

*Robert J. Paek*

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

2017 APR 27 A 11: 27

TOWN CLERK  
EAST HARTFORD

MAY 2, 2017

**7:15P.M. Public Hearing**

=====

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

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
5. APPROVAL OF MINUTES
  - A. April 19, 2017 Executive Session
  - B. April 19, 2017 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
  - A. East Hartford Housing Authority Update
  - B. Resignation of Stephen Watkins from the Board of Assessment Appeals
7. OLD BUSINESS
8. NEW BUSINESS
  - A. Recommendation from Real Estate Acquisition & Disposition Committee re: 100 Woodlawn Circle
  - B. Referral to Ordinance Committee re:
    1. Town Contracts for Vendor Services to the Public
    2. Sale/Lease of Town-owned Property.
  - C. Outdoor Amusement Permit Applications:
    1. 12<sup>th</sup> Annual Abelon Walk
      - a. Approval of Application
      - b. Waiver of Permit Fee
    2. CHR 1 in 5 Road Race
    3. Pappy's Golf tournament and Customer Appreciation Days
    4. 4<sup>th</sup> Annual East Hartford Parks & Recreation Car Show
  - D. Reappointment of Marilyn Pet to the Greater Hartford Transit District
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 16<sup>th</sup>)

*Robert J. Pook*

2017 APR 24 A 8:52

TOWN COUNCIL MAJORITY OFFICE

APRIL 19, 2017

TOWN CLERK  
EAST HARTFORD

EXECUTIVE SESSION

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

ALSO Marcia Leclerc, Mayor  
PRESENT Michael Walsh, Finance Director  
Santiago Malave, Human Resources Director  
John Oates, Fire Chief  
Edward F. "Bud" O'Donnell, Jr., Attorney for the Town of East Hartford

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:00 p.m.

MOTION By Esther Clarke  
seconded by Bill Horan  
to **go into** Executive Session to discuss contract negotiations between  
the Town of East Hartford and the East Hartford Firefighters' Local 1548.  
Motion carried 9/0.

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

ADJOURNMENT

MOTION By Esther Clarke  
seconded by Bill Horan  
to **adjourn** (7:37 p.m.)  
Motion carried 9/0.

Attest

*Richard F. Kehoe*

Richard F. Kehoe  
Town Council Chair

*Robert J. Posak*

EAST HARTFORD TOWN COUNCIL 2017 APR 24 A 8:52

TOWN COUNCIL CHAMBERS

TOWN CLERK  
EAST HARTFORD

APRIL 19, 2017

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

### CALL TO ORDER

Chair Kehoe called the meeting to order at 7:48 p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

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

Susan Kniep, 50 Olde Roberts Street, (1) believes that the Inspections & Permits Department, as well as the Zoning Board of Appeals, should be audited for compliance with state statutes citing her successful appeal of a ZBA/Inspections & Permits Department approval of a liquor permit and zone exception for Mount Carmel Hall; (2) asked that the Town inquire of the general public, not just the Democratic or Republican parties, to see if there is any interest in serving on a town Board or Commission; (3) believes that the Town needs to review the Zoning Board of Appeals membership to determine if certain individuals should not be serving on that Commission; and (4) believes that the Council should not act on the Firefighters' contract this evening since the town is not sure how the state's budget will effect East Hartford's financial status.

Mayor Leclerc announced (1) that the children involved in the house fire on Saunders Street that were admitted to the hospital have been released; (2) a homeowner on Woodbridge began to demolish his home without permits and the town had to clean up the demolition and then lien the property; (3) the Council is invited to the grand opening of the EHHS tennis courts on Wednesday, May 3<sup>rd</sup> @ 3PM; (4) Little League opening day will be Saturday, April 22<sup>nd</sup>; (5) the distracted driving program will be ongoing until April 30<sup>th</sup>; (6) Sandwich with a Cop will be at D'Angelo's on Tuesday, April 25<sup>th</sup>; (7) Drug Take-back Day will be Saturday, April 29<sup>th</sup> at the Public Safety Complex from 10AM to 2PM; (8) the new command center should be completed by the end of April; (9) summer jobs are available at the Parks and Recreation Department; (10) boat launch passes and picnic permits are being accepted; (11) the Easter Egg hunt was a success; (12) the East Hartford Golf Course restaurant is opened; and (13) supports the Firefighters' contract and thanked the employees involved in the negotiations of that contract for their efforts.

### APPROVAL OF MINUTES

#### April 4, 2017 Regular Meeting

MOTION By Linda Russo

seconded by Ram Aberasturia  
to **approve** the minutes of the April 4, 2017 Regular Meeting.  
Motion carried 8/0. **Abstain:** Kurker

## NEW BUSINESS

### Contract between Town of East Hartford and Local 1548 International Association of Firefighters, AFL-CIO:

#### Approval of Contract

MOTION By Linda Russo  
seconded by Ram Aberasturia  
to **approve** the 4-year contract between the Town of East Hartford and Local 1548 International Association of Fire Fighters, AFL-CIO as outlined and attached to a memo dated April 17,2017 from Marcia A. Leclerc, Mayor to Rich Kehoe, Town Council Chair.  
Motion carried 9/0.

*Once fully executed, a copy of this contract will follow these minutes.*

### Contingency Transfer FY 2016-2017

MOTION By Linda Russo  
seconded by Ram Aberasturia  
to **approve** a contingency transfer in fiscal year 2016-2017 to provide a source of funds to settle the Firefighters' Contract for the years ending June 30, 2016 and June 30, 2017 as follows:

From Acct G9600-60201	
Contingency Reserve – Contract Negotiations	\$656,784
To Acct G5317-60110	
Fire Suppression	\$656,784

Motion carried 9/0.

### Contingency Transfer FY 2017-2018

MOTION By Linda Russo  
seconded by Ram Aberasturia  
to **approve** a contingency transfer in fiscal year 2017-2018 to provide a source of funds to settle the Firefighters' Contract for the years ending June 30, 2016, June 30, 2017 and June 30, 2018 as follows:

From Acct G9600-60201	
Contingency Reserve – Contract Negotiations	\$571,861
To Acct G5317-60110	
Fire Suppression	\$571,861

Motion carried 9/0.

Contract Authorization: Raymond Library and Televend Services Inc.

MOTION By Ram Aberasturia  
seconded by Linda Russo  
to **approve** a contract with Televend Services, Inc. for the installation of a pay-per-use FaxScan 24 Kiosk at the Raymond Library as attached to a memo dated March 29, 2017 from Sarah Kline Morgan, Library Director to Marcia A. Leclerc Mayor.  
Motion carried 9/0.

*A copy of the contract follows these minutes.*

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

MOTION By Joe Carlson  
seconded by Ram Aberasturia  
to **adopt** the following resolution:

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

WHEREAS, the Town of East Hartford approved the purchase of various capital equipment including police cars, fire department extrication and rescue equipment, one waste removal truck, stadium lighting, HVAC equipment, various vehicles, one zero-turn mower, a variety of building improvements and equipment, and the replacement of office furniture as part of the Town of East Hartford's Approved 5-Year Capital Improvement Plan for the fiscal years 2017-18 through 2021-22; and

WHEREAS, the cost of the various capital equipment designated for lease-purchase financing totals \$861,700; and

WHEREAS, the Town will budget \$225,964 in fiscal years 2018-19 through 2021-22 in the General Operating Fund to pay principal and interest on the purchases.

THEREFORE BE IT RESOLVED, that the Mayor of the Town of East Hartford is authorized to enter into a master lease purchase agreement and related documents with TD Equipment Finance, Inc. or their affiliates in the principal amount not to exceed \$861,700. The interest rate, payment schedule and other details of the financing shall be mutually determined between the company and the Mayor, whose signatures will indicate approval of specific terms and conditions.

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

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

Historic Document Preservation Grant

MOTION By Joe Carlson  
seconded by Marc Weinberg  
to **adopt** the following resolution:

Whereas the Public Records Administration of the Connecticut State Library offers a non-competitive grant each year to the Town Clerk's Office; and

Whereas the grant for the fiscal year of 2018 is in the amount of \$5,000.00; and

Whereas said grant supports the preservation of Historic Documents in the Town Clerk's Office.

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 Public Records Administrator as they pertain to this Historic Documents Preservation grant.

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

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

MOTION By Ram Aberasturia  
seconded by Linda Russo  
that the East Hartford Town Council **appoint** Blum Shapiro as the town's auditors for fiscal year 2016-2017 to perform required financial audits consistent with the most recent proposal of \$69,900.00.  
Motion carried 9/0.

Recommendations from the Real Estate Acquisition & Disposition Committee:

100 Woodlawn Circle

MOTION By Bill Horan  
seconded by Linda Russo  
that pursuant to Connecticut General Statutes Section 7-163e, the Town Council will **set** a public hearing date of Tuesday, May 2, 2017 at 7:15 p.m. to be held in Town Council Chambers to hear public comment on the proposed sale of 100 Woodlawn Circle to the Young Men's Christian Association of Metropolitan Hartford, Inc.  
Motion carried 9/0.

Easement to Goodwin College – South Meadows Multi-use Recreational Trail

MOTION By Bill Horan  
seconded by Linda Russo  
that the Town Council **waive** the appraisal requirement set forth in Section 10-19(c) of the Town Ordinances and **grant** an easement to Goodwin College, Inc. for its multi-use trail through seven parcels of land owned by the Town, such proposed easement having been submitted to the Town Planning and Zoning Commission pursuant to Connecticut General Statutes Section 8-24; the terms of such easement to be governed by the Easement agreement attached to a memo dated March 21, 2017 from Richard Gentile, Assistant Corporation Counsel to Marcia A. Leclerc, Mayor.  
Motion carried 9/0.

*Copy of the easement follows these minutes.*

Referral to Real Estate Acquisition & Disposition Committee re: 146 Prospect Street

MOTION By Bill Horan  
seconded by Linda Russo  
to **refer** to the Real Estate Acquisition & Disposition Committee the issue of accepting the donation of a 7.14 acre parcel of land known as 146 Prospect Street, with instructions to investigate the matter and report back to the Town Council with its recommendation if any.  
Motion carried 9/0.

Outdoor Amusement Permit Application: Gengras HD Spring Open House

MOTION By Bill Horan  
seconded by Marc Weinberg  
to **approve** the outdoor amusement permit application entitled "Gengras HD Spring Open House" submitted by Mallory Craig, Marketing and Events Coordinator for Gengras Motor Cars, Inc., to conduct an open house at 221 Governor Street where riders will have the opportunity to take test rides, and with music, food, sales and vendors on Saturday, April 29<sup>th</sup> from 9AM to 5PM, with music from 12PM to 3PM; 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.

Refund of Taxes

MOTION By Marc Weinberg  
seconded by Ram Aberasturia  
to **refund** taxes in the amount of \$43,491.17 pursuant to Section 12-129 of the Connecticut General Statutes.  
Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Over Paid
2015-01-0014184	CORELOGIC ATTN: REFUNDS DEPT DFW1-3	24 STANLEY ST	-2606.68
2015-01-0002843	CORELOGIC ATTN: REFUNDS DEPT DFW1-3	100 SISSON ST	-2034.81
2015-01-0007541	CORELOGIC ATTN: REFUNDS DEPT DFW1-3	25 SEDGWICK RD	-2152.44
2015-01-0011077	CORELOGIC ATTN: REFUNDS DEPT DFW1-3	1784 MAIN ST	-1973.36
2015-01-0013484	CORELOGIC ATTN: REFUNDS DEPT DFW1-3	9-11 HIGBIE DR	-1944.47
2015-01-0005977	CORELOGIC ATTN: REFUNDS DEPT DFW1-3	134 GREENWOOD ST	-2041.23
2015-01-0001893	CORELOGIC ATTN: REFUNDS DEPT DFW1-3	54 FERNCREST DR	-2431.96
2015-01-0011246	CORELOGIC ATTN: REFUNDS DEPT DFW1-3	167 GREENWOOD ST	-1878.43
2015-01-0015422	CORELOGIC ATTN: REFUNDS DEPT DFW1-3	40 AVON DR	-2304.72
2015-01-0008054	CORELOGIC ATTN: REFUNDS DEPT DFW1-3	146 WOODYCREST DR	-2016.24
2015-01-0008421	CORELOGIC ATTN: REFUNDS DEPT DFW1-3	615 HILLS ST	-2617.46
2015-01-0010224	CORELOGIC ATTN: REFUNDS DEPT DFW1-3	22 GREENLAWN ST	-2286.12
2015-01-0003295	CORELOGIC ATTN: REFUNDS DEPT DFW1-3	10 CLEMENT RD	-2337.03

2015-01-0006733	CORELOGIC ATTN: REFUNDS DEPT DFW1-3	67 FOREST LN	-3012.09
2015-01-0002311	CORELOGIC ATTN: REFUNDS DEPT DFW1-3	104 DEPAUW CIR	-3159.76
2015-01-0001385	CORELOGIC ATTN: REFUNDS DEPT DFW1-3	21 SOUTHWOOD LN	-6722.62
2015-01-0006744	CORELOGIC ATTN: REFUNDS DEPT DFW1-3	49 MAY RD	-1971.75
		<b>TOTAL</b>	<b>\$ (43,491.17)</b>

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

Joe Carlson asked if there is an alternate site for the South End Senior Center since it is undergoing renovations. *Mayor Leclerc indicated that the East Hartford Community Cultural Center, the Raymond Library and the North End Senior Center will serve the seniors until renovations are complete.*

Mike Kurker asked what it costs the town to maintain 100 Woodlawn Circle. *Mayor Leclerc will ask the Public Works Director and get back to Councillor Kurker.*

Ram Aberasturia indicated that his children attended the "Bunny Breakfast" and had a great time. He acknowledged the East Hartford students who staffed the event and thanked them for their service. *Mayor Leclerc noted that her daughter, Merissa, started the Bunny Breakfast 20 years ago as a class project when she was on the student council.*

#### COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

##### Contract between Town of East Hartford and Local 1548 International Association of Firefighters, AFL-CIO

See New Business

#### OPPORTUNITY FOR RESIDENTS TO SPEAK

Susan Kniep, 50 Olde Roberts Street, (1) asked that future union contracts contain the job title, the current salary, the proposed wage increase, the proposed step increase and the updated total of the salary for each job title; (2) spoke against the DROP program that's offered to the Police and Fire Departments; (3) inquired how the Council liaison for the Board of Education distributes information to the public and to the other Councillors; suggested it be included under Communications on the Council's agenda; (4) questioned the East Hartford Housing Authority's renewal of their contract for legal counsel with Attorney Ralph Alexander; and (5) believes that Goodwin College should assume the responsibility of paying the PILOT funds back to the town.

Joe Carlson and Rich Kehoe indicated that, per the town's actuaries and the Finance Director, the DROP program is revenue and cost neutral to the town.

Marc Weinberg wished Joe Carlson and Mike Kurker Happy Birthday.



ADJOURNMENT


MOTION      By Esther Clarke  
                  seconded by Bill Horan  
                  to **adjourn** (9:20 p.m.).  
                  Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be Tuesday, May 2<sup>nd</sup>.

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



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 27, 2017  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESIGNATION: Boards and Commissions

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Attached is a letter received by Stephen Watkins, who is resigning from the Board of Assessment Appeals.

Please place this resignation on the May 2, 2017 agenda and share our appreciation as a community for the valuable service Stephen has provided by volunteering his time on the Board of Assessment Appeals.

Thank you.

C: R. Pasek, Town Clerk

*Robert J. Pasek*

2017 MAR 31 A 7:58

TOWN CLERK  
EAST HARTFORD

To: Robert Pasek, Town Clerk

From: Stephen Watkins

Date: March 30, 2017

Re: Resignation

Please accept this letter as my resignation from the Board of Assessment Appeals to be effective March 31, 2017.

Thank you,



Stephen I. Watkins, Chair

Copy to: Craig Stevenson, Chair, East Hartford Democratic Town Committee

Marcia Leclerc, Mayor, Town of East Hartford

Margaret Byrnes, Chair, 4<sup>th</sup> District

*Robert J. Cook*

OFFICE OF THE  
TOWN COUNCIL

**TOWN OF EAST HARTFORD**

740 Main Street

East Hartford, Connecticut 06108

2017 APR 27 A 11: 27

(860) 291-7208

TOWN CLERK  
EAST HARTFORD  
FAX (860) 291-7389

DATE: April 27, 2017

TO: Town Council

FROM: Rich Kehoe  
Town Council Chair

RE: **Tuesday, May 2, 2017 7:15 P.M. Town Council Chambers**

In accordance with Section 3.3 (a) of the Town Charter and pursuant to Connecticut General Statute §7-163e, a Special Meeting of the Town Council will be held as follows:

**Tuesday, May 2, 2017**

**7:15 p.m.**

**Town Council Chambers**

The purpose of the meeting is to hear public comment on the proposed sale of 100 Woodlawn Circle to the Young Men's Christian Association of Metropolitan Hartford, Inc. for the purpose of providing a parking area for the Larson Center.

cc: Town Clerk  
Mayor Leclerc  
Rich Gentile, Assistant Corporation Counsel  
Eileen Buckheit, Director of Development

*Robert J. Probst*

OFFICE OF THE  
TOWN COUNCIL

# TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108



2017 APR 27 A 11:27  
(860) 291-7208

TOWN CLERK (860) 291-7389  
EAST HARTFORD

April 20, 2017

Please publish the following legal notice in **Zone 4** of the Hartford Courant on **Thursday, April 20<sup>th</sup> and Thursday April 27<sup>th</sup> 2017**. Mail bill to the East Hartford Town Council Office, 740 Main Street, East Hartford, CT 06108. Please bill Account #CU00254235

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## LEGAL NOTICE

Public notice is hereby given that the Town Council of the Town of East Hartford, Connecticut, will hold a public hearing on **Tuesday, May 2, 2017 at 7:15 p.m.** in the Town Council Chambers, 740 Main Street, East Hartford, Connecticut, to hear public comment on the proposed sale of 100 Woodlawn Circle to the Young Men's Christian Association of Metropolitan Hartford, Inc.

Any person(s) wishing to express an opinion on this matter may do so at this meeting.

Angela Attenello  
Town Council Clerk

**LEGAL NOTICE**

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Angela Attenello  
Town Council Clerk

*4-20-17*

**LEGAL NOTICE**

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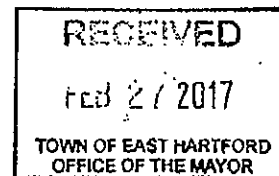
Any person(s) wishing to express an opinion on this matter may do so at this meeting.

Angela Attenello  
Town Council Clerk

*4-21-17*

MACDERMID, REYNOLDS & GLISSMAN, P.C.  
ATTORNEYS

86 FARMINGTON AVENUE  
HARTFORD, CONNECTICUT 06105



DAVID R. GLISSMAN

TELEPHONE (860) 278-1900  
TELECOPIER (860) 547-1191  
EMAIL: dglissman@mrglaw.com

VIA FEDERAL EXPRESS

February 23, 2017

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

Dear Mayor,

I write on behalf of my client, the Young Men's Christian Association of Metropolitan Hartford, Inc. ("YMCA"), a Connecticut not-for-profit corporation, in connection with their interest in purchasing a vacant approximately 2.3 acre parcel of land owned by the Town of East Hartford located at 100 Woodlawn Circle (the "Property"). A sketch showing the parcel is attached hereto as Exhibit A. The YMCA is finalizing its negotiations with the Town of East Hartford Housing Authority to enter into a 98 year long-term lease (with option to buy for \$1.00 and/or extend for an additional 98 years) the Larson Community Center across the street. In order for the Larson Community Center to be operational and viable as a new community focused YMCA facility, it must acquire the Property and utilize the same for parking. Otherwise, the Larson Community Center is not a viable programming site.

The YMCA is committed to the cognitive and socio-emotional development of children from birth to around five years old, and this age group would be the primary group served through the Larson Community Center. The East Hartford YMCA already proudly serves nearly 700 children annually through its programs, including over 200 youth in its preschool programs. Annually, the East Hartford YMCA provides over \$45,000 in financial assistance so that children can participate in programs regardless of their ability to pay. Furthermore, the YMCA raises nearly \$150,000 annually from private funders to support the Y-BELL Power Scholars Academy™ summer learning program offered in East Hartford. In addition to serving children through preschool programs, the YMCA is exploring other programming opportunities for the Larson Community Center, including exercise classes such as yoga and Zumba for seniors and continuing Alcoholics Anonymous meetings for all ages. However, youth development remains a focal point for the YMCA, and consequentially they are in the midst of implementing a revitalization plan which places a large emphasis on expanding signature youth development programs, such as the YMCA Teen Incentive Program (Y-TIP), into East Hartford and other communities. The YMCA intends that the Larson Community Center become one of its centerpiece facilities in furtherance of their goal of becoming a Center of Excellence in the areas of child and community development.

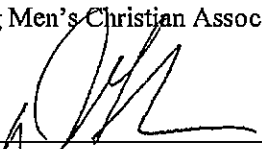
The Town of East Hartford Housing Authority is giving the Larson Community Center to the YMCA recognizing that the adjoining programming and associated community service and outreach will

be good for the community. The rent will be a nominal sum sufficient for consideration purposes only, and the YMCA will assume responsibility for the facility going forward. The 98 year lease with option to convert to fee ownership for \$1.00 (and/or extend the term for another 98 years) insures that the YMCA can serve East Hartford indefinitely. The YMCA believes the site will be a perfect location for their focus on East Hartford and its citizens. The problem it confronts with the Larson Community Center is not its ability to make the facility a centerpiece of community programming, but rather a lack of adequate parking to permit the participants to engage in and benefit from the programming. Thus the need for the Property.

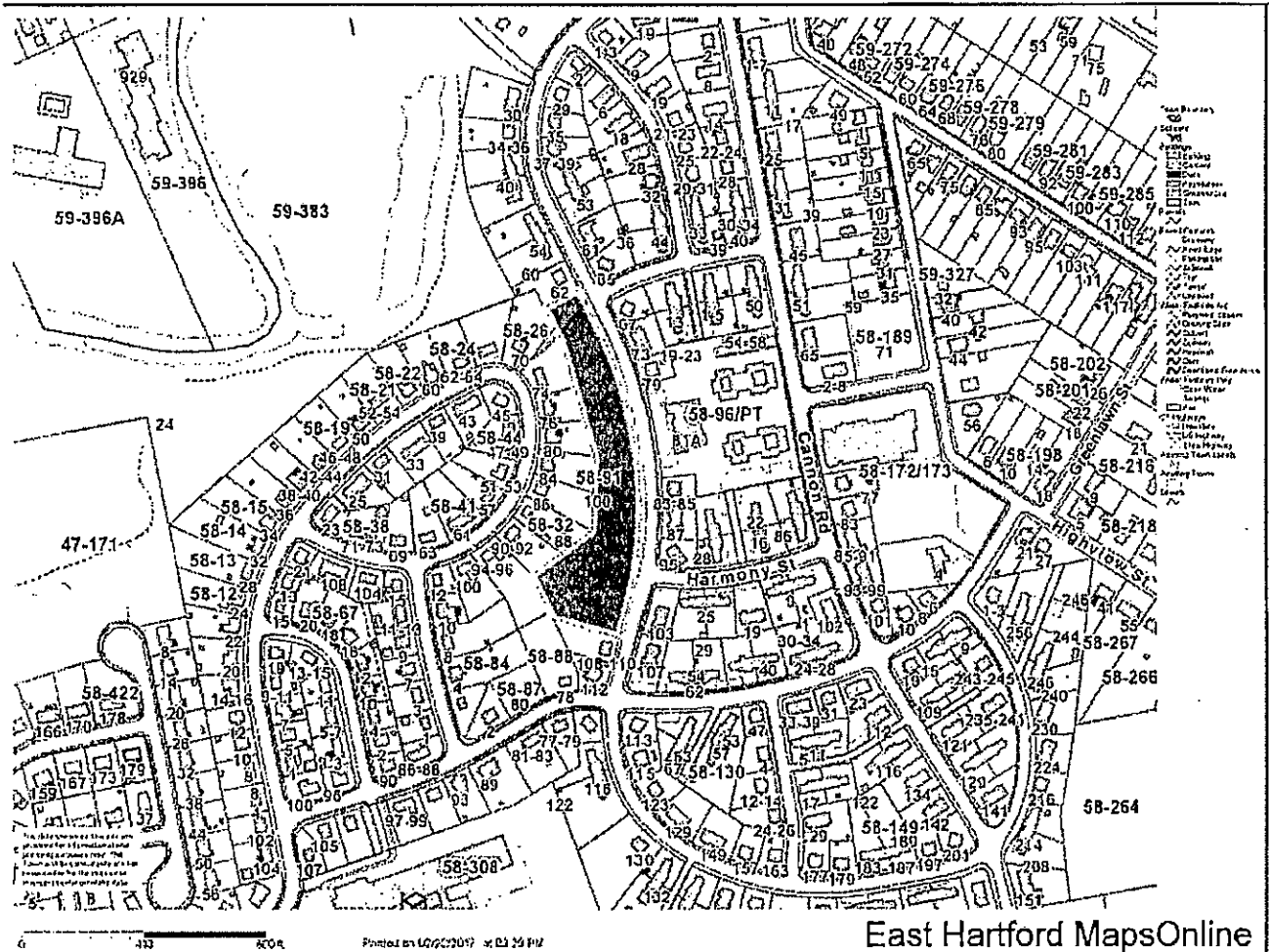
The YMCA is therefore requesting that the Town of East Hartford sell the Property to the YMCA at its most recent assessed value of \$21,080.00, payable annually in the amount of \$1,054.00 over 20 years without interest. Currently, the Town is incurring costs for the maintenance, repair, snow plowing and landscaping of the Property and is exposed to liability for slip and falls and other claims arising from the site. The Town of East Hartford is assuming these costs and exposures even though at this point the Property is generally serving as a parking area for the Larson Community Center. Upon consummation of the closing, the YMCA will assume the obligation, cost and liability for the maintenance, repair, snow plowing, and landscaping of the Property and parking lot. In addition to its use as a parking area, the Property contains a public pathway linking Higbie Drive and Woodlawn Circle. The YMCA will agree to retain, maintain, repair, shovel/plow and otherwise insure the continued right of the townspeople to use the pathway in the future.

The transfer of the Property to the YMCA is an essential pre-condition to the viability of the Larson Community Center as a YMCA centerpiece facility. By consummating the sale, the Town of East Hartford will eliminate its costs and liability associated with the Property, eliminate the obligation for the care and maintenance of the Property, enable redeployment of the assets allocated to the Property, and permit an important service and focal point for the citizens of East Hartford to flourish for generations to come.

Sincerely,  
Young Men's Christian Association of Metropolitan Hartford, Inc.

By:   
David R. Glissman, its Attorney

**EXHIBIT A**  
**100 Woodlawn Circle**



East Hartford MapsOnline



TOWN COUNCIL MAJORITY OFFICE  
REAL ESTATE ACQUISITION AND DISPOSITION COMMITTEE

APRIL 10, 2017

PRESENT Linda Russo, Chair; Councillors William P. Horan, Jr. (arrived 6:20 p.m.)  
and Michael Kurker

ALSO Marcia Leclerc, Mayor  
PRESENT Rich Gentile, Assistant Corporation Counsel  
Tim Bockus, Public Works Director  
Henry Genga, State Representative  
Harold Sparrow, President and CEO, YMCA  
David Glissman, Attorney, YMCA  
Todd Andrews, Vice President of Development, Goodwin College  
Bryant Harrell, Vice President of Facilities & Technology, Goodwin College

CALL TO ORDER

Chair Russo called the meeting to order at 5:33 p.m.

APPROVAL OF MINUTES

January 17, 2017 Minutes

MOTION By Mike Kurker  
seconded by Linda Russo  
to **approve** the minutes of the January 17, 2017 Real Estate Acquisition &  
Disposition Committee meeting.  
Motion carried 2/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

NEW BUSINESS

100 Woodlawn Circle

Rich Gentile, Assistant Corporation Counsel, initiated a discussion regarding the parcel of land known as 100 Woodlawn Circle and the desire of the YMCA to obtain it. Mayor Leclerc thought that it would be in the best interests of the town to sell the property to the YMCA. David Glissman, Attorney for the YMCA, suggested a purchase price of \$30,000

payable over a 10-year period. Mayor Leclerc indicated that, given the financial situation of the Town, she would like to see full payment within 3 years.

The YMCA would like to change the name of the Larson Center to the "Center of Excellence".

MOTION By Mike Kurker  
seconded by Linda Russo  
that this Committee:

1. Not seek bids with respect to the sale of 100 Woodlawn Circle (the "Property");
2. Negotiate directly with the interested purchaser of the Property – the Young Men's Christian Association of Metropolitan Hartford, Inc., (YMCA);
3. Recommend that the Town Council waive the appraisal requirement set forth in Town Ordinances 10-19(c); and
4. Recommend that the Town sell the Property by Quit Claim Deed to the YMCA for the sum of \$30,000.00 payable in four (4) installments as follows:
  - a. \$1,000 at closing;
  - b. \$9,000 on January 1, 2018;
  - c. \$10,000 on January 1, 2019; and
  - d. \$10,000 on January 1, 2020; such payment obligation to be evidenced by a promissory note and secured by a mortgage.
5. Recommend that such sale be subject to the following terms:
  - a. That this sale be submitted to the Town Planning and Zoning Commission pursuant to Connecticut General Statutes Section 8-24;
  - b. That the Town Council complies with the Public Hearing Requirements of Connecticut General Statutes Section 7-163e;and
  - c. That the Deed (or another document executed in recordable form) contain a right of first refusal in favor of the Town, at the purchase price (or, if less, the amount paid by the YMCA under the note to date) should the YMCA sell the property, fail to maintain operations at its facility across the street from the site, or use the Property for a use not associated with the operations at the Facility. This restriction will last for the term of the mortgage and note.

Motion carried 2/0.

#### Easements to Goodwin College re: South Meadows Multi-use Recreational Trail

A discussion with Todd Andrews and Bryant Harrell was initiated to provide background on the need for the easements along the South Meadows for the College's multi-use recreational trail.

TO: TOWN COUNCILLORS

FROM: RICH KEHOE

In reviewing the recent request for approval of a contract for a company to provide faxing services at our library for a price to the consumer and compensation to the town, it was apparent that we do not have a procedure in our ordinances for reviewing such contracts as we do for other contracts where the town is receiving compensation for use of our property such as leases.

Also, in reviewing the options for the proposed sale or lease of the town-owned property on Woodlawn Circle to the YMCA, it was determined that the ordinance regarding the lease of town-owned property prohibits a lease for anything other than fair market value and required an appraisal. There was no option for the town council to waive such requirements for a lease. This eliminated our ability to review a potential lease of the property vs. a sale.

In light of these two issues, I suggest that the Town Council refer to the Ordinance Committee a review of ordinance related to the provision of services to the public on town property and the sale and lease of town owned property. The committee would recommend changes that would provide administrative flexibility with standards for waiving certain requirements.

Thanks.

MARCIA A. LECLERC  
MAYOR

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

TELEPHONE  
(860) 528-4401

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

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

April 7, 2017

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

**Re: Outdoor Amusement Permit Application**  
**"12th Annual Abelon Memorial Walk"**

Dear Mr. Kehoe:

Attached please find a copy of the amusement permit application submitted by the **East Hartford Public Schools by Rachel Buck, Walk Faculty Advisor for the CIBA Student Advisory Board**. The applicant seeks to conduct a walk to raise money and awareness for pancreatic cancer research and money for a college scholarship for a CIBA student. The walk includes refreshments, games, face painting, and guest speakers who will be on the grounds of the **Connecticut IB Academy, 857 Forbes Street on Saturday, May 13, 2017** from approximately **7:30 a.m. to 2:00 p.m.** The walk will begin at CIBA and proceeds down **Forbes Street to Sunset Ridge School (450 Main Street)**, then turns, retracing its steps back to CIBA.

The applicant respectfully **requests a waiver of the associated permit fee**, under the provisions of (TO) 5-6(a), due to the Town of East Hartford as this is a not-for-profit student initiated event.

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

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

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

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

- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.

- **There are no anticipated costs to the Department for this event.**

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink that reads "Scott M. Sansom". To the right of the signature, there are additional handwritten notes: "Dic mst" with a checkmark, and "sm5" with a circled "F" next to it.

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:  
- 12th Annual Abelon Walk
2. Date(s) of Event:  
- Saturday, May 13, 2017
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant ):  
East Hartford Public Schools  
c/o Rachel Buck H (203) 530-1171 W (860) 622-5590  
40 Meadow Way, Meriden, CT 06450  
Please direct all correspondence to the work address:  
CIBA, 857 Forbes St, E Hartford, CT 06118
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.  
CIBA Student Advisory Board, 857 Forbes St, E Hartford,  
CT 06118  
Additional advisors: Doug Clarke
5. List the location of the proposed amusement: (Name of facility and address)  
See attached sheet
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
- 5/13/2017 7:30 am – 2 pm
7. Provide a detailed description of the proposed amusement:  
See attached sheet

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)? - 5/13/2017 8:00 AM -10:00 AM and 11:00 AM

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

- Mostly 14-18 year olds, but walkers draw from all age groups.

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

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

- 100-200 (optimistically)

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:

See attached sheet

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

See attached sheet

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

See attached sheet

d. Noise impact on neighborhood:

See attached sheet

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

See attached sheet

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

See attached sheet

g. Other expected influence on surrounding neighborhood:

See attached sheet

12. Provide a detailed plan for the following:

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

- Full accessibility

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

See attached sheet

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

See attached sheet

d. Crowd control plan:

See attached sheet

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

See attached sheet

f. Provision of sanitary facilities:

See attached sheet

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

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

Department  Yes  No.

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

Yes  No Alcoholic beverages will be served / provided.

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

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

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

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

---

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

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

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

---

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

Rachel L Buck

(Legal Name of Applicant)

*Rachel L Buck*

(Applicant Signature)

Rachel L. Buck

(Printed Name)

3/3/17

(Date Signed)

Walk faculty advisor

(Capacity in which signing)

---

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

**FOR OFFICE USE**

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

N/A



Received By: Camel Frank  
Employee Number: 9019  
Date & Time Signed: March 27, 2017 7:45 AM ~~PM~~  
Time remaining before event: 30<sup>th</sup> days.

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

## **Outdoor Amusement Permit Application Responses**

**5. Connecticut IB Academy (CIBA), 857 Forbes Street, East Hartford, CT 06118 → Forbes Street → Sunset Ridge School, 450 Forbes Street, East Hartford, CT 06118 (and back)**

**7. Set-up will commence at 7:30 am at CIBA and will include setting up registration tables, breakfast items and refreshments, drawing items, face painting stations, sponsor signs, banners, and water stations. Registration will start at 9 am. Guest speakers will introduce the event at 9:40. The walk will commence at 10 am, proceed down Forbes Street to Sunset Ridge, and then retrace the path back to CIBA. We will have a grand farewell, and walkers will leave. Students and volunteers will remain to help clean up.**

**11a. There is a large amount of pedestrian traffic, as the event consists of a fundraising walk that starts at CIBA, follows Forbes Street to Sunset Ridge School, loops around in the parking lot with a stop at the water station there, and retraces the path back to CIBA. All collective gatherings aside from the walk and water break take place indoors in the lobby, rotunda of CIBA, or in the CIBA parking lot. All walkers are to use designated crosswalks and sidewalks.**

**11b. All participants use designated crosswalks and sidewalks. As well, participants park their vehicles in the CIBA/EHHS parking lot. This does not create any undue congestion, and the impact on surrounding streets is minimal.**

**11c. All participants park their vehicles in the CIBA/EHHS parking lot. This does not create any undue congestion, and the impact on surrounding streets is minimal.**

**11d. There is some noise, but this is limited to the casual conversation of the participants as they walk the planned route. There will be music and speeches indoors at CIBA during registration and welcome, but this does not create any noise impact on the surrounding neighborhoods.**

**11e. Student cleaning crews man the back of the walk, cleaning up any visible litter as they go. A water station with trash receptacles will be set up at Sunset Ridge School, and student volunteers will be responsible for keeping the area clean and removing the trash and receptacles at the end of the walk. Event supervisors inspect these areas prior to the end of the event.**

**11f. Minimal; there will be heavy pedestrian traffic on the road for approx. 1 hour.**

**11g. We hope to spread awareness of the devastating statistics that surround pancreatic cancer, raise funds for its treatment and patient support services, as well as raise money to support higher education.**

**12b.** There are functioning landlines at CIBA, the main hub of this event. As well, the two partners listed on this form, as well as other CIBA staff, will have operational cell phones along the entire route.

**12c.** We will have first aid kits on site and access to telephones in the event that more serious medical treatment is necessary.

**12d.** CIBA staff helps to lead the walk and are in great attendance at this event, and they help to supervise and enforce crowd control.

**12e.** Student volunteers are stationed at key locations along the route. They are responsible for the maintenance of the location, and these conditions are checked by the partners listed on this form prior to the end of the event.

**12f.** A custodian is present at CIBA during the hours of the event, making restrooms inside the school available to event participants.

**15.** Since this event is non-profit and student-initiated, we would like to request a waiver of any fees.



Scott M. Sansom  
Chief of Police

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



*Fine*

Marcia A. Leclerc  
Mayor

Administrative Review of Amusement Permit

Event Date: **May 13, 2017**

Event: **12<sup>th</sup> Annual Abelon Walk**

Applicant: **East Hartford Public Schools by Rachel Buck, Walk Faculty Advisor for the CIBA Student Advisory Board**

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

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

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

Anticipated cost(s) if known \$ 0

William Perez, Assistant Fire Chief  
Signature

April 4, 2017

Date

Comments:



Scott M. Sansom  
Chief of Police

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

Health Dept



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **May 13, 2017**

Event: **12<sup>th</sup> Annual Abelon Walk**

Applicant: **East Hartford Public Schools by Rachel Buck, Walk Faculty Advisor for the CIBA Student Advisory Board**

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

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

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

Anticipated cost(s) if known \$ 0

*Michael O'Connell*

Signature

*3/29/2017*

Date

Comments:



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **May 13, 2017**

Event: **12<sup>th</sup> Annual Abelon Walk**

Applicant: **East Hartford Public Schools by Rachel Buck, Walk Faculty Advisor for the CIBA Student Advisory Board**

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

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

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

Anticipated cost(s) if known \$0.00

Ted Fravel  
Signature

4/05/2017  
Date

Comments:

**Frank, Carol**

---

**From:** Bockus, Tim  
**Sent:** Monday, March 27, 2017 11:12 AM  
**To:** Frank, Carol  
**Subject:** RE: 12th Annual Abelon Walk  
**Attachments:** SCAN20170327101653.pdf

Carol,

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

There are no anticipated costs to the Department.

Tim Bockus  
Director of Public Works



Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

Phone (860)291-7372  
[tbockus@easthartfordct.gov](mailto:tbockus@easthartfordct.gov)

---

**From:** Frank, Carol  
**Sent:** Monday, March 27, 2017 8:06 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; Litwin, Joshua; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Wagner, Justin; Walsh, Mike  
**Subject:** 12th Annual Abelon Walk

Good morning all.

Attached please find a copy of the application, fee waiver request and your Directors' Notice and Review in connection with the above captioned event.

Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than **Monday, April 10, 2017.**

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

Corp Council

**Frank, Carol**

---

**From:** Gentile, Richard  
**Sent:** Monday, March 27, 2017 11:13 AM  
**To:** Frank, Carol  
**Subject:** RE: 12th Annual Abelon Walk

Thank you for sending this along. I think I may have had this question in past years. Is the applicant really the BOE? Or is it CIBA Advisory Board?

---

**From:** Frank, Carol  
**Sent:** Monday, March 27, 2017 8:06 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; Litwin, Joshua; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Wagner, Justin; Walsh, Mike  
**Subject:** 12th Annual Abelon Walk

Good morning all.

Attached please find a copy of the application, fee waiver request and your Directors' Notice and Review in connection with the above captioned event.

Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than **Monday, April 10, 2017.**

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

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

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



Risk mgmt

**Frank, Carol**

---

**From:** Sullivan, Trent  
**Sent:** Monday, March 27, 2017 3:57 PM  
**To:** Frank, Carol  
**Cc:** Walsh, Mike  
**Subject:** RE: 12th Annual Abelon Walk

Hi Carol – Reviewed and approved from a Risk/Finance perspective. Thanks, Trent

---

**From:** Frank, Carol  
**Sent:** Monday, March 27, 2017 8:06 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; Litwin, Joshua; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Wagner, Justin; Walsh, Mike  
**Subject:** 12th Annual Abelon Walk

Good morning all.

Attached please find a copy of the application, fee waiver request and your Directors' Notice and Review in connection with the above captioned event.

Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than **Monday, April 10, 2017.**

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

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

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

PD

**Frank, Carol**

---

**From:** Hawkins, Mack  
**Sent:** Monday, March 27, 2017 8:23 AM  
**To:** Frank, Carol  
**Subject:** RE: 12th Annual Abelon Walk

Carol,

I have reviewed the Outdoor Amusement Permit Application for the "12<sup>th</sup> Annual Abelon Walk" for the East Hartford Public Schools. I approve this permit. Please mark the Worksheet "EXTRA ATTENTION" for the day of the event.

Thank you,

*Deputy Chief Mack S. Hawkins*

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

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



---

**From:** Frank, Carol  
**Sent:** Monday, March 27, 2017 8:06 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; Litwin, Joshua; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Wagner, Justin; Walsh, Mike  
**Subject:** 12th Annual Abelon Walk

Good morning all.

Insp + Permits

**Frank, Carol**

---

**From:** Grew, Greg  
**Sent:** Monday, March 27, 2017 1:43 PM  
**To:** Frank, Carol  
**Subject:** Re: 12th Annual Abelon

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

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

---

**From:** Frank, Carol  
**Sent:** Monday, March 27, 2017 8:06 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; Litwin, Joshua; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Wagner, Justin; Walsh, Mike  
**Subject:** 12th Annual Abelon Walk

Good morning all.

Attached please find a copy of the application, fee waiver request and your Directors' Notice and Review in connection with the above captioned event.

Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than **Monday, April 10, 2017.**

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

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

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

MARCIA A. LECLERC  
MAYOR

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

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

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

April 12, 2017

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

**Re: Outdoor Amusement Permit Application  
"CHR 1 in 5 Road Race"**

Dear Mr. Kehoe:

Attached please find an Outdoor Amusement Permit Application submitted by **CHR (Community Health Resources) by Ken Harrison, its Development and Communications Manager**. The applicant seeks to conduct a 3.1 mile road race. The event will take place on **Saturday, May 20, 2017 from 7AM to 2 PM with music from 8:30 AM to 10 AM in Great River Park.**

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

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

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

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

- Participants shall obey all posted parking restrictions both in the park and on the street
- **There are no anticipated costs to the Department for this event.**

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

- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.

- There are no anticipated costs to the Department for this event.

Respectfully submitted for your information.

Sincerely,



Scott M. Sansom  
Chief of Police

*Dlc mstH #003  
Ⓢ sms  
4/12/17*

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:  
CHR 1 in 5 Road Race
2. Date(s) of Event:  
May 20th, 2017
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 ) :  
CHR, 995 Day Hill Road, Windsor, CT 06095 BY: Ken Harrison, Development and Communications Manager. kharrison@chrhealth.org (860) 697-3360
4. If Applicant is a partnership, corporation, limited liability company, club, or association, list the names of all partners, members, directors and officers AND provide their business address.  
See attached
5. List the location of the proposed amusement: (Name of facility and address)  
Road Race in Great River Park (Riverfront Recapture Inc.)
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
7:00 AM to 2:00 PM
7. Provide a detailed description of the proposed amusement:  
Runners and Walkers will do a 3.1 mile road race within Great RiverPark.

**Community Health Resources & CHR Capital  
Board of Directors  
FY 2016/2017**

**HOME**

Jason Jakubowski – Chair  
33 Westminster Dr.  
West Hartford, CT 06107  
(860) 978-0275  
Email: [jasonjakubowski@comcast.net](mailto:jasonjakubowski@comcast.net)

Laura Tordenti - Vice Chair  
3 East Rd.  
Storrs, CT 06268  
(860) 429-6182  
Cell: (860) 377-4364  
Email: [laura.tordenti@aol.com](mailto:laura.tordenti@aol.com)

Cheryl Curtis - Secretary  
20 Kendrick Lane  
Windsor, CT 06095  
(860) 683-1931  
Email: [curtis@hartford.edu](mailto:curtis@hartford.edu)

Ayesha Clarke - Treasurer  
192 Palm St.  
Hartford, CT 06112  
(860) 985-5530  
Email: [Clarke.ayesha@yahoo.com](mailto:Clarke.ayesha@yahoo.com)

G. Duncan Harris, Ed.D – Past Chair  
20 Broadleaf Circle  
Windsor, CT 06095  
(860) 285-8668  
Cell: (860) 281-3746

Cherie Trice  
108 Sharon Dr.  
Tolland, CT 06084  
Cell: (860) 371-4824

John Perkins  
37 Lepage Road  
Windsor, CT 06095  
(860) 548-0491  
Email: [Jperkins127@comcast.net](mailto:Jperkins127@comcast.net)

**WORK**

Hospital for Special Care  
2150 Corbin Ave.  
New Britain, CT 06053  
(860) 827-4858  
Email: [jjakubowski@hfsc.org](mailto:jjakubowski@hfsc.org)

Central Connecticut State University  
1615 Stanley St.  
New Britain, CT 06050  
(860) 832-1608  
Fax: (860) 832-1610  
Email: [tordentilau@ccsu.edu](mailto:tordentilau@ccsu.edu)

Retired  
College of Education, University of Hartford

State of Connecticut, Department of Revenue Service  
25 Sigourney Street  
Hartford, CT 06106  
(860) 297-4851  
[Ayesha.clarke@po.state.ct.us](mailto:Ayesha.clarke@po.state.ct.us)

Manchester Community College  
Great Path  
Manchester, CT 06040  
(860) 512-3202  
Fax: (860) 512-3201  
Email: [gharris@mcc.commnet.edu](mailto:gharris@mcc.commnet.edu)

First Niagara Financial Group  
100 Pearl St.  
Hartford, CT 06103  
(860) 293-4163  
Fax: (860) 293-4131  
Email: [Cherie Tirice@keybank.com](mailto:Cherie_Tirice@keybank.com)

Hartford Public Schools  
960 Main Street  
Hartford, CT 06103  
(860) 695-8614  
Cell: (860) 712-9451  
Email: [Jperkins@hartfordschools.org](mailto:Jperkins@hartfordschools.org)

## HOME

Penni Micca  
204 Castlewood Dr.  
Bloomfield, CT 06002  
(860) 523-7808

Ivette Rivera-Dreyer  
108 Tunxis Ave.  
Bloomfield, CT 06002  
(860) 216-2612

Steven Erickson  
347 Hayden Station Rd.  
Windsor, CT 06095  
(860) 688-6120  
Cell: (860) 712-4810

Ruth Fortune  
154 South Whitney St.  
Hartford, CT 06105  
(516) 984-1286  
Email: [Ruthfortune@gmail.com](mailto:Ruthfortune@gmail.com)

Nathan Fox  
72 Monroe Street  
Hartford, CT 06114  
Cell: (203) 673-2730  
Email: [NateFoxPACT@gmail.com](mailto:NateFoxPACT@gmail.com)

Cy Hess  
109 Pioneer Drive  
West Hartford, CT 06117  
Cell: (860) 961-2558  
Email: [cy.hess@gmail.com](mailto:cy.hess@gmail.com)

Michael Kearney  
613 Ridgewood Rd.  
Middletown, CT 06457  
(860) 635-6770  
Cell: (860) 899-4746  
Email: [makearney60@outlook.com](mailto:makearney60@outlook.com)

Albert Faloretti  
53 Carriage House  
Enfield, CT 06082  
Cell: (860) 305-0656

## WORK

Interval House  
c/o Manchester Police Department  
(860) 643-3338  
Email: [pennimicca@aol.com](mailto:pennimicca@aol.com)

Manchester Community College  
Great Path  
P.O. Box 1046  
Manchester, CT 06045  
(860) 512-3382  
Email: [irivera-dreyer@mcc.commnet.edu](mailto:irivera-dreyer@mcc.commnet.edu)

Whittlesey & Hadley, CPA  
280 Trumbull Street, 24<sup>th</sup> Floor  
Hartford, CT 06103  
(860) 522-3111  
Fax: (860) 728-0232  
Email: [serickson@whcpa.com](mailto:serickson@whcpa.com)

Bank of America/Merrill Lynch  
  
Hartford, CT 06106

Center Church, the First Church of Christ in Hartford  
60 Gold Street  
Hartford, CT 06103

Aligne Wealth, LLC  
7 South Main St., Suite 202  
West Hartford, CT 06107  
Email: [cy@alignewealthllc.com](mailto:cy@alignewealthllc.com)

The Hartford  
  
Hartford, CT

Alstom Power  
  
Email: [albert.faloretti@power.alstom.com](mailto:albert.faloretti@power.alstom.com)



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)? **8:30 AM to 10 AM**

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

**5 to 80 years old**

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

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

**150-200 participants**

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:

**We are using the bike paths.**

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

**Great River Park.**

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:

**We are working with Craig Mergins at Riverfront to ensure a clean area.**

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

**Runners will pass by the Information Technology Building parking lot twice.**

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:

**Standard for the Park**

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

**Notify local emergency personal of the event.**

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

**No on site medical staff.**

d. Crowd control plan:

**Following guidelines set forth by Riverfront Recapture Inc.**

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

**Following guidelines set forth by Riverfront Recapture Inc.**

f. Provision of sanitary facilities:

**Following guidelines set forth by Riverfront Recapture Inc.**

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

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

Department  Yes  No.

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

Yes  No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

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

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

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

---

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

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

a. False Statement is a Class A Misdemeanor.

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

---

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

Community Health Resources, Inc.  
(Legal Name of Applicant)

[Signature]  
(Applicant Signature)

Ken Harrison  
(Printed Name)

3/28/17  
(Date Signed)

Event Manager  
(Capacity in which signing)

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

---

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

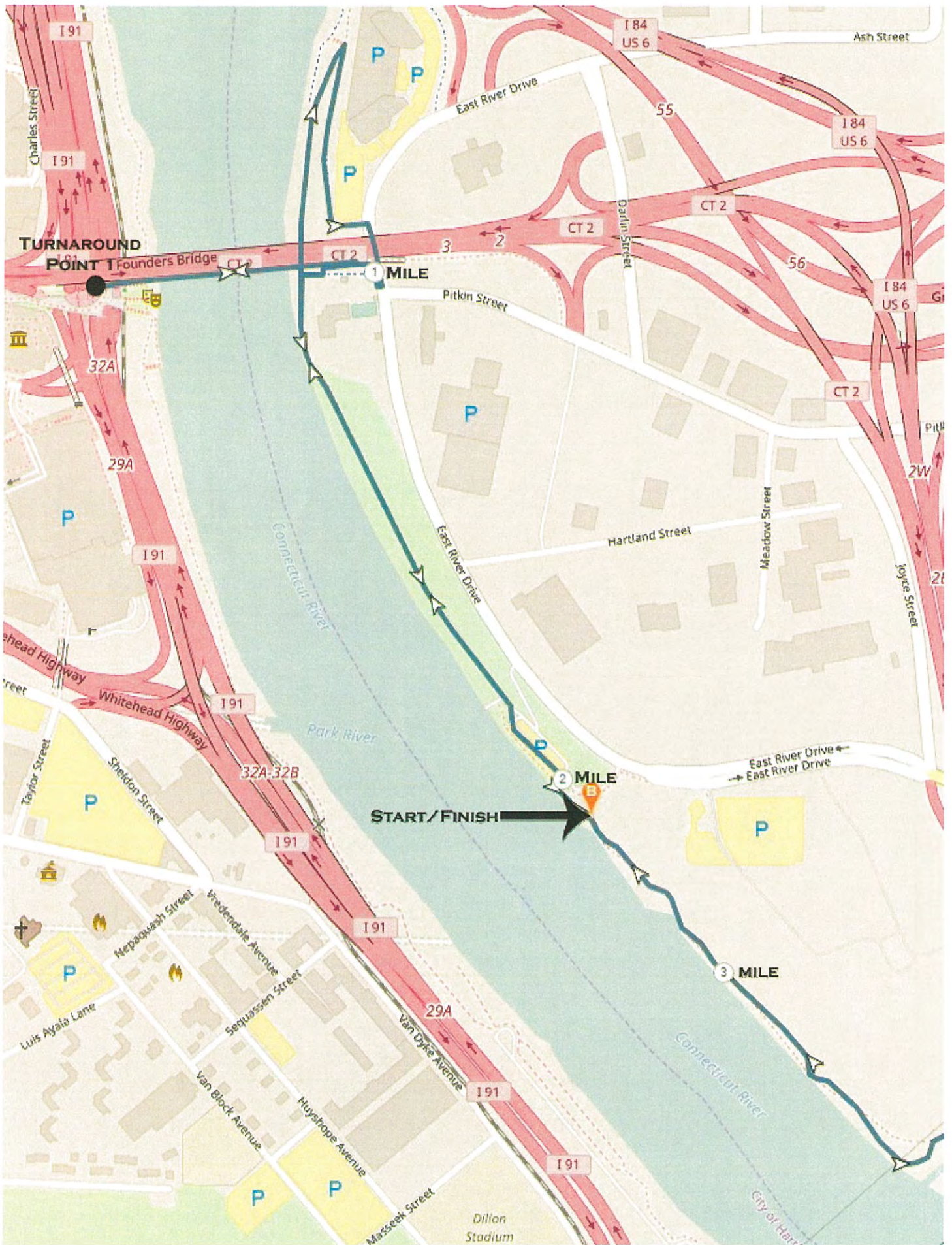
Fee Waiver Request Included:

YES

NO

Received By: Cam Astank  
Employee Number: 909  
Date & Time Signed: March 29, 2017 11:55 AM ~~PM~~  
Time remaining before event: 30+ days.

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



# CERTIFICATE OF INSURANCE

PRINT DATE: 2/10/2017

CERTIFICATE NUMBER: 20170130495435

### AGENCY:

ESIX 3 LLC  
d/b/a Entertainment & Sports Insurance eXperts (ESIX)  
d/b/a Entertainment and Sports Insurance Agency (California)  
2727 Paces Ferry Road, Building Two, Suite 1500  
Atlanta, GA 30339  
678-324-3300 (Phone), 678-324-3303 (Fax)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

### NAMED INSURED:

USA Track & Field, Inc.                   CHR  
132 East Washington Street, Suite 800  
Indianapolis IN 46204

### INSURERS AFFORDING COVERAGE:

INSURER A: Philadelphia Indemnity Ins. Co. NAIC #: 18058  
INSURER B: Philadelphia Indemnity Ins. Co. NAIC #: 18058

### EVENT INFORMATION:

CHR 1 in 5 (5/20/2017 - 5/21/2017)

### POLICY/COVERAGE INFORMATION:

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

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:	
A	GENERAL LIABILITY					
	X Occurrence	PHPK1569618	11/1/2016 12:01 AM	11/1/2017 12:01 AM	GENERAL AGGREGATE (Applies Per Event)	\$3,000,000
	X Participant Legal Liability				EACH OCCURRENCE	\$1,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.)	\$1,000,000
					MEDICAL EXPENSE (Any one person)	EXCLUDED
					PERSONAL & ADV INJURY	\$1,000,000
	PRODUCTS-COMP/OP AGG				\$3,000,000	
B	UMBRELLA/EXCESS LIABILITY					
	X Occurrence	PHUB561340	11/1/2016 12:01 AM	11/1/2017 12:01 AM	EACH OCCURRENCE	\$10,000,000
					AGGREGATE (Applies Per Event)	\$10,000,000

### DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.

The certificate holder is an additional insured as required by written contract or written agreement, but only for liability arising out of the negligence of the Named Insureds per the following endorsement: Additional Insured - Certificate Holders (Form PI-AM-002)

The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 00 01).

The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).

Excess policy follows form of underlying General Liability.

### CERTIFICATE HOLDER:

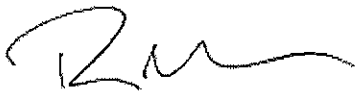
Riverfront Recapture, INC., The City of Hartford, the Town of East Hartford, and the Metropolitan District Commission, their respective successors and assigns  
50 Columbus Blvd.  
1st Floor  
Hartford CT 06106

### NOTICE OF CANCELLATION:

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

### AUTHORIZED REPRESENTATIVE:



<b>CERTIFICATE OF INSURANCE</b>		DATE:	1/27/2017		
		CERTIFICATE NUMBER:	20170127494903		
<b>AGENCY:</b>					
ESIX 3 LLC d/b/a Entertainment & Sports Insurance eXperts (ESIX) d/b/a Entertainment and Sports Insurance Agency (California) 2727 Paçes Ferry Road, Building Two, Suite 1500 Atlanta, GA 30339 678-324-3300 (Phone), 678-324-3303 (Fax)			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
<b>NAMED INSURED:</b>			<b>INSURERS AFFORDING COVERAGE:</b>		
USA Track & Field, Inc.                      CHR 132 East Washington Street, Suite 800 Indianapolis IN 46204			INSURER A: Philadelphia Indemnity Ins. Co. NAIC #: 18058 INSURER B: Philadelphia Indemnity Ins. Co. NAIC #: 18058		
<b>EVENT INFORMATION:</b>					
CHR 1 in 5 (5/20/2017 - 5/21/2017)					
<b>POLICY/COVERAGE INFORMATION:</b>					
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH PDLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
<b>INS</b>	<b>TYPE OF INSURANCE:</b>	<b>POLICY NUMBER(S):</b>	<b>EFFECTIVE:</b>	<b>EXPIRES:</b>	<b>LIMITS:</b>
A	<b>GENERAL LIABILITY</b>				
	<input checked="" type="checkbox"/> Occurrence	PHPK1569618	11/1/2016 12:01 AM	11/1/2017 12:01 AM	GENERAL AGGREGATE (Applies Per Event)      \$3,000,000
	<input checked="" type="checkbox"/> Participant Legal Liability				EACH OCCURRENCE      \$1,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.)      \$1,000,000
					MEDICAL EXPENSE (Any one person)      EXCLUDED
					PERSONAL & ADV INJURY      \$1,000,000
					PRODUCTS-COMP/OP AGG      \$3,000,000
B	<b>UMBRELLA/EXCESS LIABILITY</b>				
	<input checked="" type="checkbox"/> Occurrence	PHUB561340	11/1/2016 12:01 AM	11/1/2017 12:01 AM	EACH OCCURRENCE      \$10,000,000
					AGGREGATE (Applies Per Event)      \$10,000,000
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:</b>					
Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.  Excess policy follows form of underlying General Liability.  Evidence of coverage only					
<b>CERTIFICATE HOLDER:</b>			<b>NOTICE OF CANCELLATION:</b>		
CHR 995 Day Hill Rd. Windsor CT 06095			Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.		
			<b>AUTHORIZED REPRESENTATIVE:</b>		
					

Final



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 20, 2017**  
Event: **CHR 1 in 5 Road Race**  
Applicant: **CHR (Community Health Resources) by Ken Harrison, its  
Development and Communications Manager**

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

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

- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel
- Anticipated Cost(s) if known \$ 0

William Perez, Assistant Fire Chief  
Signature

April 4, 2017

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

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Applicant: **CHR (Community Health Resources) by Ken Harrison, its  
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- 1. the application be approved as submitted.
- 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
- 3. the application be disapproved for the reason(s) set forth in the attached comments.

- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel
- Anticipated Cost(s) if known \$ \_\_\_\_\_ 0 \_\_\_\_\_

Michael J. Howell 4/14/17  
Signature Date

Comments:



World Title



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 20, 2017**

Event: **CHR 1 in 5 Road Race**

Applicant: **CHR (Community Health Resources) by Ken Harrison, its  
Development and Communications Manager**

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

04/12/2017

Date

Comments:

**Frank, Carol**

---

**From:** Bockus, Tim  
**Sent:** Wednesday, April 12, 2017 2:34 PM  
**To:** Frank, Carol  
**Subject:** RE: CHR 1 in 5 Road Race  
**Attachments:** SCAN20170412133725.pdf

Carol,

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

- Participants shall obey all posted parking restrictions both in the park and on the street.

There are no anticipated costs to the Department for this event.

Tim Bockus  
Director of Public Works



Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

Phone (860)291-7372  
[tbockus@easthartfordct.gov](mailto:tbockus@easthartfordct.gov)

---

**From:** Frank, Carol  
**Sent:** Wednesday, March 29, 2017 12:17 PM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; Litwin, Joshua; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Wagner, Justin; Walsh, Mike  
**Subject:** CHR 1 in 5 Road Race

Good afternoon all.

Attached please find a copy of the application, course map, Certificates of Insurance and your Directors' Notice and Review in connection with the above captioned event.

Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than **Wednesday, April 12, 2017.**

**Frank, Carol**

---

**From:** Gentile, Richard  
**Sent:** Wednesday, March 29, 2017 1:07 PM  
**To:** Frank, Carol  
**Subject:** RE: CHR 1 in 5 Road Race

Application needs to be amended to show the correct legal name of the entity.

---

**From:** Frank, Carol  
**Sent:** Wednesday, March 29, 2017 12:17 PM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; Litwin, Joshua; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Wagner, Justin; Walsh, Mike  
**Subject:** CHR 1 in 5 Road Race

Good afternoon all.

Attached please find a copy of the application, course map, Certificates of Insurance and your Directors' Notice and Review in connection with the above captioned event.

Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than **Wednesday, April 12, 2017.**

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

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

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

**Frank, Carol**

---

**From:** Sullivan, Trent  
**Sent:** Monday, April 03, 2017 3:46 PM  
**To:** Frank, Carol  
**Cc:** Walsh, Mike  
**Subject:** RE: CHR 1 in 5 Road Race

Hi Carol – I have reviewed and approve the application from a Risk/Finance perspective. Thanks, Trent

---

**From:** Frank, Carol  
**Sent:** Wednesday, March 29, 2017 12:17 PM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; Litwin, Joshua; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Wagner, Justin; Walsh, Mike  
**Subject:** CHR 1 in 5 Road Race

Good afternoon all.

Attached please find a copy of the application, course map, Certificates of Insurance and your Directors' Notice and Review in connection with the above captioned event.

Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than **Wednesday, April 12, 2017.**

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

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

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

PL

**Frank, Carol**

---

**From:** Hawkins, Mack  
**Sent:** Wednesday, April 12, 2017 7:26 AM  
**To:** Frank, Carol  
**Subject:** RE: CHR 1 in 5 Road Race

Carol,

I have reviewed the Outdoor Amusement Permit Application for the CHR 1 in 5 Road Race. I approve this permit. Please mark the Worksheet "**EXTRA ATTENTION**" for the day of the event.

Thank you,

*Deputy Chief Mack S. Hawkins*

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

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



---

**From:** Frank, Carol  
**Sent:** Thursday, March 30, 2017 10:25 AM  
**To:** Michael Hall  
**Cc:** Bockus, Tim; Hawkins, Mack; Craig Mergins  
**Subject:** FW: CHR 1 in 5 Road Race

Good morning Michael.

I have received a request from the Director of Public Works, Tim Bockus. Can you please address the question he has as to where parking will take place on the date of the event? When you respond, please ensure we're all included on the email so everyone is on the same page. Thanks!

Regards,

MARCIA A. LECLERC  
MAYOR

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

TELEPHONE  
(860) 528-4401

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

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

April 24, 2017

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 17, 2017** (June 17<sup>th</sup> event will be preceded by a golf tournament) and **Saturday, June 24, 2017** 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 **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,



Scott M. Sansom  
Chief of Police

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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



Scott M. Sansom  
Chief of Police

## OUTDOOR AMUSEMENT PERMIT APPLICATION

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

1. Name of Event: PAPPY'S GOLF tournament / PAPPY'S CUSTOMER APPRECIATION DAY
2. Date(s) of Event: SAT JUNE 17th 2017 / SAT JUNE 24th 2017
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):  
ARTHUR F RENCOURT 55 RIVAL COURT E.H 06118 CT  
860 289-2869 860 569-7920 860 573-8621  
PAPMIS Home CELL
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.  
PAPPY'S  
ARTHUR F RENCOURT 37 Burnside Ave E.H pres  
LARRY J BARILE 37 Burnside Ave E.H sec.
5. List the location of the proposed amusement: (Name of facility and address)  
PAPPY'S CAPE 37 Burnside Ave E.H CT 06108
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
SAT JUNE 17 2017 12-8 PM  
SAT JUNE 24 2017 12-8 PM
7. Provide a detailed description of the proposed amusement:  
RADIO

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

Yes

No

JUNE 17 2017 12-8 pm  
JUNE 24 2017

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 GOLF / 75 COOLKOUT

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:

Some

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 BAR + ADK to Brins outside 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:

Arthur F Rencourt

(Legal Name of Applicant)

*[Signature]*

(Applicant Signature)

Arthur F Rencourt

(Printed Name)

3-23-17

(Date Signed)

Pres

(Capacity in which signing)

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

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

Received By: Camp Frank

Employee Number. 9019

Date & Time Signed: 4-3-17 7:42 AM ~~PM~~

Time remaining before event: 30<sup>th</sup> days.

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

\*THIS PERMIT IS NOT IN EFFECT UNTIL FILED WITH THE TOWN CLERK SEC. 30-53 (CT GEN. STATUTES)\*

STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION

# LIQUOR PERMIT

This certifies that

ARTHUR F RANNCOURT  
37 BURNSIDE AVENUE  
EAST HARTFORD, CT 06108

is authorized to sell such alcoholic liquor as is provided by law under permit number

Permit Number: LCA.0005708      LIVE BANDS/KARAOKE

Permit Type: CAFE LIQUOR

Tradename: PAPPYS

Backer: RANNCOURT ENTERPRISES INC

Effective Date: 11/13/2016

Expiration Date: 11/12/2017

2016 OCT 24 P 1: 33  
TOWN CLERK  
EAST HARTFORD

*Abbott*  
Jonathan A. Harris, Commissioner



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/24/2017

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

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

PRODUCER Caplan Insurance Agency LLC 1001 Farmington Avenue West Hartford CT 06107	CONTACT NAME: Cheryl Follert	
	PHONE (A/C, No. Ext): (860)561-4713 FAX (A/C, No): (860)561-3269 E-MAIL ADDRESS: cheryl@caplaninsurance.com	
INSURED Rancourt Enterprises Inc., DBA: Pappy's Cafe 37 Burnside Avenue East Hartford CT 06108	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Allianz	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

## COVERAGES

CERTIFICATE NUMBER: CL1732404559

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			SAG2000747-16	10/17/2016	10/17/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 LIQUOR LIABILITY \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: SPECIAL EVENT. For cookouts being held on 6/17/2017 & 6/24/2017 at the above referenced location. Certificate holder is named as additional insured with regard to this special event. Certificate is subject to all terms, conditions, warranties and exclusions per policy forms.

## CERTIFICATE HOLDER

## CANCELLATION

Town of East Hartford 740 Main Street East Hartford, CT 06108	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE A Lefkowski/CHERYL

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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 17 and June 24, 2017**  
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          

William Perez, Assistant Fire Chief                      April 17, 2017  
Signature \_\_\_\_\_ Date

Comments:



Scott M. Sansom  
Chief of Police

**TOWN OF EAST HARTFORD**  
**Police Department**  
**Outdoor Amusement Permits**  
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Marcia A. Leclerc  
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- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel

Anticipated Cost(s) if known \$                     0                    

Michael J. O'Connell  
Signature

4/4/17  
Date

Comments:



Scott M. Sansom  
Chief of Police

**TOWN OF EAST HARTFORD**  
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- 
- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- 
- Anticipated Cost(s) if known \$0.00

Ted Fravel

Signature

4/5/2017

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

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

Anticipated Cost(s) if known \$ NONE

Signature T.B. [Signature] Date 4/3/17

Comments:



**Frank, Carol**

---

**From:** Gentile, Richard  
**Sent:** Monday, April 03, 2017 10:15 AM  
**To:** Frank, Carol  
**Subject:** RE: Pappy's Golf Tournament & Customer Appreciation Days

Name on application should match name on insurance certificate.

---

**From:** Frank, Carol  
**Sent:** Monday, April 03, 2017 9:48 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; Litwin, Joshua; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Wagner, Justin; Walsh, Mike  
**Subject:** Pappy's Golf Tournament & Customer Appreciation Days

Good morning all.

Attached please find a copy of the application, Liquor Permit, Certificate of Insurance, a copy of the Temporary Patio Permit Application, the original of which is with the State Dept. of Consumer Protection pending approval and your Directors' Notice and Review in connection with the above captioned event.

Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than **Monday, April 17, 2017.**

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

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

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

Ofisk mngmt

## Frank, Carol

---

**From:** Sullivan, Trent  
**Sent:** Monday, April 03, 2017 10:58 AM  
**To:** Frank, Carol  
**Cc:** Walsh, Mike  
**Subject:** RE: Pappy's Golf Tournament & Customer Appreciation Days

Hi Carol – From a Risk/Finance perspective, the application was review and is approved. Thanks, Trent

---

**From:** Frank, Carol  
**Sent:** Monday, April 3, 2017 9:48 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; Litwin, Joshua; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Wagner, Justin; Walsh, Mike  
**Subject:** Pappy's Golf Tournament & Customer Appreciation Days

Good morning all.

Attached please find a copy of the application, Liquor Permit, Certificate of Insurance, a copy of the Temporary Patio Permit Application, the original of which is with the State Dept. of Consumer Protection pending approval and your Directors' Notice and Review in connection with the above captioned event.

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

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

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

PD

**Frank, Carol**

---

**From:** Hawkins, Mack  
**Sent:** Thursday, April 06, 2017 3:50 PM  
**To:** Frank, Carol  
**Subject:** RE: Pappy's Golf Tournament & Customer Appreciation Days

Carol,

I have reviewed the Outdoor Amusement Permit Application for the **Pappy's Golf Tournament & Customer Appreciation Days** at 37 Burnside Avenue. I approve this permit. Please mark the Worksheet "**EXTRA ATTENTION**" for the day of the event.

Thank you,

*Deputy Chief Mack S. Hawkins*

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

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



---

**From:** Frank, Carol  
**Sent:** Monday, April 03, 2017 9:48 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; Litwin, Joshua; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Wagner, Justin; Walsh, Mike  
**Subject:** Pappy's Golf Tournament & Customer Appreciation Days

**Frank, Carol**

---

**From:** Grew, Greg  
**Sent:** Monday, April 03, 2017 11:43 AM  
**To:** Frank, Carol  
**Subject:** Re: Pappy's Golf Tournament & Customer Appreciation Days

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

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

> On Apr 3, 2017, at 9:48 AM, Frank, Carol <CFrank@easthartfordct.gov> wrote:  
>  
> Good morning all.  
>  
> Attached please find a copy of the application, Liquor Permit, Certificate of Insurance, a copy of the Temporary Patio Permit Application, the original of which is with the State Dept. of Consumer Protection pending approval and your Directors' Notice and Review in connection with the above captioned event.  
>  
> Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than Monday, April 17, 2017.  
>  
> Please feel free to contact me with any questions or concerns you may have. Thank you.  
>  
>  
> Carol A. Frank  
> East Hartford Police Department  
> Support Services Bureau  
> 31 School Street  
> East Hartford, CT 06108  
>  
> Ph: 860-291-7631  
> Fax: 860-610-6290  
>  
>  
>  
> <Application-COI- Liquor Permit.pdf>  
> <Patio Permit Application & Sketch of Premises.pdf> <Directors' Review  
> & Notice.doc>

MARCIA A. LECLERC  
MAYOR

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

TELEPHONE  
(860) 528-4401

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

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

April 24, 2017

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

**Re: Outdoor Amusement Permit Application -  
"4th Annual East Hartford Parks & Recreation Car Show"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by The **East Hartford Parks & Recreation Department by Ted Fravel, its Director**. The applicant seeks to conduct a car show for viewing with awards and live musical entertainment. The Car Show will take place at the **Sunset Ridge School, 450 Forbes Street on Saturday, July 8, 2017**. Event hours, which include set up and take down, are **between 10 AM to approximately 5 PM**. Music will be provided between **1PM and 5PM**.

A rain date of **Sunday, July 9, 2017** is requested and the event, if necessary, will utilize the same times for the car show and music.

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

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

The **Parks & Recreation Department** approves the application as submitted and states that it has a sponsor for the cost of the Parks Rangers. It further states **there are no anticipated costs to the Department for this event**.

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

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

- The Police Department can provide adequate police protection for the

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

Respectfully submitted for your information.

Sincerely,

A handwritten signature in blue ink that reads "Scott M. Sansom". The signature is fluid and cursive, with a long horizontal stroke at the end.

Scott M. Sansom  
Chief of Police

Cc: Applicant

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
East Hartford Parks and Recreation 4th Car Show
2. Date(s) of Event:  
Saturday July 8th, 2017 (rain date Sunday July 9th)
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 ) :  
Ted Fravel, 50 Chapman Place, East Hartford CT, 860-291-7166,  
tfravel@easthartfordct.gov
4. If Applicant is a partnership, corporation, limited liability company, club, or association, list the names of all partners, members, directors and officers AND provide their business address.
5. List the location of the proposed amusement: (Name of facility and address)  
Sunset Ridge School, 450 Forbes Street,
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
1:00 p.m. to 5:00 p.m
7. Provide a detailed description of the proposed amusement:  
Event set-up 1pm - 5p, Music (use of radio), food, award ceremony

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)? 1pm - 5pm

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

15 - 80

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

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

150 -200

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

a. Crowd size impact:

200 max no impact, large school grounds, and parking lot

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

Participants will enter on Silver Lane and Forbes Street

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

School has plenty of parking, (2) parking lots will accommodate all vehicles

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:

Parks and Recreation Park Rangers will monitor event.

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

none expected

g. Other expected influence on surrounding neighborhood:

none

12. Provide a detailed plan for the following:

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

Access on Forbes and Silver Lane

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

Parks and Recreation staff has cell phones

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

No

d. Crowd control plan:

Use of Parks and Recreation Rangers

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

Yes

f. Provision of sanitary facilities:

School restrooms

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

Yes, pizza purchase locally

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

Department  Yes  No.



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

Yes  No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

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

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

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

---

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

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

a. False Statement is a Class A Misdemeanor.

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

---

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

Theodore Fravel

(Legal Name of Applicant)



(Applicant Signature)

Ted Fravel

(Printed Name)

4/05/2017

(Date Signed)

Director Parks & Recreation

(Capacity in which signing)

---

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

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

N/A

Received By: Carly Frank  
Employee Number: 9019  
Date & Time Signed: April 5, 2017 10:52 AM ~~PM~~  
Time remaining before event: 30<sup>d</sup> days.

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

Fire Dept



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

**Administrative Review of Amusement Permit**

Event Date: **July 8, 2017**  
**Rain date: July 9, 2017**

Event: **4th Annual East Hartford Parks and Recreation Car Show**

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

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

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

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

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

William Perez, Assistant Fire Chief

April 17, 2017

Signature

Date

Comments:

Hea 14th Sept



Scott M. Sansom  
Chief of Police

**TOWN OF EAST HARTFORD  
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- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel

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

Michael J. O'Connell 4/12/17  
Signature \_\_\_\_\_ Date

Comments:

Approval recommended provided that any temporary foodservice license applications are submitted to the Health Department at least two weeks prior to the event.

*Parks & Rec*



Scott M. Sansom  
Chief of Police

**TOWN OF EAST HARTFORD  
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- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- 
- Anticipated Cost(s) if known    \$0.00

Ted Fravel

Signature

4/05/17

Date

Comments:

The Department has sponsor for the cost of the parks rangers.

**Frank, Carol**

---

**From:** Bockus, Tim  
**Sent:** Tuesday, April 18, 2017 10:06 AM  
**To:** Frank, Carol  
**Subject:** RE: 4th Annual East Hartford Parks & Recreation Dept. Car Show  
**Attachments:** DOC008.pdf

Carol,

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

There are no anticipated costs to the Department for this event.

Tim Bockus  
Director of Public Works



Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

Phone (860)291-7372  
[tbockus@easthartfordct.gov](mailto:tbockus@easthartfordct.gov)

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**From:** Frank, Carol  
**Sent:** Wednesday, April 5, 2017 11:37 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike  
**Subject:** 4th Annual East Hartford Parks & Recreation Dept. Car Show

Good morning all.

Attached please find a copy of the application and your Directors' Notice and Review in connection with the above captioned event.

Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than **Wednesday, April 19, 2017.**

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

Carol A. Frank

Corp Counsel 1

**Frank, Carol**

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**From:** Gentile, Richard  
**Sent:** Wednesday, April 05, 2017 12:03 PM  
**To:** Frank, Carol  
**Subject:** RE: 4th Annual East Hartford Parks & Recreation Dept. Car Show

I am Ok with this. Rich

---

**From:** Frank, Carol  
**Sent:** Wednesday, April 05, 2017 11:37 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike  
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Please feel free to contact me with any questions or concerns you may have. Thank you.

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

Ph: 860-291-7631

Fax: 860-610-6290

**Frank, Carol**

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**From:** Sullivan, Trent  
**Sent:** Tuesday, April 11, 2017 4:01 PM  
**To:** Frank, Carol  
**Cc:** Walsh, Mike  
**Subject:** RE: 4th Annual East Hartford Parks & Recreation Dept. Car Show

Hi Carol – Reviewed and approved from a finance/risk perspective. Thanks, Trent

---

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**Sent:** Wednesday, April 5, 2017 11:37 AM  
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Please feel free to contact me with any questions or concerns you may have. Thank you.

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

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



PL

**Frank, Carol**

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**From:** Hawkins, Mack  
**Sent:** Wednesday, April 05, 2017 2:47 PM  
**To:** Frank, Carol  
**Subject:** RE: 4th Annual East Hartford Parks & Recreation Dept. Car Show

Carol,

I have reviewed the Outdoor Amusement Permit Application for the "4<sup>th</sup> Annual East Hartford Parks and Recreation Department Car Show" for Parks and Rec. I approve this permit. Please mark the Worksheet "EXTRA ATTENTION" for the day of the event.

Thank you,

*Deputy Chief Mack S. Hawkins*

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

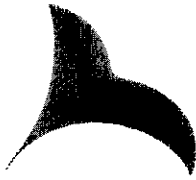
***Serving Our Community with Pride and Integrity***



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**Sent:** Wednesday, April 05, 2017 11:37 AM  
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**Subject:** 4th Annual East Hartford Parks & Recreation Dept. Car Show

Good morning all.



*Greater  
Hartford  
Transit District*

April 14, 2017

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

Re: Expiration of Term of Transit District Director-Marilyn Pet

Dear Mayor LeClerc:

According to the records of the Greater Hartford Transit District (the "District"), the term of appointment of Marilyn Pet to the Board of Directors from the Town of East Hartford expired on December 31, 2016.

I respectfully request that if you have not already done so, could you please bring this appointment to the attention of the Town Council as soon as possible. Ms. Pet's reappointment date would expire on December 31, 2020.

If the Town Clerk would then advise this office as to the action taken on this specific appointment it would greatly be appreciated.

Thank you so much for your assistance and cooperation regarding this request. Marilyn's representation on the board over the years has been an asset to both the District and to your community.

Sincerely yours,

Vicki L. Shotland  
Executive Director

cc: Marilyn Pet/Director-GHTD

*Greater Hartford Transit District  
One Union Place  
Hartford, Connecticut 06103  
Telephone: (860) 247-5329 Fax: (860) 549-3879  
[www.hartfordtransit.org](http://www.hartfordtransit.org)*