Program shall be open and extended to all: (i) taxpayers, businesses, nonprofits, and residents; and (ii) landlords who comply with the provisions of paragraph 6 c. of the Executive Order; and
3. The Deferment Program shall not apply to Escrow Payments as set forth in paragraph 6 d. of the Executive Order; and
4. The Mayor be asked to notify the Secretary of the Office of Policy and Management of the Town Council's decision to select the Deferment Program prior to April 25, 2020.

STATE OF CONNECTICUT

BY HIS EXCELLENCY

NED LAMONT

EXECUTIVE ORDER NO. 7S

PROTECTION OF PUBLIC HEALTH AND SAFETY DURING COVID-19  
PANDEMIC AND RESPONSE - SAFE STORES, RELIEF FOR POLICYHOLDERS,  
TAXPAYERS, AND  
TENANTS

*TEXT OF PARAGRAPH 6 ADDRESSING SELECTION OF TAX  
RELIEF PROGRAM*

6. Suspension and Modification of Tax Deadlines and Collection Efforts.

Notwithstanding any contrary provisions of Chapter 204 of the Connecticut General Statutes or of any special act, charter, home-rule ordinance, local ordinance or other local law, there shall be established two programs to offer support to eligible taxpayers, businesses, nonprofits, and residents who have been economically affected by the COVID-19 pandemic. Such programs shall be known as the "Deferment Program" and the "Low Interest Rate Program." Each municipality, as defined in section 7-148 of the general statutes, by determination of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, shall participate in one or both programs and shall notify the Secretary of the Office of Policy and Management no later than April 25, 2020, about which program or programs it is electing to participate in.

- a. Deferment Program. During the period of March 10, 2020, the date that I declared the public health and civil preparedness emergency, through and including July 1, 2020, municipalities participating in the Deferment Program shall offer to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments for such tax, rate, charge, or assessment from the time that it became due and payable. Eligible taxpayers, businesses, nonprofits, and residents are those that attest to or document significant economic impact by COVID-19, and/or those that document they are providing

relief to those significantly affected by the COVID-19 pandemic. The Secretary of the Office of Policy and Management shall issue guidance as to which taxpayers, businesses, nonprofits, and residents shall be considered eligible for the Deferment Program, but participating municipalities may, upon approval of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, extend eligibility for the deferment program to other categories of taxpayers, businesses, nonprofits, and residents.

- b. **Low Interest Rate Program.** For municipalities participating in the Low Interest Rate Program, notwithstanding Section 12-146 of the General Statutes, (i) the delinquent portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric charges or assessments or part thereof shall be subject to interest at the rate of three (3) per cent per annum for ninety days from the time when it became due and payable until the same is paid, for any such tax, rate, charge, or assessment due and payable from March 10 through and including July 1, 2020, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established; and (ii) any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, shall be subject to interest at the rate of three (3) per cent per annum for ninety days from this Order, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety (90) days, the portion that remains delinquent shall be subject to interest and penalties as previously established.

- c. **Eligibility of Landlords.** In order for a landlord, or any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee, to be eligible for the Deferment Program, said landlord must provide documentation to the municipality that the parcel has or will suffer a significant income decline or that commensurate

forbearance was offered to their tenants or lessees. Any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee shall only be eligible for the Low Interest Rate Program if said landlord offers commensurate forbearance to tenants or lessees, upon their request.


- d. **Escrow Payments.** Financial institutions and mortgage servicers that hold property tax payments in escrow on behalf of a borrower shall continue to remit property taxes to the municipality, so long as the borrower remains current on their mortgage or is in a forbearance or deferment program, irrespective of the borrower's eligibility for or participation in the Deferment Program or the Low Interest Rate Program.

- e. **Liens Remain Valid.** Nothing in this order affects any provision of the Connecticut General Statutes relating to continuing, recording and releasing property tax liens and the precedence and enforcement of taxes, rates, charges and assessments shall remain applicable to any deferred tax, rate, charge or assessment or installment or portion thereof.





## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE April 14, 2020  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESOLUTION: Coronavirus Emergency Supplemental Funding (CESF) Program

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The Town of East Hartford is eligible to apply for funding under the Coronavirus Emergency Supplemental Funding Program made available by the U.S. Department of Justice (DOJ).

Funds awarded under the CESF Program must be utilized to prevent, prepare for, and respond to the coronavirus. East Hartford's allocation under this program totals \$64,932 and no local match is required.

Please place this resolution on the Town Council agenda for the April 21<sup>st</sup>, 2020 meeting.

Thank you.

C: P. O'Sullivan, Grants Manager  
E. Buckheit, Development Director  
R. Davis, EHPD Deputy Chief  
P. Neves, EHPD Lieutenant

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 21st day of April, 2019

### RESOLUTION

**WHEREAS;** U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) has made grant funds available through Coronavirus Emergency Supplemental Funding Program; and,

**WHEREAS;** this program will provide funding to assist eligible states, local units of government, and tribes in preventing, preparing for, and responding to the coronavirus.

**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 DOJ as they pertain to this Coronavirus Emergency Supplemental Funding Program grant.

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

**IN WITNESS WHEREOF,** I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the \_\_\_\_ day of April, 2019.

Seal

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

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

Grant Description: Coronavirus Emergency Supplemental Funding (CESF) Program

Funder: U.S. Department of Justice (DOJ)

Grant Amount: \$64,932

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

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

Is a local match required?     Yes     No

If yes, how much?    Not applicable

From which account? Not applicable

Grant purpose:    Funds awarded under the CESF Program must be utilized to prevent, prepare for, and respond to the coronavirus.

Results achieved:    Provision of services and/or goods including overtime and equipment.

Duration of grant:    2 years following execution of funding agreement

Status of application: Under development

Meeting attendee:    To be determined

Comments:    None

GRANTS ADMINISTRATION  
MEMORANDUM

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**TO:** Mayor Marcia A. Leclerc  
**FROM:** Paul O'Sullivan, Grants Manager *PO'S*  
**SUBJECT:** Council Resolution – Coronavirus Emergency Supplemental Funding Program  
**DATE:** April 14, 2020

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Attached is a draft Town Council resolution authorizing you as Mayor to apply and contract for grant funding under the U.S. Department of Justice (DOJ) Coronavirus Emergency Supplemental Funding (CESF) Program.

Funds awarded under the CESF Program must be utilized to prevent, prepare for, and respond to the coronavirus. Allowable projects and purchases include, but are not limited to, overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer), training, and travel expenses (particularly related to the distribution of resources to the most impacted areas).

East Hartford's allocation under this program totals \$64,932. Possible uses of the funds are the purchase of laptops and/or officer overtime. I have attached an excerpt from the Funding Program Solicitation for more information.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on April 21, 2020. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director  
Robert Davis, EHPD  
Paul Neves, EHPD

# Coronavirus Emergency Supplemental Funding Program Solicitation CFDA # 16.034

## A. Program Description

### Overview

The Coronavirus Emergency Supplemental Funding (CESF) Program will provide funding to assist eligible states, local units of government, and tribes in preventing, preparing for, and responding to the coronavirus.

**Statutory Authority:** The CESF Program is authorized by Division B of H.R. 748, Pub. L. No. 116-136 (Emergency Appropriations for Coronavirus Health Response and Agency Operations); 28 U.S.C. 530C.

### Permissible uses of Funds

Funds awarded under the CESF Program must be utilized to prevent, prepare for, and respond to the coronavirus. Allowable projects and purchases include, but are not limited to, overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer), training, travel expenses (particularly related to the distribution of resources to the most impacted areas), and addressing the medical needs of inmates in state, local, and tribal prisons, jails, and detention centers.

Expenditures which require prior approval – There are no specific prohibitions under the CESF Program other than the unallowable costs that are identified in the DOJ Grants Financial Guide; however, the following items should be identified during application and appropriately justified as noted:

- **Individual items costing \$500,000 or more** – if the recipient intends to purchase an individual item that costs \$500,000 or more, those item(s) should be identified and thoroughly justified by the grantee and receive written prior approval from BJA post-award through the submission and approval of a Grant Adjustment Notice (GAN). Costs must be reasonable to receive approval.
- **Unmanned Aerial Systems (UAS), Unmanned Aircraft (UA), and/or Unmanned Aerial Vehicles (UAV)** – if the recipient requests to purchase an UAS, UA, and/or UAV, Federal Aviation Administration approval must be obtained as outlined here: [https://www.faa.gov/news/fact\\_sheets/news\\_story.cfm?newsId=22615](https://www.faa.gov/news/fact_sheets/news_story.cfm?newsId=22615). Documentation related to these purchases should be included with the application or the applicant must receive written prior approval from BJA post-award through the submission and approval of a GAN.

Draw-down – Consistent with the CESF Program's purposes, which involve assistance in responding to the present national emergency in connection with the coronavirus, OJP has determined that eligible states (or State Administering Agencies) or units of local government may draw down funds either in advance or on a reimbursable basis. To draw down in advance, funds must be placed in an interest-bearing account, unless one of the exceptions

in 2 C.F.R. § 200.305(b)(8) apply. This interest-bearing account must be dedicated specifically for the CESF Program award, and funds from other awards or sources may not be commingled with the funds in the account established for the CESF Program award. It is not necessary that the interest-bearing account be a "trust fund." For additional information, see 2 C.F.R. § 200.305.

Prohibition of supplanting – Funds may not be used to supplant state or local funds but must be used to increase the amounts of such funds that would, in the absence of federal funds, be made available.

Limitation on direct administrative costs – Funds may not be used for direct administrative costs that exceed 10 percent of the total award amount.

## **B. Federal Award Information**

Maximum number of awards BJA expects to make	1,873
Period of performance start date	January 20, 2020
Period of performance duration	2 years

Recipients have the option to request a one-time, up to 12-month extension. The extension must be requested via GMS no fewer than 30 days prior to the end of the performance period.

The expected eligible allocations for the FY 2020 CESF Program can be found at: <https://bia.ojp.gov/program/fy20-cesf-allocations>.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by statute.

### **Type of Award<sup>1</sup>**

BJA expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the OJP Grant Application Resource Guide for additional information.

### **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements<sup>2</sup> as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See OJP Grant Application Resource Guide for additional information.

### **Budget Information**

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the "Limitation on Use of Award Funds for Employee Compensation; Waiver" provision in the "Financial Information" section of the OJP Grant Application Resource Guide.


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<sup>1</sup> For purposes of this solicitation, the phrase "pass-through entity" includes any recipient or subrecipient that provides a subaward ("subgrant") to carry out part of the funded award or program.

<sup>2</sup> The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE April 14, 2020  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESOLUTION: Body-Worn Recording Equipment (BWRE) Grant

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The Town of East Hartford is eligible to apply for funding under the Body-Worn Recording Equipment (BWRE) Grant made available by the Connecticut Office of Policy and Management (OPM).

This program offers reimbursement of up to 50% of locally-budgeted funds used to purchase BWRE. East Hartford's allocation under this program totals \$100,617.50. A local match of 50% of total expenditure is required and these funds have been allocated in the police department's 2021 budget.

Please place this resolution on the Town Council agenda for the April 21<sup>st</sup>, 2020 meeting.

Thank you.

C: P. O'Sullivan, Grants Manager  
E. Buckheit, Development Director  
R. Davis, EHPD Deputy Chief  
P. Neves, EHPD Lieutenant

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 21st day of April, 2019

## RESOLUTION

**WHEREAS;** The State of Connecticut Office of Policy and Management (OPM) is providing reimbursement grants to assist municipalities, local police departments and university police forces with the procurement and implementation of Body-Worn Recording Equipment (BWRE) and

**WHEREAS;** Law enforcement agencies are using body-worn cameras in various ways: to improve evidence collection, to strengthen officer performance and accountability, to enhance agency transparency, to document encounters between police and the public, and to investigate and resolve complaints and officer-involved incidents.

**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 Office of Policy and Management as they pertain to this BWRE grant.

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

**IN WITNESS WHEREOF,** I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the \_\_\_ day of April, 2019.

Seal

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



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

Grant Description: Body-Worn Recording Equipment (BWRE) Grant

Funder: Connecticut Office of Policy and Management (OPM)

Grant Amount: \$100,617.50\*

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

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

Is a local match required?     Yes     No

If yes, how much?    50% of total expenditure

From which account? Funds for BWRE are already allocated in Department's 2021 budget,

Grant purpose: To assist municipalities, local police departments and university police forces in purchasing personal recording devices and data storage equipment

Results achieved: Potential benefits include: improved evidence collection, strengthened officer performance and accountability, enhanced agency transparency, documentation of encounters between police and the public, and investigation and resolution of complaints and officer-involved incidents.

Duration of grant: Purchase must be made by June 30, 2021

Status of application: Under development

Meeting attendee: To be determined

Comments: \*Based on January, 2020 non-binding vendor quote. Actual cost of equipment may be higher or lower, but grant will be 50% of total cost.

GRANTS ADMINISTRATION  
MEMORANDUM

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**TO:** Mayor Marcia A. Leclerc  
**FROM:** Paul O'Sullivan, Grants Manager *PO'S*  
**SUBJECT:** Council Resolution – Body-Worn Recording Equipment (BWRE) Grant  
**DATE:** April 14, 2020

---

Attached is a draft Town Council resolution authorizing you as Mayor to apply and contract for a Body-Worn Recording Equipment (BWRE) Grant from the Connecticut Office of Policy and Management (OPM).

OPM is providing reimbursement grants to assist municipalities, local police departments and university police forces in purchasing personal recording devices and data storage equipment or services for retaining video recordings of appropriate law enforcement public interaction.

This program offers reimbursement up to 50% of locally-budgeted funds used to purchase BWRE. I have attached an excerpt from a study funded by the U.S. Department of Justice for more information.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on April 21, 2020. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director  
Robert Davis, EHPD  
Paul Neves, EHPD

# Introduction

## State of the field and policy analysis

Over the past decade, advances in the technologies used by law enforcement agencies have been accelerating at an extremely rapid pace. Many police executives are making decisions about whether to acquire technologies that did not exist when they began their careers—technologies like automated license plate readers, gunshot detection systems, facial recognition software, predictive analytics systems, communications systems that bring data to officers' laptops or handheld devices, GPS applications, and social media to investigate crimes and communicate with the public.

For many police executives, the biggest challenge is not deciding whether to adopt one particular technology but rather finding the right mix of technologies for a given jurisdiction based on its crime problems, funding levels, and other factors. Finding the best mix of technologies, however, must begin with a thorough understanding of each type of technology.

Police leaders who have deployed body-worn cameras<sup>1</sup> say there are many benefits associated with the devices. They note that body-worn cameras are useful for documenting evidence; officer training; preventing and resolving complaints brought by members of the public; and strengthening police transparency, performance, and accountability. In addition, given that police now operate in a world in which anyone with a cell phone camera can record video footage of a police encounter, body-worn cameras help police departments ensure events are also captured from an officer's perspective. Scott Greenwood of the American Civil Liberties Union (ACLU) said at the September 2013 conference:

The average interaction between an officer and a citizen in an urban area is already recorded in multiple ways. The citizen may record it on his phone. If there is some conflict happening, one or more witnesses may record it. Often there are fixed security cameras nearby that capture the interaction. So the thing that makes the most sense—if you really want accountability both for your officers and for the people they interact with—is to also have video from the officer's perspective.

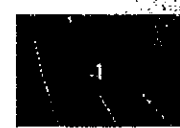
The use of body-worn cameras also raises important questions about privacy and trust. What are the privacy issues associated with recording victims of crime? How can officers maintain positive community relationships if they are ordered to record almost every type of interaction with the public? Will members of the public find it off-putting to be told by an officer, "I am recording this encounter," particularly if the encounter is a casual one? Do body-worn cameras also undermine the trust between officers and their superiors within the police department?

In addition to these overarching issues, police leaders must also consider many practical policy issues, including the significant financial costs of deploying cameras and storing recorded data, training requirements, and rules and systems that must be adopted to ensure that body-worn camera video cannot be accessed for improper reasons.

1. Body-worn cameras are small video cameras—typically attached to an officer's clothing, helmet, or sunglasses—that can capture, from an officer's point of view, video and audio recordings of activities, including traffic stops, arrests, searches, interrogations, and critical incidents such as officer-involved shootings.

*"Because technology is advancing faster than policy, it's important that we keep having discussions about what these new tools mean for us. We have to ask ourselves the hard questions. What do these technologies mean for constitutional policing? We have to keep debating the advantages and disadvantages. If we embrace this new technology, we have to make sure that we are using it to help us do our jobs better."*

— Charles Ramsey, Police Commissioner,  
Philadelphia Police Department



I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 21st day of April, 2019

## R E S O L U T I O N

**WHEREAS;** The State of Connecticut Office of Policy and Management (OPM) is providing reimbursement grants to assist municipalities, local police departments and university police forces with the procurement and implementation of Body-Worn Recording Equipment (BWRE) and

**WHEREAS;** Law enforcement agencies are using body-worn cameras in various ways: to improve evidence collection, to strengthen officer performance and accountability, to enhance agency transparency, to document encounters between police and the public, and to investigate and resolve complaints and officer-involved incidents.

**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 Office of Policy and Management as they pertain to this BWRE grant.

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

**IN WITNESS WHEREOF,** I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the \_\_\_\_ day of April, 2019.

Seal

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

MARCIA A. LECLERC  
MAYOR

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

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

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

March 31, 2020

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

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

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **Gengras Motor Cars, Inc. by Steve Bray, Events Coordinator**. The applicant seeks to conduct a Spring Open House. There will be product/vendor tents along with a band and free food. A portion of the proceeds from this event will benefit the Combat Veterans Motorcycle Association. The event will be held at **221 Governor Street**, on the following day and time in **2020: Saturday, May 16 from 9AM – 5PM with music from 11PM – 3PM**.

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

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

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

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

The **Health Department** approve the application as submitted. **The cost of this event to their Department is unknown at this time**.

The **Fire Department** approves the application as submitted and states the following:

- **A pre-event inspection will be required for the food truck.**
- **There is no anticipated cost for this event to the Department.**

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

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

Respectfully submitted for your information.

Sincerely,



Scott M. Sansom  
Chief of Police

Cc: Applicant



# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
The Gengras Spring Open House
2. Date(s) of Event:  
Saturday May 16
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):  
May 16, 9am - 5pm
7. Provide a detailed description of the proposed amusement:  
An Open House event with product/vendors tents, band, free food. Alcohol vendor. A portion of the proceeds from this event will benefit The Combat Veterans Association.

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 - 3pm

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 trash disposal.

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

none

g. Other expected influence on surrounding neighborhood:

none

12. Provide a detailed plan for the following:

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

Entrances will be clear, as well as fire lanes in case of 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  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, Alcohol will be sold by

Good Time Tap LLC of Russell, Ma (413)250-1202  
Fully licensed and insured to vend alcohol in CT.

b. To ensure that alcohol is not sold or provided to minors or intoxicated persons.  
None sold to Minors, all safe guards employed.

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): Copy of Liquor permit will be provided before event.

---

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)

*ST Bray*  
\_\_\_\_\_  
(Applicant Signature)

Stephen T Bray

\_\_\_\_\_  
(Printed Name)

3/25/20

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Capacity in which signing)

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

---

FOR OFFICE USE

**FOR OFFICE USE**

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

Received By: Pawlyna Pham

Employee Number: 9084

Date & Time Signed: 3/12/20 9 : 15  AM  PM

Time remaining before event: 43 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.

**Pham, Paulyna**

---

**From:** Greg Grew <mggrew@easthartfordct.gov>  
**Sent:** Wednesday, March 25, 2020 11:31 AM  
**To:** Pham, Paulyna  
**Subject:** Re: Gengras Spring Open House OAP

Per Ordinance 5-3 my 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**  
CONNECTICUT

Town Hall  
740 Main Street  
East Hartford, CT 06108  
Direct [\(860\) 291-7345](tel:8602917345)  
Mobile [\(860\) 874-8034](tel:8608748034)  
<http://www.easthartfordct.gov/inspections-and-permits>

---

**From:** Pham, Paulyna <PPham@easthartfordct.gov>  
**Sent:** Wednesday, March 25, 2020 11:08 AM  
**To:** James Cordier <jcordier@easthartfordct.gov>; Marilyn Cruz-Aponte <mcruzaponte@easthartfordct.gov>; Theodore Fravel <tfravel@easthartfordct.gov>; John Oates <Joates@easthartfordct.gov>  
**Cc:** Bruce Cohen <BCohen@easthartfordct.gov>; Robert Davis <RDavis@easthartfordct.gov>; Darrell Drouin <Ddrouin@easthartfordct.gov>; Sean Dwyer <SDwyer@easthartfordct.gov>; Joseph Ficacelli <JFicacelli@easthartfordct.gov>; Richard Gentile <RPGentile@easthartfordct.gov>; Greg Grew <mggrew@easthartfordct.gov>; Mack Hawkins <MHawkins@easthartfordct.gov>; Kevin Munson <KMunson@easthartfordct.gov>; Paul Neves <Pneves@easthartfordct.gov>; Michael O'Connell <Moconnell@easthartfordct.gov>; Scott Sansom <SSansom@easthartfordct.gov>; Christine Sasen <CSasen@easthartfordct.gov>; Linda Trzetzak <Ltrzetzak@easthartfordct.gov>; Justin Wagner <Jwagner@easthartfordct.gov>  
**Subject:** Gengras Spring Open House OAP

Good afternoon all,

I sent out an outdoor amusement permit application for the Gengras' Spring Open House. The original date for that event was April 25<sup>th</sup>, 2020. They have recently changed the date to **May 16<sup>th</sup>, 2020** (see attached for new application). If you have already submitted your approval for this event and have no questions or concerns with the new date, no further steps are needed.

For those of you who have not submitted your approval/review, please have them sent to me by the end of day tomorrow, April 26<sup>th</sup>.

Thank  
you,

**Pham, Paulyna**

---

**From:** Richard Gentile <RPGentile@easthartfordct.gov>  
**Sent:** Tuesday, March 31, 2020 10:56 AM  
**To:** Pham, Paulyna  
**Subject:** RE: Gengras Spring Open House OAP

Sorry. Thought I had already approved this. No concerns

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

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

**From:** Pham, Paulyna [mailto:PPham@easthartfordct.gov]  
**Sent:** Tuesday, March 31, 2020 10:55 AM  
**To:** Richard Gentile <RPGentile@easthartfordct.gov>  
**Subject:** Gengras Spring Open House OAP

Good morning,

Please send your approval/review for this event as soon as possible.

Thank you,

*Paulyna Pham*

East Hartford Police Department  
Administrative Clerk  
31 School St.  
East Hartford CT 06108  
Ph: (860) 291-7631

***“Serving Our Community with Pride and Integrity”***

**From:** Pham, Paulyna  
**Sent:** Wednesday, March 25, 2020 11:08 AM  
**To:** Cordier, James <[jcordier@easthartfordct.gov](mailto:jcordier@easthartfordct.gov)>; Cruz-Aponte, Marilyn <[mcruzaponte@easthartfordct.gov](mailto:mcruzaponte@easthartfordct.gov)>; Fravel, Theodore <[tfravel@easthartfordct.gov](mailto:tfravel@easthartfordct.gov)>; Oates, John <[Joates@easthartfordct.gov](mailto:Joates@easthartfordct.gov)>  
**Cc:** Cohen, Bruce <[BCohen@easthartfordct.gov](mailto:BCohen@easthartfordct.gov)>; Davis, Robert <[RDavis@easthartfordct.gov](mailto:RDavis@easthartfordct.gov)>; Drouin, Darrell



**Pham, Paulyna**

---

**From:** Christine Sasen <CSasen@easthartfordct.gov>  
**Sent:** Friday, March 27, 2020 10:25 AM  
**To:** Pham, Paulyna  
**Subject:** RE: Gengras Spring Open House OAP

ok

**From:** Pham, Paulyna <PPham@easthartfordct.gov>  
**Sent:** Friday, March 27, 2020 8:28 AM  
**To:** Kevin Munson <KMunson@easthartfordct.gov>; John Oates <Joates@easthartfordct.gov>; Richard Gentile <RPGentile@easthartfordct.gov>; Christine Sasen <CSasen@easthartfordct.gov>  
**Subject:** Gengras Spring Open House OAP

Good morning,

Please have your approval/reviews for this event submitted to me as soon as possible.

Thank you,

*Paulyna Pham*

East Hartford Police Department  
Administrative Clerk  
31 School St.  
East Hartford CT 06108  
Ph: (860) 291-7631

***“Serving Our Community with Pride and Integrity”***

**From:** Pham, Paulyna  
**Sent:** Wednesday, March 25, 2020 11:08 AM  
**To:** Cordier, James <[jcordier@easthartfordct.gov](mailto:jcordier@easthartfordct.gov)>; Cruz-Aponte, Marilyn <[mcruzaponte@easthartfordct.gov](mailto:mcruzaponte@easthartfordct.gov)>; Fravel, Theodore <[tfravel@easthartfordct.gov](mailto:tfravel@easthartfordct.gov)>; Oates, John <[joates@easthartfordct.gov](mailto:joates@easthartfordct.gov)>  
**Cc:** Cohen, Bruce <[BCohen@easthartfordct.gov](mailto:BCohen@easthartfordct.gov)>; Davis, Robert <[RDavis@easthartfordct.gov](mailto:RDavis@easthartfordct.gov)>; Drouin, Darrell <[Ddrouin@easthartfordct.gov](mailto:Ddrouin@easthartfordct.gov)>; Dwyer, Sean <[SDwyer@easthartfordct.gov](mailto:SDwyer@easthartfordct.gov)>; Ficacelli, Joseph <[JFicacelli@easthartfordct.gov](mailto:JFicacelli@easthartfordct.gov)>; Gentile, Richard <[RPGentile@easthartfordct.gov](mailto:RPGentile@easthartfordct.gov)>; Grew, Greg <[mggrew@easthartfordct.gov](mailto:mggrew@easthartfordct.gov)>; Hawkins, Mack <[MHawkins@easthartfordct.gov](mailto:MHawkins@easthartfordct.gov)>; Munson, Kevin <[KMunson@easthartfordct.gov](mailto:KMunson@easthartfordct.gov)>; Neves, Paul <[Pneves@easthartfordct.gov](mailto:Pneves@easthartfordct.gov)>; O'Connell, Michael <[Moconnell@easthartfordct.gov](mailto:Moconnell@easthartfordct.gov)>; Sansom, Scott <[SSansom@easthartfordct.gov](mailto:SSansom@easthartfordct.gov)>; Sasen, Christine <[CSasen@easthartfordct.gov](mailto:CSasen@easthartfordct.gov)>; Trzetzziak, Linda <[Ltrzetzziak@easthartfordct.gov](mailto:Ltrzetzziak@easthartfordct.gov)>; Wagner, Justin <[Jwagner@easthartfordct.gov](mailto:Jwagner@easthartfordct.gov)>  
**Subject:** Gengras Spring Open House OAP

Good afternoon all,



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **May 16, 2020**  
Event: **The Gengras Spring Open House**  
Applicant: **Gengras Motor Cars, Inc. by Steve Bray - Events Coordinator.**

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

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

Ted Fravel

Signature

3/25/20

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: **April 25, 2020**  
Event: **The Gengras Spring Open House**  
Applicant: **Gengras Motor Cars, Inc. by Steve Bray - Events Coordinator.**

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

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

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

Anticipated Cost(s) if known \$ none

\_\_\_\_\_  
Signature Marilynn Cruz-Aponte 3-13-2020 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: **April 25, 2020**  
Event: **The Gengras Spring Open House**  
Applicant: **Gengras Motor Cars, Inc. by Steve Bray - Events Coordinator.**

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

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

Michael O'Connell  
Signature

03/12/2020  
Date

Comments:

Approval recommended provided all temporary foodservice permit applications are submitted to the Health Department at least 2 weeks prior to the event.





**Pham, Paulyna**

---

**From:** Mack Hawkins <MHawkins@easthartfordct.gov>  
**Sent:** Wednesday, March 25, 2020 1:15 PM  
**To:** Pham, Paulyna  
**Subject:** RE: Gengras Spring Open House OAP

Paulyna,

I have reviewed the Outdoor Amusement Permit Application for Gengras Spring Open House for 2020. I approve the application as submitted. Please mark the worksheet **Extra Attention** for the day of the event.

Thanks 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:** Pham, Paulyna [mailto:PPham@easthartfordct.gov]  
**Sent:** Wednesday, March 25, 2020 11:08 AM  
**To:** James Cordier <jcordier@easthartfordct.gov>; Marilyn Cruz-Aponte <mcruzaponte@easthartfordct.gov>; Theodore Fravel <tfravel@easthartfordct.gov>; John Oates <Joates@easthartfordct.gov>  
**Cc:** Bruce Cohen <BCohen@easthartfordct.gov>; Robert Davis <RDavis@easthartfordct.gov>; Darrell Drouin <Ddrouin@easthartfordct.gov>; Sean Dwyer <SDwyer@easthartfordct.gov>; Joseph Ficacelli <JFicacelli@easthartfordct.gov>; Richard Gentile <RPGentile@easthartfordct.gov>; Greg Grew <mggrew@easthartfordct.gov>; Mack Hawkins <MHawkins@easthartfordct.gov>; Kevin Munson <KMunson@easthartfordct.gov>; Paul Neves <Pneves@easthartfordct.gov>; Michael O'Connell <Moconnell@easthartfordct.gov>; Scott Sansom <SSansom@easthartfordct.gov>; Christine Sasen <CSasen@easthartfordct.gov>; Linda Trzetzziak <Ltrzetzziak@easthartfordct.gov>; Justin Wagner <Jwagner@easthartfordct.gov>  
**Subject:** Gengras Spring Open House OAP

Good afternoon all,



MARCIA A. LECLERC  
MAYOR

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

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

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

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

March 31, 2020

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

**Re: Outdoor Amusement Permit Application -  
"Pappy's Golf Tournament and Customer Appreciation Days"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by Rancourt Enterprises, Inc., DBA: Pappy's Café by Arthur F. Rancourt, its Permittee. The applicant seeks to conduct two (2) **Customer Appreciation Days Cookouts on Saturday, June 13, 2020 and Saturday, June 27, 2020** (June 27<sup>th</sup> event will be preceded by a golf tournament) from **12 PM – 8 PM**. The cookouts, with food and liquor to be served, **will be held at Pappy's Café on 37 Burnside Avenue.**

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 **Inspections and Permits Department** states that permits and inspections may be needed for temporary installations.

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

The **Parks & Recreation, Health Department, Fire and Public Works Departments** approve the application as submitted and state **there are no anticipated costs to their Departments for 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 events. 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 blue ink, appearing to read "Scott M. Sansom", with a long horizontal flourish extending to the right.

Scott M. Sansom  
Chief of Police

Cc: Applicant

InspeC

**Pham, Paulyna**

---

**From:** Greg Grew <mggrew@easthartfordct.gov>  
**Sent:** Friday, March 13, 2020 11:07 AM  
**To:** Pham, Paulyna  
**Subject:** Re: Pappy's Cafe Golf and Customer Appreciation OAP

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

MILTON GREGORY GREW, AIA  
Director of Inspections & Permits  
(Building / Zoning / Property Maint.)



Town of  
**EAST HARTFORD**  
CONNECTICUT

Town Hall  
740 Main Street  
East Hartford, CT 06108  
Direct [\(860\) 291-7345](tel:8602917345)  
Mobile [\(860\) 874-8034](tel:8608748034)  
<http://www.easthartfordct.gov/inspections-and-permits>

---

**From:** Pham, Paulyna <PPham@easthartfordct.gov>  
**Sent:** Friday, March 13, 2020 10:20 AM  
**To:** James Cordier <jcordier@easthartfordct.gov>; Marilyn Cruz-Aponte <mcruzaponte@easthartfordct.gov>; Theodore Fravel <tfravel@easthartfordct.gov>; John Oates <Joates@easthartfordct.gov>  
**Cc:** Bruce Cohen <BCohen@easthartfordct.gov>; Robert Davis <RDavis@easthartfordct.gov>; Darrell Drouin <Ddrouin@easthartfordct.gov>; Sean Dwyer <SDwyer@easthartfordct.gov>; Joseph Ficacelli <JFicacelli@easthartfordct.gov>; Richard Gentile <RPGentile@easthartfordct.gov>; Greg Grew <mggrew@easthartfordct.gov>; Mack Hawkins <MHawkins@easthartfordct.gov>; Kevin Munson <KMunson@easthartfordct.gov>; Paul Neves <Pneves@easthartfordct.gov>; Michael O'Connell <Moconnell@easthartfordct.gov>; Scott Sansom <SSansom@easthartfordct.gov>; Christine Sasen <CSasen@easthartfordct.gov>; Linda Trzetzziak <Ltrzetzziak@easthartfordct.gov>; Justin Wagner <Jwagner@easthartfordct.gov>  
**Subject:** Pappy's Cafe Golf and Customer Appreciation OAP

Good morning all –

Please see attached for the outdoor amusement permit application for “Pappy’s Golf Tournament and Customer Appreciation Day”.

**Date: June 13 and June 27, 2020**

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than **Friday, March 27, 2020.**



**Pham, Paulyna**

---

**From:** Richard Gentile <RPGentile@easthartfordct.gov>  
**Sent:** Monday, March 16, 2020 2:11 PM  
**To:** Pham, Paulyna  
**Subject:** RE: Pappy's Cafe Golf and Customer Appreciation OAP

No comments or concerns on this. Rich

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

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

**From:** Pham, Paulyna [mailto:PPham@easthartfordct.gov]  
**Sent:** Friday, March 13, 2020 10:21 AM  
**To:** James Cordier <jcordier@easthartfordct.gov>; Marilyn Cruz-Aponte <mcruzaponte@easthartfordct.gov>; Theodore Fravel <tfravel@easthartfordct.gov>; John Oates <Joates@easthartfordct.gov>  
**Cc:** Bruce Cohen <BCohen@easthartfordct.gov>; Robert Davis <RDavis@easthartfordct.gov>; Darrell Drouin <Ddrouin@easthartfordct.gov>; Sean Dwyer <SDwyer@easthartfordct.gov>; Joseph Ficacelli <JFicacelli@easthartfordct.gov>; Richard Gentile <RPGentile@easthartfordct.gov>; Greg Grew <mggrew@easthartfordct.gov>; Mack Hawkins <MHawkins@easthartfordct.gov>; Kevin Munson <KMunson@easthartfordct.gov>; Paul Neves <Pneves@easthartfordct.gov>; Michael O'Connell <Moconnell@easthartfordct.gov>; Scott Sansom <SSansom@easthartfordct.gov>; Christine Sassen <CSassen@easthartfordct.gov>; Linda Trzetzak <Ltrzetzak@easthartfordct.gov>; Justin Wagner <Jwagner@easthartfordct.gov>  
**Subject:** Pappy's Cafe Golf and Customer Appreciation OAP

Good morning all –

Please see attached for the outdoor amusement permit application for “Pappy’s Golf Tournament and Customer Appreciation Day”.

**Date: June 13 and June 27, 2020**

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than **Friday, March 27, 2020.**

Thank you,

**Pham, Paulyna**

---

**From:** Christine Sasen <CSasen@easthartfordct.gov>  
**Sent:** Friday, March 27, 2020 2:48 PM  
**To:** Pham, Paulyna  
**Subject:** RE: Pappy's Cafe Golf and Customer Appreciation OAP

Ok. I checked with D/C Hawkins and he said there hasn't been any problems at this event in the past. Chris

**From:** Pham, Paulyna <PPham@easthartfordct.gov>  
**Sent:** Friday, March 27, 2020 10:51 AM  
**To:** Christine Sasen <CSasen@easthartfordct.gov>  
**Subject:** RE: Pappy's Cafe Golf and Customer Appreciation OAP

Hi Chris,

Please see attached.  
Sorry about that.

**From:** Christine Sasen [<mailto:CSasen@easthartfordct.gov>]  
**Sent:** Friday, March 27, 2020 10:46 AM  
**To:** Pham, Paulyna <[PPham@easthartfordct.gov](mailto:PPham@easthartfordct.gov)>; Munson, Kevin <[KMunson@easthartfordct.gov](mailto:KMunson@easthartfordct.gov)>; Oates, John <[Joates@easthartfordct.gov](mailto:Joates@easthartfordct.gov)>; Fravel, Theodore <[tfravel@easthartfordct.gov](mailto:tfravel@easthartfordct.gov)>; Hawkins, Mack <[MHawkins@easthartfordct.gov](mailto:MHawkins@easthartfordct.gov)>  
**Subject:** RE: Pappy's Cafe Golf and Customer Appreciation OAP

Hi Paulyna,

Application indicates Certificate of Insurance included. I couldn't locate it. Please forward.

Thank you. Chris

**From:** Pham, Paulyna <[PPham@easthartfordct.gov](mailto:PPham@easthartfordct.gov)>  
**Sent:** Friday, March 27, 2020 8:59 AM  
**To:** Kevin Munson <[KMunson@easthartfordct.gov](mailto:KMunson@easthartfordct.gov)>; John Oates <[Joates@easthartfordct.gov](mailto:Joates@easthartfordct.gov)>; Theodore Fravel <[tfravel@easthartfordct.gov](mailto:tfravel@easthartfordct.gov)>; Christine Sasen <[CSasen@easthartfordct.gov](mailto:CSasen@easthartfordct.gov)>; Mack Hawkins <[MHawkins@easthartfordct.gov](mailto:MHawkins@easthartfordct.gov)>  
**Subject:** Pappy's Cafe Golf and Customer Appreciation OAP

Good morning,

Please have your approval/reviews for this event submitted to me as soon as possible.

Thank you,

*Paulyna Pham*

East Hartford Police Department



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: **June 13 and June 27, 2020**  
Event: **Pappy's Golf Tournament and Customer Appreciation Days**  
Applicant: **Rancourt Enterprises, Inc., DBA: Pappy's Café by Arthur F. Rancourt, its Permittee**

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

3/27/20  
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: **June 13 and June 27, 2020**  
Event: **Pappy's Golf Tournament and Customer Appreciation Days**  
Applicant: **Rancourt Enterprises, Inc., DBA: Pappy's Café by Arthur F. Rancourt, its Permittee**

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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 T. O'Connell  
Signature

03/13/2020  
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: **June 13 and June 27, 2020**  
Event: **Pappy's Golf Tournament and Customer Appreciation Days**  
Applicant: **Rancourt Enterprises, Inc., DBA: Pappy's Café by Arthur F. Rancourt, its Permittee**

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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 \$                     

Signature A.C. Steve Alsop

30 MAR 2020  
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: **June 13 and June 27, 2020**  
Event: **Pappy's Golf Tournament and Customer Appreciation Days**  
Applicant: **Rancourt Enterprises, Inc., DBA: Pappy's Café by Arthur F. Rancourt, its Permittee**

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

- 1. the application be approved as submitted.
  - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
  - 3. the application be disapproved for the reason(s) set forth in the attached comments.
- 
- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- Anticipated Cost(s) if known \$ none

\_\_\_\_\_  
Signature Marilynn Cruz-Aponte 3-13-2020 Date

Comments:

Police

**Pham, Paulyna**

---

**From:** Mack Hawkins <MHawkins@easthartfordct.gov>  
**Sent:** Tuesday, March 31, 2020 3:03 PM  
**To:** Pham, Paulyna  
**Subject:** RE: Pappy's Cafe Golf and Customer Appreciation OAP

Paulyna,

I have reviewed the Outdoor Amusement Permit Application for Pappy's Cafe Golf and Customer Appreciation for 2020. I approve the application as submitted. Please mark the worksheet **Extra Attention** for the days of the event.

Thanks 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:** Pham, Paulyna [mailto:PPham@easthartfordct.gov]  
**Sent:** Friday, March 27, 2020 8:59 AM  
**To:** Kevin Munson <KMunson@easthartfordct.gov>; John Oates <Joates@easthartfordct.gov>; Theodore Fravel <tfravel@easthartfordct.gov>; Christine Sasen <CSasen@easthartfordct.gov>; Mack Hawkins <MHawkins@easthartfordct.gov>  
**Subject:** Pappy's Cafe Golf and Customer Appreciation OAP

Good morning,

Please have your approval/reviews for this event submitted to me as soon as possible.

Thank you,

*Paulyna Pham*



2020

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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



Scott M. Sansom  
Chief of Police

## OUTDOOR AMUSEMENT PERMIT APPLICATION

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

- Name of Event: PAPPY'S GOLF TOUR / PAPPY CUSTOMER APPRECIATION DAY
- Date(s) of Event: SAT JUNE 27th 2020 / SAT JUNE 13th  
12-8pm / 12-8pm
- 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):  
RAWCOURT ENT. DBA PAPPY'S CAFE  
37 Burnside Ave East Hartford CT 06108  
860 569-7920 Home 860 573-8621 Cell 860 289-2869 PAPPY'S 860 528-0013 FAX
- 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.  
ARTHUR F RAWCOURT 37 Burnside Ave E.H CT Pres.  
LARRY J BARILE 37 Burnside Ave E.H CT Sec.
- List the location of the proposed amusement: (Name of facility and address)  
PAPPY'S CAFE 37 Burnside Ave E.H CT 06108
- List the dates and hours of operation for each day (if location changes on a particular day, please list):  
SAT JUNE 27th 2020 / SAT JUNE 13th 2020  
12-8pm GOLF / 12-8pm Customer Appreciation Day
- Provide a detailed description of the proposed amusement:  
Radio For music For Both Days Hamburgers + Hot Dogs  
Horse shoe pit Beer BAG toss Games  
PLAY GOLF AT E.H. then BACK to PAPPY'S For lunch

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

Yes

No

Set June 13th 12-8 PM  
Set June 27th 12-8 PM

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?

21 and older

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

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

40 For Golf / 75 For Cookout

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

a. Crowd size impact:

None

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

Same

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

None

d. Noise impact on neighborhood:

None

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

Dumpster

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:

Burnside Ave + Elm Street

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

phone

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

no

d. Crowd control plan:

owner on site

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:

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, Sold inside PAPPY'S and ABK to BINS out in Fenced in AREA with food
- b. To ensure that alcohol is not sold or provided to minors or intoxicated persons.

Owner + BARTenders to ID  
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:

Rencourt Ent. Inc DBA PAPPY'S CAFE

(Legal Name of Applicant)

[Signature]

(Applicant Signature)

Arthur F Rencourt 3/12/20

(Printed Name)

(Date Signed)

President

(Capacity in which signing)

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

FOR OFFICE USE

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

Received By: Paulyna Pham

Employee Number. 9084

Date & Time Signed: 3/12/20 15 : 00 AM PM

Time remaining before event: 92 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.



# EAST HARTFORD GOLF CLUB FINAL EVENT CONTRACT

Date Contracted: 3/4/20

Event Coordinator: Kyle Caron

Event Date: June 27th, 2020

Official Event Name: Pappy's Open

Event Contact: Art Rancourt

Phone Number: 860-573-8621

Email: art2367@gmail.com

Number of Players Projected: 64

Cost Per Person: \$60 All Inclusive Price

Location: East Hartford Golf Club

**Package Includes:**

18 Holes of Championship Golf (Greens & Golf Car fees), Special Event Services: Planning Assistance, Scoring, Event Coordination, Welcome Registration, Breakfast, 3 domestic beer tickets

8:00 AM Welcome & Player Registration Plus Breakfast Sandwich Station

9:00 AM Shotgun Start

**Notes:**

A guaranteed count is required 10 days prior to the event. The guarantee is a minimum for which you will be charged even if fewer guests are in attendance.

The Entire Event Balance is due before the start of the event on the date of play. (Should weather be inclement and the course is deemed as unplayable by East Hartford GC, we agree to reschedule this Golf Event on a mutually agreed upon date) Events and their Guests are prohibited from bringing sponsored or donated product to the Club for consumption on the Event Date. Please remind your players that Proper Golf Attire is required at all times at East Hartford GC.

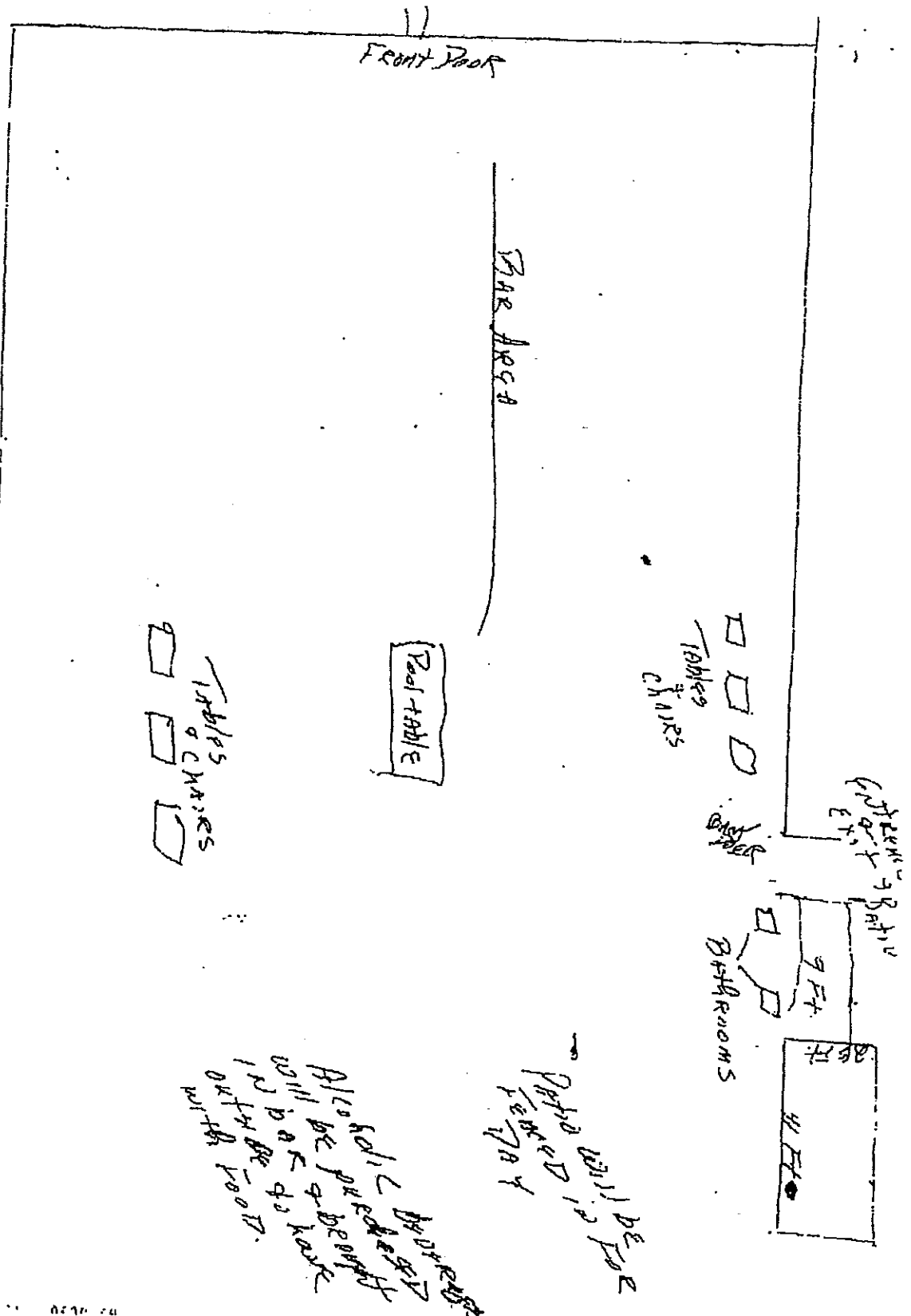
Agreed & Accepted By:

Customer's Signature

East Hartford GC Representative's Signature

Director of Golf

3/4/20



- Potted will be for  
 toward front  
 Also solid board  
 will be placed  
 in back of room  
 with the roof.



STATE OF CONNECTICUT  
 DEPARTMENT OF CONSUMER PROTECTION  
 Liquor Control Division  
 Telephone: (860) 713-6210  
 Email: [dcp.liquorcontrol@ct.gov](mailto:dcp.liquorcontrol@ct.gov)  
 Web Site: [www.ct.gov/dcp/liquorcontrol](http://www.ct.gov/dcp/liquorcontrol)



For Official Use Only

**DEPARTMENT OF CONSUMER PROTECTION**

**Liquor Control Division**

APPROVED 3/12/2020

**APPLICATION FOR PATIO, EXTENSION OF USE and/or ADDITIONAL CONSUMER BAR**

<input checked="" type="checkbox"/> <b>PATIO</b> (Restaurants & Cafes ONLY)	<input type="checkbox"/> <b>EXTENSION OF USE</b> (All other permit types)	<input type="checkbox"/> <b>ACB (Additional Consumer Bar)</b> # of ACB's: _____ (FEE: \$190.00 each)
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**Section A: BUSINESS INFORMATION**

1. Trade Name (DBA Name) <u>PAPPY'S CAFE</u>		2. Permit Number <u>LCA 0005708</u>	
3. Permittee Name (First, Middle, Last) <u>Arthur Fredrick Rancourt</u>			
4. Backer Name (Corporation, LLC, Partnership, Sole Proprietorship, etc.) <u>Rancourt Ent. Inc</u>			
5. Business Address <u>37 Burnside Ave</u>		City <u>EAST HARTFORD</u>	State <u>CT</u>
6. Business Telephone Number <u>860 287 2869</u>		7. Business Fax Number <u>860 528-0013</u>	
8. Business Email Address <u>AR+2367@gmail.com</u>			
9. Type of Request? <input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary		If TEMPORARY is checked, List Specific Dates Below: <u>SAT JUN 13th</u> / <u>Sat June 27th</u> <u>12-8pm cookout</u> / <u>Golf town. 12-8pm</u>	

**Section B: APPROVAL/CERTIFICATION OF LOCAL OFFICIALS**

10. Zoning Authority Approval: I certify that I am familiar with the zoning ordinances and bylaws of the city/town identified in Section A and on the sketch provided with this application, they do not prohibit the sale of alcoholic beverages under the type of liquor permit/establishment identified in this application.

Signature of Zoning Official X [Signature] Print Name GARY ZALUCKA  
 Title of Official ASSISTANT ZONING OFFICIAL Date 03/04/2020

11. Fire Marshal's Approval: I certify that the premises identified in Section A and on the sketch of this application is safe for this type of request.

Signature of Fire Marshal X [Signature] Print Name Justin Wagner  
 Title of Official Fire Marshal Date 3/4/2020

12. Local Health Approval: (Patio Requests ONLY) I certify that the Patio at the premises identified in Section A and on the sketch of this application meets local health approval.

Signature of Health Official X [Signature] Print Name Michael O'Connell  
 Title of Official Public Health Supervisor Date 03/04/2020

**Section C: CERTIFICATION OF BACKER OR AUTHORIZED REPRESENTATIVE OF BACKER**

13. Backer Certification (To be signed by backer or the authorized representative of the backer)  I certify that the information provided in this application is true to the best of my knowledge and that the permittee applicant identified in "Section A" of this application is designated as my principal representative on the premises for which this application is being submitted.	Signed by Backer or Authorized Representative of Backer <u>[Signature]</u> Date: <u>3/4/2020</u>
Print name of Backer or Representative <u>Arthur-F Rancourt</u>	Title of Backer or Representative <u>President</u>

**\*Attach a Sketch of the current premises, identifying the proposed Patio, Extension of Use area and/or ACB\***

# MISCELLANEOUS REQUEST

TO: LIQUOR CONTROL COMMISSION

FROM: Gaetano

DATE: 3/10/2020

PERMIT #: LCA.0005708  
 APPLICANT: ARTHUR F RANCOURT  
 TRADE NAME: PAPPYS  
 BACKER: RANCOURT ENTERPRISES INC  
 ADDRESS: 37 BURNSIDE AVENUE; EAST HARTFORD, CT 06108  
 PHONE #: (860) 289-2869

APPROVED	✓
RETURN TO AGENT	
DATE	3/12/2020
DIRECTOR	JS
CHAIRMAN or DESIGNEE	MLH
COMMISSIONER	ATC
COMMISSIONER	

REASON FOR REQUEST: (1) Day Patio permit

PERMANENT REQUEST? YES  NO

IF NO, LIST DATES OF REQUEST: 6/13/2020 & 6/27/2020

PRESENT OR PREVIOUS FILE ATTACHED: YES  NO

CAVU ENFORCEMENT CASE CHECK: YES  NO

IF PENDING CHARGES, LIST CAVU CASE # AND DESCRIPTION:

SKETCH ATTACHED? YES  NO  N/A

FIELD INSPECTION COMPLETED? YES  NO  N/A  DATE COMPLETED:

REQUIREMENTS: YES  NO

NONE

QUESTIONABLE: Nothing

FINAL ENDORSEMENTS:

ACB ( ) SERVICE BAR ONLY  NO-BAR  PATIO  INTERIOR ACCESS  INVOICES OFF PREMISES  OFF-SITE STORAGE

EXTENSION OF USE  ESW

OTHER:

AGENT NOTES:

The department received a completed application including a defined sketch and all local official signatures for a temporary patio for June 13, 2020 and June 27, 2020. It has been noted on the sketch that alcoholic beverages will be served to patrons at the bar located inside the café and patrons will be allowed to take and consume alcoholic beverages in the defined area as noted on the sketch. The area will be fenced it for the event and they will have (2) porta potties for patrons to use outside.