

*Robert J. Rank*

2019 MAY -2 A 9 04

TOWN CLERK  
EAST HARTFORD

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

MAY 7, 2019

**6:45 P.M. Executive Session**

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

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**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 16, 2019 Executive Session
  - B. April 16, 2019 Public Hearing/Ordinance Revisions
  - C. April 16, 2019 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
  - A. Resignation of Vanessa Jenkins from the Board of Assessment Appeals
7. OLD BUSINESS
8. NEW BUSINESS
  - A. Recommendation from Real Estate Acquisition & Disposition Committee: 53 Main Street
  - B. Referral to the Personnel & Pensions Subcommittee re: Job Descriptions for Library Specialist, Food Bank Coordinator and GIS Analyst
  - C. 2019-2020 School Readiness Grant
  - D. 2019-2024 Capitol Region Natural Hazard Mitigation Plan Update Approval
  - E. Riverfront Recapture Management Services Agreement
  - F. Outdoor Amusement Permit Applications:
    1. 14<sup>th</sup> Annual Abelon Memorial Walk – Application and Fee Waiver
    2. 2019 Lung Force Walk – Application and Fee Waiver
    3. Pappy's Golf Tournament and Customer Appreciation Days
    4. East Hartford's Back to School Rally
    5. Riverfront Recapture Applications:
      - a. Riverfront Summer Pops – Application, Fee and Town Expenses Waiver
      - b. Riverfront Fireworks – Application, Fee and Town Expenses Waiver
      - c. Head of the Riverfront Regatta – Application, Fee & Town Expenses Waiver
  - G. Appointment of Margaret Goodrow to Board of Selectmen
  - H. Appointments to Various Boards and Commissions

9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
  - A. Patrick Twohig vs. Town of East Hartford, Docket No. HHD-CV-18-6101625-S
  - B. Workers' Compensation claim of employee, Michael Weglarz
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
12. ADJOURNMENT (next meeting: May 21<sup>st</sup>)

*Robert J. Park*

2019 APR 22 A 8:36

TOWN COUNCIL MAJORITY OFFICE

APRIL 16, 2019

TOWN CLERK  
EAST HARTFORD

EXECUTIVE SESSION

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

ABSENT Councillor Joseph R. Carlson and Shelby J. Brown

ALSO  
PRESENT Scott Chadwick, Corporation Counsel

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:03 p.m.

MOTION By Esther Clarke  
seconded by Linda Russo  
to **go into** Executive Session to discuss the pending Superior Court action known as Peter Caro v Town of East Hartford, Docket No. HHD-CV-17- 6083957-S

Motion carried 7/0.

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

ADJOURNMENT

MOTION By Esther Clarke  
seconded by Linda Russo  
to **adjourn** (7:18 p.m.)  
Motion carried 7/0.

Attest

  
Richard F. Kehoe  
Town Council Chair

*Robert J. Paek*

2019 APR 22 A 8: 36

TOWN COUNCIL CHAMBERS

740 MAIN STREET

TOWN CLERK  
EAST HARTFORD

EAST HARTFORD, CONNECTICUT

APRIL 16, 2019

PUBLIC HEARING

MAYOR'S SALARY, VACATION and REGISTRARS OF VOTERS SALARY

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

ABSENT Councillor Joseph Carlson and Shelby Brown

Chair Kehoe called the public hearing to order at 7:25 p.m.

The following legal notice was published in the Journal Inquirer on Tuesday, April 9, 2019.

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LEGAL NOTICE

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

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

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

Angela Attenello  
Town Council Clerk

Chair Kehoe explained that one of the duties of the Council is to review elected officials' salaries every two years. Even by awarding a 2½ % increase to the Mayor's salary in 2019 and 2020, the salary has only been increased by the rate of inflation. Additionally, vacation time for the Mayor has been adjusted by eliminating the use of the town's personnel policy as the standard.

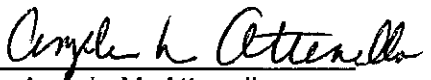
The following individual came forward:



Susan Kniep, 50 Olde Roberts Street, believes that there should be a "zero" percent increase for elected officials' salaries since any increase would set a precedent for union employees.

ADJOURNMENT

MOTION      By Esther Clarke  
                  seconded by Linda Russo  
                  to **adjourn** (7:35 p.m.).  
                  Motion carried 7/0.

Attest   
                  Angela M. Attenello  
                  Town Council Clerk

*Robert J. Paek*

EAST HARTFORD TOWN COUNCIL  
TOWN COUNCIL CHAMBERS

2019 APR 22 A 8: 36  
TOWN CLERK  
EAST HARTFORD

APRIL 16, 2019

- PRESENT Chair Richard F. Kehoe, Vice Chair Linda A. Russo, Majority Leader Ram Aberasturia, Minority Leader Esther B. Clarke, Councillors Marc Weinberg, Patricia Harmon and Caroline Torres
- ABSENT Councillors Joseph R. Carlson and Shelby J. Brown

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:35 p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

AMENDMENTS TO THE AGENDA

- MOTION By Ram Aberasturia  
seconded by Linda Russo  
to amend the agenda as follows:
- Under New Business, **delete** items:
- 8. F. 3. entitled "Riverfront Summer Pops",
  - 8. F. 4. entitled "Riverfront Fireworks"
  - 8. F. 5. entitled "Head of the Riverfront Regatta" and
- Under New Business, **add** item:
- 8. H. Setting a Public Hearing Date re: 53 Main Street
- Motion carried 7/0.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Reed Berube, 35 Naomi Drive, asked that the town be responsible for leaf pickup in the right-of-way that runs along the right side of 670 Forbes Street – owned by the DePietro family – and goes back about 300'. Mr. Berube believes this is a way for the town to show their appreciation for the land the DePietro family deeded to the town.

Susan Kniep, 50 Olde Roberts Street, (1) believes that there should be a "zero" percent increase for elected officials' salaries since any increase would set a precedent for union employees; (2) suggested that the Town Council's Investigation and Audit Committee audit Center School; and (3) will be sending another FOIA request regarding Boards and Commissions.

Since the Mayor was unavailable to attend tonight's meeting, Chair Kehoe announced the following: (1) the Mayor's Clean-up Day is Saturday, May 18<sup>th</sup> along Burnside Avenue and

into Mayberry Village; (2) lunch with the Mayor will be held on Thursday April 25<sup>th</sup> at Noon in the Welling Conference Room in Town Hall; (3) all town offices will be closed on Good Friday, April 19<sup>th</sup>; curbside trash pickup and recycling normally scheduled for Friday will be picked up on Saturday April 20<sup>th</sup>; (4) the Silver Lane Advisory Committee will host a public forum on Tuesday April 30<sup>th</sup> at 6PM at Town Hall; and (5) the deadline to submit nominations for the Service to Youth Award is Friday April 19<sup>th</sup>.

## APPROVAL OF MINUTES

### April 2, 2019 Executive Session

MOTION By Ram Aberasturia  
seconded by Pat Harmon  
to **approve** the minutes of the April 2, 2019 Executive Session.  
Motion carried 7/0.

### April 2, 2019 Regular Meeting

MOTION By Ram Aberasturia  
seconded by Linda Russo  
to **approve** the minutes of the April 2, 2019 Regular Meeting.  
Motion carried 7/0.

## COMMUNICATIONS AND PETITIONS

### Arbor Day Recognition – Silver Lane School

Chair Kehoe announced that Silver Lane School will host an Arbor Day celebration on Friday, April 26<sup>th</sup> at 10AM. All are invited to attend.

### Veterans Commission – Flag Retirement Boxes

John Cook, Chair of the Veterans Commission, and Awet Tsegaj, Vice Chair of the Veterans Commission, introduced the Council to the flag retirement box that is used for the removal of worn flags. The boxes will be in three locations: the East Hartford Police Department, Raymond Library and Town Hall (1<sup>st</sup> floor “Veterans Corner”). The Boy Scouts are assisting the Veterans Commission with the removal of the flags in the appropriate manner as outlined in the U.S. Flag Code.

Additionally, Mr. Cook addressed the Council on the upcoming events planned for Memorial Day: (1) Saturday, May 18<sup>th</sup> – Hillside Cemetery: a brief ceremony @ 8AM where there is the placing of a wreath at the flagpole; (2) Thursday, May 23<sup>rd</sup> – an evening at East Hartford High School: patriotic music, refreshments; and (3) Sunday May 26<sup>th</sup> – Bicentennial Park @ 6PM will be the Honor Roll Call of the Fallen.

NEW BUSINESS

Recommendation from Ordinance Committee re: Revisions to Chapter 2 of the East Hartford Code of Ordinances

Section 2-3 Mayor's Salary, Section 2-5 Vacation

MOTION By Linda Russo  
seconded by Esther Clarke  
to **amend** the town of East Hartford Code of Ordinances by repealing Sections 2-3 and 2-5 and to substitute in lieu thereof the revised March 18, 2019 draft, entitled "Mayor's Salary and Vacation" ordinance which was unanimously approved by the Ordinance committee at their March 18, 2019 meeting.  
Motion carried 7/0.

Section 2-3b Registrars of Voters Salary

MOTION By Linda Russo  
seconded by Ram Aberasturia  
to **amend** the town of East Hartford Code of Ordinances by revising Section 2-3b entitled "Registrars of Voters Salary", consistent with the draft dated March 18, 2019, as unanimously approved by the Ordinance committee at their March 18, 2019 meeting.  
Motion carried 6/0. **Abstain:** Clarke

Appointment of Town Auditor for FY 2018-2019

MOTION By Ram Aberasturia  
seconded by Esther Clarke  
to **approve** the hiring of Blum Shapiro to provide auditing services for the Town of East Hartford for FY ending June 30, 2019 in the amount of \$72,400, as presented at the February 20, 2018 Investigation and Audit Committee meeting.  
Motion carried 7/0.

Connecticut State Targeted Response to the Opioid Crisis – Community Mini Grant

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

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

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

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

**NOW THEREFORE LET IT BE RESOLVED** that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the Capital Area Substance Abuse Council as they pertain to this Connecticut State Targeted Response to the Opioid Crisis - Community Mini Grant opportunity.

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

Municipal Tax-exempt Lease Purchase Financing Agreement

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

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

**WHEREAS**, the Town will budget \$350,000 in fiscal years 2020-21 through 2023-24 in the General Operating Fund to pay principal and interest on the purchases.

**THEREFORE BE IT RESOLVED**, that the Mayor of the Town of East Hartford is authorized to enter into a master lease purchase agreement and related documents with TD Equipment Finance, Inc. or their affiliates in the principal amount not to exceed \$1,259,768. The interest rate, payment schedule and other details of the financing shall be mutually determined between the company and the Mayor, whose signatures will indicate approval of specific terms and conditions.

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

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

Silver Lane School: Roof Replacement Project

**MOTION** By Marc Weinberg  
seconded by Caroline Torres  
to **adopt** the following resolution:

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

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

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

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

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

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

#### East Hartford Parks & Recreation Car Show

**MOTION** By Ram Aberasturia  
seconded by Linda Russo  
to **approve** the outdoor amusement permit application, entitled "East Hartford Parks & Recreation Car Show", submitted by Sharon O'Neil, its Recreation Supervisor, to conduct a car show for viewing with awards and musical entertainment at Sunset Ridge School, 450 Forbes Street, on Saturday July 6<sup>th</sup> from 11AM to approx. 5PM – music from 1PM to 5PM – with a rain date of Sunday, July 7<sup>th</sup> utilizing the same times for the car show and music; 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 7/0.

#### Girl Scouts of Connecticut – Bridge Over Connecticut

**MOTION** By Linda Russo  
seconded by Pat Harmon  
to **approve** the outdoor amusement permit application entitled "Girl Scouts of Connecticut – Bridge Over Connecticut" submitted by Karen Sheehan, Event Coordinator, for the Girl Scouts of Connecticut to conduct a bridge walk to celebrate all girls bridging to the next level of Girl Scouts, on Saturday May 4<sup>th</sup> from 9AM to 3PM at the Founders Bridge Walkway near East River Drive;

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 7/0.

Appointments to Various Boards and Commissions

MOTION By Esther Clarke  
seconded by Caroline Torres  
to **approve** the following appointments and reappointments:

<b>Name</b>	<b>Address</b>	<b>Term Expires</b>
<b>Commission on Aging</b>		
Anita Morrison	34 Jonathan Lane	December 2019
Priscilla Lancaster	151 Oxford Drive	December 2019
<b>Commission on Services for Persons with Disabilities</b>		
Art Parker	139 Mercer Avenue	December 2019
<b>Inland/Wetlands Environmental Commission</b>		
Stephen Roczynski	25 Cree Road	December 2022
<b>Veterans Commission</b>		
Richard Bates	103 Timber Trail	December 2019

Motion carried 7/0.

Appointments to Various Boards and Commissions

MOTION By Marc Weinberg  
seconded by Linda Russo  
to **approve** the following appointments and reappointments:

<b>Name</b>	<b>Address</b>	<b>Term Expires</b>
<b>Commission on Culture and Fine Arts</b>		
Elizabeth Russell	118 Oak Street	December 2023
<b>Economic Development Commission</b>		
Joelle Murchison	230 Timber Trail	December 2019
<b>Veterans Commission</b>		
Awet Tsegai	19 Home Terrace	December 2019
John Cook	329 Long Hill Street	December 2019
<b>Zoning Board of Appeals</b>		
Connor Martin	86 Ensign Street	December 2023
Fady El-Hachem, Alternate	65 Sedgwick Rd	December 2023

Motion carried 7/0.

Setting a Public Hearing Date re: Sale of 53 Main Street

MOTION By Ram Aberasturia  
seconded by Linda Russo  
that the East Hartford Town Council, in accordance with §7-163e of the Connecticut General Statutes, **set** a public hearing date of Tuesday, May 7, 2019 @ 7:15 p.m. in Council Chambers to hear public comment on the possible sale of 53 Main Street.  
Motion carried 7/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

None

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

Peter Caro v Town of East Hartford

MOTION By Ram Aberasturia  
seconded by Marc Weinberg  
to **accept** the recommendation of Corporation Counsel to fully and finally settle the pending Superior Court action known as Peter Caro vs Town of East Hartford, Docket No. HHD-CV-17-6083957-S, for a total sum of \$36,000.00.  
Motion carried 7/0.

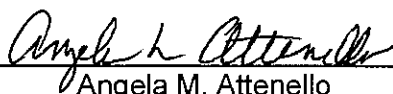
OPPORTUNITY FOR RESIDENTS TO SPEAK

Caroline Torres noticed that potholes on Governor Street, and throughout town, have recently been patched and wished to thank the staff of the Public Works department for their efforts.

ADJOURNMENT

MOTION By Esther Clarke  
seconded by Linda Russo  
to **adjourn** (8:58 p.m.).  
Motion carried 7/0.

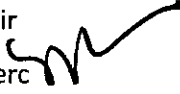
The Chair announced that the next meeting of the Town Council would be May 7<sup>th</sup>.

Attest   
Angela M. Attenello  
TOWN COUNCIL CLERK





## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 29, 2019  
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 my office from Vanessa Jenkins who is resigning from her position as Chair of the Board of Assessment Appeals.

Please place this resignation on the May 7<sup>th</sup>, 2019 Town Council Agenda and share our appreciation as a community for the valuable service she has provided by volunteering her time on the above mentioned Board.

Thank you.

C: R. Pasek, Town Clerk  
C. Stevenson, DTCC

*Robert J. Pasek*

2019 APR 29 A 9:18

TOWN CLERK  
EAST HARTFORD

April 28, 2019

**East Hartford Town Clerk's Office**  
**Attention: Robert Pasek – East Hartford Town Clerk**  
**740 Main Street**  
**East Hartford, Ct. 06108**

Dear Bob,

Please accept this letter as formal notification of my resignation from my position as **Chair of the East Hartford Board of Assessment Appeals**.

This resignation is due to my most recent April 15, 2019 appointment to the East Hartford Board of Education.

I truly enjoyed my time as part of an awesome group of people in the Assessor's office.

My takeaway from this experience is becoming a better informed and engaged resident of the community.

Thank You,

*Vanessa Jenkins*

Cc: Craig Stevenson

*Robert J. Pook*

2019 APR 17 A 8:44

TOWN COUNCIL MAJORITY OFFICE  
REAL ESTATE ACQUISITION AND DISPOSITION COMMITTEE  
TOWN CLERK  
EAST HARTFORD

APRIL 16, 2019

PRESENT Linda Russo, Chair, Councillors Ram Aberasturia and Caroline Torres

ALSO Rich Gentile, Assistant Corporation Counsel

PRESENT Gregory and Maxine Broadie, 71 Main Street, East Hartford

CALL TO ORDER

Chair Russo called the meeting to order at 5:31 p.m.

APPROVAL OF MINUTES

March 21, 2019 Meeting

MOTION By Caroline Torres  
seconded by Ram Aberasturia  
to **approve** the minutes of the March 21, 2019 meeting.  
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

53 Main Street

Gregory Broadie, the owner of 71 Main Street, was the only one who responded with a written offer on 53 Main Street.

MOTION By Ram Aberasturia  
seconded by Caroline Torres  
moved that this committee (1) not seek bids with respect to the transfer of 53 Main Street (the "Property"); (2) negotiate directly with Gregory S. Broadie ("Broadie") who is interested in acquiring the Property; (3) recommend that the Town Council waive the appraisal requirement set forth in Section 10-19(c) of the Town Ordinances; and (4) recommend that the Town Council transfer the Property by Quit Claim Deed to Gregory S. Broadie for \$20,225.99, subject to a Connecticut General Statutes 8-24 review and a Connecticut General Statutes Section 7-163e public hearing, and subject to the requirement that as part of the transaction conveying the

property to Broadie, Broadie combines the Property with the property he owns at 71 Main Street, East Hartford, Connecticut, such that 53 Main Street and 71 Main Street shall henceforth comprise one parcel.  
Motion carried 3/0.

ADJOURNMENT

MOTION By Caroline Torres  
seconded by Ram Aberasturia  
to **adjourn** (5:45 p.m.)  
Motion carried 3/0.

cc: Town Council  
Marcia Leclerc, Mayor  
Rich Gentile, Assistant Corporation Counsel  
Gregory and Maxine Broadie, 71 Main Street

OFFICE OF THE  
TOWN COUNCIL

*Robert J. Rank*

**TOWN OF EAST HARTFORD** MAY -2 A 4 00 (860) 291-7208  
740 Main Street FAX (860) 291-7389  
East Hartford, Connecticut 06108 TOWN CLERK EAST HARTFORD

DATE: May 2, 2019  
TO: Town Council  
FROM: Rich Kehoe  
Town Council Chair  
RE: **Tuesday, May 7, 2019 7:15 P.M. Town Council Chambers**

In accordance with Section 3.3(a) of the Town Charter, a Special Meeting of the Town Council will be held as follows:

**Tuesday, May 7, 2019**

**7:15 p.m.**

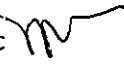
**Town Council Chamber**

The purpose of the meeting is to hear public comment on the possible sale of town-owned property at 53 Main Street.

cc: Mayor Leclerc  
Rich Gentile, Assistant Corporation Counsel



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 29, 2019  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: REFERRAL: Personnel and Pension Subcommittee—Proposed Job Description  
Changes and Revisions—Library Specialist, Food Bank Coordinator, and Geographic  
Information Systems (GIS) Analyst

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Attached is a proposal from the Human Resources Director, Santiago Malave, regarding the upgrade of the Library Specialist job description from a Grade 2 to a Grade 4.

The Library currently has a budgeted vacant non-union Library Specialist position it does not plan to fill. By not filling the vacancy sufficient savings will be generated to cover the payroll cost for FY 2019-20. The revised job description for the Library Specialist position, a clean copy of the revised job description, a non-union salary grid and a recommended transmittal memorandum to Council Chairman, Richard Kehoe, are attached.

Additionally, the Social Services Department is requesting to revise the language in the CSEA Union Food Bank Coordinator job description which includes a salary upgrade from Salary Grade 3 to Salary 5. The Town Hall Workers Union has approved the recommended changes. Attached are the revised job description for the Food Bank Coordinator position with the recommended language changes as well as a clean copy of the revised job description.

Lastly, the Information Technology (IT) Department has created a Geographic Information Systems (GIS) Analyst Job Description for a new position to the department. A vacant Civil Engineer position in the Engineering will not be refilled in order to create this position. The new position will be placed at Salary Grade 13. The new job description for the GIS Analyst position and the CSEA Salary Grid are attached. Roberta Pratt, Chief Communications Officer, will be present at the meeting to answer any questions.

Please place this item on the Agenda under a Referral for the May 7<sup>th</sup>, 2019 Town Council meeting.

Thank you.

C: S. Malave, HR Director  
S. K. Morgan, Library Director  
R. Pratt, Chief Communications Officer

**DATE: 04/26/2019**

**TO: RICHARD F. KEHOE, TOWN COUNCIL CHAIRMAN**

**FROM: MAYOR MARCIA A. LECLERC**

**Re: JOB CLASSIFICATION/DESCRIPTION ITEMS FOR COUNCIL AGENDA**

### **Town Library**

The Library currently has in the Circulation/Cataloging Division a budgeted vacant non-union Library Specialist position it does not plan to refill.

The decision not to fill the vacancy will generate sufficient savings to cover the payroll cost for fiscal year 19-20 to upgrade the non-union position from Salary Grade 2 (\$41,449.00 min. - \$46,624.00 max.) to Grade 4 (\$45,697min. - \$51,403.00 max.); and promote two (2) employees in the Library to the Library Specialist of Job Classification. Attached to this memorandum are also the following:

- The revised job description for the Library Specialist position highlighting the recommended language changes.
- A clean copy of the revised job description.
- The non-union salary grid.

The proposal is budget neutral. The permanent services line will go down (the upgrades cost less than the vacant position salary).

The reconfiguration will allow the Library to expand and enhance programming/operations (more part-timers, more skills and flexibility) and will improve recruitment and retention for our full-time staff.

### **Social Services Department**

The Social Services Department is requesting to revise the language in the CSEA union (Town Hall Workers) Food Bank Coordinator job description including upgrading the salary of the position from Salary Grade 3 (\$35,608.00 min. - \$43,281.00) to Salary Grade 5 (\$40,272.00 min. - \$48,952.00 max.). The Town Hall Workers Union has approved the recommended changes. Attached to this memorandum are the following:

- The revised job description for the Food Bank Coordinator position highlighting the recommended language changes.
- A clean copy of the revised job description

- The CSEA Union salary grid.

The proposed change to the salary for this position will be absorbed by the Social Services Department Budget. The language changes and upgraded in salary grade are warranted for recruitment and retention of the department full-time staff.

### **Information Technology Department**

The Information Technology (IT) Department has created a Geographic Information Systems (GIS) Analyst Job Description for a new position in the department. A vacant Civil Engineer position in the Engineering Department will not be refilled in order to create this position. The new position will be placed at Salary Grade 13 (\$68,422.00 min. - \$83,170.00 max.)

The new GIS Analyst position within the Information Technology Department will provide broad access to geospatial data and applications throughout the Town and to the public; provide a common infrastructure on which to quickly and cost-effectively build and deploy GIS solutions; improve enterprise system capabilities by leveraging the value of geographic information; and automate processes and allow easy access for town departments, Town of East Hartford residents and anyone doing business with the Town.

The Town Hall Workers Union has approved the new job description and recommended salary grade. Attached to this email are the following:

- The new job description for the GIS Analyst position.
- The CSEA Salary Grid

I recommend that the proposed changes to the Library Specialist and Food Bank Coordinator Job Descriptions and the GIS Analyst job description for the new position in the IT Department be added to the Council agenda for the May 07, 2019 Town Council meeting for referral to the Personnel and Pension Subcommittee.

CC: Sarah Morgan, Library Director  
Roberta Pratt, Chief of Information Officer  
Santiago Malave, Human Resources Director



## TOWN OF EAST HARTFORD

TITLE: Library Specialist

DEPARTMENT: Library

### GENERAL DESCRIPTION:

With limited direction from a supervisory Librarian performs a variety of paraprofessional duties which involve knowledge/skills in such library functions as circulation, cataloging, ordering, or purchasing. Provides various library services to users; does related work as required.

### ESSENTIAL JOB FUNCTIONS

- Orients patrons to the library through the introduction of available services and by locating and recommending library materials.
- Instructs in the selection and use of appropriate tools and techniques for finding information, conducts searches for materials
- Assists patrons with topical research utilizing the tools available (including online catalog, databases, reference materials, etc.) May refer more in-depth questions to Librarians.
- Assists patrons with use of library resources and equipment
- Provides access to materials, services and programs to meet needs of diverse users (adult and children)
- Develops programming for library users (age-appropriate)
- Performs general circulation duties as needed.
- Reserves books and processes interlibrary loans.
- Does the work involved in ordering, checking, purchasing, classifying, cataloguing, preparing, binding, and shelving books and other library materials
- Provides original cataloging and assigns classification numbers to library materials; resolves conflicts in the card catalog and automated system.
- Promotes reading through the development and implementation of children's' and parents' programs, including story hours, outreach with schools, community organizations and agencies.
- Maintains library collection through the routine inspection and discarding of dated and damaged materials.
- Recommends and orders library materials by reading reviews and/or previewing media.
- Independently researches and resolves problems.
- Collects, compiles and assembles statistics.
- Assists in the coordination of work schedules.
- Trains, assigns and monitors work progress of subordinate staff.
- Intervenes on behalf of subordinate clerical staff to resolve customer complaints.

- Assumes supervision for division in absence of librarian.
- Researches, analyzes, and completes special projects as requested

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to interact with the public and employees in a courteous and professional manner.
- Ability to deal with disruptive patrons and emergency situations
- Skill in resolving confidential/sensitive situations.
- Ability to prioritize and organize tasks; coordinate and plan assignments or projects.
- Knowledge of library mission, basic local library policies and procedures.
- Knowledge of departments and services of the library, also library personnel and hierarchy
- Knowledge of library's circulation system and public access catalog
- Knowledge of library's participation in consortiums, networks, or other resource-sharing organizations
- Ability to understand and demonstrate customer service philosophy
- Ability to identify business problems and implement approved methods and procedures.
- Ability to manage and supervise subordinate staff.
- Knowledge of appropriate methods and techniques for materials processing, storage and preservation
- Familiarity with interlibrary loan procedures and policies
- Familiarity with the ethics and values of the profession, including an understanding of the Library Bill of Rights, the ALA Code of Ethics, freedom of information, confidentiality of library records, and privacy issues
- Ability to introduce users to all library services and equipment, and provide advanced instruction if needed
- Knowledge of cataloging and classification.
- Knowledge of literature appropriate to a specific division: such as children, adult, media, reference, etc.
- Familiarity with reader's advisory issues and resources
- Knowledge of new developments in library services and products through reading and networking
- Ability to handle multiple tasks at one time
- Knowledge of database operating systems and procedures

**WORK ENVIRONMENT:**

Work is performed under the supervision of a Librarian or designee in a public service or office setting which is subject to interruptions and background noise. Performs varied functions requiring judgment to ensure compliance with applicable departmental and town policies, procedures and methods.

Must be mobile, able to push/pull 50 pounds and lift objects up to 30 pounds. Must be able to stand or sit for prolonged periods, up to four hours. Must be able to perform such tasks as writing, filing, keyboarding, using a calculator, and other skills which require hand-eye coordination.

May be in constant contact with employees and the general public. Must be able to concentrate on fine details with occasional interruption and remember multiple assignments. Must be able to communicate in English and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone.

May be exposed to dust, book mold and mildew, fluctuations in inside temperatures and electro-magnetic radiation as in computer screens.

**REQUIRED QUALIFICATIONS:**

High School graduate plus minimum of five years of experience demonstrating practical knowledge of library functions, services, terminology, techniques, procedures, and standard tools; or an LTA certificate and/or four (4) years of college and some library experience.

\*\*The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.\*\*

**This description replaces job descriptions for Circulation Librarian, Branch Librarian I, Branch Librarian II, and Cataloger**

Town of East Hartford  
 Non-Union Wage Chart  
 Proposed for July 1, 2019

Adoped for FY 2018-19 (plus 1.5%)

GRADE	Step 1	Step 2	Step 3	Step 4
1	39,475	41,054	42,696	44,404
2	41,449	43,107	44,831	46,624
3	43,522	45,263	47,074	48,957
4	45,697	47,525	49,426	51,403
5	50,268	52,278	54,369	56,544
6	55,293	57,505	59,805	62,198
7	60,822	63,255	65,785	68,417
8	66,906	69,582	72,366	75,260
9	73,347	76,281	79,332	82,505
10	81,079	84,322	87,695	91,203
11	89,051	92,613	96,317	100,170
12	97,956	101,875	105,950	110,188
13	107,751	112,061	116,544	121,205

Recommended for FY 2019-20 (plus 2.0%)

GRADE	Step 1	Step 2	Step 3	Step 4
1	40,265	41,875	43,550	45,292
2	42,278	43,969	45,728	47,557
3	44,393	46,168	48,015	49,936
4	46,611	48,476	50,415	52,431
5	51,273	53,324	55,457	57,675
6	56,399	58,655	61,001	63,441
7	62,039	64,520	67,101	69,785
8	68,244	70,974	73,813	76,765
9	74,814	77,807	80,919	84,156
10	82,700	86,008	89,449	93,027
11	90,832	94,465	98,244	102,173
12	99,915	103,912	108,069	112,391
13	109,906	114,302	118,875	123,630

**APPENDIX C**  
**Salary Schedule July 2017 – June 2021**

Grade	Classification/Job Title	Increase	Fiscal Year	Step 1	Step 2	Step 3	Step 4	Step 5
1	Custodian	2.0%	2017-2018	\$30,983	\$32,530	\$34,157	\$35,865	\$37,659
		2.0%	2018-2019	\$31,603	\$33,180	\$34,840	\$36,582	\$38,412
		1.0%	2019-2020	\$31,919	\$33,512	\$35,188	\$36,948	\$38,796
		1.0%	2020-2021	\$32,238	\$33,847	\$35,540	\$37,317	\$39,184
3	Accounts Clerk	2.0%	2017-2018	\$34,910	\$36,658	\$38,487	\$40,413	\$42,432
	Administrative Clerk II	2.0%	2018-2019	\$35,608	\$37,391	\$39,257	\$41,221	\$43,281
	Assessment Clerk II	1.0%	2019-2020	\$35,964	\$37,765	\$39,650	\$41,633	\$43,714
	Food Bank Coordinator	1.0%	2020-2021	\$36,324	\$38,143	\$40,046	\$42,049	\$44,151
4	Police Records Clerk I	2.0%	2017-2018	\$37,109	\$38,962	\$40,910	\$42,956	\$45,102
	Accounts Clerk II	2.0%	2018-2019	\$37,851	\$39,741	\$41,728	\$43,815	\$46,004
	Admin. Clerk III	1.0%	2019-2020	\$38,230	\$40,138	\$42,145	\$44,253	\$46,464
	Admin. Clerk III - Landfill	1.0%	2020-2021	\$38,612	\$40,539	\$42,566	\$44,696	\$46,929
	Administrative Secretary II							
	Assessment Clerk III							
5	Accounts Clerk III	2.0%	2017-2018	\$39,482	\$41,457	\$43,531	\$45,709	\$47,992
	Admin. Secretary II - Parks	2.0%	2018-2019	\$40,272	\$42,286	\$44,402	\$46,623	\$48,952
	Building Maintainer	1.0%	2019-2020	\$40,675	\$42,709	\$44,846	\$47,089	\$49,442
		1.0%	2020-2021	\$41,082	\$43,136	\$45,294	\$47,560	\$49,936
6	Accounts Clerk III (PD)	2.0%	2017-2018	\$42,048	\$44,154	\$46,360	\$48,677	\$51,111
	Administrative Secretary III	2.0%	2018-2019	\$42,889	\$45,037	\$47,287	\$49,651	\$52,133
	Assessors Assistant	1.0%	2019-2020	\$43,318	\$45,487	\$47,760	\$50,148	\$52,654
	Assistant Town Clerk	1.0%	2020-2021	\$43,751	\$45,942	\$48,238	\$50,649	\$53,181
	Office Interdepartmental							
	Police Records Clerk II							
	Admin. Sec. III (PD/Floater)							
7	Accounting Assistant	2.0%	2017-2018	\$44,825	\$47,069	\$49,418	\$51,889	\$54,486
	Administrative Aide	2.0%	2018-2019	\$45,721	\$48,010	\$50,406	\$52,927	\$55,576
	Caseworker I	1.0%	2019-2020	\$46,178	\$48,490	\$50,910	\$53,456	\$56,132
	Town Council Clerk	1.0%	2020-2021	\$46,640	\$48,975	\$51,419	\$53,991	\$56,693

Grade	Classification/Job Title	Increase	Fiscal Year	Step 1	Step 2	Step 3	Step 4	Step 5
8	Deputy Town Clerk	2.0%	2017-2018	\$47,830	\$50,219	\$52,728	\$55,366	\$58,136
	Delinquent Tax Collector	2.0%	2018-2019	\$48,789	\$51,223	\$53,783	\$56,473	\$59,299
	Engineering Tech III	1.0%	2019-2020	\$49,275	\$51,735	\$54,321	\$57,038	\$59,892
		1.0%	2020-2021	\$49,768	\$52,252	\$54,864	\$57,608	\$60,491
9	Asst. Collector of Revenue	2.0%	2017-2018	\$51,081	\$53,635	\$56,314	\$59,131	\$62,089
	Asst. Grants Administrator	2.0%	2018-2019	\$52,103	\$54,708	\$57,440	\$60,314	\$63,331
	Assessment Systems Coordinator	1.0%	2019-2020	\$52,624	\$55,255	\$58,014	\$60,917	\$63,964
	Animal Control Officer	1.0%	2020-2021	\$53,150	\$55,808	\$58,594	\$61,526	\$64,604
	Caseworker II							
	Housing Specialist							
	HVAC Maint./Repairman							
	Property Maint. Inspector							
	Real & Personal Prop Asst.							
	Senior Sec. to the Mayor							
10	Asst. Zoning Enforcement Official	2.0%	2017-2018	\$54,602	\$57,336	\$60,200	\$63,209	\$66,371
	Counseling Coordinator	2.0%	2018-2019	\$55,694	\$58,483	\$61,404	\$64,473	\$67,698
	Economic Dev. Specialist	1.0%	2019-2020	\$56,251	\$59,068	\$62,018	\$65,118	\$68,375
	Engineering Tech IV	1.0%	2020-2021	\$56,814	\$59,659	\$62,638	\$65,769	\$69,059
	Housing Planning Analyst							
	Information Systems Specialist							
	Payroll Coordinator							
	Supervisor Rec/Aquatics							
	Youth Services Program Coordinator							
11	Asst. Bldg. Official Electrical	2.0%	2017-2018	\$58,429	\$61,349	\$64,415	\$67,636	\$71,016
	Asst. Bldg. Official General	2.0%	2018-2019	\$59,598	\$62,576	\$65,703	\$68,989	\$72,436
	Asst. Bldg. Official P & H	1.0%	2019-2020	\$60,194	\$63,202	\$66,360	\$69,679	\$73,160
	Elderly Services Coordinator	1.0%	2020-2021	\$60,796	\$63,834	\$67,024	\$70,376	\$73,892
	Emergency Management Coordinator							
	Public Health Sanitarian							

Grade	Classification/Job Title	Increase	Fiscal Year	Step 1	Step 2	Step 3	Step 4	Step 5
12	Operations Engineer	2.0%	2017-2018	\$62,572	\$65,704	\$68,989	\$72,438	\$76,060
	Supervisor Property Maintenance Inspector	2.0%	2018-2019	\$63,823	\$67,018	\$70,369	\$73,887	\$77,581
		1.0%	2019-2020	\$64,461	\$67,688	\$71,073	\$74,626	\$78,357
		1.0%	2020-2021	\$65,106	\$68,365	\$71,784	\$75,372	\$79,141
13	Assistant Town Engineer	2.0%	2017-2018	\$67,080	\$70,432	\$73,959	\$77,651	\$81,539
	Civil Engineer	2.0%	2018-2019	\$68,422	\$71,841	\$75,438	\$79,204	\$83,170
	Purchasing Agent	1.0%	2019-2020	\$69,106	\$72,559	\$76,192	\$79,996	\$84,001
	Programmer Systems Analyst	1.0%	2020-2021	\$69,797	\$73,285	\$76,954	\$80,796	\$84,841
14	Building Division Supervisor	2.0%	2017-2018	\$71,975	\$75,578	\$79,359	\$83,321	\$87,243
	Deputy Assessor	2.0%	2018-2019	\$73,415	\$77,090	\$80,946	\$84,987	\$88,928
	Network Systems Administrator	1.0%	2019-2020	\$74,149	\$77,861	\$81,755	\$85,837	\$89,787
		1.0%	2020-2021	\$74,890	\$78,640	\$82,573	\$86,695	\$90,755
15	Town Planner	2.0%	2017-2018	\$77,308	\$81,171	\$85,226	\$89,488	\$93,961
	Risk Manager	2.0%	2018-2019	\$78,854	\$82,794	\$86,931	\$91,278	\$95,840
		1.0%	2019-2020	\$79,643	\$83,622	\$87,800	\$92,191	\$96,799
		1.0%	2020-2021	\$80,439	\$84,458	\$88,678	\$93,113	\$97,767

## **TOWN OF EAST HARTFORD**

**TITLE:** Library Specialist

**GRADE:** 24

**DEPARTMENT:** Library  
5/15/14/5/19

**DATE:**

### **GENERAL DESCRIPTION:**

With limited direction from a supervisory Librarian performs a variety of paraprofessional duties which involve knowledge/skills in such library functions as circulation, cataloging, ordering, programming, or purchasing. Provides various library services to users; does related work as required.

### **ESSENTIAL JOB FUNCTIONS**

- Orients patrons to the library through the introduction of available services and by locating and recommending library materials.
- Instructs in the selection and use of appropriate tools and techniques for finding information, conducts searches for materials
- Assists patrons with topical research utilizing the tools available (including online catalog, databases, reference materials, etc.) May refer more in-depth questions to Librarians.
- Assists patrons with use of library resources and equipment
- Provides access to materials, services and programs to meet needs of diverse users (adult and children)
- Develops programming for library users (age-appropriate)
- Performs general circulation duties as needed.
- Reserves books and processes interlibrary loans.
- Does the work involved in ordering, checking, purchasing, classifying, cataloguing, preparing, binding, and shelving books and other library materials
- Provides original cataloging and assigns classification numbers to library materials; resolves conflicts in the card catalog and automated system.
- Promotes reading through the development and implementation of children's' and parents' programs, including story hours, outreach with schools, community organizations and agencies.
- Maintains library collection through the routine inspection and discarding of dated and damaged materials.
- Recommends and orders library materials by reading reviews and/or previewing media.
- Independently researches and resolves problems.
- Collects, compiles and assembles statistics.
- Assists in the coordination of work schedules.
- Trains, assigns and monitors work progress of subordinate staff.
- Intervenes on behalf of subordinate clerical staff to resolve customer complaints.
- Assumes supervision for division in absence of librarian.



- Researches, analyzes, and completes special projects as requested

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to interact with the public and employees in a courteous and professional manner.
- Ability to deal with disruptive patrons and emergency situations
- Skill in resolving confidential/sensitive situations.
- Ability to prioritize and organize tasks; coordinate and plan assignments or projects.
- Knowledge of library mission, basic local library policies and procedures.
- Knowledge of departments and services of the library, also library personnel and hierarchy
- Knowledge of library's circulation system and public access catalog
- Knowledge of library's participation in consortiums, networks, or other resource-sharing organizations
- Ability to understand and demonstrate customer service philosophy
- Ability to identify business problems and implement approved methods and procedures.
- Ability to manage and supervise subordinate staff.
- Knowledge of appropriate methods and techniques for materials processing, storage and preservation
- Familiarity with interlibrary loan procedures and policies
- Familiarity with the ethics and values of the profession, including an understanding of the Library Bill of Rights, the ALA Code of Ethics, freedom of information, confidentiality of library records, and privacy issues
- Ability to introduce users to all library services and equipment, and provide advanced instruction if needed
- Knowledge of cataloging and classification.
- Knowledge of literature appropriate to a specific division: such as children, adult, media, reference, etc.
- Familiarity with reader's advisory issues and resources
- Knowledge of new developments in library services and products through reading and networking
- Ability to handle multiple tasks at one time
- Knowledge of database operating systems and procedures

**WORK ENVIRONMENT:**

Work is performed under the supervision of a Librarian or designee in a public service or office setting which is subject to interruptions and background noise. Performs varied functions requiring judgment to ensure compliance with applicable departmental and town policies, procedures and methods.

Must be mobile, able to push/pull 50 pounds and lift objects up to 30 pounds. Must be able to stand or sit for prolonged periods, up to four hours. Must be able to perform such tasks as writing, filing, keyboarding, using a calculator, and other skills which require hand-eye coordination.

May be in constant contact with employees and the general public. Must be able to concentrate on fine details with occasional interruption and remember multiple assignments. Must be able to communicate in English and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone.

May be exposed to dust, book mold and mildew, fluctuations in inside temperatures and electro-magnetic radiation as in computer screens.

**REQUIRED QUALIFICATIONS:**

High School graduate plus minimum of five years of experience demonstrating practical knowledge of library functions, services, terminology, techniques, procedures, and standard tools; ~~or~~ an LTA certificate and/or four (4) years of college and some library experience, or equivalent combination of education and experience.

**\*\*The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.\*\***

**This description replaces job descriptions for Circulation Librarian, Branch Librarian I, Branch Librarian II, and Cataloger.**

# TOWN OF EAST HARTFORD

**TITLE:** Foodbank Coordinator/Social Service Clerk **GRADE:** 5

**DEPARTMENT:** Social Services **DATE:** 03/01/19

## POSITION DEFINITION:

Performs responsible tasks involving the coordination of the foodbank program, including food distribution. Performs specialized clerical administrative work in social services to clients.

## GENERAL DUTIES

- Coordinates donation, storage and distribution of food among local churches and agencies.
- Maintains records of calls to the foodbanks.
- Receives calls from individuals donating food to foodbank program, schedules pickup of food.
- Maintains bookkeeping and other records involving donation account.
- Receives calls from individuals requesting foodbank assistance, obtains information from individual, determines eligibility based on established criteria, contacts appropriate church to arrange delivery.
- May attend meetings regarding foodbank and take minutes.
- Compiles information and generates reports when necessary involving statistical and other information pertaining to the foodbank program.
- Coordinates collection and distribution of items for holiday food baskets.
- Coordinates seasonal and other special programs when needed.
- Assists in coordination of food commodities distribution.
- Assists Intake/Administrative Clerk in answering phone, gathering pertinent information, making appointments for individuals seeking general assistance, determining individual's eligibility based on established criteria, referring individuals to Town and other programs.

## ADDITIONAL DUTIES:

- Assists with various Social Service Department programs when necessary.
- Maintains client database and updates all registrations as required by funding sources.

## SUPERVISED BY:

- Receives general direction from the **Program Supervisor** of Social Services.

## QUALIFICATIONS:

- Associates degree in Human Services or related field and three (3) years of experience in human services, general office or bookkeeping work. Bilingual desirable. Wherever possible appropriate work experience and education will be considered.

## KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic office procedures including filing, scheduling, posting, and basic bookkeeping.
- Ability to follow written and oral instructions

Ability to acquire a working knowledge of laws, regulations and procedures pertaining to general assistance and other Social Service programs.

- Ability to type 30 words per minute, with accuracy.
- Ability to acquire skill to operate data and word processing equipment.
- Ability to maintain accurate files and records, and to maintain confidentiality of files. Ability to add, subtract, multiply and divide all units of measure.
- Ability to deal cooperatively and effectively with others.
- Ability to network effectively with other individuals and agencies.

#### **LICENSE OR CERTIFICATION:**

- Must possess a valid Connecticut Driver's License.

#### **PHYSICAL AND MENTAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, listen, walk, use hands and fingers to operate office equipment and reach with hands and arms. The employee may have to lift or move 35 pounds. May have to work outdoors under adverse weather conditions. Specific vision abilities required for this job include close vision and the ability to adjust focus. Must be able to read and interpret regulations and guidelines, write reports and correspondence and effectively present information in one-on-one and group settings.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **GENERAL GUIDELINES**

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

(03/19)

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

## TOWN OF EAST HARTFORD

**TITLE:** Foodbank Coordinator/Social Service Clerk      **GRADE:** 53  
**DEPARTMENT:** Social Services      **DATE:** 03/01/195-  
49-92

### POSITION DEFINITION:

Performs responsible tasks involving the coordination of the foodbank program, including food distribution. -Performs specialized clerical administrative work in social services to clients,

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### GENERAL DUTIES

- Coordinates donation, storage and distribution of food among local churches and agencies.
- Maintains records of calls to the foodbanks.
- Receives calls from individuals donating food to foodbank program, schedules pickup of food.
- Maintains bookkeeping and other records involving donation account.
- Receives calls from individuals requesting foodbank assistance, obtains information from individual, determines eligibility based on established criteria, contacts appropriate church to arrange delivery.
- May attend meetings regarding foodbank and take minutes.
- Compiles information and generates reports when necessary involving statistical and other information pertaining to the foodbank program.
- Coordinates collection and distribution of items for holiday food baskets.
- Coordinates seasonal and other special programs such as Toys-for-Tots, Coats-for-Kids, etc. when needed.
- Assists in coordination of food commodities distribution.
- Assists Intake/Administrative Clerk in answering phone, gathering pertinent information, making appointments for individuals seeking general assistance, determining individual's eligibility based on established criteria, referring individuals to Town and other programs.

### ADDITIONAL DUTIES:

- Assists with various Social Service Department programs when necessary.
- Maintains client database and updates all registrations as required by funding sources.

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### SUPERVISED BY:

- Receives general direction from the Program Supervisor Director of Social Services.

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### QUALIFICATIONS: PROFILE

- ~~The skills and knowledge required would generally be acquired with an Associate's Degree in Social Work or related field or graduation from high school and two years general office experience involving public contact.~~
- ~~Knowledge of basic office procedures including filing, scheduling, posting, and basic bookkeeping.~~
- ~~Ability to follow written and oral instructions~~

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- Ability to acquire a working knowledge of laws, regulations and procedures pertaining to general assistance and other Social Service programs.
- Associates degree in Human Services or related field and three (3) years of experience in human services, general office or bookkeeping work. Bilingual desirable. Wherever possible appropriate work experience and education will be considered.

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**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of basic office procedures including filing, scheduling, posting, and basic bookkeeping.
- Ability to follow written and oral instructions
- Ability to acquire a working knowledge of laws, regulations and procedures pertaining to general assistance and other Social Service programs.

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**QUALIFICATIONS PROFILE CONT'D**

- Ability to type 30 words per minute, with accuracy.
- Ability to acquire skill to operate data and word processing equipment.
- Ability to maintain accurate files and records, and to maintain confidentiality of files. Ability to add, subtract, multiply and divide all units of measure.
- Ability to deal cooperatively and effectively with others.
- Ability to network effectively with other individuals and agencies.

**LICENSE OR CERTIFICATION:**

- Must possess a valid Connecticut Driver's License. Connecticut Driver's License desirable

**PHYSICAL AND MENTAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, listen, walk, use hands and fingers to operate office equipment and reach with hands and arms. The employee may have to lift or move 35 pounds. May have to work outdoors under adverse weather conditions. Specific vision abilities required for this job include close vision and the ability to adjust focus. Must be able to read and interpret regulations and guidelines, write reports and correspondence and effectively present information in one-on-one and group settings.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**GENERAL GUIDELINES**

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.  
The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

(03/19)

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

## TOWN OF EAST HARTFORD

**TITLE:** Geographic Information Systems (GIS) Analyst

**GRADE:** 13

**DEPARTMENT:** Information Technology

**DATE:** 5/1/2019

### GENERAL DESCRIPTION:

This position is primarily responsible for performing ongoing GIS support to all Town Hall departments. Work involves developing and maintaining the geographic information systems (GIS) geodatabases, hardcopy maps, and linkages to various databases. Performs specialized database maintenance around ArcGIS Server and Data Store in order that high quality, cost effective, reliable and accurate geographic information services are available as required. Produces hard copy digital maps and spatial analyses using GIS software; performs related and other work as required. Develops and maintains an online interactive web mapping platform for in-house in addition to public use. Identifies energy efficiency programs throughout the State, and how East Hartford could take advantage of such programs. Work is reviewed through conferences and reports for overall program effectiveness and efficiency.

### SUPERVISION RECEIVED

Works under the general supervision of Information Technology Manager

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Uses technology to update maps as new data is received relative to new subdivisions, developments, capital improvement projects, zoning requirements, and other projects;
- Maintains and updates databases and servers using GIS, computer aided drafting and other software;
- Develops and maintains links between various databases including Police and Fire Department software;
- Resolves conflicting information and ensure the accuracy of the data by working with Assessor's office, Engineering, Fire, Police and DPW and other departments;
- Creates maps using GIS and AutoCAD software and data;
- Assists departments in identifying Sustainable CT Initiatives and implementing best practices;
- Implements and develops Town initiatives using the Energy Star Portfolio Manager tool;
- Participates in the CT GIS user to user network group producing collaborative ideas across municipalities;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;



## **KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge with GIS software, such as ArcGIS Desktop, ArcGIS Server & ArcGIS Portal.
- Considerable knowledge with Digitizing, analysis and data manipulation procedures.
- Considerable knowledge with AutoCAD
- Considerable knowledge with GPS terminology and/or GNSS/GPS data collectors.
- Good verbal and written communication skills
- Considerable knowledge with industry specific terminology and symbology, such as water and wastewater or planning and zoning.
- Knowledge and understanding of Sustainable CT initiatives
- Knowledge and understanding of Energy Star Portfolio Manager
- Read and interpret property descriptions.
- Communicate orally with customers, clients, and the public in face-to-face one-on-one settings or using a telephone.
- Use graphic instructions such as blueprints, layouts or other visual aids.
- Experience, knowledge and understanding of energy efficiency programs.
- Considerable knowledge, skills and ability in GIS technology, databases and CAD programs.

## **QUALIFICATIONS**

Graduation from a four year accredited college in Geographic Information Systems (GIS), computer science, or a closely related field and three years of demonstrable progressively responsible experience working with ESRI ArcGIS software. Whenever possible a combination of training, education and experience will be taken under consideration. A Masters' Degree in Geographic Information Systems (GIS), computer science or a closely related field is highly desirable.

## **TOOLS AND EQUIPMENT USED**

- Personal computers, printers;
- Read and use zoning maps, quarter-section maps, plat maps, land use maps, single line maps, and aerial maps;
- Perform mathematical calculations using algebra, geometry, and trigonometry;
- Present facts clearly and accurately in graphic form.

## **PHYSICAL AND MENTAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hand to finger, handle,

feel or operate equipment, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, talk, and listen. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to read and interpret technical computer material and to present training to employees. Must be able to write reports and keep records. This position requires the ability to apply complex principles to work problems and deal with several concrete variables.

Travel across rough, uneven or rocky surfaces when conducting field inspections or performing survey work.

Enter data into a Database utilizing technology devices. Ability to travel to different off-site departments for meetings.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is generally performed in typical computer room surroundings and Town offices with virtually no disagreeable features. The noise level in the work environment is moderate to noisy.

### **GENERAL GUIDELINES**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **NOTE:**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 7th of May, 2019.

### RESOLUTION

WHEREAS, the Connecticut State Department of Education is authorized to extend financial assistance, through the School Readiness Grant Program, to Priority Communities for the development of a network of school readiness programs that provide open access for children to quality programs that promote the health and safety of children and prepare them for formal schooling; and

WHEREAS, the Town of East Hartford and East Hartford Public Schools desire to make and execute an application for funding in the amount of \$2,885,178 with the State of Connecticut to support School Readiness programs for East Hartford children.

NOW, THEREFORE, BE IT RESOLVED by the Town Council that Marcia A. Leclerc, Mayor of the Town of East Hartford, is hereby authorized to execute such application and, upon approval of said application, to enter into and execute a funding agreement and any amendments and other documents as may be required by the State of Connecticut for the School Readiness Program.

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


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

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

seal



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 29, 2019  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESOLUTION: 2019-2020 School Readiness Grant

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As a priority school readiness district municipality, the Town of East Hartford and East Hartford Public Schools manage the allocation of \$2,885,178 available from the CSDE School Readiness Grant Program.

Attached is the Resolution which, when approved, will authorize the execution of the application and other documents as may be required by the State of Connecticut for the School Readiness Program. An overview and description of the program is also attached. Julie, Giaccone, the East Hartford School Readiness Liaison, will be in attendance at the meeting to answer any questions the Council members might have concerning the Resolution.

Please place this information on the Agenda for the May 7<sup>th</sup>, 2019 meeting. I recommend that the Town Council approve this request as submitted and adopt the attached Resolution.

Thank you

C: P. O'Sullivan, Grants Manager  
E. Buckheit, Director of Development  
J. Giaccone, East Hartford School Readiness Liaison

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

Grant Description: 2019-20 School Readiness Grant

Funder: Connecticut State Department of Education

Grant Amount: \$2,885,178

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

First year received:	<u>2011*</u>		
Last 3 years received:	<u>2017</u>	<u>2018</u>	<u>2019</u>
Funding level by year:	<u>\$2,872,860</u>	<u>\$2,885,178</u>	<u>\$2,885,178</u>

Is a local match required?     Yes     No

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

Grant purpose:    This grant program provides spaces in accredited or approved school readiness programs for all preschool children in designated school districts. The local chief elected official and the superintendent of schools jointly appoint and convene a school readiness council that is responsible for making recommendations on issues relating to school readiness.

Results achieved:    This program seeks to strengthen the family through encouragement of parental involvement in a child's development and education and enhancement of a family's capacity to meet the special needs of the children, including children with disabilities;

Duration of grant:    One Year

Status of application: Application under development


Meeting attendee:    Julie Giaccone, East Hartford School Readiness Liaison, 860-324-3827

Comments:    \*Program was created by the state in 1997. However, Grants Administration Office records for this grant only go back to 2011.

GRANTS ADMINISTRATION  
MEMORANDUM

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TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Council Resolution – 2019-20 School Readiness Grant

DATE: April 27, 2019

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Attached is a draft resolution authorizing your signature of an application to the Connecticut State Department of Education (CSDE) for a School Readiness Grant.

As a priority school readiness district municipality, the Town of East Hartford has an allocation of \$2,885,178 available from the CSDE School Readiness Grant Program. This amount is identical to last year's grant. An overview and description of the program is attached.

School Readiness is an initiative that develops a network of programs to provide open access for children to quality programs that promote their health and safety and prepare them for formal schooling.

It is expected that all children who participate in quality school readiness programs will demonstrate the skills at kindergarten entry delineated in the Connecticut Early Learning and Development Standards (ELDS) developed by the CSDE.

I respectfully request that the attached Resolution be placed on the Town Council agenda for their meeting to be held May 7, 2019. The Resolution will authorize you to execute the application and other documents as may be required by the State of Connecticut for the School Readiness Program.

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

Attachments: as stated

Cc: E. Buckheit, Director of Development  
Julie Giaccone, East Hartford School Readiness Liaison

# What is Connecticut's School Readiness Preschool Program?

## OBJECTIVE

A state-funded initiative administered by the Office of Early Childhood (OEC) that develops a network of school readiness programs in order to:

- Provide open access for children to quality programs that promote the health and safety of children and prepare them for formal schooling;
- Provide opportunities for parents to choose among affordable high-quality programs;
- Encourage coordination and cooperation among programs and prevent the duplication of services;
- Recognize the specific service needs and unique resources available to municipalities and provide flexibility in the implementation of programs;
- Prevent or minimize developmental delays in children prior to their reaching the age of five;
- Reduce educational costs by decreasing the need for special education services for school age children and to avoid grade repetition;
- Assure that children with disabilities are integrated into programs available to children who are not disabled;
- Enhance federally funded school readiness programs;
- Strengthen the family through:
  - encouragement of parental involvement in a child's development and education; and
  - enhancement of a family's abilities to meet the special needs of the children, including children with disabilities; and
- Improve the coordination of services of child care providers.

## OVERVIEW

The School Readiness Program was established in 1997 under P.A. 97-259, An Act Concerning School Readiness and Child Day Care and codified in the CT General Statutes (CGS) 10-16p–10-16u. This legislation established a state grant program to provide spaces for eligible children in priority school districts and competitive grant municipalities in high-quality programs either accredited by the National Association for the Education of Young Children (NAEYC) or Head Start approved.

### *Priority School Districts*

All current and former priority school districts receive a grant allocation for spaces for eligible children.

### ***Competitive Grant Municipalities***

Competitive grant municipalities or regional school districts are eligible to receive a grant allocation for spaces for eligible children if the area is served by a priority school or in a town ranked 1 to 50 when all towns are ranked in ascending order according to town wealth. Each eligible municipality or regional school district may apply for a Competitive School Readiness grant.

The School Readiness grant allocation is based on the formula that uses the March 30<sup>th</sup> space count of the prior fiscal year in which the grant is to be paid, plus or minus the current space requests, multiplied by the per child cost space rate.

Grant awards are made annually, within available appropriations, to eligible communities for a period of five years. The chief elected official and the superintendent of schools jointly submit a plan for the expenditure of the funds and a summary of the responses to the local request for proposals for programs that will serve 3- and 4-year olds.

To review the RFP for Priority or Competitive School Readiness Grants, please refer to the OEC website at [School Readiness RFP's](#).

### **ELIGIBILITY**

Children who are ages 3 and 4, and children 5 years of age who are not eligible to enroll in kindergarten may enroll in a School Readiness program. Under C.G.S. Sec 10-16t, a School Readiness Council (SRC) may elect to reserve five percent of its spaces for 5-year-olds eligible to enroll in school provided they have been in the program for one year and the parent or legal guardian, the School Readiness provider and local or regional school district agree that the child is not ready for kindergarten. The parent **MUST** sign the public school option form exempting his/her child from attendance at the public school. This is an individual decision based on a specific child. In general, the OEC does not recommend delaying the start of kindergarten when a child is age eligible.

At least 60 percent of the children enrolled must be at or below 75 percent of the State Median Income.

### **PROGRAM TYPES**

Full-day/Full-year Program:	Provide services for 10 hours per day for 50 weeks per year. Reimbursed at \$8,924 per child per year.
School-Day/School-Year Program:	Provide services for 6 hours per day for 180 consecutive days. Reimbursed at \$6,000 per child per year.
Part-Day/Part-Year Program:	Provide services for at least 2.5 hours per day for 180 consecutive days. Reimbursed at \$4,500 per child per year.



Extended-Day Program:

**Only available in the priority school districts.** This space type is to provide services that extend the hours, days, and/or weeks of programming for children who are enrolled part-time in a program not funded by School Readiness. The purpose is to provide these children with a full-time program of 10 hours per day for 50 weeks per year. Reimbursed at \$2,772 per child per year.

All programs must charge parent fees based on the School Readiness Sliding Fee Scale, and/or use the Care4Kids Program. School Readiness Councils may exempt part-day programs from charging parent fees. Families in exempt programs are not eligible to receive a Care4Kids subsidy. Specific information about fee guidance is available in General Policy B-02.

## **SCHOOL READINESS COUNCIL**

The chief elected official and the superintendent of schools jointly appoint and convene a School Readiness Council (SRC) with the responsibility of making recommendations on issues related to the School Readiness Grant Program, including the application for School Readiness grants. The SRC is composed of the chief elected official or designee, the superintendent of schools or a management level staff person, parents, a representative of a community health care provider, a librarian, representatives from programs such as Head Start, family resource centers, nonprofit and for profit child care centers, group child care homes, pre-kindergarten and nursery schools, family child care home providers, representatives from the community who provide services to children or have an interest in young children and their families, and the school district's McKinney-Vento liaison.

## **REQUIREMENTS**

In the Priority and Competitive School Readiness municipalities, the SRC shall issue a local request for proposals to identify and fund high-quality local early care and education providers to provide School Readiness spaces. After a review by the SRC to ensure that the proposals address all the requirements of the School Readiness legislation, the Council shall, within their allocation, purchase capacity in public schools, for profit and non-profit early childhood programs, Head Start and state-funded Child Day Care programs. All programs must either be accredited by the NAEYC or become NAEYC accredited within three years of being awarded the funds, or receive Federal Head Start funding. At least 50 percent of the spaces in a priority community must be full-day/full-year spaces.

In funded Competitive grant municipalities, an SRC may file a waiver application to the OEC for the purpose of seeking approval of a School Readiness schedule that varies from the minimum hours and number of days and maximizes available dollars to serve more children or address community needs. The SRC may purchase capacity in high-quality early care and education programs such as public schools, for profit and non-profit early childhood programs, Head Start

and state funded Child Day Care programs. These programs must be accredited by NAEYC or become NAEYC accredited within three years of being awarded the funds, or receive Federal Head Start funding.

## **QUALITY COMPONENTS**

The legislation identifies specific requirements for School Readiness programs as part of the continuum of services in high-quality programs to best meet the needs of children and families. These indicators require SRCs to:

- Develop a plan for collaboration with other community programs and services, including public libraries;
- Coordinate resources in order to facilitate full-day and full-year child care and education programs for children of working parents and parents in education or training programs;
- Encourage family involvement, parenting education and outreach;
- Provide referrals for health services, including referrals for appropriate immunizations and screenings;
- Provide nutrition services;
- Provide referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services;
- Develop admission policies that promote enrollment of children from different racial, ethnic and economic backgrounds and from other communities;
- Develop a transition plan for children moving from the School Readiness program to kindergarten. This includes provisions for the transfer of records from the program to the kindergarten program;
- Develop a plan for professional development for staff;
- Use the OEC designated sliding fee scale for families participating in the program;
- Implement an annual evaluation of the effectiveness of the program; and
- Develop a plan to ensure that children with disabilities are integrated into programs with children who are not disabled.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 29, 2019  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: Resolution: Formal Adoption of the 2019-2024 Capitol Region Natural Hazard Mitigation Plan Update

---

Attached, for approval, is a Draft Resolution to formally adopt the 2019-2024 Capitol Region Natural Hazard Mitigation Plan Update requested by the Capitol Region Council of Governments (CRCOG) that will allow the town to apply for hazard mitigation grants. The plan is to identify and assess natural hazards that are likely to affect the Capitol Region and its residents. The plan's Executive Summary and the Municipal Annex for the town are also attached for your review.

Please place this item on the May 7<sup>th</sup>, 2019 Town Council Meeting Agenda.

Thank you.

C: E. Buckheit, Development Director  
B. Jennes, Captain of Emergency Management  
P. O'Sullivan, Grants Manager

CERTIFICATE OF ADOPTION  
TOWN OF EAST HARTFORD TOWN COUNCIL

**A RESOLUTION ADOPTING THE CAPITOL REGION NATURAL HAZARD MITIGATION PLAN UPDATE, 2019-2024**

WHEREAS, the Town of East Hartford has historically experienced severe damage from natural hazards and it continues to be vulnerable to the effects of those natural hazards profiled in the plan (e.g. *flooding, high wind, thunderstorms, winter storms, earthquakes, droughts, dam failure, and wildfires*), resulting in loss of property and life, economic hardship, and threats to public health and safety; and

WHEREAS, the East Hartford Town Council approved the previous version of the Plan in 2014; and

WHEREAS, the Town of East Hartford and Capitol Region Council of Governments developed and received conditional approval from the Federal Emergency Management Agency (FEMA) for the Natural Hazard Mitigation Plan Update, 2019-2024 under the requirements of 44 CFR 201.6; and

WHEREAS, public and committee meetings were held and public input was sought in 2017 and 2018 regarding the development and review of the Natural Hazard Mitigation Plan Update, 2019-2024; and

WHEREAS, the Plan specifically addresses hazard mitigation strategies and Plan maintenance procedure for the Town of East Hartford; and

WHEREAS, the Plan recommends several hazard mitigation actions/projects that will provide mitigation for specific natural hazards that impact the Town of East Hartford, with the effect of protecting people and property from loss associated with those hazards; and

WHEREAS, adoption of this Plan will make the Town of East Hartford eligible for funding to alleviate the impacts of future hazards; now therefore be it

RESOLVED by the Town Council:

1. The Plan is hereby adopted as an official plan of the Town of East Hartford;
2. The respective officials identified in the mitigation strategy of the Plan are hereby directed to pursue implementation of the recommended actions assigned to them;
3. Future revisions and Plan maintenance required by 44 CFR 201.6 and FEMA are hereby adopted as a part of this resolution for a period of five (5) years from the date of this resolution.
4. An annual report on the progress of the implementation elements of the Plan shall be presented to the Town Council.

**Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019 by the Town Council of East Hartford, Connecticut**

\_\_\_\_\_  
Marcia A. Leclerc, Mayor

**IN WITNESS WHEREOF**, the undersigned has affixed his/her signature and the corporate seal of the Town of East Hartford this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

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

Grant Description: 2019-2024 Capitol Region Natural Hazard Mitigation Plan Update

Funder: Federal Emergency Management Agency (FEMA), via the Capitol Region Council of Governments (CRCOG)

Grant Amount: Not applicable

Frequency:     One time     Annual     Biennial     Other Not applicable

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

Is a local match required?     Yes     No

If yes, how much?    Not applicable

From which account? Not applicable

Grant purpose:    To identify natural hazards likely to affect the Capitol Region, assess vulnerabilities to these hazards, and set forth mitigation strategies.

Results achieved:    Local adoption of this plan makes the Town eligible to apply for Hazard Mitigation Grants as they become available.

Duration of grant:    Not applicable

Status of application: Pending adoption

Meeting attendee:    Captain of Emergency Management Brian Jennes, x 7411; a person from plan consulting firm Milone and MacBroom will also be in attendance.

Comments:    None

GRANTS ADMINISTRATION  
MEMORANDUM

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TO: Mayor Marcia A. Leclerc

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

SUBJECT: Council Resolution – Formal Adoption of the 2019-2024 Capitol Region Natural Hazard Mitigation Plan Update

DATE: April 26, 2019

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Attached is a draft Town Council resolution formally adopting the 2019-2024 Capitol Region Natural Hazard Mitigation Plan Update. This resolution has been requested by the Capitol Region Council of Governments (CRCOG) to enable the Town of East Hartford to apply for hazard mitigation grants.

The purpose of this plan is to identify natural hazards likely to affect the Capitol Region and its nearly one million residents, assess vulnerabilities to these hazards, and set forth mitigation strategies that will reduce the loss of life and property, economic disruptions, and the cost of post-disaster recovery for the region's communities.

The Federal Emergency Management Agency (FEMA) has issued its Approval Pending Adoption (APA) for the 2019-2024 Capitol Region Natural Hazard Mitigation Plan Update. The APA should be considered a conditional approval at this time. A final approval will be issued after the plan is adopted locally.

Attached are the plan's Executive Summary and the Municipal Annex for East Hartford. The entire plan is quite lengthy, but can be accessed on the CRCOG website at:

<http://crocog.org/2016/05/natural-hazards-mitigation-planning/>

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on May 7, 2019. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director  
Brian Jennes, Captain of Emergency Management



## 10 East Hartford

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### Community Overview

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East Hartford is a suburban community of approximately 52,212 located east of the City of Hartford and west of the Town of Manchester. The Town covers slightly more than 18 square miles. East Hartford's land area drains primarily to the Connecticut and Hockanum Rivers. There are four other primary waterways in Town: Burnham, Willow, Pewterpot, and Porter Brooks. Many regionally significant transportation routes traverse in East Hartford including Interstate 84 and 384, and Routes 2, 5, 15, and 44.

Principal industries include aerospace manufacturing and contractors, warehouse and distribution centers, as well as light industrial and retail businesses. Connecticut Natural Gas and the State Department of Information Technology, among others, maintain critical infrastructure in Town. East Hartford is home to the University of Connecticut Huskies football team, Goodwin College, Coca Cola, and Cabela's retail store at Rentschler Field. Continued development of the former Rentschler Airfield promises to bring additional opportunities to the Town. Additional development is focused on the Silver Lane Corridor. The State's commodities distribution facility, currently located in East Hartford, is being relocated to Manchester; this will open up space for redevelopment of that site.

### Critical Facilities

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Critical Facilities throughout the Capitol Region are listed in Appendix B. In East Hartford these include the Emergency Operations Center (EOC) on School Street, The High School (primary shelter), five fire houses, the library, the community cultural center, the new Senior Center, and the Middle School.

**Table 10-1: Critical Facilities, East Hartford**

Facility	Shelter	Generator
Emergency Operations Center		X
High School	Primary	X
Five fire houses		X
Library		
Community Cultural Center		
Senior Center		
Middle School		

There is interest in providing the Middle School with standby power and certifying it as a backup shelter.

### Capabilities

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Hazard mitigation is addressed specifically in East Hartford's Plan of Conservation and Development (POCD). The HMP document itself is cited. POCD actions specifically address natural hazards.



Following historic flooding of the Connecticut River Valley in 1936 and 1938, the Army Corps of Engineers designed and constructed a levee system in East Hartford to protect the Town from future catastrophic flooding. The Town has operated and maintained the levee system since its initial construction and recently has undertaken an multi-year \$21 million capital improvement program dedicated to the system. These improvements have allowed the Town to obtain accreditation by FEMA and maintain active status on the U.S. Army Corps of Engineers' list of flood control systems.

The Metropolitan District Commission's (MDC) Clean Water Project presents substantial opportunities for the Town. As planning for the separation of storm water and sewer lines throughout the Region continues, it is critical for the Town to monitor impacts on flood control infrastructure.

East Hartford participates in the National Flood Insurance Program and carefully evaluates proposed development in hazard prone areas. Floodplain permits are reviewed and approved subject to the requirements of the adopted floodplain regulations.

The Town has made a number of roadway improvements, culvert repairs, and levee repairs. The Town has also permitted renovations, repairs or replacement of a parking lot, stormwater outfall, dock and pier; building additions; replacement of a house; as well as construction of a new magnet school, and demolition of a house and tobacco shed in the flood plain. In 2010 the Fire House was relocated 10 feet to avoid a flood zone. Currently, no new major capital improvements (such as bridge, culvert, or stormwater upgrades) are planned; this excludes the ongoing, multi-year capital improvement program for the flood control system.

The Town coordinates tree-trimming near power lines and power outage prevention and response with the local energy provider (Eversource). Coordination has been effective; Town personnel have noted that fewer outages are occurring than in the past.

Under the Direction of the Mayor, an effort is underway to expand the Town's GIS capacity and use. This can support Emergency Management needs of this community by providing a more robust GIS that can provide real-time tracking of debris, damaged structures, and infrastructure disruptions.

Firefighting water is available through the municipal water system throughout the Town.

#### New Capabilities Changes

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A recent Letter of Map Revision for Willow Brook was approved by FEMA, improving the accuracy of the FIRM.

Since adoption of the 2014-2019 Capitol Region Natural Hazards Mitigation Plan Update ("2014 HMP"), the Town has acquired a brine truck to assist with street treatment prior to snow events. They have also designated locations to store snow removed from roads and lots.





The Town has been very proactive with tree maintenance and uses its tree-maintenance budget more efficiently than in the past.

## Challenges

### Challenges Overview

East Hartford reports that many stormwater drainage systems are undersized, but the Town does not have the funding to upsize them. During large rain events, poor-drainage flooding can cause a half-day to a full-day of impaired access.

East Hartford reports that wildfires are not a concern for the Town.

### Hazard Losses

The economic losses faced by East Hartford from natural hazards can be estimated by reviewing historic, and modeling future, loss figures. Loss estimates are summarized below.

### Historic FEMA Payments

FEMA reimburses communities for hazard losses through programs including Public Assistance (PA) and the National Flood Insurance Program (NFIP). Combining PA and private flood insurance payments can give an estimate for total losses to a community.

To date, the NFIP has paid 99 property damage claims in East Hartford totaling \$470,667. East Hartford has had 17 Repetitive Loss (RL) Property claims, totaling \$228,580, on six properties.

Total PA reimbursements to the community were as follows:

- Flood Events: \$38,908 (\$2,048 annually)
- Hurricane Events: \$396,892 (\$20,889 annually)
- Winter Storm Events: \$3,573,658 (\$188,087 annually)

These are summarized in the tables below.

**Table 10-2: Flood Event PA Reimbursements, East Hartford**

Incident	Sep 1999	Oct 2005
Declaration	9/23/1999	12/16/2005
Disaster No.	1302	1619
Entity	<b>FEMA PA Reimbursement</b>	
State	\$2,377	\$2,948
Municipal	\$0	\$33,584
Nonprofit	\$0	\$0
<b>Total</b>	<b>\$2,377</b>	<b>\$36,531</b>
<b>Annualized</b>	<b>\$125</b>	<b>\$1,923</b>



**Table 10-3: Hurricane Wind Event PA Reimbursements, East Hartford**

Incident	Aug - Sep 2011 (T.S. Irene)	Oct - Nov 2012 (Storm Sandy)
Declaration	9/2/2011	10/30/2012
Disaster #	4023	4087
Entity	FEMA PA Reimbursement	
State	\$2,649	\$0
Municipal	\$227,251	\$0
Nonprofit	\$166,137	\$854
Total	<b>\$396,038</b>	<b>\$854</b>
Annualized	<b>\$20,844</b>	<b>\$45</b>

**Table 10-4: Winter Storm PA Reimbursements, East Hartford**

Incident	Mar 2003	Dec 2003	Jan 2005	Feb 2006	Jan 2011	Oct 2011	Feb 2013
Declaration	3/11/03	1/15/04	2/17/05	5/2/06	3/3/11	11/17/11	3/21/13
Disaster #	3176	3192	3200	3266	1958	4046	4106
Entity	FEMA PA Reimbursement						
State	\$44,439	\$39,838	\$52,557	\$63,793	\$61,188	\$24,221	\$110,515
Municipal	\$78,826	\$142,374	\$126,101	\$108,696	\$280,894	\$1,876,587	\$542,562
Nonprofit		\$506	\$550	\$439	\$4,055	\$10,921	\$4,597
Total	<b>\$123,265</b>	<b>\$182,718</b>	<b>\$179,208</b>	<b>\$172,928</b>	<b>\$346,136</b>	<b>\$1,911,728</b>	<b>\$657,674</b>
Annualized	<b>\$6,488</b>	<b>\$9,617</b>	<b>\$9,432</b>	<b>\$9,101</b>	<b>\$18,218</b>	<b>\$100,617</b>	<b>\$34,614</b>

*National Centers for Environmental Information Losses*

The table below summarizes events in the National Centers for Environmental Information (NCEI) severe storm database that were specifically noted as having impacted East Hartford since 2012.

**Table 10-5: NCEI Database Losses since 2012, East Hartford**

Date	Event	Property Damage
9/8/2012	Thunderstorm Wind	\$2,000
6/27/2017	Hail	\$0
6/22/2012	Flood	\$0
<b>Total Thunderstorm</b>		<b>\$2,000</b>
<b>Total Flood</b>		<b>\$0</b>

NCEI losses under other event categories (such as drought, high wind, flooding, and winter storms) were not specifically noted as impacting East Hartford, though they did impact Hartford County and nearby towns. NCEI losses are reported in Section II of this Plan.





*HAZUS-MH Losses*

CRCOG used FEMA’s Hazus-MH model to analyze the risks that the Town of East Hartford might face from flooding, hurricanes, and earthquakes. The model estimates economic losses to the town due to damage to buildings and building contents, as well as other economic disruptions. Both residential and commercial structures are addressed. Losses from different hazards are summarized below. Where available, estimates from the previous and current versions of the HMP are provided side-by-side; differences between the two may have been caused by a combination of the following:

- Changes in methodology: such as hazard zone mapping
- Changes in data: such as population and property values
- Changes in the model: this HMP utilized Hazus-MH version 4.0 rather than 2.1
- Other factors: inherent in a complex software like Hazus-MH

More details are available in the Multi-Jurisdictional HMP. Ultimately, changes in the loss estimates reflect the reality that small differences in hazard event features can have a significant impact on losses incurred.

**Table 10-6: Estimated Damages to East Hartford from a 1% Annual-Chance Flood**

Loss Type	2014 Results	2018 Results
Households Displaced	422	1442
People Needing Shelter	997	2940
Buildings at Least Moderately Damaged	41	23
Residential Building & Content Losses	\$14,330,000	\$78,235,001
Other Building & Content Losses	\$19,030,000	\$61,960,088
<b>Total Building &amp; Content Loss</b>	<b>\$33,360,000</b>	<b>\$140,195,089</b>
<b>Total Business Interruption Losses</b>	<b>\$18,000</b>	<b>\$2,623,480</b>
<b>TOTAL</b>	<b>\$33,550,000</b>	<b>\$142,818,569</b>

**Table 10-7: Estimated Damages to East Hartford from a 1% Annual-Chance Hurricane**

Loss Type	2014 Results (1938 event)	2018 Results (1% track)
Buildings at Least Moderately Damaged	2,009	14
Buildings Completely Damaged	113	1
Total Debris Generated (tons)	49,140	7673
Truckloads (at 25 tons/truck) of building debris	1,100	307
<b>Economic Losses</b>		
Residential Building & Content Losses	\$168,500,000	\$25,935,994
Other Building & Content Losses	\$42,250,000	\$1,448,216
<b>Total Building &amp; Content Loss</b>	<b>\$210,750,000</b>	<b>\$27,384,210</b>
<b>Total Business Interruption Losses</b>	<b>\$30,350,000</b>	<b>\$1,800,232</b>
<b>TOTAL LOSSES</b>	<b>\$241,100,000</b>	<b>\$29,184,442</b>





Losses were calculated from a modeled probabilistic earthquake (1% annual-chance of occurrence), as well as for four specific scenarios with epicenters around Connecticut.

**Table 10-8: Estimated Damages to East Hartford from a Probabilistic Earthquake**

Loss Type	2018 Results
Wage Loss	\$7,833
Rent Loss	\$7,653
Relocation Loss	\$11,782
Income Loss	\$6,020
Inventory Loss	\$776
<b>Total Business Disruption</b>	<b>\$34,065</b>
Structural Loss	\$22,287
Non-Structural Loss	\$67,153
<b>Total Building Loss</b>	<b>\$89,441</b>
<b>Total Content Loss</b>	<b>\$26,144</b>
<b>TOTAL LOSSES</b>	<b>\$149,650</b>

**Table 10-9: Estimated Damages to East Hartford from Modeled Earthquake Scenarios**

Epicenter Location	Magnitude	Estimated Total Losses
East Haddam	6.4	\$1,101,251.45
Haddam	5.7	\$287,258.66
Portland	5.7	\$1,337,845.59
Stamford	5.7	\$14,975.19

*Other Hazard Costs*

Town personnel estimate that a typical severe winter storm costs the Town about \$30,000 in response and recovery.

*Average Annualized Losses*

Average Annualized Loss (AAL) figures are useful tools for comparison of the risks faced from different hazards with different likelihoods of occurring in a given time period. AAL estimates were prepared for East Hartford based on the methodologies discussed in Section II of the Multi-Jurisdictional HMP. Dam failure, drought, tornado, and wildfire losses were sourced from the 2014 Connecticut Natural Hazard Mitigation Plan Update, with dam failure data supplemented by the National Performance of Dams Program and the Connecticut Department of Energy & Environmental Protection. Earthquake and hurricane losses were calculated in HAZUS-MH. Losses for flooding came from NFIP claims, for winter storms from Public Assistance Reimbursements, and for thunderstorms from the NCEI database. These are presented in the table below in dollars per year. Note that Hurricanes and Tropical Storms represent the largest share of total annualized losses.





**Table 10-10: Average Annualized Losses, East Hartford**

Dam Failure	Drought	Earthquakes	Flooding	Hurricanes and Tropical Storms	Severe Winter Storms	Thunderstorms	Tornadoes	Wildfires	Total
\$92	\$0	\$149,650	\$14,434	\$3,212,914	\$188,087	\$6,807	\$751,962	\$3,346	\$4,327,291

*Losses Summary*

A review of the above loss estimates demonstrates that the Town of East Hartford has experienced significant expenses as a result of natural hazards, and is at risk for additional losses if some of the less-frequent events were to occur. These actual and potential losses justify hazard mitigation actions to reduce losses in the future.

*Mitigation Strategies and Actions*

*Noted Hazard Mitigation Needs*

During the course of this Plan development, multiple hazard mitigation needs of East Hartford were noted, including:

- Enable the Middle School to run on backup power in order to pursue use of the building as a secondary emergency shelter.
- As planning for the separation of storm water and sewer lines throughout the Region continues, it is critical for the Town to monitor impacts on flood control infrastructure.

*Status of Previous Mitigation Strategies and Actions*

The Town of East Hartford reviewed the mitigation actions proposed in the 2014 HMP and determined the status of each. That information is included in the table below.

**Table 10-11: Status of Previous Mitigation Strategies and Actions, East Hartford**

Action #	Action	Notes	Status
<b>REDUCE THE LIKELIHOOD OF LOSSES OF LIFE AND PROPERTY FROM FLOODING</b>			
<b>Objective 1: Ensure proper maintenance of flood control system.</b>			
1.1	Continue to implement necessary repairs and upgrades required by FEMA and the Army Corps of Engineers to retain accreditation.	This is a capability. Individual projects are added to the flood control system manual as needed.	Capability
1.2	Continue periodic updates to the flood control system manual as system improvements are completed.	This is a capability. Individual projects are added to the flood control system manual as needed.	Capability
1.3	Train town employees, according to the updated manual, in proper flood fighting operation and maintenance techniques.	This is a capability. Recent examples include stop log exercise, pump stations, new equipment, safety training, vegetation maintenance.	Capability





Action #	Action	Notes	Status
<b>Objective 2: Identify and pursue priority drainage improvement projects in existing natural and artificial drainage systems.</b>			
2.1	Evaluate the condition and sustainability of existing drainage systems.	Willow Brook watershed has been evaluated. Burnham Brook watershed evaluation has not yet commenced. Other studies may be desired in the future. Action is replaced with watershed-specific projects.	Carry Forward with Revisions
2.2	Develop a capital improvement plan to improve existing drainage projects.	Town has a Capital Improvement Plan with specific drainage improvement projects listed.	Completed
2.3	Pursue priority drainage projects identified in capital improvement plan.	Howard Street and John Street drainage improvements have been completed. Additional projects are listed specifically as new actions.	Completed
<b>Objective 3: Improve the ability of emergency responders to prepare for and respond to natural disasters.</b>			
3.1	Exercise and refine critical components of National Incident Management System with an emphasis on interagency communication and cooperation.	This is an ongoing effort on the part of the Town and is considered a capability.	Capability
3.2	Participate in local, regional and state-wide natural disaster preparedness training.	The Town participates in local, regional, and state wide trainings. This is a capability.	Capability
<b>Objective 4: Improve the ability of emergency responders to serve the special needs population during all types of emergencies.</b>			
4.1	Develop and maintain an accessible registry of residents with special needs using a regional model.	The Town believes that maintaining a registry is problematic, and has improved its special needs population assistance procedures through other measures such that maintaining a registry is no longer considered necessary.	Drop
4.2	Use a public notification system.	Town uses Everbridge and social media to alert residents of hazardous conditions.	Capability
4.3	Continue training for the evacuation, sheltering and protection of special needs populations.	This is an ongoing effort. This is a capability.	Capability
<b>Objective 5: Improve emergency communications to residents prior to and during natural disasters.</b>			
5.1	Identify and acquire public notification system, like Reverse-911, for facilitating communication of critical information to residents of all means.	Town uses Everbridge and social media to alert residents of hazardous conditions.	Completed
5.2	Offer educational forums for residents on personal emergency planning.	Progress has been made on this action. The Town has a CERT that could potentially be used to supplement municipal educational efforts. Action will be revised to include measurable goals.	Carry Forward with Revisions





Action #	Action	Notes	Status
<b>Objective 6: Improve awareness of flooding risks among property owners.</b>			
6.1	Implement an educational system for property owners, including insurance education, evacuation strategies and business continuity planning.	This action has been completed and is now a capability. The Town has seen increased inquiries about hazard mitigation from businesses since implementing this action.	Completed

### Active Mitigation Strategies and Actions

The Town proposed to initiate several new mitigation actions for the upcoming five years. Additionally, a number of actions from the previous planning period are being carried forward or replaced with revised actions. These are listed below.

Each of the following actions has been prioritized based on FEMA guidelines, listed from highest to lowest priority, and numbered.

<b>Action #1</b>	
<b>Pursue accreditation of the Senior Center as an emergency shelter.</b>	
Goal	7. Improve the emergency response capabilities of the region and its communities
Category	Preparedness & Emergency Response
Lead	Emergency Management
Cost	\$0 - \$10,000
Funding	Town Operating Budget
Timeframe	01/2019 - 12/2019
Priority	High

<b>Action #2</b>	
<b>Consider and document the labor resource needs and benefits of participation in the Sustainable CT program.</b>	
Goal	4. Increase the use of natural, "green," or "soft" hazard mitigation measures, such as open space preservation and green infrastructure.
Category	Natural Resources Protection
Lead	Planning
Cost	\$0 - \$10,000
Funding	Town Operating Budget
Timeframe	01/2019 - 12/2019
Priority	High



**Action #3**

**Complete a needs-assessment study to determine what would be needed in a new EOC facility, and to preliminarily identify existing facilities that could house that use.**

<b>Goal</b>	7. Improve the emergency response capabilities of the region and its communities
<b>Category</b>	Preparedness & Emergency Response
<b>Lead</b>	Emergency Management
<b>Cost</b>	\$25,000 - \$50,000
<b>Funding</b>	Town Operating Budget / Grants / DEMHS
<b>Timeframe</b>	07/2020 - 06/2021
<b>Priority</b>	High

**Action #4**

**In conjunction with the East Hartford Board of Education Facilities Department acquire an emergency generator for the Middle School as a step towards making it a sustainable emergency shelter.**

<b>Goal</b>	7. Improve the emergency response capabilities of the region and its communities
<b>Category</b>	Preparedness & Emergency Response
<b>Lead</b>	Emergency Management
<b>Cost</b>	\$100,000
<b>Funding</b>	Town Board of Education Budget / DEMHS
<b>Timeframe</b>	01/2021 - 12/2023
<b>Priority</b>	High

**Action #5**

**In conjunction with the East Hartford Board of Education Facilities Department acquire a true backup generator or improve the capabilities of the current cogeneration system at the East Hartford High School to improve its capabilities as a regional shelter.**

<b>Goal</b>	7. Improve the emergency response capabilities of the region and its communities
<b>Category</b>	Preparedness & Emergency Response
<b>Lead</b>	Emergency Management
<b>Cost</b>	\$100,000
<b>Funding</b>	Town Board of Education Budget / DEMHS
<b>Timeframe</b>	07/2019 - 06/2021
<b>Priority</b>	High





**Action #6**

**Conduct outreach to local small businesses with the aim of preventing the accidental release and pollution from chemicals stored and used at their facilities during or following natural hazard events.**

<b>Goal</b>	6. Improve public outreach, education, and warning systems
<b>Category</b>	Education & Awareness
<b>Lead</b>	Planning, in coordination with DEEP
<b>Cost</b>	\$0 - \$10,000
<b>Funding</b>	Materials & Resources Provided by CT DEEP
<b>Timeframe</b>	01/2019 - 12/2019
<b>Priority</b>	Medium

**Action #7**

**Coordinate with NEMO and CRCOG to share resources and gain technical support for hazard mitigation actions involving stormwater management and public outreach, which have parallel benefits related to MS4 stormwater permit compliance.**

<b>Goal</b>	1. Minimize the impact of natural hazards on physical buildings and infrastructure
<b>Category</b>	Prevention
<b>Lead</b>	Public Works
<b>Cost</b>	\$0 - \$10,000
<b>Funding</b>	Town Operating Budget
<b>Timeframe</b>	01/2020 - 12/2020
<b>Priority</b>	Medium

**Action #8**

**Review maps of flood risk associated with failure of the Flood Control System and determine needs for additional education or action.**

<b>Goal</b>	3. Improve institutional awareness and understanding of natural hazard impacts and mitigation within municipal governments and other decision-making bodies
<b>Category</b>	Prevention
<b>Lead</b>	Emergency Management
<b>Cost</b>	\$0 - \$10,000
<b>Funding</b>	Town Operating Budget
<b>Timeframe</b>	07/2020 - 06/2021
<b>Priority</b>	Medium



**Action #9**

**Participate in EMI courses or the seminars and annual conference held by the Connecticut Association of Flood Managers.**

<b>Goal</b>	3. Improve institutional awareness and understanding of natural hazard impacts and mitigation within municipal governments and other decision-making bodies
<b>Category</b>	Education & Awareness
<b>Lead</b>	Planning
<b>Cost</b>	\$0 - \$10,000
<b>Funding</b>	Town Operating Budget
<b>Timeframe</b>	07/2019 - 06/2024
<b>Priority</b>	Medium

**Action #10**

**Work with MDC to identify potential hazard mitigation actions for MDC facilities, and list those actions in the next HMP Update.**

<b>Goal</b>	5. Improve the resilience of local and regional utilities and infrastructure using strategies including adaptation, hardening, and creating redundancies.
<b>Category</b>	Property Protection
<b>Lead</b>	Public Works
<b>Cost</b>	\$10,000 - \$25,000
<b>Funding</b>	Town Operating Budget / DEMHS
<b>Timeframe</b>	07/2020 - 06/2022
<b>Priority</b>	Medium

**Action #11**

**Have the Town's Community Emergency Response Team run public education and training forums on personal emergency planning at least once annually.**

<b>Goal</b>	6. Improve public outreach, education, and warning systems
<b>Category</b>	Education & Awareness
<b>Lead</b>	Emergency Management
<b>Cost</b>	\$10,000 - \$25,000
<b>Funding</b>	Town Operating Budget / Grants
<b>Timeframe</b>	07/2019 - 06/2024
<b>Priority</b>	Medium





**Action #12**

**Initiate a vulnerability and adaptation study of critical facilities located within the flood zone protected by the Flood Control System; the purpose of this study would be to determine the need for and feasibility of floodproofing or relocating critical facilities that would be affected by flooding if the Flood Control System failed.**

<b>Goal</b>	3. Improve institutional awareness and understanding of natural hazard impacts and mitigation within municipal governments and other decision-making bodies
<b>Category</b>	Prevention
<b>Lead</b>	Public Works
<b>Cost</b>	\$50,000 - \$100,000
<b>Funding</b>	Town Operating Budget / Grants
<b>Timeframe</b>	07/2023 - 06/2024
<b>Priority</b>	Medium

**Action #13**

**Complete a drainage study of Burnham Brook.**

<b>Goal</b>	3. Improve institutional awareness and understanding of natural hazard impacts and mitigation within municipal governments and other decision-making bodies
<b>Category</b>	Prevention
<b>Lead</b>	Public Works
<b>Cost</b>	\$50,000 - \$100,000
<b>Funding</b>	Town Operating Budget / Grants
<b>Timeframe</b>	07/2023 - 06/2024
<b>Priority</b>	Medium

**Action #14**

**Contact the owners of Repetitive Loss Properties and nearby properties at risk to inquire about mitigation undertaken and suggest options for mitigating flooding in those areas. This should be accomplished with a letter directly mailed to each property owner.**

<b>Goal</b>	1. Minimize the impact of natural hazards on physical buildings and infrastructure
<b>Category</b>	Property Protection
<b>Lead</b>	Planning
<b>Cost</b>	\$0 - \$10,000
<b>Funding</b>	Town Operating Budget / DEMHS
<b>Timeframe</b>	07/2021 - 06/2022
<b>Priority</b>	Low



**Action #15**

**Develop a list of specific upcoming actions as part of the multi-year Flood Control System modification and reconstruction project to and include in the next HMP update.**

<b>Goal</b>	1. Minimize the impact of natural hazards on physical buildings and infrastructure
<b>Category</b>	Prevention
<b>Lead</b>	Public Works
<b>Cost</b>	\$0 - \$10,000
<b>Funding</b>	Town Operating Budget
<b>Timeframe</b>	01/2021 - 12/2022
<b>Priority</b>	Low

**Action #16**

**Develop a list individual drainage improvement projects from the CIP to include in the next HMP update.**

<b>Goal</b>	1. Minimize the impact of natural hazards on physical buildings and infrastructure
<b>Category</b>	Prevention
<b>Lead</b>	Public Works
<b>Cost</b>	\$0 - \$10,000
<b>Funding</b>	Town Operating Budget
<b>Timeframe</b>	01/2021 - 12/2022
<b>Priority</b>	Low

**Action #17**

**Monitor impacts on the Flood Control System and other flood control infrastructure of any CSO separation work in the Region.**

<b>Goal</b>	3. Improve institutional awareness and understanding of natural hazard impacts and mitigation within municipal governments and other decision-making bodies
<b>Category</b>	Education & Awareness
<b>Lead</b>	Public Works
<b>Cost</b>	\$0 - \$10,000
<b>Funding</b>	Town Operating Budget
<b>Timeframe</b>	01/2021 - 12/2022
<b>Priority</b>	Low





**Action #18**

Work with CT DEEP to complete a formal validation of the Repetitive Loss Property list and update the mitigation status of each listed property.

<b>Goal</b>	1. Minimize the impact of natural hazards on physical buildings and infrastructure
<b>Category</b>	Property Protection
<b>Lead</b>	Planning
<b>Cost</b>	\$10,000 - \$25,000
<b>Funding</b>	CT DEEP / DEMHS
<b>Timeframe</b>	07/2021 - 06/2023
<b>Priority</b>	Low

**Action #19**

Coordinate with CT SHPO to conduct historic resource surveys, focusing on areas within natural hazard risk zones (such as flood or wildfire hazard zones and areas near steep slopes), to support identification of vulnerable historic properties and preparation of resiliency plans across the state. This action leverages existing resources and best practices for protection of historic and cultural resources through an ongoing statewide initiative by CT SHPO.

<b>Goal</b>	8. Ensure community character and social equity are addressed in mitigation activities
<b>Category</b>	Property Protection
<b>Lead</b>	Planning, in coordination with SHPO
<b>Cost</b>	\$10,000 - \$25,000
<b>Funding</b>	SHPO
<b>Timeframe</b>	07/2021 - 06/2023
<b>Priority</b>	Low

**Action #20**

Replace the McAuliffe Park culvert, repair the Porter/Main Street culvert, repair the Arbutus Street outfall.

<b>Goal</b>	1. Minimize the impact of natural hazards on physical buildings and infrastructure
<b>Category</b>	Structural Projects
<b>Lead</b>	Public Works
<b>Cost</b>	More than \$100,000
<b>Funding</b>	Grants
<b>Timeframe</b>	07/2023 - 06/2024
<b>Priority</b>	Low







# Capitol Region Natural Hazards Mitigation Plan Update

## East Hartford, Connecticut

Flood Plains, Dams & Critical Facilities

### Dam Hazard Class



- BB, A, AA OR Unclassified
- Class B - Significant Hazard
- Class C - High Hazard

### Critical Facilities

-  Fire Station
-  Police Station
-  School
-  Healthcare Facility
-  State Facility
-  Town Facility
-  Waste Water Facility
-  Emergency Center
-  NRHP Buildings/Sites

NRHP Districts/Areas

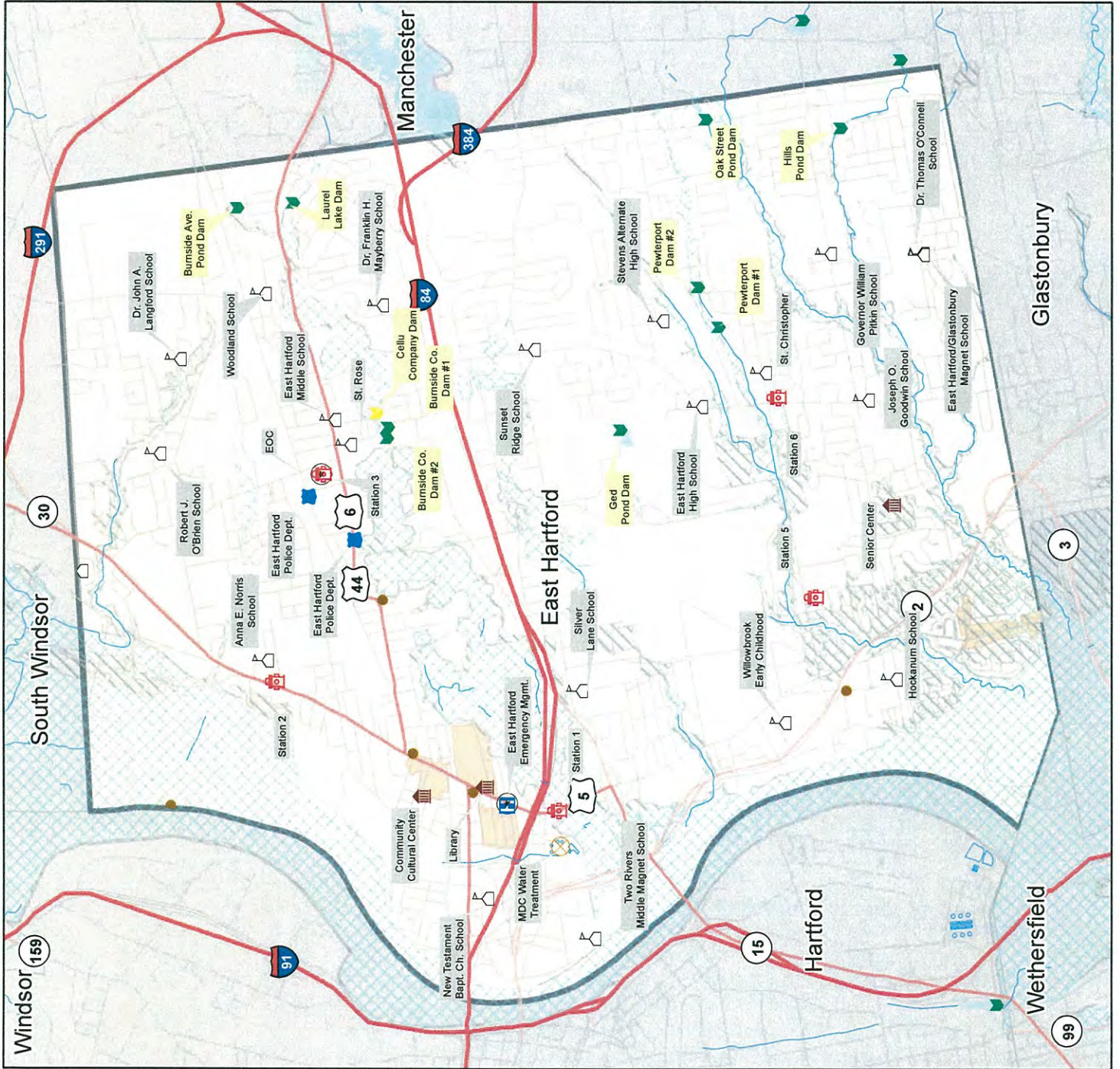
### FEMA Flood Hazard Area

-  100 Year Flood Zone
-  500 Year Flood Zone

Data Sources: FEMA, National Register of Historic Places, CT DEEP, CRCOG, ESRI



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# Capitol Region Natural Hazards Mitigation Plan Update



## East Hartford, Connecticut

Dam Breach Inundation Area & Critical Facilities

### Dam Hazard Class

- ▶ BB, A, AA OR Unclassified
- ▶ Class B - Significant Hazard
- ▶ Class C - High Hazard

### Critical Facilities

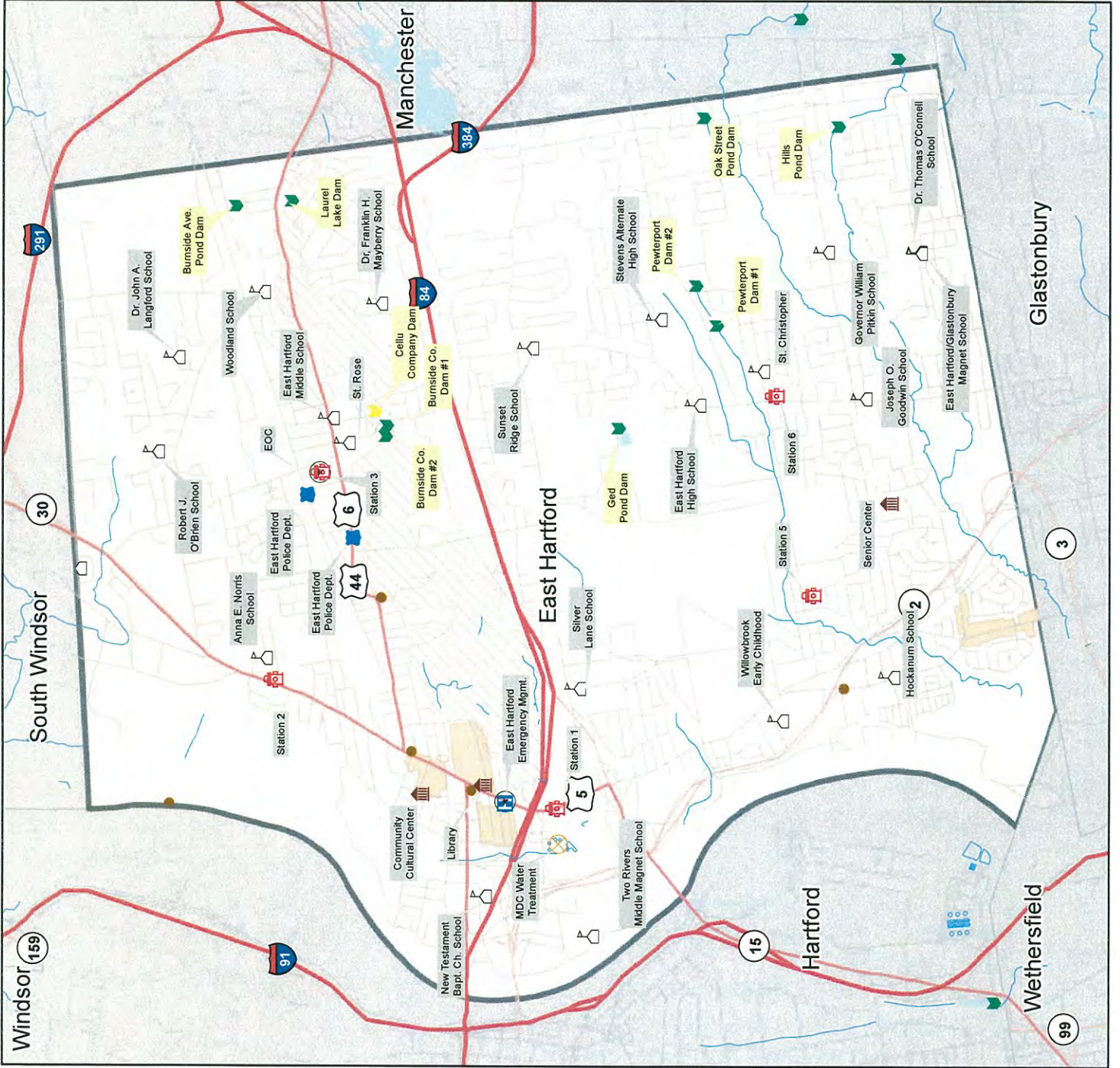
-  Fire Station
-  Police Station
-  School
-  Healthcare Facility
-  State Facility
-  Town Facility
-  Waste Water Facility
-  Emergency Center
-  NRHP Buildings/Sites
-  NRHP Districts/Areas

Dam Breach Inundation Areas

Data Sources: FEMA, National Register of Historic Places, CT DEEP, CRCOG, ESRI



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# Capitol Region Council of Governments Natural Hazard Mitigation Plan Update: 2019 – 2024

## Executive Summary

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### Introduction

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Connecticut's Capitol Region encompasses the City of Hartford and 37 surrounding urban, suburban, and rural communities. The Capitol Region Council of Governments (CRCOG) received Federal Emergency Management Agency (FEMA) funds through the Connecticut Department of Emergency Services and Public Protection (DESPP) to develop a Natural Hazard Mitigation Plan (HMP) Update for the 38 municipalities comprising the region:

Town of Andover	Town of East Windsor	Town of Marlborough	Town of Suffield
Town of Avon	Town of Ellington	City of New Britain	Town of Tolland
Town of Berlin	Town of Enfield	Town of Newington	Town of Vernon
Town of Bloomfield	Town of Farmington	Town of Plainville	Town of West Hartford
Town of Bolton	Town of Glastonbury	Town of Rocky Hill	Town of Wethersfield
Town of Canton	Town of Granby	Town of Simsbury	Town of Willington
Town of Columbia	City of Hartford	Town of Somers	Town of Windsor
Town of Coventry	Town of Hebron	Town of South Windsor	Town of Windsor Locks
Town of East Granby	Town of Manchester	Town of Southington	
Town of East Hartford	Town of Mansfield	Town of Stafford	

CRCOG staff and municipal officials from each community contributed to this planning project. The Capitol Region Emergency Planning Committee (CREPC) ESF-5 Emergency Management subcommittee was expanded to provide guidance to the update process. This plan update builds on the existing Capitol Region Natural Hazard Mitigation Plan of 2014 and incorporates information from the former Central Connecticut Region Hazard Mitigation Plan Update (2016) and the former Windham Regional Hazard Mitigation Plan Update (2015). Berlin, New Britain, Plainville, and Southington were previously included in the former Central Connecticut Region Hazard Mitigation Plan. Columbia, Coventry, Mansfield, and Willington were previously included in the former Windham Regional Hazard Mitigation Plan. The other 30 communities listed above were included in the previous Capitol Region Natural Hazard Mitigation Plan (2014).

The purpose of this plan is to identify natural hazards likely to affect the Capitol Region and its nearly one million residents, assess vulnerabilities to these hazards, and set forth mitigation strategies that will reduce the loss of life and property, economic disruptions, and the cost of post-disaster recovery for the region's communities. The benefits of preparing a Hazard Mitigation Plan include:

- Improving the region's ability to deal with natural disasters and reduce losses
- Reducing the need for emergency response to natural disasters
- Enabling municipalities to access FEMA Hazard Mitigation Assistance Grants upon formal adoption of an approved plan
- Improving post-disaster recovery implementation



The plan considers the following natural hazards that affect the region:

- Dam Failure
- Drought
- Earthquake
- Flooding
- Forest and Wildland Fires
- Hurricanes and Tropical Storms
- Tornadoes and High Winds
- Severe Winter Storms

The impacts of these natural hazards were evaluated as well as the locations and groups of people particularly vulnerable to the effects of these hazards. Mitigation goals and strategies were developed at both the regional and local levels to reduce or prevent the damages to life and property that can result from these natural hazards. CROCOG and CREPC, in addition to local and other partners, are responsible for implementation of the regional goals contained in this plan. Each participating municipality identified its own mitigation goals and strategies and assumes responsibility for implementation of those measures.

### Hazards Impacting the Capitol Region

The Capitol Region is vulnerable to the numerous natural hazards with flooding, winter storms, and high wind events being the natural hazards that most frequently occur with enough severity to cause loss of life or property. To evaluate the impacts of these hazards on our region, we looked at historical accounts of major storms and other events; examined flood insurance claims data and public assistance provided after federally declared disasters; analyzed demographic data and physical features; and used HAZUS-MH, a computer model, to estimate losses due to flooding, hurricanes, and earthquakes.

Loss estimates for each hazard are summarized for each community in Table ES-1 below and range from approximately \$247,000 per year in Andover to nearly \$11,093,000 in Hartford. Details regarding these loss estimates are provided in Section II and each municipal annex of this plan. The annualized loss estimate for the Capitol Region due to natural hazards is estimated at \$84.1 million. The following is a brief summary of the natural hazards affecting the region and our communities.

**Table ES-1. Annualized Loss Estimate by Community (in \$1,000s)**

Town	Dam Failure	Drought	Earthquakes	Flooding	Hurricanes and Tropical Storms	Severe Winter Storms	Thunderstorms	Tornadoes	Wildfires	Total
Andover	\$0	\$0	\$8	\$1	\$223	\$11	\$1	\$1	\$2	\$247
Avon	\$0	\$0	\$72	\$4	\$1,135	\$163	\$2	\$266	\$4	\$1,646
Berlin	\$0	\$0	\$76	\$11	\$1,245	\$83	\$3	\$291	\$5	\$1,714
Bloomfield	\$0	\$0	\$79	\$15	\$1,284	\$181	\$3	\$301	\$5	\$1,868
Bolton	\$0	\$0	\$13	\$0	\$337	\$19	\$2	\$1	\$2	\$374
Canton	\$0	\$0	\$28	\$10	\$645	\$48	\$1	\$151	\$5	\$888
Columbia	\$0	\$0	\$14	\$1	\$372	\$9	\$2	\$2	\$3	\$403
Coventry	\$1	\$0	\$25	\$4	\$843	\$33	\$5	\$4	\$5	\$920
East Granby	\$0	\$0	\$18	\$2	\$323	\$41	\$1	\$76	\$3	\$464
East Hartford	\$0	\$0	\$150	\$14	\$3,213	\$188	\$7	\$752	\$3	\$4,327
East Windsor	\$0	\$0	\$37	\$8	\$700	\$30	\$1	\$164	\$5	\$945



Town	Dam Failure	Drought	Earthquakes	Flooding	Hurricanes and Tropical Storms	Severe Winter Storms	Thunderstorms	Tornadoes	Wildfires	Total
Ellington	\$1	\$0	\$34	\$2	\$1,057	\$67	\$6	\$5	\$4	\$1,176
Enfield	\$0	\$0	\$121	\$24	\$2,799	\$385	\$6	\$655	\$6	\$3,996
Farmington	\$0	\$0	\$106	\$39	\$1,589	\$192	\$3	\$372	\$5	\$2,306
Glastonbury	\$0	\$0	\$150	\$5	\$2,158	\$216	\$5	\$505	\$10	\$3,049
Granby	\$0	\$0	\$23	\$3	\$707	\$117	\$1	\$166	\$8	\$1,025
Hartford	\$0	\$0	\$478	\$32	\$7,822	\$910	\$17	\$1,831	\$3	\$11,093
Hebron	\$1	\$0	\$22	\$0	\$656	\$27	\$4	\$3	\$5	\$718
Manchester	\$0	\$0	\$186	\$7	\$3,651	\$381	\$8	\$855	\$5	\$5,093
Mansfield	\$2	\$0	\$79	\$21	\$1,799	\$115	\$10	\$8	\$6	\$2,040
Marlborough	\$0	\$0	\$17	\$3	\$401	\$18	\$1	\$94	\$4	\$538
New Britain	\$0	\$0	\$196	\$26	\$4,589	\$187	\$10	\$1,074	\$2	\$6,084
Newington	\$0	\$0	\$110	\$18	\$1,916	\$153	\$4	\$448	\$2	\$2,651
Plainville	\$0	\$0	\$63	\$28	\$1,111	\$55	\$2	\$260	\$2	\$1,521
Rocky Hill	\$0	\$0	\$76	\$4	\$1,236	\$83	\$3	\$289	\$3	\$1,694
Simsbury	\$0	\$0	\$68	\$16	\$1,474	\$225	\$3	\$345	\$6	\$2,137
Somers	\$1	\$0	\$24	\$13	\$776	\$93	\$4	\$3	\$4	\$918
South Windsor	\$0	\$0	\$128	\$6	\$1,612	\$408	\$3	\$377	\$5	\$2,539
Southington	\$0	\$0	\$87	\$21	\$2,700	\$127	\$6	\$632	\$7	\$3,580
Stafford	\$1	\$0	\$30	\$22	\$819	\$32	\$4	\$4	\$8	\$920
Suffield	\$0	\$0	\$37	\$1	\$986	\$103	\$2	\$231	\$8	\$1,368
Tolland	\$1	\$0	\$34	\$6	\$1,020	\$141	\$5	\$4	\$5	\$1,216
Vernon	\$2	\$0	\$82	\$6	\$1,977	\$259	\$11	\$8	\$2	\$2,347
West Hartford	\$0	\$0	\$221	\$38	\$3,966	\$670	\$8	\$928	\$4	\$5,835
Wethersfield	\$0	\$0	\$75	\$11	\$1,672	\$132	\$4	\$391	\$2	\$2,287
Willington	\$0	\$0	\$12	\$6	\$409	\$24	\$2	\$2	\$4	\$459
Windsor	\$0	\$0	\$95	\$3	\$1,821	\$100	\$4	\$426	\$5	\$2,454
Windsor Locks	\$0	\$0	\$43	\$9	\$783	\$320	\$2	\$183	\$2	\$1,342
<b>Total</b>	<b>\$9</b>	<b>\$0</b>	<b>\$3,116</b>	<b>\$444</b>	<b>\$61,827</b>	<b>\$6,345</b>	<b>\$164</b>	<b>\$12,106</b>	<b>\$170</b>	<b>\$84,181</b>

### Hurricanes and Tropical Storms

The Atlantic hurricane season extends from June 1 through November 30 each year. While the Capitol Region is spared the coastal storm surges associated with hurricanes, it is not immune from damaging winds and rain. According to the state's Hazard Mitigation Plan, a moderate Category II hurricane can be expected to hit Connecticut once every 23 to 30 years. A major Category III or IV hurricane may occur before 2040 based on 20<sup>th</sup> century trends.

In August 2011, Hurricane Irene, which was downgraded to a tropical storm before hitting Connecticut, caused widespread damage to the region and state. Irene was responsible for three deaths associated with flooding and downed wires from falling trees. According to *The Hartford Courant*, insurance companies paid out \$235 million on more than 60,000 claims in Connecticut related to damage from Irene. However, this figure does not include hundreds of millions more in uncovered expenses and cleanup costs for Connecticut's largest electric utility at the time, Connecticut Light and Power (now Eversource). At the height of the storm, some 754,000 residents were without power. Capitol Region



cities and towns were widely affected by downed trees, flooding, and power outages as a result of Irene. Many residents and businesses were without power for over a week. According to the Connecticut Division of Emergency Management and Homeland Security (DEMHS), municipalities, and other local and private nonprofit agencies incurred expenses of over \$3.18 million due to Irene. The municipalities and agencies are eligible for reimbursement of 75% of these costs under FEMA's Public Assistance program.

CRCOG used FEMA's HAZUS-MH software to estimate the extent of physical damage and the economic losses to the region and our communities if we were hit with another hurricane with a 1% annual chance recurrence interval. The HAZUS-MH hurricane model primarily considers wind damage for inland areas such as the Capitol Region, which is not subject to storm surges. The model predicts the region could face economic losses of approximately \$512 million.

## Floods

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Flooding can occur as a result of other natural hazards such as heavy precipitation, hurricanes, winter storms, snow melt, ice jams, or dam failures. The Capitol Region's numerous rivers and streams, as well as its urbanized areas, make floods and flash floods a regular risk. Individuals and local governments face significant economic loss, risks to public safety, and degraded waterways from flooding. There is not a "flood season" per se in Connecticut; however, waterways are normally higher during spring and are thus especially vulnerable to flooding from intense precipitation. Significant flooding can also occur as a result of hurricanes and tropical storms. According to the 2014 Connecticut Natural Hazard Mitigation Plan, major flooding of small rivers and loss of life can be expected every 5 to 10 years throughout the state. Major flooding of larger rivers, such as the Connecticut and Farmington, with loss of life and structural damage can be expected once every 30 years. Historic and widespread floods occurred in 1936, 1938, 1955, and 1982.

An analysis of claims filed under the National Flood Insurance Program (NFIP) in the Capitol Region demonstrates the potential for losses due to flooding. Since the program's inception, over 1,860 claims resulting in payments of nearly \$15.1 million have been filed in the Capitol Region as of January 2018. West Hartford has had the highest number of overall flood loss claims, followed by Farmington, New Britain, and Simsbury. Farmington and West Hartford have also had the highest overall flood loss payments.

Of these claims, 436 were repetitive loss claims (i.e., more than one claim over \$1,000 has been filed for flood damages to an insured building over a 10-year period). Approximately 144 properties have experienced repetitive losses in the Capitol Region. These losses have resulted in payments of approximately \$5.5 million. West Hartford has the highest number of repetitive flood claims, followed by Simsbury. Farmington, West Hartford, and Newington have had the highest repetitive flood loss payments.

To help assess the risks we face from major flooding, CRCOG used FEMA's HAZUS-MH loss estimation program to model the effects of flooding at the local level. The following table shows the damages each town in the region might face from a flood with a 1% probability of occurring in any given year (i.e., the 100-year flood) and the average annualized losses from a flood in any given year. As can be seen, losses due to a 1% annual chance flood could be particularly high for the communities of East Hartford and Vernon. Farmington and West Hartford are at the highest risk of receiving flood damage based on the annualized losses.



Significant areas of the Capitol Region are vulnerable to flooding. About 8.5%, or 56,827 acres, of the Capitol Region is located in floodplains. Over half of this land is zoned residential. Without restrictions on development in floodplains, lives and property are at risk.

**Table ES-2. HAZUS-MH 1% Annual Chance Event and Annualized Losses due to Flood**

Town	Total Losses (1% Annual Chance Flood)	Annualized Loss	Town	Total Losses (1% Annual Chance Flood)	Annualized Loss
Andover	\$7,873,000	\$604	Mansfield	\$30,104,000	\$21,012
Avon	\$69,855,000	\$4,336	Marlborough	\$9,538,000	\$3,072
Berlin	\$64,802,000	\$11,056	New Britain	\$33,351,000	\$25,570
Bloomfield	\$51,811,000	\$15,468	Newington	\$43,598,000	\$18,126
Bolton	\$1,193,000	\$319	Plainville	\$44,482,000	\$28,279
Canton	\$34,106,000	\$10,062	Rocky Hill	\$9,069,000	\$4,308
Columbia	\$23,278,000	\$817	Simsbury	\$48,070,000	\$16,181
Coventry	\$20,206,000	\$4,003	Somers	\$7,719,000	\$13,384
East Granby	\$7,882,000	\$1,892	South Windsor	\$67,123,000	\$6,145
East Hartford	\$141,861,000	\$14,434	Southington	\$64,141,000	\$20,510
East Windsor	\$35,996,000	\$7,939	Stafford	\$57,649,000	\$22,378
Ellington	\$14,633,000	\$2,197	Suffield	\$10,683,000	\$829
Enfield	\$57,001,000	\$24,479	Tolland	\$9,139,000	\$5,873
Farmington	\$78,659,000	\$39,353	Vernon	\$118,795,000	\$6,336
Glastonbury	\$94,366,000	\$5,044	West Hartford	\$88,125,000	\$38,288
Granby	\$11,670,000	\$3,231	Wethersfield	\$93,308,000	\$11,181
Hartford	\$60,966,000	\$31,832	Willington	\$3,971,000	\$6,145
Hebron	\$3,709,000	\$207	Windsor	\$89,805,000	\$2,991
Manchester	\$32,957,000	\$7,035	Windsor Locks	\$8,716,000	\$9,355

## Dam Failure

Dams provide vital benefits to our region such as water supply, power generation, flood control, and recreation, but in the event of failure, they can pose a threat to lives and property. Dam failure can happen for a number of reasons including as a result of natural disasters such as structural failure due to earthquakes or overtopping due to heavy precipitation. Dams in Connecticut are regulated by the Department of Energy & Environmental Protection (DEEP).

According to the DEEP, there are hundreds of dams in the Capitol Region. The majority of these are either Class A (low hazard) or Class AA (negligible hazard); failure of a Class A dam would lead to minimal economic loss and may cause damage to agricultural land or unpaved roadways while failure of a Class AA dam would cause negligible loss or damage. Dams of concern for hazard mitigation are those in classes BB, B, and C. In the Capitol Region, 61 dams are Class C, or high hazard, dams. Failure of a Class C dam would result in probable loss of life, major damage to habitable structures, damage to major highways, and great economic loss. There are 53 Class B, or significant hazard, dams in the Region. Failure in these dams would result in similar but less severe damage. Finally, there are 146 Class BB, or moderate hazard, dams in the region. Failure of one of these dams would result in damage to normally unoccupied structures or local roadways or would cause moderate economic loss; no loss of life would be expected. The state estimates there are nearly 12,000 people in Hartford County and 4,150 people in Tolland County within the mapped dam inundation areas of high and significant hazard dams. The



Capitol Region includes most of, although not all, the municipalities in Hartford and Tolland Counties, thus the regional population exposed to this risk is likely less than 2 percent.

### Severe Winter Storms

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Connecticut is subject to blizzards, ice storms, and nor'easters - storms characterized by strong, possibly damaging northeasterly winds. The Capitol Region receives an average annual snowfall of about 40" although snowfall amounts vary widely from year to year and can vary dramatically across the region in any given storm. Severe winter storms can result in damage to buildings and infrastructure, loss of life, and disruptions to regional transportation and communication systems. Half of all federal disaster declarations for Connecticut since 1954 have followed major winter or snowstorms. Federal assistance is frequently used to offset the snow/ice removal costs that the state and municipalities incur. For example, a federal emergency was declared for the February 11-12, 2006, snowstorm in several counties in Connecticut (including Hartford and Tolland) to help share the costs of snow removal. In 2011, FEMA obligated over \$74 million in Public Assistance funds to the State of Connecticut to reimburse state agencies, local governments, and eligible private nonprofit organizations for costs associated with the January 11-12, 2011, snowstorm and Storm Alfred in October. The frequency, intensity, and timing of winter storms dramatically impacts snow removal budgets. Storm Alfred was particularly costly for municipalities because of the heavy debris loads resulting from the high number of fully leafed trees downed in this storm. Municipalities also incur higher labor costs for snow removal on weekends and holidays.

### Tornadoes/High Winds

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Connecticut averages approximately three tornadoes every 2 years; however, in the first week and a half of July 2013 four tornadoes hit the state including three that touched down in the Capitol Region. Hartford and Litchfield Counties are at the highest risk for tornadoes within the state based on historical patterns and locations of their occurrence. Between 1950 and 2003, Hartford County experienced 14 tornadoes, and Tolland County experienced 10. Between 2006 and 2018, Connecticut experienced 23 tornadoes. Three of these were in Hartford County and two in Tolland County. The Capitol Region experienced three tornadoes in 2013. Four tornadoes severely impacted Connecticut during one storm in May 2018 although none were located in the Capitol Region. On October 2, 2018, an EF1 tornado touched down in New Canaan, and an EF-0 was reported in the Capitol Region in Mansfield.

Typically, tornadoes occur between April and October. High winds and microbursts (strong straight-line downburst winds) can also inflict damage to property and result in injuries.

One of the country's most destructive tornadoes touched down in Windsor Locks and Windsor on October 3, 1979. The F4 tornado had winds in excess of 200 miles per hour (mph) and tore an 11-mile path from Windsor to Suffield. The tornado killed 3 people, injured 500, and caused an estimated \$250 million (\$776,385,000 in 2011 dollars) in damage, in part because it struck the New England Air Museum, destroying several planes and hangars.

### Earthquake

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Connecticut has a moderate risk of earthquakes based on the frequency of their occurrence, not the intensity of individual earthquakes. Between 1568 and 1989, the state had 137 recorded earthquakes. The Capitol Region experienced 17 between 1837 and 2018. Of those where the magnitude was known, all were under magnitude 4.0. A strong earthquake centered in central Connecticut and thought to be 3.8 magnitude occurred on August 9, 1840.



Magnitude 3.0 to 3.9 earthquakes are often felt by people up to 100 miles away from the epicenter but rarely cause damage. Magnitude 4.0 to 4.9 earthquakes cause shaking of objects indoors but generally cause none to slight damage. Magnitude 5.0 to 5.9 earthquakes can cause moderate to major damage to poorly constructed buildings but none to slight damage to other buildings. Connecticut incorporated building codes for seismic activity into the state building code in 1992. There were no requirements prior to that. So, while the risk for a very damaging earthquake is relatively low in the region, some structures may be impacted by less intense earthquakes depending on the soil and integrity of the structure.

Using FEMA's HAZUS-MH software, CRCOG analyzed a probabilistic suite of earthquake scenarios to estimate the potential loss to property and life. Based on these scenarios, the annualized loss estimate for the region is \$3.1 million, with Hartford and West Hartford having the highest annualized losses based on their built-up environments.

These simulations highlight the significance of the location of the epicenter to the damages that could be expected. A moderately strong earthquake centered near a more populated, built-up area would be expected to result in considerably more damage than one located in a more remote area. Based on our history and geology, the Capitol Region's vulnerability to damaging earthquakes is low. The damages we are likely to face here from earthquakes are much lower than in other parts of the nation and world.

## Drought

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Droughts periodically occur in Connecticut and can have serious consequences. While a drought does not pose immediate threats to life and property, it can have severe economic, environmental and social consequences. A lack of precipitation can affect not only agricultural production but also tourism, water utilities, residential wells, businesses, and more. Connecticut experienced notable droughts in 1957, 1964-67, 1980-81, 2002, 2012, and 2015-16. The 2012 drought affected Hartford, Tolland, and Windham Counties from April 12 through April 24. According to the National Oceanic & Atmospheric Association (NOAA) Storm Events Database, rivers and streams were most affected as most ran at record low levels during the spring runoff season. The main impact of this meteorological drought was periods of very high fire danger.

A meteorological drought was most recently declared for 2015-16. During the 2015-16 drought, many water utilities imposed voluntary or mandatory water conservation and restriction measures on their customers. Such restrictions can impact customers including businesses. As the state's 2014 Natural Hazard Mitigation Plan notes, predicting the future occurrences of drought within any given time period is difficult.

## Forest and Wildland Fires

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Forest or wildland fires can cause not only long-term damage to vegetation and ecosystems but also damage to developments, especially as residential development has increased in woodland areas. In the last 25 years, a few forest fires have occurred in the Capitol Region including a brush fire in April 1999 in Vernon, which burned about 40 acres and came within 100 feet of homes in a nearby neighborhood, and a fire in April 2005, which burned 8 acres along the Farmington River in Avon. The scale of these fires is much less than those experienced in the western and midwestern United States; nonetheless, forest fires here pose a risk to lives and property, especially at the urban/woodland interface.



## Mitigation Strategy

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To address the impacts of these natural hazards, the planning committee and local and regional staff reexamined the goals, objectives, and strategic mitigation activities proposed in the 2014 Plan as well as assessed our experiences with natural disasters of the last 5 years and considered input from the public and other stakeholders in order to develop a blueprint for better protecting our region over the next 5 years. Each mitigation action was prioritized, and responsible agencies, potential funding sources, and time frames for implementing the projects were identified. What follows is a brief outline of the regional and local strategies proposed.

### Regional Goals, Objectives, and Mitigation Actions

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Because of the regional nature of natural hazards and common concerns, some mitigation activities are better addressed at the regional level by CRCOG; however, the means to carry out certain activities may not be available to regional agencies but are available to municipalities. For example, CRCOG cannot enact laws and regulations, levy taxes, or enter into construction contracts. This section establishes our regional strategy for addressing natural hazards and sets out the mitigation actions that may best be undertaken by CRCOG on a regional level.

***Goal: Minimize the loss of life and property and economic disruptions that can result from natural hazards.***

**Objective 1: Improve stormwater management and groundwater recharge throughout the region to prevent increased flooding and lessen the effects of drought.**

#### Mitigation Actions:

- 1.1 Encourage all municipalities in the region to adopt regulations that incorporate or refer to recommended practices from the most current *Connecticut Stormwater Quality Manual*, *Connecticut Guidelines for Erosion and Sedimentation Control* and, in particular, those that promote low impact development and green infrastructure techniques. This will encourage development that is in harmony with natural drainage systems.
- 1.2 Foster improved understanding of the importance of stream management, maintenance of natural drainage channels, and use of green infrastructure practices among municipal staff, inland wetlands commissions, and planning and zoning commissions through education.

**Objective 2: Assist municipalities in implementing hazard mitigation strategies.**

#### Mitigation Actions:

- 2.1 Work with member municipalities to maintain this regional Natural Hazard Mitigation Plan with updates at least every 5 years.
- 2.2 Annually notify communities of the opportunities to apply for mitigation funds under the PDM and FMA programs and notify communities of HMGP opportunities as applicable. Provide letters of support when appropriate.



- 2.3 Incorporate additional natural hazard mitigation concerns into the regional Plan of Conservation and Development if it is updated in 2019-2024, and provide specific instructions to municipalities to address natural hazard mitigation in local Plans of Conservation and Development as they are updated.
- 2.4 Encourage municipalities to participate in the National Flood Insurance Program's Community Rating System by hosting an information workshop.

**Objective 3: Assist municipalities in minimizing risks associated with power disruptions.**

**Mitigation Actions:**

- 3.1 Encourage the installation of generators at critical facilities and in developments serving the elderly or special need populations, or development of microgrids to serve the same purpose, through outreach and associated work with local officials to determine which facilities still do not possess standby power but require it.

**Objective 4: Assist municipalities in minimizing risks associated with droughts.**

**Mitigation Actions:**

- 4.1 Assist municipalities that do not currently have drought ordinances in enacting such ordinances to enable the enforcement of water conservation, and assist with messaging and notifications regarding droughts. These actions should be consistent with guidance resulting from implementation of the State Water Plan (2018) and the Coordinated Water System Plan (2018) as well as the updated Connecticut Drought Preparedness and Response Plan.

**Municipal Goals, Objectives, and Mitigation Actions**

Each of the 38 municipalities in the Capitol Region also reassessed its goals, objectives, and strategic mitigation actions from the 2014 Plan and developed a new strategic course of action for the upcoming 5 years. While many are unique to the individual communities, there are commonalities among the actions proposed, and most communities have proposed a range of activities including public education and awareness; natural resource protection; plans, studies, and regulatory actions; structural projects and modifications to buildings, facilities, and infrastructure; as well as measures to improve preparedness and emergency response.

**Table ES-3: Summary of Types of Mitigation Projects Proposed by Community**

Mitigation Project Type	Education & Awareness	Natural Resources Protection	Preparedness & Emergency Response	Prevention	Structural Projects	Property Protection
Andover	5	1	7	3	2	1
Avon	2	1	5	4	1	3

Mitigation Project Type	Education & Awareness	Natural Resources Protection	Preparedness & Emergency Response	Prevention	Structural Projects	Property Protection
Berlin	5	1	7	3	2	1
Bloomfield	2	1	5	4	1	3
Bolton	2	1	2	3	2	4
Canton	7	2	5	5	0	4
Columbia	5	1	8	5	7	1
Coventry	3	1	4	2	1	4
Coventry	3	2	2	1	4	2
East Granby	3	1	7	11	8	2
East Hartford	0	0	0	0	0	0
East Windsor	3	2	5	4	0	2
Ellington	4	1	4	6	1	4
Enfield	4	2	5	3	3	2
Farmington	2	1	2	3	1	1
Glastonbury	3	1	1	2	1	3
Granby	3	1	3	3	2	4
Hartford	5	1	0	5	2	3
Hebron	7	4	5	9	3	2
Manchester	3	1	3	2	2	3
Mansfield	2	1	1	5	1	1
Marlborough	4	1	1	1	2	5
New Britain	8	1	7	6	3	3
Newington	2	1	3	2	1	2
Plainville	6	1	3	4	5	3
Rocky Hill	2	1	2	5	0	3
Simsbury	6	2	9	12	6	3
Somers	2	0	0	1	1	3
South Windsor	4	2	2	7	8	4
Southington	5	1	5	2	3	2
Stafford	4	1	7	3	1	4
Suffield	4	1	5	3	1	3
Tolland	2	1	6	1	3	1
Vernon	4	1	1	4	0	1
West Hartford	6	1	4	3	6	1
Wethersfield	2	1	3	1	2	4



Mitigation Project Type	Education & Awareness	Natural Resources Protection	Preparedness & Emergency Response	Prevention	Structural Projects	Property Protection
Willington	4	1	10	6	3	5
Windsor	2	1	3	3	11	5
Windsor Locks	4	1	5	7	2	1

Table ES-4: Summary by Community of Mitigation Projects for Each Goal

Hazard Mitigation Goal	Minimize the impact of natural hazards on physical buildings and infrastructure.	Ensure Municipal Codes and Regulations support hazard mitigation.	Improve institutional awareness and understanding of natural hazard impacts and mitigation within municipal governments and other decision-making bodies.	Increase the use of natural, "green," or "soft" hazard mitigation measures such as open space preservation and green infrastructure.	Improve the resilience of local and regional utilities and infrastructure using strategies including adaptation, hardening, and creating redundancies.	Improve public outreach, education, and warning systems.	Improve the emergency response capabilities of the region and its communities.	Ensure community character and social equity are addressed in mitigation activities.	Minimize the economic impact of hazard damages.
Andover	2	0	3	1	2	3	6	2	0
Avon	2	0	1	1	4	2	4	2	0
Berlin	4	2	1	1	2	1	2	1	0
Bloomfield	3	1	3	2	2	6	5	1	0
Bolton	12	0	1	1	4	5	4	1	0
Canton	6	0	1	1	0	2	4	1	0
Columbia	6	0	1	1	1	2	2	1	0
Coventry	6	0	4	2	8	1	8	3	0
Coventry	0	0	0	0	0	0	0	0	0
East Granby	1	0	3	2	3	1	5	1	0
East Hartford	6	0	5	1	1	2	4	1	0
East Windsor	4	0	2	3	0	2	6	2	0

Hazard Mitigation Goal										
	Minimize the impact of natural hazards on physical buildings and infrastructure.	Ensure Municipal Codes and Regulations support hazard mitigation.	Improve institutional awareness and understanding of natural hazard impacts and mitigation within municipal governments and other decision-making bodies.	Increase the use of natural, "green," or "soft" hazard mitigation measures such as open space preservation and green infrastructure.	Improve the resilience of local and regional utilities and infrastructure using strategies including adaptation, hardening, and creating redundancies.	Improve public outreach, education, and warning systems.	Improve the emergency response capabilities of the region and its communities.	Ensure community character and social equity are addressed in mitigation activities.	Minimize the economic impact of hazard damages.	
Ellington	1	0	2	1	2	1	2	1	0	
Enfield	4	0	1	1	1	2	1	1	0	
Farmington	5	0	3	1	1	1	3	2	0	
Glastonbury	3	4	1	2	1	4	0	1	0	
Granby	5	5	3	3	3	4	5	2	0	
Hartford	5	0	1	1	1	1	3	2	0	
Hebron	3	1	1	1	0	1	3	1	0	
Manchester	4	1	2	1	2	3	0	1	0	
Mansfield	6	1	3	3	3	8	3	1	0	
Marlborough	3	0	1	1	1	1	3	1	0	
New Britain	8	1	2	2	2	4	1	2	0	
Newington	3	0	1	1	2	1	4	1	0	
Plainville	8	4	4	4	4	5	8	1	0	
Rocky Hill	2	0	1	0	2	1	0	1	0	
Simsbury	10	3	2	2	3	1	2	2	2	
Somers	2	2	1	1	2	5	3	1	1	
South Windsor	4	0	2	1	4	3	5	1	0	
Southington	3	2	1	1	0	2	6	2	0	
Stafford	2	0	1	2	1	3	4	1	0	
Suffield	2	1	1	1	1	3	1	1	0	
Tolland	4	1	2	1	3	4	5	1	0	
Vernon	5	0	1	1	0	1	3	1	1	
West Hartford	7	1	3	1	2	2	10	2	1	
Wethersfield	16	0	1	1	1	1	3	1	1	



Hazard Mitigation Goal	Minimize the impact of natural hazards on physical buildings and infrastructure.	Ensure Municipal Codes and Regulations support hazard mitigation.	Improve institutional awareness and understanding of natural hazard impacts and mitigation within municipal governments and other decision-making bodies.	Increase the use of natural, "green," or "soft" hazard mitigation measures such as open space preservation and green infrastructure.	Improve the resilience of local and regional utilities and infrastructure using strategies including adaptation, hardening, and creating redundancies.	Improve public outreach, education, and warning systems.	Improve the emergency response capabilities of the region and its communities.	Ensure community character and social equity are addressed in mitigation activities.	Minimize the economic impact of hazard damages.
Willington	5	2	2	2	2	2	4	1	0
Windsor	4	2	2	0	4	2	4	0	0
Windsor Locks	2	1	1	1	12	3	4	1	0

## Planning Process

The update planning process began in 2017 when FEMA awarded CRCOG a Pre-Disaster Mitigation Planning Grant to update its multi-jurisdictional natural hazard mitigation plan. This Plan Update was developed in collaboration with CREPC, the region's 38 municipalities, and DESPP/DEMHS. As in 2013-2014, ESF-5 Emergency Management served as the planning committee for the update process and provided guidance to the project. A consultant (Milone & MacBroom, Inc. of Cheshire, Connecticut) was retained to provide technical support and coordinate efforts to involve officials from each town. Milone & MacBroom, Inc. assembled a team of subconsultants (Dewberry, Jamie Caplan Consulting, and Punchard Consulting) working on state and local hazard mitigation plans in Connecticut in parallel with the CRCOG planning process to provide its expertise and input. Finally, members of the public were provided opportunities to provide input throughout the development of the Plan Update.

The hazards included in the planning process in 2017-2018 were those profiled and analyzed 5 years earlier. Importantly, they were the same as the hazards included in the 2014 Connecticut Natural Hazard Mitigation Plan and its update (to be adopted in 2019).

As the hazards analyses were undertaken, the consultant team led meetings with municipal officials to initiate updates to individual city and town plans. These meetings were held in each of the 38 municipalities and included local staff from a variety of departments including administration, planning, emergency management, police, fire, public health, public works, and engineering. In some towns, citizens and elected officials also participated. The consultant team conducted the following meetings

locally over a 5-month period (November 2017 through March 2018) with municipal officials to conduct the local update process:

**Table ES-5: Summary of Local Planning Meeting Dates and Attendance**

<b>Municipality</b>	<b>Local Planning Meeting Date</b>
Andover	3/29/2018
Avon	1/16/2018
Berlin	11/9/2017
Bloomfield	12/20/2017
Bolton	2/16/2018
Canton	12/6/2017
Columbia	2/16/2018
Coventry	12/18/2017
East Granby	12/14/2017
East Hartford	1/18/2018
East Windsor	11/28/2017
Ellington	1/16/2018
Enfield	2/26/2018
Farmington	1/12/2018
Glastonbury	12/20/2017
Granby	12/14/2017
Hartford	12/13/2017
Hebron	2/13/2018
Manchester	12/20/2017
Mansfield	12/13/2017
Marlborough	2/6/2018
New Britain	11/27/2017
Newington	11/9/2017
Plainville	11/6/2017
Rocky Hill	11/10/2017
Simsbury	12/19/2017
Somers	11/20/2017
South Windsor	12/20/2017
Southington	11/14/2017
Stafford	3/29/2018
Suffield	11/28/2017
Tolland	1/10/2018
Vernon	1/11/2018
West Hartford	11/29/2017
Wethersfield	12/5/2017
Willington	2/13/2018
Windsor	12/18/2017
Windsor Locks	12/11/2017



To review prior goals, objectives, and actions and to strategize about new mitigation initiatives, CRCOG and the consultant team sought the advice of the CREPC planning committee at workshops held on January 23, March 27, and September 12, 2018. The meetings were attended by municipal officials from most of the Capitol Region communities as well as representatives from DEEP, the State Historic Preservation Office (SHPO), and the Connecticut Institute for Resilience and Climate Adaptation (CIRCA). The consultant team presented and described mitigation success stories; a number of proposed mitigation initiatives with assistance from DEEP, SHPO, and CIRCA; and reported on additional strategies/actions based on our findings and discussions with local officials at the individual municipal meetings. These meetings led to the new initiatives described in this update such as the historic resources resiliency, addressing spills from small businesses, Municipal Separate Storm Sewer System (MS4) stormwater registration compliance, regional critical facilities, etc.

A variety of means were used to inform the public of the planning process and to gain public input on hazards, areas and issues of concern, and mitigation measures. These specific outreach efforts include public meetings, web postings, and an internet-based public survey. From the survey and public meetings, we found there is strong support for: 1) activities that will mitigate and accelerate recovery from, damage to utilities, infrastructure, and critical facilities (especially the power grid); 2) providing assistance to vulnerable populations; and 3) public education and outreach, public warning system improvements, and emergency response trainings. There is less support for mitigation actions involving floodproofing, drought ordinances, and building-earthquake analysis. Natural and recreational resource recovery, as well as tourism and business recovery, are the lowest priorities for most respondents.

## **Plan Implementation and Maintenance**

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Upon approval of the Plan Update by FEMA, each municipality's governing body as well as CRCOG's Policy Board will need to formally adopt the Plan Update. CREPC will also be asked to append this plan to the Regional Emergency Support Plan (RESP).

Implementation of the strategies contained within this plan will depend largely on the availability of resources. Each municipality and CRCOG will have to consider the costs, availability of funding, and impacts of each strategy individually. The CRCOG Policy Development & Planning Department will be responsible for regional strategies and coordination with CRCOG Public Safety staff. The planning subcommittee of CREPC (ESF-5), which provided guidance to this project, will monitor progress on its implementation with assistance from CRCOG staff. The subcommittee will conduct annual outreach to municipalities to ascertain progress on proposed mitigation actions.

*For more information on natural hazard mitigation planning, please visit CRCOG's website – <http://crcoq.org/2016/05/30/natural-hazards-mitigation-planning/>.*



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 22, 2019  
TO: Richard F. Kehoe  
FROM: Mayor Marcia A. Leclerc *ML*  
RE: Approval: Riverfront Recapture Management Services Agreement

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As the attached memo from Attorney Richard Gentile indicates, the Town's agreement with Riverfront Recapture (RRI) for the management of Great River Park expired on December 31, 2018. The Town and RRI have not yet renewed the agreement. Due to the event season beginning in May, I am requesting that the Town Council authorize the Mayor to execute the attached agreement that contains the same general terms as those contained in the agreement that expired on December 31, 2018. This proposed agreement with Riverfront Recapture, Inc. expires on December 31, 2023.


Please place this on the Town Council Agenda for the May 7<sup>th</sup>, 2019 meeting.

Thank you.

C: R. Gentile, Assistant Corporation Counsel



# OFFICE OF CORPORATION COUNSEL

Date : April 17, 2019  
To : Mayor Marcia Leclerc  
From : Richard Gentile   
Re : Riverfront Recapture

The Town's agreement with Riverfront Recapture ("RRI") for the management of Great River Park expired on December 31, 2018. The Town and RRI have been in discussions to renew the contract over the past few months. I am now comfortable with the terms set forth in the attached agreement and suggest that the Council authorize you to enter into the agreement. The agreement contains the same general terms as those contained in the agreement that expired on December 31, 2018. It does however recognize that the MDC no longer provides maintenance services in Great River Park and will merely be a funding source for RRI on a going forward basis. This proposed agreement will expire on December 31, 2023. I suggest the following motion:

MOVE: that the Council authorizes Mayor Marcia A. Leclerc to execute a certain agreement between Riverfront Recapture, Inc. and the Town, entitled Riverfront Recapture, Inc. Management Services Agreement, which contract, unless renewed by this Council, will terminate on December 31, 2023.

**RIVERFRONT RECAPTURE, INC.**  
**MANAGEMENT SERVICES AGREEMENT**

This Management Services Agreement ("Agreement") is entered into between Riverfront Recapture, Inc. ("RRI"), a Connecticut non-profit corporation, and the Town of East Hartford ("Town"), a municipal corporation, as of this 1<sup>st</sup> day of January, 2019.

WHEREAS RRI and the Town wish to provide access to RRI and to its contractors to the land of the Town along the banks of the Connecticut River and designated by the Town, generally consisting of Great River Park and the water rights of the Town attendant thereto (the "Park"); and

WHEREAS RRI and the Town wish to generate active and passive uses of the Park for the general public;

WHEREAS RRI and the Town wish to implement the cooperative management, maintenance, operation and promotional use of the Park;

WHEREAS RRI and the Town wish to promote management goals of high standards, simplicity, flexibility, entrepreneurship, and a stable base of adequate revenue;

WHEREAS, the Town will retain its existing authority over the Great River Park while working in a cooperative agreement with RRI to enhance our vision for the park and to implement that vision.

NOW THEREFORE, in consideration of the mutual agreements herein contained, and of other good and valuable consideration the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

**ARTICLE ONE**

1.1 Designation of Parkland. Any reference to "the Park" shall include the land along the banks of the Connecticut River owned by the Town and described in *Exhibit A*, together with any water rights of the Town attendant to such land.

1.2 Access. The Town hereby provides access to the Park within its boundaries to RRI, including contractors of RRI and concessionaires of RRI. The Town agrees to take such action as may be appropriate to ensure that RRI, its contractors and concessionaires, and the public have sufficient access to the portions of the Park located within the boundaries of the Town to enable RRI and its contractors and concessionaires to carry out the provisions of this Agreement and to promote the use of the Park by the general public.

1.3 Management Agent. The Town engages RRI as the contractor for the Town in conducting RRI's duties under this contract. As the Town's agent, RRI will (1) provide, or engage others to provide, enhanced maintenance service as set out in 2.1 for the Park; (2) assist in planning & developing the Park; (3) schedule and supervise activities and events in the Park and (4) perform such other duties as set out in this agreement. In consideration for such services to the Town, the Town will (1) Provide such future contributions, if any, as may be approved by the Town as part of its annual budget process; (2) grant authorization to establish concessions and collect and retain such concession fees; and (3) grant authorization to collect and retain Town approved boat launch fees.

## ARTICLE TWO

2.1 Maintenance Services. RRI will perform, or engage others to perform, all of the following maintenance services: (i) grounds maintenance and ordinary repairs, including, but not limited to, landscaping, lawn care, mowing, pruning, fertilizing, sweeping, cleaning, snow and ice removal from paths and roadways and such other maintenance as is necessary to maintain high safety and aesthetic standards; (ii) periodic flood cleanup; (iii) graffiti removal; (iv) regular trash collection, including the provision of trash disposal and recycling receptacles and periodic litter collection; (v) portable sanitation services; (vi) dock storage facilities, maintenance of docks and dock facilities, and equipment and harbor management, including, but not limited to boat ramp maintenance, offshore moorings, dock maintenance, and work boat operation; (vii) ordinary maintenance and repairs (but not including replacement or major structural repairs as such replacement or major structural repairs shall not be the responsibility of RRI and shall be conducted at the option of the Town through its regular appropriation and capital improvements process) to bridges, docks, platforms, decks, amphitheaters, paths, roadways, and other capital facilities; (viii) equipment and materials necessary to provide the services, and equipment maintenance; (ix) park ranger services, such as walking, bike or cart patrols, notification of emergency services, radio contact with police and fire officials for emergency assistance only, and public information and assistance.

### 2.2 Management and Promotional Responsibilities.

a. RRI shall promote, organize and implement, directly or by contract, recreational activities and other events, such as community rowing, regattas, fishing tournaments, concerts, festivals, riverfront rangers, canoe trips, bike tours and cooperative programming with towns.

b. RRI shall promote, organize and implement, directly or by contract, concessions and attractions, such as cruise boats, water taxis, "duck" tours, , food vendors, marinas, boat rentals, a seasonal sit-down restaurant, a riverboat restaurant, tall ships and private events. RRI is currently exploring the possibility

of zipline or adventure facilities and programs at the Park. Any such facilities or programs will require an amendment to this Agreement.

c. RRI shall promote, organize and implement, directly or by contract, marketing, promotion and fundraising, such as solicitation of event sponsorships, friends of the river, grant seeking, major gifts, capital campaigns, advertising and promotion of the Park as a tourist destination and business opportunity.

d. RRI shall promote, organize and implement, directly or by contract, harbor management, such as boat ramp maintenance, offshore moorings, dock maintenance and work boat operation.

e. Notwithstanding the language of paragraphs a-d above, RRI's obligations under this Section 2.2 shall not extend beyond those obligations for which RRI has adequate funding.

2.3 Planning and Development of the Park. RRI agrees to continue to cooperate with and assist the Town in the planning and development process for the Park, including capital improvements. The Town shall retain control over future development and planning and zoning matters with respect to the portions of the Park within its boundaries. RRI shall participate with the Town in (i) planning for additions to the Park and for new or expanded Park facilities, and (ii) to develop procedures for planning and implementing capital improvements to the Park.

a. Any development proposed by RRI shall be subject to obtaining the Town's consent and approval and any required municipal land regulatory approvals by local, state and federal agencies.

b. The Town will not initiate zoning or planning or other regulation changes which would affect the Park (or land to be proposed for inclusion in the Park) without first notifying RRI of the proposal and offering RRI opportunity to comment on the proposal.

c. The Town may develop and pay for any Park facilities, but the Town will not implement any such facilities without first notifying RRI of the proposal and offering RRI the opportunity to comment on the proposal.

d. Any proposal by RRI to develop Park facilities in the Town be formulated in cooperation with such individual(s) as the Town shall designate to work with RRI concerning the development of proposals.

e. Any proposal by RRI to develop Park facilities will include proposed methods for financing the facilities. RRI agrees to seek funding from State,

Federal and private sources if available. Any proposal to use funds provided by the Town will require approval by the Town.

f. RRI will oversee or undertake development of the Park facilities which have received necessary municipal and other approvals and funding from State, Federal or private sources. The Town may either undertake the development of the Park facilities which it funds itself or agree that RRI may undertake the development with Town funds.

g. Subject to prior approval of the East Hartford Town Council, the Town will waive all permit and other building fees associated with the development of the Park undertaken by Riverfront Recapture on behalf of the Town.

h. Notwithstanding any other provision of this Agreement, the Town shall retain ownership of any facilities or improvements in the Park. RRI shall notify the Town prior to commencement of construction of all new or expanded Park facilities or improvements of any kind and request the Town consent to same. Said notice shall include, but not be limited to, the cost, location and description of any new facilities or improvements. RRI shall notify the Town promptly upon completion of said improvements and upon acceptance of same, Town shall own said facilities or improvements.

2.4 Rule Recommendations. RRI will make recommendations, for consideration by the Town and the other municipalities with any portion of the Park within their borders, for a uniform system of ordinances and regulations for use of the Park. Notwithstanding the foregoing, each municipality shall retain jurisdiction to adopt any necessary ordinances for use of Park within its boundaries.

2.5 Scheduling Activities and Events. RRI will coordinate all scheduling, booking and location of activities and events that may take place in the Park, including any sponsored by the Town.

a. While the Town reserves the right to undertake events, it will coordinate such events with the master calendar maintained by RRI. Other than scheduling and coordinating maintenance services, RRI will not oversee the Town sponsored events.

b. With respect to maintenance and repair work that the Town may need to do on its own to the park system or the flood control dike, the Town will take all reasonable steps to coordinate these types of activities with Riverfront Recapture, and not impact its event calendar. Notwithstanding the foregoing, however, the Town retains the right to close the Park at any time it deems necessary to make

repairs to the park system or flood control dike, regardless of whether such actions impact Riverfront Recapture's events calendar.

c. RRI will maintain an annual master calendar of events and activities and will develop procedures for periodic updates and for informing the Town of changes to such master calendar.

d. RRI may provide or contract via a service agreement to provide the maintenance services that may be required for events and activities subject to budget constraints and other contractual limitations in service agreements.

e. The Town shall notify RRI by March 15 of each year for the ensuing calendar year of all proposed events and activities to be sponsored by the Town and all other events and activities which the Town anticipates may be proposed by persons other than RRI. Any proposed changes to the events and activities shall be submitted by the Town to RRI as far in advance as practicable. The purpose of such notice is to allow RRI to include such events and activities in the master calendar and in the work plan and budget of RRI for providing maintenance services for the events and activities. RRI will notify the Town as soon as possible if it becomes aware that there is a scheduling conflict for any proposed event or activity or if any maintenance services will not be available for the proposed event or activity. In event of irreconcilable conflict, the Town's proposal shall prevail.

f. The Town will notify RRI of all requests for permits and direct all inquiries for use of Park to RRI for scheduling.

## 2.6 Permits.

a. The Town retains its current permitting / licensing authority concerning any vendor, businesses, activity, special event or structure in the Park.

b. In addition, with regards to activities and special event:

- i. The Town will coordinate with RRI and the master calendar in the scheduling of any activities or special events for which permits maybe required.
- ii. The Town will retain any permit changes for activities and special events sponsored by persons or entities other than RRI.
- iii. The Town will continue to consider waiving permit fees for activities and special events sponsored by RRI and which are open to the public on a case by case basis, recognizing the contributions of RRI to the Great River Park.



- iv. RRI and the Town will continue to cooperate to facilitate the process of permitting for activities and special events.
- v. The Town and RRI will continue to cooperate to develop a streamlined permitting and scheduling process.

2.7 Access by Residents. Residents of the Town shall retain the same access to the Park as such residents had before this Agreement was executed, except as otherwise provided in this Agreement.

2.8 Fees.

a. RRI may recommend a schedule of admission fees and charges to be approved by the Town for certain events or activities to help pay the costs of such events or activities or the costs of managing the Park generally. Such fees and charges shall be collected by RRI and applied to such costs. Except for certain events, particularly fund-raising events for RRI, such fees shall be reasonably based on covering the cost of the event or activity, the need to regulate use, and the desire for fees to be within the affordable reach of residents.

b. The Town may establish a schedule of boat ramp fees for the use of any boat launching ramp in the portion of the Park within the boundaries of the Town.

c. RRI may impose and collect fees or charges for events or activities for particular groups or persons which are not open to the public. Such fees and charges shall be a source of revenue for RRI to defray in part the costs of managing and promoting use of the Park and the costs of any maintenance services for the event or activity. Any such event or activity shall be limited to a designated area of the Park designated by the Town for such event or activity provided that such area may not substantially limit the general public's access to the Park and such limitations shall not last more than 48 hours.

2.9 Vendors. RRI may contract with and collect revenue from any persons to operate a concession business in the park with respect to events and activities sponsored by RRI. RRI shall not contract for permanent vendor services within the park without the Town's approval. In all instances, all vendors shall comply with all pertinent Town and State health rules and applicable ordinances.

2.10 Annual Budgets. RRI will aggressively pursue an appropriate mix of all revenue sources. RRI will adopt an annual operating budget and an annual capital budget, including sources of funding. Any RRI request for funding from the Town must be submitted to the Town and be subject to the annual budget process or special appropriations process and the approval by the Town. RRI will provide to the Town an annual audit by a certified public accountant licensed in the State of Connecticut.

2.11 Municipal Services.

a. The Town agrees to continue to provide, at no cost to RRI, (i) appropriate flood control facilities and services, (ii) maintenance and repair (ordinary, structural and replacement) of dikes and other appropriate flood control facilities and services, (iii) ordinary electrical service and any other ordinary utility services, if any, including water and sewerage service, but not including capital facilities, and (iv) appropriate public safety services associated with Riverfront Fireworks as determined by the Town of East Hartford, and subject to the Town's ability to pay for such services.

b. The Town will provide public safety services at all other RRI sponsored events that take place in the Park the cost of which will be determined, on a case by case basis, by the East Hartford Town Council

2.12 Oversight Committee. The Town and RRI shall create an Oversight Committee consisting of the Mayor or his or her designated representative and a representative of the Public Works Dept. of the Town designated by the Mayor and a member to be designated by RRI, which Committee shall be responsible for overseeing and coordinating all matters pertaining to the implementation and administration of this Agreement and for recommending amendments, extensions, renewals or repeal of any provision of this Agreement to the Mayor and Town Council.

2.13 Covenants.

a. RRI covenants to preserve its non-profit status.

b. RRI shall not operate or manage the Park in any unlawful manner or for any unlawful purpose.

c. The Town covenants that it is legally empowered to permit RRI to manage the portion of the Park within the Town's boundaries, as provided herein.

ARTICLE THREE - INDEMNIFICATION/INSURANCE

3.1 RRI will indemnify and hold harmless the Town, its officers, agents, servants and employees from and against any and all loss, cost, expense, liability, damage for injury, including legal fees and disbursements, that the Town, its officers, agents, servants and employees may directly or indirectly sustain, suffer or incur as a result of any and all damage or injury of any kind or nature (including death resulting therefrom) to all persons, whether employees of RRI or otherwise, and to all property caused by, resulting from, or arising out of RRI's negligence in the

performance of its obligations under this Agreement. All indemnification provisions and requirements hereunder shall survive the termination or expiration of this Agreement. The existence of insurance coverage shall in no way limit the scope of such indemnities.

3.2 The Town will indemnify and hold harmless RRI, their officers, agents, servants and employees from and against any and all loss, cost, expense, liability, damage for injury, including legal fees and disbursements, that RRI, its officers, agents, servants and employees may directly or indirectly sustain, suffer or incur as a result of any and all damage or injury of any kind or nature (including death resulting therefrom) to all persons, whether employees of Town or otherwise, and to all property caused by, resulting from, or arising out of the Town's negligence in the performance of its obligations under this Agreement. All indemnification provisions and requirements hereunder shall survive the termination or expiration of this Agreement. The existence of insurance coverage shall in no way limit the scope of such indemnities.

3.3 Prior to commencing services pursuant to this Agreement and as long as this Agreement is in effect, RRI will secure and pay for insurance and submit for review evidence thereof to the Town, in accord form or a form with the same format and including a 30 day notice of cancellation provision, as follows:

a. Occurrence form Commercial General Liability Insurance (Broad Form) to cover RRI's obligation to the Town as set forth in this Agreement, although the existence of insurance shall not be construed as limiting the liability of RRI under this Agreement. Such insurance shall name the Town as an additional insured, as appropriate, with respect to operations performed under or incident to this Agreement, including coverage for contractual liability and products/completed operations coverage issued by an insurance company licensed to conduct business in the State of Connecticut and acceptable to the Town with limits for each occurrence of \$1,000,000 combined single limit for bodily injury and property damage liability. Such commercial general liability insurance must be endorsed as Primary/Non-Contributory as to any insurance maintained by the additional named insureds and have a severability of interests clause. RRI expressly agrees to waive its rights, benefits and entitlements under the "other insurance" clause of its commercial general liability insurance policy with respect to the Town. All deductibles and retentions are the sole responsibility of RRI to pay and/or indemnify the Town. With respect to such insurance, RRI will be the primary named insured with sole responsibility for fulfillment of the conditions of the policy, including but not limited to reporting of claims.

b. An Excess Liability Policy providing the same coverage as set forth above in subsection a with the same additional insured's as the basic policy in the additional amount of \$5,000,000.

c. Fidelity Bond or Insurance Policy with respect to the handling of Town funds in the amount of \$5,000 per employee or \$50,000 on a blanket basis.

3.4 RRI, and the Town will continue to provide their own Workers' Compensation coverage at the statutory limit, including Employer's Liability with limits of \$100,000 for each accident, \$100,000 for disease for each employee, and \$500,000 for each disease/policy limit.

3.5 RRI will provide its own Automobile Liability Insurance coverage providing the same coverage with the same insureds as set forth in 3.3 a above,.

3.6 The Town may self-insure or obtain Commercial General Liability Insurance, in the Town's sole discretion, to cover the Town's obligation to indemnify RRI as set forth in this Agreement, although the existence of insurance shall not be construed as limiting the liability of the Town under this Agreement.

3.7 All contracts entered into between RRI and the Town with a third party subcontractor shall contain the following:

a. A clause or similar language as follows:

i. The Subcontractor will indemnify and hold harmless RRI, the Town, their officers, agents, servants and employees from and against any and all loss, cost, expense, liability, damage for injury, including legal fees and disbursements, that RRI, the Town, their officers, agents, servants and employees may directly or indirectly sustain, suffer or incur as a result of any and all damage or injury of any kind or nature (including death resulting therefrom) to all persons, whether employees of Subcontractor or otherwise, and to all property caused by, resulting from, arising out of or occurring in connection with the Subcontractor's work.

b. A requirement that the Subcontractor secure insurance and submit evidence thereof to the party contracting with the Subcontractor (RRI, the Town), in accord form or a form with the same format and including a 30 day notice of cancellation provision, as follows:

i. Occurrence form Commercial General Liability Insurance (Broad Form) to cover the Subcontractor's obligation to indemnify RRI and the Town as set forth in this Agreement, although the existence of insurance shall not be construed as limiting the liability of the Subcontractor, which

shall name RRI and the Town as additional insureds with respect to operations performed under or incident to the Subcontractor's work, including coverage for contractual liability and products/completed operations coverage issued by an insurance company licensed to conduct business in the State of Connecticut with limits for each occurrence of \$1,000,000 combined single limit for bodily injury and property damage liability. Such commercial general liability insurance must be endorsed as Primary/Non-Contributory as to any insurance maintained by the additional insured and have a severability of interests clause. The Subcontractor expressly agrees to waive its rights, benefits and entitlements under the "other insurance" clause of its commercial general liability insurance policy with respect to RRI and the Town. All deductibles and retentions are the sole responsibility of the Subcontractor to pay and/or indemnify RRI and the Town.

ii. Automobile Liability Insurance providing the same coverage with the same additional insureds as set forth in subsection (1).

iii. Workers' Compensation at the statutory limit, including Employer's Liability with limits of \$100,000 for each accident, \$100,000 for disease for each employee, and \$500,000 for each disease/policy limit.

iv. An Umbrella Liability Policy providing the same coverage as set forth above in subsections, (1), (2) and (3) with the same additional insureds as the basic policy in the amount of \$5,000,000. Provided, the party contracting with the Subcontractor may waive this requirement and/or increase or decrease the amount of excess insurance required by the Subcontractor based upon the nature of the work to be performed by the Subcontractor if the contracting party determines that appropriate coverage exists.

v. If any Subcontractor handles any RRI and/or Town funds, a Fidelity Bond or Insurance Policy with respect to the handling of RRI and/or Town funds in the amount of \$5,000 per employee or \$50,000 on a blanket basis.

vi. Any additional insurance required in order to comply with any law or ordinance governing such subcontract or the work to be performed pursuant thereto.

c. A requirement that the insurance in the minimum limits set forth in subparagraph "b" above be submitted for review and approval of the party contracting with the Subcontractor (RRI, the Town) prior to the commencement of work by the Subcontractor.

d. A requirement that the insurance in the minimum limits set forth in subparagraph "b" above be maintained and continuing evidence thereof be submitted to the party contracting with the Subcontractor during the full term of the contract with the Subcontractor.

3.8 All of the insurance requirements set forth in this Article shall apply to any contractors or subcontractors hired by RRI to perform any of its obligations hereunder. The Town reserves the right to require any additional insurance coverage or waive coverage for any specific work to be performed by RRI or any of its contractors or subcontractors. Notwithstanding, RRI may reduce or waive insurance coverage required to be maintained by any subcontractor of RRI under this Agreement provided RRI continues to maintain the insurance RRI is obligated to maintain under Section 3.4 of this Agreement and such insurance covers claims that arise as a result of the negligent acts or omissions of RRI's subcontractors.

#### ARTICLE FOUR - TERM

4.1 Term. The term of this Agreement shall commence as of January 1, 2019 and, unless otherwise terminated in accordance with the terms and provisions of this Agreement, this Agreement shall terminate on December 31, 2023 and is subject to renewal by mutual agreement by the parties for an additional five (5) year term thereafter.

4.2 Early Termination. Either party to this Agreement shall have the right to terminate this Agreement for cause, after providing 60 days' notice and a right to cure. Either party will have the right to early termination of this Agreement by the written agreement of both parties. RRI and the Town have the right to terminate this Agreement upon the termination of an annual funding commitment with the Metropolitan District Commission (MDC).

#### ARTICLE FIVE - MISCELLANEOUS

5.1 Dispute Resolution. The Town and RRI agree to implement this Agreement in good faith to promote the goals and purposes expressed and to cooperate with one another to negotiate and resolve any disputes or differences of opinion.

5.2 Amendments. This Agreement may be amended by mutual agreement of the parties hereto by a written instrument signed by the parties hereto subject to Town Council approval.

5.3 Assignment. RRI shall not assign this Agreement without the prior written consent of the Town. RRI shall notify the Town of any proposed assignment at least sixty (60)



days prior to the proposed effective date of such assignment. In the event that any such assignment is approved by the Town, the assignee shall agree in writing to be bound by all of the terms of this Agreement.

5.4 Frustration of Purpose. RRI shall not be obligated to provide services as provided herein during such period as an event of force majeure occurs and is continuing, including without limitation, declared or undeclared war, sabotage, riot or other acts of civil disobedience, acts of government, shortages of fuel, accidents, fire, explosions, floods, earthquakes, or other acts of God, which substantially prevents the fulfillment of RRI's obligations as provided for herein to any portion of the Park, but only to the extent of such portion of the Park.

5.5 Maintenance and Examination of Records. RRI agrees to maintain its financial records pertaining to its management of the Park for a period of three (3) years after the termination of this Agreement and further agrees that its financial records shall be open and made available to the Town for an examination at all reasonable times during regular business hours upon reasonable prior notice.

5.6 Notices. All notices and other communications under this Agreement shall be in writing and shall be deemed given when sent by either (a) facsimile transmission using equipment that provides automatic verification of transmission to the receiving party's facsimile equipment or (b) certified or registered mail, postage prepaid, return receipt requested, or delivery, to the parties hereto at the following addresses, or at such other addresses as the parties hereto may designate in writing from time to time.

To Town:                      Town of East Hartford  
740 Main Street  
East Hartford, Connecticut 06108  
Attention: Mayor

To RRI:                         Riverfront Recapture, Inc.  
50 Columbus Boulevard, 1<sup>st</sup> Floor  
Hartford, Connecticut 06106  
Attention: President & CEO

5.7 Entire Agreement. This Agreement, together with any attachments, schedules and exhibits attached to this Agreement or incorporated by reference, contains all of the terms and conditions agreed upon by the parties and supersedes all other agreements between the parties related to the subject matter hereof.

5.8 Applicable Law. This Agreement shall be governed by, and construed in accordance with the laws of the State of Connecticut.

5.9 Severability. Any provision of this Agreement which is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof.

5.10 Non-Discrimination. RRI agrees to abide by all applicable federal, state, and municipal laws, statutes, ordinances, regulations, or rules concerning non-discrimination and will not permit discrimination against any person or group of persons on the grounds of race, color, religion, creed, age, national origin, physical or mental handicap, sexual preference, ancestry or sex.

5.11 Counterparts. This Agreement may be executed in any number of counterparts.

IN WITNESS WHEREOF, RRI and the Town have caused this Agreement to be executed as of the day first above written but on the dates set forth below.

Town of East Hartford

Riverfront Recapture, Inc.

By: \_\_\_\_\_  
Name: Marcia A. Leclerc  
Title: Mayor

By: \_\_\_\_\_  
Name: Michael Zaleski  
Title: President & CEO

Date: \_\_\_\_\_

Date: \_\_\_\_\_

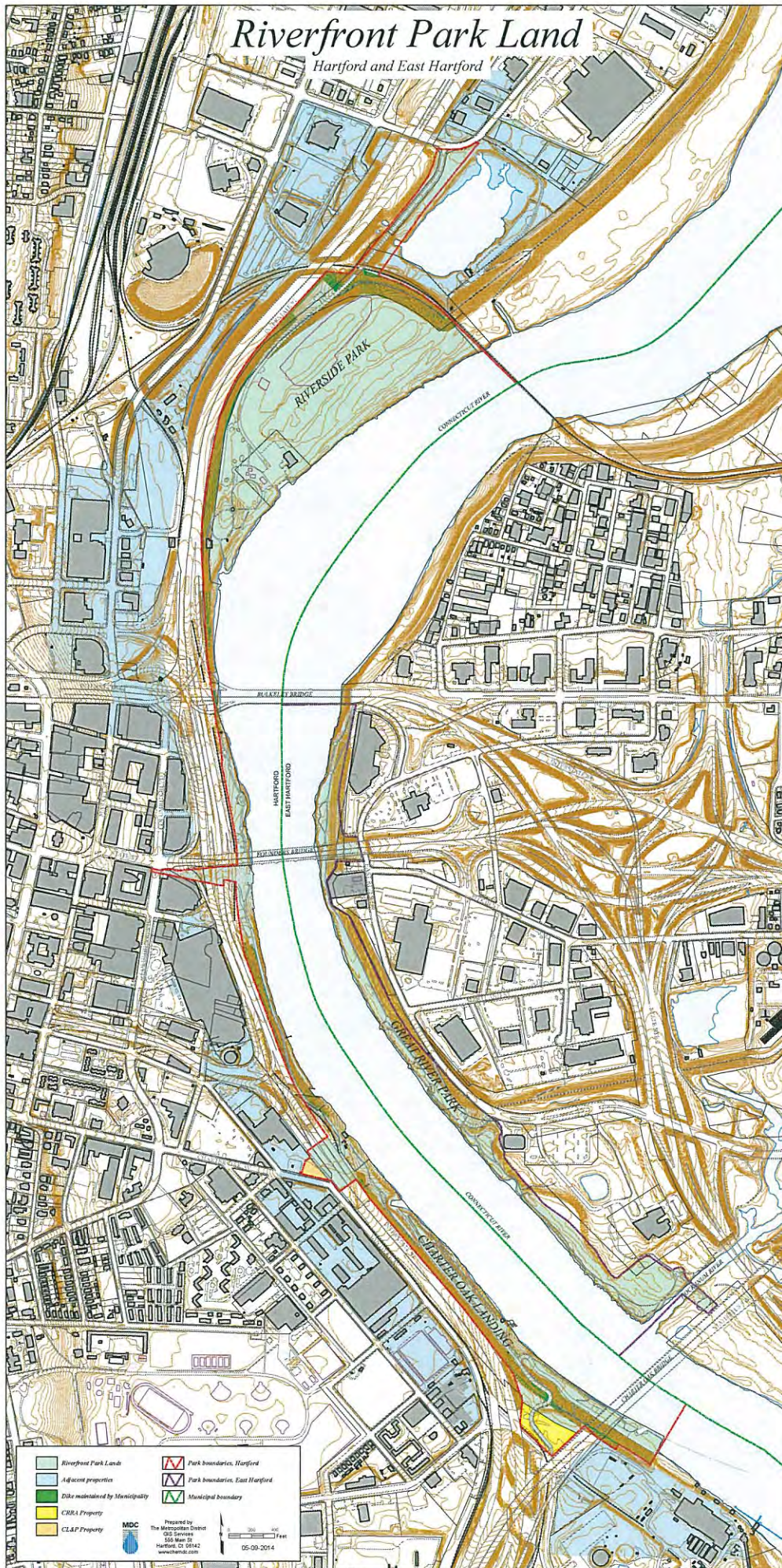
**Exhibit A**

Map showing land designated as Riverfront Park.



# Riverfront Park Land

Hartford and East Hartford





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 17, 2019

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

**Re: Outdoor Amusement Permit Application  
"14th 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 11, 2019** 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 **Department of Inspections & Permits** states that permits and inspections may be required for temporary installations.

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

The **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, appearing to read "Scott M. Sansom". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Scott M. Sansom  
Chief of Police

Cc: Applicant

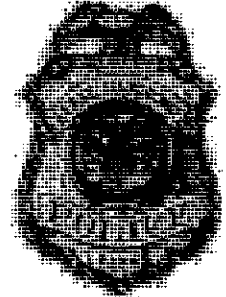
# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
14th Annual Abelon Walk
2. Date(s) of Event:  
Saturday, May 11, 2019
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):  
Rachel Buck, (C)203-530-1171, (W)860-622-5590, buck,rl@easthartford.org  
40 Meadow Way, Meriden, CT 06450  
Please direct all correspondence to the work address:  
CIBA, 857 Forbes St, East Hartford, CT, 06118
4. If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.  
Michael Abelon Memorial Foundation  
Connecticut IB Academy, Student Advisory Board  
857 Forbes St, East 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):  
5/11/2019 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)? 5/11/19 9 am - 10 am, 11 am - 12 noon

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:

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

b. Contact has been made with the East Hartford Health Department  Yes  No.

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

Yes  No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

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

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

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

see attached

---

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 Buck

(Legal Name of Applicant)

*Rachel L. Buck*

(Applicant Signature)

Rachel L Buck


(Printed Name)

4/1/2019

(Date Signed)

Walk faculty advisor

(Capacity in which signing)

 (Click button to send application electronically to [lfitzgerald@easthartfordct.gov](mailto:lfitzgerald@easthartfordct.gov))

## **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. Additionally, the two partners listed on this form and 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.

**FOR OFFICE USE**

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

Received By: L Fitzgerald

Employee Number: 9080

Date & Time Signed: 4/1/19 9:40 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.



## Fitzgerald, Laurie

---

Police

**From:** Hawkins, Mack  
**Sent:** Tuesday, April 16, 2019 4:14 PM  
**To:** Fitzgerald, Laurie  
**Subject:** RE: 14th Annual Abelon Walk

Laurie,

I have reviewed the Outdoor Amusement Permit Application for "14<sup>th</sup> Annual Abelon Walk" for 2019. I approve the application as submitted. 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:** Fitzgerald, Laurie  
**Sent:** Monday, April 1, 2019 1:04 PM  
**To:** Chapman, Keith <KChapman@easthartfordct.gov>; Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>  
**Cc:** Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>; Walsh, Mike <MWalsh@easthartfordct.gov>  
**Subject:** 14th Annual Abelon Walk



Health



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 11, 2019**

Event: **14<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 T. O'Connell  
Signature

04-02-19  
Date

Comments:

Parks



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 11, 2019**  
Event: **14<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

4/16/19

Date

Comments:



DPW



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 11, 2019**  
Event: **14<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 \$ none

Marilynn Cruz-Aponte  
Signature

April 10, 2019  
Date

Comments:

**Fitzgerald, Laurie**

---

RISK

**From:** Sasen, Christine  
**Sent:** Friday, April 5, 2019 8:41 AM  
**To:** Fitzgerald, Laurie  
**Subject:** RE: 14th Annual Abelon Walk

Ok. Chris

---

**From:** Fitzgerald, Laurie  
**Sent:** Monday, April 1, 2019 1:04 PM  
**To:** Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Cruz-Aponte, Marilynn; Davis, Robert; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sasen, Christine; Wagner, Justin; Walsh, Mike  
**Subject:** 14th Annual Abelon Walk

Good Afternoon,

Attached please find your Directors Review & Notice and Outdoor Amusement Permit Application for the "14<sup>th</sup> Annual Abelon Walk".

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than **Monday, April 15, 2019.**

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

*Insp  
Permits*

**Fitzgerald, Laurie**

---

**From:** Grew, Greg  
**Sent:** Wednesday, April 3, 2019 5:43 PM  
**To:** Fitzgerald, Laurie  
**Subject:** RE: 14th Annual Abelon Walk

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

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

---

**From:** Fitzgerald, Laurie  
**Sent:** Monday, April 1, 2019 1:04 PM  
**To:** Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sassen, Christine; Wagner, Justin; Walsh, Mike  
**Subject:** 14th Annual Abelon Walk

Good Afternoon,

Attached please find your Directors Review & Notice and Outdoor Amusement Permit Application for the "14<sup>th</sup> Annual Abelon Walk".

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than **Monday, April 15, 2019.**

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



MARCIA A. LECLERC  
MAYOR

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

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 17, 2019

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

**Re: Outdoor Amusement Permit Application  
"2019 Lung Force Walk"**

Dear Mr. Kehoe:

Attached please find a copy of the amusement permit application submitted by **The American Lung Association by Mary Mackey, Development Manager**. The applicant seeks to conduct a walk to raise awareness to help defeat lung cancer. Along with the walk there will be music and interactive educational activities. The walk will take place at **Great River Park on Sunday, June 2, 2019 from 6:30 AM to 12:30 PM (includes set up and clean up)**.

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 event to raise funds to help support their mission by improving lung health and preventing lung disease.

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

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

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

The **Fire, Health, Public Works Department 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:

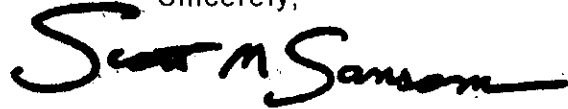
- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.



- 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". The signature is written in a cursive, flowing style 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:  
2019 LUNG FORCE Walk
2. Date(s) of Event:  
Sunday, June 2, 2019
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):  
The American Lung Association in Connecticut, 45 Ash Street, East Hartford, CT 06108
4. If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.

See attached document

5. List the location of the proposed amusement: (Name of facility and address)  
Great River Park, 301 E River Drive, East Hartford, CT 06108
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
6:30 AM - 12:30 PM\* includes set up and clean up time

7. Provide a detailed description of the proposed amusement: *one 30x30 tent, one 10x20 tent, 16 10x10 tents*

The LUNG FORCE Walk raises funds to support the Lung Association's lifesaving mission & features entertainment/interactive activities including a fitness warm up, mission and educational tents, vendors, a kid zone with face painting and kid games, pet zone with pet treats available for purchase, a National Guard rock climbing wall, and prizes that participants can enter to win.

*(see attached map)*

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 - 12:30 PM**

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

**Participants will range in age from infant to 65+ years of age.**

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

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

**Approximately 300 people**

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

a. Crowd size impact:

**Increased traffic**

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

**Pre-event participant emails, event day signage and parking volunteers**

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

**Use of American Eagle Federal Credit union lot next to the park**

d. Noise impact on neighborhood:

**DJ on site playing music throughout the event**

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

**Assigned volunteers to monitor/clean-up trash during and after the event.**

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

**Increased traffic, Music**

g. Other expected influence on surrounding neighborhood:

12. Provide a detailed plan for the following:

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

**Emergency plan communicated to volunteers/staff. Staff Leads onsite.**

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

**EMR staff onsite. Staff lead to contact authorities.**

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

**Ambulance Services of Manchester requested onsite (same as last year)**

d. Crowd control plan:

**Signage, volunteers, pre-event emails with parking and layout map**

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

**Volunteers and staff to clean up park returning it to pre-event condition**

f. Provision of sanitary facilities:

Use of onsite restrooms

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

*individually packaged water, juice boxes (cold beverages) whole fruits, breakfast bars, other pre-packaged breakfast items*

a. Food available:  Yes  No

**AND**

b. Contact has been made with the East Hartford Health Department  Yes  No.

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

Yes  No

Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

N/A

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

N/A

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

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

*see attached document.*

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.

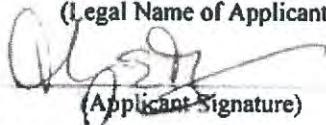
a. False Statement is a Class A Misdemeanor.

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:

American Lung Association

(Legal Name of Applicant)



(Applicant Signature)

Mary E. Mackey

(Printed Name)

3/22/2019

(Date Signed)

Development Manager

(Capacity in which signing)



(Click button to send application electronically to [lfitzgerald@easthartfordct.gov](mailto:lfitzgerald@easthartfordct.gov))



**FOR OFFICE USE**

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

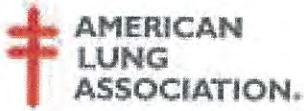
Received By: h Fitzgerald

Employee Number: 9080

Date & Time Signed: Monday 4/1/19 10:10 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.



March 27, 2019

Town of East Hartford Police Department  
Outdoor Amusement Permits  
31 School Street  
East Hartford, CT 06108

We would like to request a waiver of the application fee for the Outdoor Amusement Application for the LUNG FORCE Walk on Sunday, June 2, 2019 at Great River Park in East Hartford, CT. As a trusted source for lung health education and support, lung disease research, and lung health advocacy, we are leading the way to help us all breathe easier. Funds raised at our events help support our mission to save lives by improving lung health and preventing lung disease.

Thanks to the generosity of our partners and donors we're able to fund more research and improve more lives.

Thank you for your consideration. For more information about our work in the community, please visit [www.Lung.org](http://www.Lung.org) or call 1-800-LUNGUSA.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary E. Mackey".

Mary E. Mackey  
Development Manager  
American Lung Association in Connecticut



**Connecticut Office:**  
45 Ash Street | East Hartford, CT 06108  
Ph: 860-838-4371 [Mary.Mackey@Lung.org](mailto:Mary.Mackey@Lung.org)



LOB	Last Name	First Name	Company/Title	Mailing Address	City	State	Zip
CT	Alekshun	Todd	Staring Phyciense/ Hartford HealthCare	6 Staples Place	W Hartford	CT	0107
CT	Archer	Glenn	Kyber Security	280 2nd Ave	W Haven	CT	0616
CT	Bertsch, MD	Helsine	Hartford HealthCare	53 Deer Run	Avon	CT	0601
CT	Dills	Connie	Vysire Medical	374 B Main Street	W Hartford	CT	06073
CT	Hill, MD	David	Waterbury Pulmonary Associates	201 Central Road	Middlebury	CT	0762
CT	Loaura	Tyler	J Morrissey & Company	58 Russset Lane	Middletown	CT	0457
CT	Reardon, MSN, RN	Jane	Hartford Hospital	27 Wolcott Drive	Granby	CT	06035
CT	Rosen	Jon	Impact Communications	11 Bristol Place	Wilton	CT	06897
CT	Sitachowaki	Eugene (Gene)		309 Wolcott Hill Rd	Wethersfield	CT	0109
CT	Stein,CFP	Jeffrey	Raymond James Financial Services	27 Lenox Road	Avon	CT	06001
CT	Stevens	Julie	Bristol-Meyers Squibb	41 Clander Lane	Middletown	CT	0457
MA	Broderick	David	Ocean Spray	66 Bosch Point Place	Dorchester	MA	2115
MA	DIPinto	Susan	Barkshire Bank	120 Green St	Shrawsbury	MA	1545
MA	Dorris, MD	Ronald	retired	101 Barry Rd, Unit 4 A	Worcester	MA	01609-1256
MA	Fontes	Kim		18 Homestead Ave	Weymouth	MA	2198
MA	Helpie	Bonnie	WilmerHale	202 N St, Apt 3	Boston	MA	2127
MA	Hunt	David		2 Central Court	Woburn	MA	01801-4512
MA	Kwetz,Alan	Barbara		24 Mitchell Grant Way	Bedford	MA	01089-2202
MA	Lemone	Marie		27 Cedar Hill St	Palmer	MA	1730
MA	Lizewaki	Jenna		19 Sewall St	Boylston	MA	1505
MA	Salamanis	Chris	Beacon Communities	1 Repton Place	Welerstown	MA	2472
MA	Scarpellini	Heather	Astrazeneca	82 Branch St	Manasfield	MA	2048
MA	Sequist	Leclia	Massachusetts General Hospital	55 Fruit St, POB 212	Boston	MA	2114
ME	Cenillo	Arthur		One Monument Way	Portland	ME	04101-4078
ME	Chandler	John		150 Whitney St	Auburn	ME	4210
ME	Couper	Douglas		16 Lakeside Drive	Falmouth	ME	04105
ME	Cowger	Scott		11 Inn Road	Hallowell	ME	04347
ME	Edgecomb	Scott		15 Burdeen Road	Windham	ME	04082
ME	Haskell	Diane		1316 Western Ridge	Pelermo	ME	04354-7705
ME	Humphrey	Scott		245 Dead River Road	Bowdoin	ME	04287
ME	Irwin	Bonnie	Penclam	29 Parkway North	Brewer	ME	04412
ME	King	Brian	Bank of America	201 Arm Brook Rd	Sidney	ME	04330
ME	Pennoyer	Marguerite		14 High Point Road	Scarborough	ME	04074
ME	Rumba	Rick		8 Harbor Seal Road	Harpwell	ME	04079
ME	Shapero	Paul		104 Poplar St	Bangor	ME	04401-3449
ME	Skilling	Lois	Mid Coast-Partview Health	34 Meiden Drive	Brunswick	ME	4011
ME	Sturgis	Matthew		8 Glen Cove Rd	Gray	ME	04039-5409
ME	Vozmus	Rhonda		18 Lewis Street	Portland	ME	04102
NH	Deley DePlanche	Paula		5 Nelson Street	Dover	NH	3820
NH	Dumont	Tanya		39 Flowing Brook Road	Farmington	NH	3835
NH	Mulroy	Marie		340 Tirrell Hill Road	Goffstown	NH	3045
NH	Reed	Rachel		147 Hunter Way	Falmouth	ME	4105





Buff

Zelinski

Robert

Buffalo Medical Group P.C.

5045 Goodrich Rd

Buffalo

NY

14031

## LUNG FORCE Walk Great River Park Sunday, June 2, 2019

### Riverfront Recapture Vendor Rental

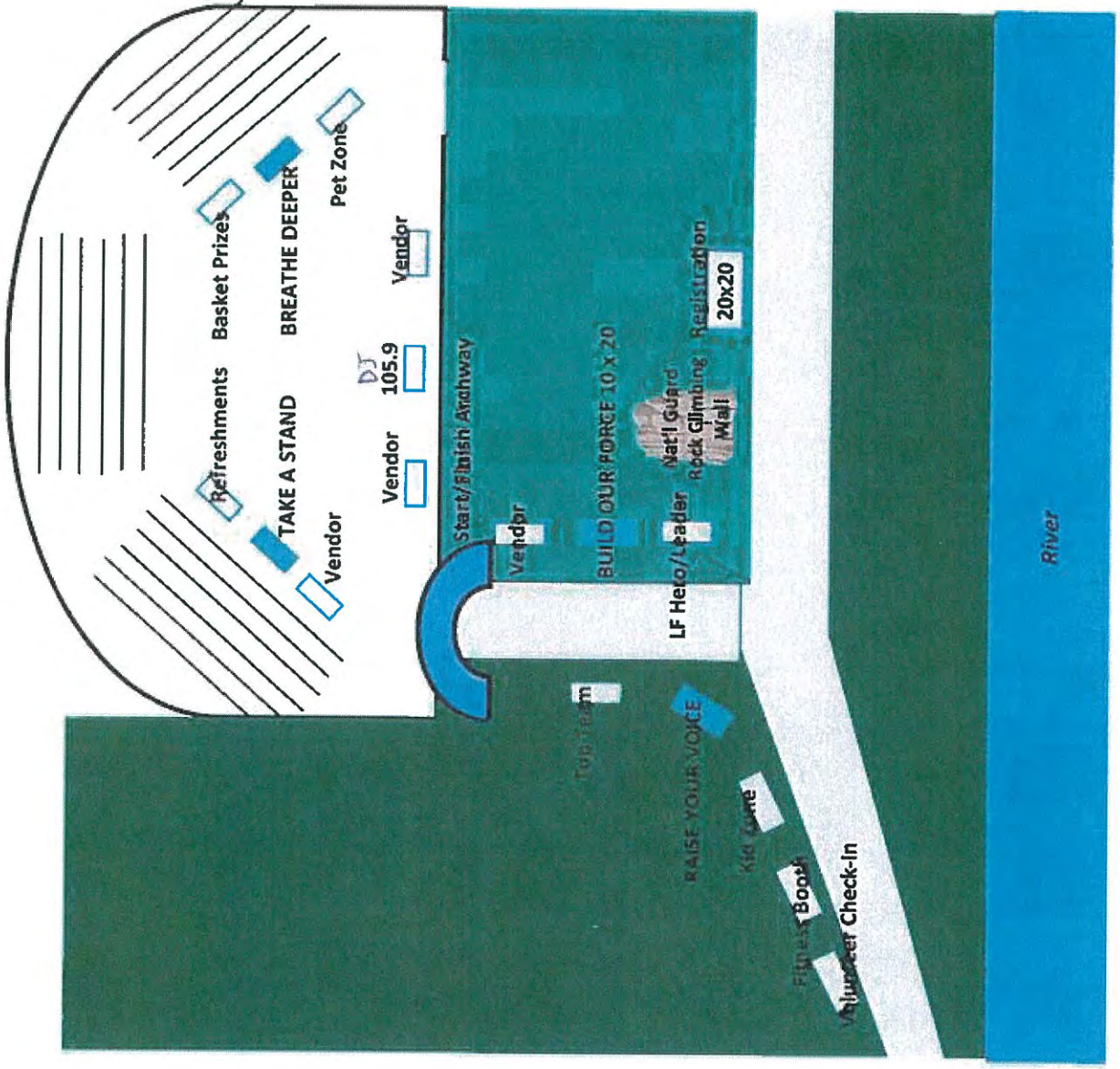
- 30 Tables / 47 Chairs (estimate based on last year)
- River 105.9 to bring 10x10 weighted tent
- One 20 x 20 Registration Tent weighted tent with 3 walls (sides and the back). Tent lined up with the paved walk-way.

### Lung Association to provide

- One 10 x 20 Build Our Force Tent weighted
- Sixteen 10 x 10 Tents weighted (Includes one extra as backup)

Pet Zone	Refreshments
BREATHE DEEPER	TAKE A STAND
Basket Prizes	Top Team
Vendor X 4	Volunteer Check In
Fitness Booth	One extra tent if needed as back in case a tent is broken
Kid Zone	
LF Hero/Leader	
RAISE YOUR VOICE	

### AMPHITHEATER







DEPARTMENT OF THE ARMY  
JOINT FORCE HEADQUARTERS – CONNECTICUT NATIONAL GUARD  
WILLIAM A. O'NEILL ARMORY  
360 BROAD STREET  
HARTFORD, CONNECTICUT 06105-3706

April 10, 2019

Ms. Mary Mackey  
American Lung Association of Connecticut  
45 Ash Street  
East Hartford, CT 06108

I write in regard to the Connecticut Army National Guard (CTARNG) Recruiting and Retention Battalion's (RRB) request to participate in the American Lung Association's Lung Force Walk located at Great River Park, 301 East River Drive, East Hartford, CT 06108 on June 2, 2019 from 8 a.m. to 6:00 p.m. for the purpose of recruiting activities. Equipment utilized at the Lung Force Walk will be a rock wall. Safety and operation inspection will be performed on equipment prior to and after transportation of the equipment.

The CTARNG's point of contact for this request is Staff Sergeant (SSG) Joseph W. Rogers, Recruiting and Retention Non-Commissioned Officer. You may contact SSG Rogers by email at [joseph.w.rogers40.mil@mail.mil](mailto:joseph.w.rogers40.mil@mail.mil) or by phone at (860) 982-2824.

SSG Rogers indicated that you inquired into our insurance to cover potential liabilities arising from training activities while participating in the Lung Force Walk. The RRB is a military (Army) unit, conducting training under the auspices of the United States. The United States is a self-insuring entity and does not issue (or purchase) certificates of insurance. All CTARNG personnel participating at the Lung Force Walk will be performing military duty. Any claims arising from their activities are processed in accordance with the Federal Tort Claims Act (28 USC 2671-2680). Should such a claim arise, I would be your point of contact to facilitate the processing of the claim.

The CTARNG appreciates your permission to permit recruiting at the Lung Force Walk. Every precaution is taken to ensure the safety of our personnel and to minimize any risks associated with their military activities. I ask that this letter suffice for purposes of your requirement for a certification of insurance. Should you desire to discuss this matter personally, please contact me directly at (860) 548-3203 or via e-mail at [timothy.j.tomcho.mil@mail.mil](mailto:timothy.j.tomcho.mil@mail.mil).

Sincerely,

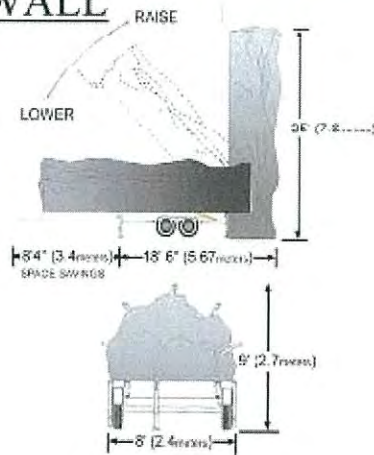
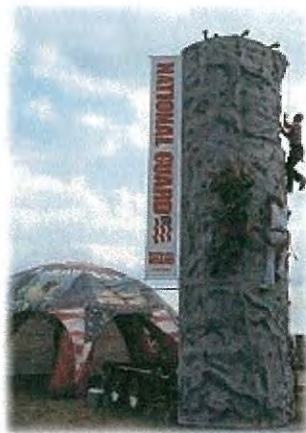
A handwritten signature in cursive script, reading "Timothy J. Tomcho", is written over a printed name and title.

Timothy J. Tomcho  
COL, Judge Advocate  
Connecticut National Guard

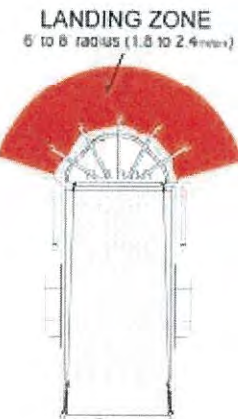
CF:  
CW4 McCarty

MEDIUM EVENT	ATHLETIC	TOWED	ELECTRICAL	CERTIFIED OPERATOR
RISK ASSESSMENT	MODERATE			WIND / STORM RISK

## ROCKWALL



➤ Quantity: 1 Rock Wall
➤ Dimensions: 27' Length x 8' Wide x 25' Height
➤ Setup: <ul style="list-style-type: none"> <li>○ Rockwall</li> <li>○ 2 Additional Soldiers for Safe Operation</li> <li>○ 6 Helmets &amp; Harnesses</li> <li>○ 2 Auto Batteries Charged (Internal)</li> <li>○ Hold Harmless Agreements</li> </ul>





Police

**Fitzgerald, Laurie**

---

**From:** Hawkins, Mack  
**Sent:** Tuesday, April 16, 2019 4:14 PM  
**To:** Fitzgerald, Laurie  
**Subject:** RE: Lung Force Walk

Laurie,

I have reviewed the Outdoor Amusement Permit Application for "Lung Force Walk" for 2019. I approve the application as submitted. 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:** Fitzgerald, Laurie  
**Sent:** Monday, April 1, 2019 10:41 AM  
**To:** Chapman, Keith <KChapman@easthartfordct.gov>; Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>  
**Cc:** Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilynn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>; Walsh, Mike <MWalsh@easthartfordct.gov>  
**Subject:** Lung Force Walk

Fire



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

Administrative Review of Amusement Permit

Event Date: **June 2, 2019**

Event: **2019 Lung Force Walk**

Applicant: **The American Lung Association by Mary Mackey,  
Development 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  

Signature 

4/1/19  
Date

DPO



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: **June 2, 2019**  
Event: **2019 Lung Force Walk**  
Applicant: **The American Lung Association by Mary Mackey,  
Development 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 \_\_\_\_\_

Marilynn Cruz-Aponte, Assistant Director  
Signature

4-16-2019  
Date

Health



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: **June 2, 2019**

Event: **2019 Lung Force Walk**

Applicant: **The American Lung Association by Mary Mackey,  
Development 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                    

Michael T. O'Connell  
Signature

04/01/2019  
Date

Comments:



Parks



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: **June 2, 2019**  
Event: **2019 Lung Force Walk**  
Applicant: **The American Lung Association by Mary Mackey,  
Development 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

*4/16/19*

Date

Comments:

*Rock*

**Fitzgerald, Laurie**

---

**From:** Sasen, Christine  
**Sent:** Wednesday, April 10, 2019 10:57 AM  
**To:** Fitzgerald, Laurie  
**Cc:** Gentile, Richard  
**Subject:** FW: Participation in Public Event Request for LFW June 2, 2019 - American Lung Association In Connecticut  
**Attachments:** Letter of Insurance - Lung Force Walk.pdf; Rock Wall.jpg  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Approved. Chris

-----Original Message-----

**From:** McCarty, Christopher S CW4 USARMY NG CTARNG (USA) [mailto:christopher.s.mccarty.mil@mail.mil]  
**Sent:** Wednesday, April 10, 2019 10:16 AM  
**To:** Sasen, Christine; Mary Mackey  
**Cc:** Rogers, Joseph W SSG USARMY NG CTARNG (US)  
**Subject:** Participation in Public Event Request for LFW June 2, 2019 - American Lung Association In Connecticut

CAUTION: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender and know the content is safe.

#####

Hello,

As requested please find the letter of insurance. Specs for the Rock Wall are attached. It is towed in by a full size truck such as a Ford F250 or Chevrolet Silverado

CHRISTOPHER S. McCARTY  
CW4, AG  
OPERATIONS OFFICER  
6TH RECRUITING AND RETENTION BN - CTARNG  
375 SMITH ST  
MIDDLETOWN, CT 06457-1529  
860-613-7503 DESK  
860-913-0632 CELL  
Christopher.s.mccarty.mil@mail.mil  
"Ask me about 100% free in-state tuition"

COSP

**Fitzgerald, Laurie**

---

**From:** Gentile, Richard  
**Sent:** Monday, April 1, 2019 11:24 AM  
**To:** Fitzgerald, Laurie  
**Subject:** RE: Lung Force Walk

I have no comments or concerns with this application.

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

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

---

**From:** Fitzgerald, Laurie  
**Sent:** Monday, April 01, 2019 10:41 AM  
**To:** Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Cruz-Aponte, Marilynn; Davis, Robert; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sasen, Christine; Wagner, Justin; Walsh, Mike  
**Subject:** Lung Force Walk

Good Morning,

Attached please find the Directors Review & Notice, Outdoor Amusement Permit Application, Map, List of Members and Fee Waiver request for the 2019 Lung Force Walk.

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than **Monday, April 15, 2019.**

Thank you.

Laurie

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

Insp → Permits

**Fitzgerald, Laurie**

---

**From:** Grew, Greg  
**Sent:** Wednesday, April 3, 2019 5:43 PM  
**To:** Fitzgerald, Laurie  
**Subject:** RE: Lung Force Walk

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

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

---

**From:** Fitzgerald, Laurie  
**Sent:** Monday, April 1, 2019 10:41 AM  
**To:** Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sassen, Christine; Wagner, Justin; Walsh, Mike  
**Subject:** Lung Force Walk

Good Morning,

Attached please find the Directors Review & Notice, Outdoor Amusement Permit Application, Map, List of Members and Fee Waiver request for the 2019 Lung Force Walk.

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than **Monday, April 15, 2019.**

Thank you.

Laurie

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



## Fitzgerald, Laurie

---

**From:** Mary Mackey <Mary.Mackey@lung.org>  
**Sent:** Wednesday, March 27, 2019 10:12 AM  
**To:** Fitzgerald, Laurie  
**Subject:** RE: 2019 LUNG FORCE WALK  
**Attachments:** ALA\_Fee\_Waiver\_Request\_Outdoor\_Permit 2019.pdf

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

Hi Liz,

Thanks for your email. See below for the replies to your questions and one question I have.

- **Application Fee Waiver Request:** See attachment for our letter requesting a waiver for the application fee for inclusion with our application
- **Insurance:** I will reach out to Christine to confirm the description and certificate holder information that should be on the COI and submit a request to our insurance provider to issue a certificate.
- **Food:** We are not planning to have a food truck. We will have donated items at the refreshment tent. There will not be any cooking taking place onsite. The items at the tent will be whole fruits and individually packaged beverages, donated brewed coffee and cold breakfast items.
- **Tents:** We will have one 20 x 20 tent that we are renting, one 10x20 tent weighed down with weights and sixteen 10x10 tent weighed down with weights.
- **Activities:** The National Guard will have a booth with a rock climbing wall which their staff will be stationed at. We are planning to have donated gift baskets as prizes that people can enter to win. **A local business will sell dog treats at the walk in the pet area. Do they need to fill out any paperwork with the town?**

Thanks,  
Mary

**Mary E. Mackey**  
Manager | Development  
**American Lung Association in Connecticut**  
45 Ash Street | East Hartford, CT 06108  
O: 860-838-4371  
Lung HelpLine: 1-800-LUNGUSA  
[Lung.org](http://Lung.org) | [Mary.Mackey@Lung.org](mailto:Mary.Mackey@Lung.org)

**From:** lfitzgerald@easthartfordct.gov <lfitzgerald@easthartfordct.gov>  
**Sent:** Monday, March 25, 2019 10:26 AM  
**To:** Mary Mackey <Mary.Mackey@lung.org>  
**Subject:** RE: 2019 LUNG FORCE WALK

Good Morning Mary,



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/08/2019

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

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


<b>PRODUCER</b> The Novick Group One Church Street Suite 400 Rockville MD 20850	<b>CONTACT NAME:</b> Ruth Spaid <b>PHONE (A/C, No, Ext):</b> (301) 795-6600 <b>E-MAIL ADDRESS:</b> rspaid@novickgroup.com	<b>FAX (A/C, No):</b> (301) 795-6610
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> American Lung Association 55 W. Wacker Drive Suite 1150 Chicago IL 60601	<b>INSURER A:</b> Philadelphia Indemnity Insurance Company	<b>NAIC #</b> 18058
	<b>INSURER B:</b> Chubb Indemnity Insurance Company	<b>12777</b>
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:** GL, AU, WC, UMB                      **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
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A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK1846025	07/01/2018	07/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
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B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	7175-1644	07/01/2018	07/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
The Town of East Hartford, its officials, employees, volunteers, boards and commissions are Additional Insureds with respect to claims arising out of the operations of the Named Insured at the Lung Force Walk Hartford on 06/02/19.

<b>CERTIFICATE HOLDER</b> Town of East Hartford 740 Main Street East Hartford CT 06108	<b>CANCELLATION</b> 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 
---	---



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/08/2019

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PRODUCER The Novick Group One Church Street Suite 400 Rockville MD 20850	CONTACT NAME: Ruth Spaid	
	PHONE (A/C, No, Ext): (301) 795-6600 FAX (A/C, No): (301) 795-6610 E-MAIL ADDRESS: rspaid@novickgroup.com	
INSURED American Lung Association 55 W. Wacker Drive Suite 1150 Chicago IL 60601	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Philadelphia Indemnity Insurance Company	18058
	INSURER B: Chubb Indemnity Insurance Company	12777
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: GL, AU, WC, UMB REVISION NUMBER:

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

Riverfront Recapture, Inc., the City of Hartford, the Town of East Hartford are named as Additional Insureds on the above policies for claims arising out of the operations of the Named Insured at the Lung Force Walk Hartford on 06/02/19.

### CERTIFICATE HOLDER

Riverfront Recapture, Inc.  
50 Columbus Blvd.  
1st Floor  
Hartford  
CT 06106-1984

### 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

© 1988-2015 ACORD CORPORATION. All rights reserved.



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DATE (MM/DD/YYYY)

04/08/2019

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

American Eagle Financial Credit Union is an Additional Insured with respect to claims arising out of the operations of the Named Insured at the Lung Force Walk Hartford on 06/02/19.

**CERTIFICATE HOLDER****CANCELLATION**

American Eagle Financial Credit Union  
333 East River Drive

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



MARCIA A. LECLERC  
MAYOR

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

31 School Street  
East Hartford, Connecticut 06108-2638

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

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

SCOTT M. SANSOM  
CHIEF OF POLICE

April 15, 2019

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 22, 2019** (June 22<sup>th</sup> event will be preceded by a golf tournament) and **Saturday, June 29, 2019** 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 **Inspections and Permits Department** states that permits and inspections may be needed for temporary installations.

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

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

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

Respectfully submitted for your information.

Sincerely,

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

Scott M. Sansom  
Chief of Police

Cc: Applicant



2019

# 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 Tourn / PAPPY'S CUSTOMER APPRECIATION DAY
- 2. Date(s) of Event: SAT JUNE 22-2019 / SAT JUNE 29th 2019

3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):

RAWLCOURT ENT. DBA PAPPY'S CAFE  
 37 Burnside Ave EAST HARTFORD CT 06108  
 860 569-7920 Home      860 573-8621 CELL      860-289-2869 PAPPY'S      860 528-0013 FAX

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.

ARTHUR F RAWLCOURT 37 Burnside Ave. E.H CT pres  
 LARRY J. BARILE 37 Burnside Ave E.H CT Sec.

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

PAPPY'S CAFE 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 22 2019 12-8pm GOLF / SAT JUNE 29th 2019 12-8pm CUSTOMER APP DAY

7. Provide a detailed description of the proposed amusement:

RADIO FOR MUSIC FOR BOTH DAYS HAM, SUSHI and HOTDRESS  
 HORSE PIT BEEN BAG TOSS GAMES

PLAYING GOLF AT E.H then BACK to PAPPY For Lunch on 6-22-19



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

Yes  No

Set June 22 2019 12-8pm  
Set June 29 2019 12-8pm

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

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

21 and older

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

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

40 For Golf / 75 For cookout

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

a. Crowd size impact:

None

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

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 PAPPY'S and ABLE to Bring out  
IN fenced IN AREA with Food

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

Owner + BARtenders to ID

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

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

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

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

a. False Statement is a Class A Misdemeanor.

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

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

RAWKORT ENT INC DBA PAPPY'S LAPE  
(Legal Name of Applicant)

[Signature]  
(Applicant Signature)

ARTHUR F RAWKORT 2-12-19  
(Printed Name) (Date Signed)

President  
(Capacity in which signing)

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

FOR OFFICE USE

Insurance Certificate Included:

Liquor Permit Included:

Certificate of Alcohol Liability Included:

Time Waiver Request Included:

Fee Waiver Request Included:

<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO



Received By: L. Armand

Employee Number: 9080

Date & Time Signed: 3/27 2:00 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.



This liquor permit is not in effect until filed with the Town Clerk, CTS Section, 30-53

STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION

# LIQUOR PERMIT

The condition 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

CAFE LIQUOR

PERMIT # LCA.0005708

Entertainment: Karaoke, Live Bands  
Under license:

Trade Name: PAPPYS

Tracer: RANNCOURT ENTERPRISES INC

Effective: 11/13/2018  
Expiration: 11/12/2019

2018 OCT 19 P 12:41  
TOWN CLERK  
EAST HARTFORD  
ACB: 0

*Michelle Boyle*  
Michelle Boyle, Commissioner





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/12/2019

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

**COVERAGES**      **CERTIFICATE NUMBER:** CL1732404559      **REVISION NUMBER:**

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	GEN'L AGGREGATE LIMIT APPLIES PER:					MED EXP (Any one person)	\$ 5,000
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	OTHER:					GENERAL AGGREGATE	\$ 2,000,000
	AUTOMOBILE LIABILITY					PRODUCTS - COMP/OP AGG	\$ 2,000,000
	ANY AUTO					LIQUOR LIABILITY	\$ 1,000,000
	ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$
	HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per person)	\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				BODILY INJURY (Per accident)	\$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				PROPERTY DAMAGE (Per accident)	\$
	DED	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y/N				PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below					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 6/22/19 & 6/29/2019 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.

<b>CERTIFICATE HOLDER</b> Town of East Hartford 740 Main Street East Hartford, CT 06108	<b>CANCELLATION</b> 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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FRONT DOOR

BAR AREA

Pool table

Tables  
+ CHAIRS

Tables  
CHAIRS

CHANGING ROOM

9 FT  
BATHROOMS

8 FT  
4 FT

PHOTO WILL BE  
TAKEN IN  
FRONT

Also hold a buffet  
will be prepared  
in the bar area  
with a food  
service



2019 3/24/19

DCPLC - Patio-Ext of Use-ACB Appl Rev 3/17

STATE OF CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION

Liquor Control Division

Telephone: (860) 713-6210

Email: [dcp.liquorcontrol@ct.gov](mailto:dcp.liquorcontrol@ct.gov)

Web Site: [www.ct.gov/dcp/liquorcontrol](http://www.ct.gov/dcp/liquorcontrol)

Handwritten signatures and dates: 3/26/19, 3/19/19



For Official Use Only  
PAY TO THE ORDER OF  
WEBSTER BANK 211170101  
WATERBURY, CT 06702  
DEPOSIT ONLY TREASURER  
STATE OF CT  
2019 MAR 19 A 10:12  
AND/OR DEPT OF  
CONSUMER PROTECTION  
POST# 100008913494 39500001

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

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

Section A: BUSINESS INFORMATION

1. Trade Name (DBA Name) <b>PAPPY'S CAFE</b>		2. Permit Number <b>LCA 0005708</b>	
3. Permittee Name (First, Middle, Last) <b>Arthur Fredrick Rancourt</b>		DEPARTMENT OF CONSUMER PROTECTION Liquor Control Division	
4. Backer Name (Corporation, LLC, Partnership, Sole Proprietorship, etc.) <b>RANCOURT ENT. INC.</b>		APPROVED <b>3/26/19</b>	
5. Business Address <b>37 Burnside Ave</b>	City <b>EAST HARTFORD</b>	State <b>CT</b>	Zip Code <b>06108</b>
6. Business Telephone Number <b>860 289 2869</b>	7. Business Fax Number <b>860 528 0013</b>	8. Business Email Address <b>Art2367@gmail.com</b>	
9. Type of Request? <input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary		If TEMPORARY is checked, List Specific Dates Below: <b>Set June 22 2019 / Set June 29 2019</b> <b>GOIF tourn / Cookout</b>	

Section B: APPROVAL/CERTIFICATION OF LOCAL OFFICIALS

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

Signature of Zoning Official X **Milton Gregory Grew** Print Name **MILTON GREGORY GREW**  
Title of Official **ZEO** Date **3, 13, 19**

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

Signature of Fire Marshal X **[Signature]** Print Name **Justin Wagner**  
Title of Official **Fire Marshal** Date **3, 14, 19**

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

Signature of Health Official X **[Signature]** Print Name **Michael O'Connell**  
Title of Official **Public Health Supervisor** Date **3, 13, 19**

Section C: CERTIFICATION OF BACKER OR AUTHORIZED REPRESENTATIVE OF BACKER

13. Backer Certification (To be signed by backer or the authorized representative of the backer)  I certify that the information provided in this application is true to the best of my knowledge and that the permittee applicant identified in "Section A" of this application is designated as my principal representative on the premises for which this application is being submitted.	Signed by Backer or Authorized Representative of Backer  X <b>[Signature]</b>	Date: <b>3-12-19</b>
	Print name of Backer or Representative <b>ARTHUR F RANCOURT</b>	Title of Backer or Representative <b>President</b>

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



## **EAST HARTFORD GOLF CLUB FINAL EVENT CONTRACT**

**Date Contracted:** 3/14/19

**Event Coordinator:** Chris Gibbs

**Event Date:** June 22, 2019

**Official Event Name:** Peppy's Open

**Event Contact:** Art Rancourt

**Phone Number:** 860-573-8621

**Number of Players Projected:** 48

**Cost Per Person:** \$60 All Inclusive Price

**Location:** East Hartford Golf Club

**Package Includes:**

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

**7:00 AM** Welcome & Player Registration Plus Breakfast Sandwich Station

**8:00 AM** Shotgun Start

**Notes:**

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

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

**Agreed & Accepted By:**

---

**Customer's Signature**

---

**East Hartford GC Representative's Signature**

**General Manager**



Police

**Fitzgerald, Laurie**

---

**From:** Hawkins, Mack  
**Sent:** Wednesday, April 10, 2019 8:53 AM  
**To:** Fitzgerald, Laurie  
**Subject:** RE: Pappy's Golf Tournament/Pappy's Customer Appreciation Day

Laurie,

I have reviewed the Outdoor Amusement Permit Application for Pappy's Cafe Golf Tournament & Customer Appreciation Day for 2019. I approve the application as submitted. Please mark the worksheet "Extra Attention."

Thank you,

*Deputy Chief Mack S. Hawkins*

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

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



**From:** Fitzgerald, Laurie  
**Sent:** Thursday, March 28, 2019 8:20 AM  
**To:** Chapman, Keith <KChapman@easthartfordct.gov>; Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>  
**Cc:** Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilynn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>; Walsh, Mike <MWalsh@easthartfordct.gov>  
**Subject:** Pappy's Golf Tournament/Pappy's Customer Appreciation Day

Good Morning

Fire



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

### Administrative Review of Amusement Permit

Event Date: **June 22 and June 29, 2019**  
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 \$   ϕ  

Signature [Handwritten Signature] Date 7/1/19

Comments: No costs related to staffing due to small scale / scope of event

Health



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

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

Michael O'Connell  
Signature

03/28/19  
Date

Comments:



*Parks.*



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 \$0.00

*Ted Fravel*  
Signature

4/11/19

Date

Comments:

DPW



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

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Applicant: **Rancourt Enterprises, Inc., DBA: Pappy's Café by Arthur F. Rancourt, its Permittee**

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- 
- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- Anticipated Cost(s) if known \$ None

\_\_\_\_\_  
Signature 4-2-2019  
Date

Comments:

Risk

**Fitzgerald, Laurie**

---

**From:** Sasen, Christine  
**Sent:** Friday, April 5, 2019 8:25 AM  
**To:** Fitzgerald, Laurie  
**Subject:** RE: Pappy's Golf Tournament/Pappy's Customer Appreciation Day

Ok. Chris

---

**From:** Fitzgerald, Laurie  
**Sent:** Thursday, March 28, 2019 8:20 AM  
**To:** Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Cruz-Aponte, Marilynn; Davis, Robert; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sasen, Christine; Wagner, Justin; Walsh, Mike  
**Subject:** Pappy's Golf Tournament/Pappy's Customer Appreciation Day

Good Morning

Attached please find the Directors Review & Notice, Outdoor Amusement Permit Application, Liquor Permit, COI and Map for Pappy's Golf Tournament and Pappy's Customer Appreciation Day.

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

**Thursday, April 11, 2019.**

Thank You  
Laurie

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



Corp

**Fitzgerald, Laurie**

---

**From:** Gentile, Richard  
**Sent:** Monday, April 1, 2019 8:58 AM  
**To:** Fitzgerald, Laurie  
**Subject:** RE: Pappy's Golf Tournament/Pappy's Customer Appreciation Day

I have no issues or concerns.

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

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

---

**From:** Fitzgerald, Laurie  
**Sent:** Thursday, March 28, 2019 8:20 AM  
**To:** Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sassen, Christine; Wagner, Justin; Walsh, Mike  
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**Thursday, April 11, 2019.**

Thank You  
Laurie

Laurie Fitzgerald  
Chief's Office  
East Hartford Police Department  
31 School Street

*Insp & permits*

**Fitzgerald, Laurie**

---

**From:** Grew, Greg  
**Sent:** Thursday, March 28, 2019 10:33 AM  
**To:** Fitzgerald, Laurie  
**Subject:** RE: Pappy's Golf Tournament/Pappy's Customer Appreciation Day

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

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

---

**From:** Fitzgerald, Laurie  
**Sent:** Thursday, March 28, 2019 8:20 AM  
**To:** Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sassen, Christine; Wagner, Justin; Walsh, Mike  
**Subject:** Pappy's Golf Tournament/Pappy's Customer Appreciation Day

Good Morning

Attached please find the Directors Review & Notice, Outdoor Amusement Permit Application, Liquor Permit, COI and Map for Pappy's Golf Tournament and Pappy's Customer Appreciation Day.

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

**Thursday, April 11, 2019.**

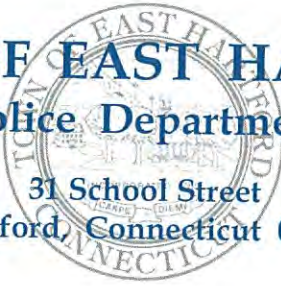
Thank You  
Laurie

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



MARCIA A. LECLERC  
MAYOR

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



31 School Street  
East Hartford, Connecticut 06108-2638

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

SCOTT M. SANSOM  
CHIEF OF POLICE

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

April 17, 2019

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

**Re: Outdoor Amusement Permit Application  
"East Hartford's Back to School Rally"**

Dear Mr. Kehoe:

Attached please find an Outdoor Amusement Permit Application submitted by **Cephus Nolen, Jr., Director, Youth Services**. The applicant seeks to conduct a Back to School rally utilizing community resources (providers), and back pack giveaways as well as food. The event will take place on **Saturday, August 10, 2019** from **9AM to 12 PM** and **music from 10 AM to 11:15 AM** at the **Town Green and Gazebo**.

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

The **Health Department** recommends approval provided that any food vendors obtain permits from the health Department prior to the event and further states that **any anticipated costs to the Department are unknown at this time**.

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

- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.
- 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, appearing to read "Scott M. Sansom". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Scott M. Sansom  
Chief of Police

Cc: Applicant

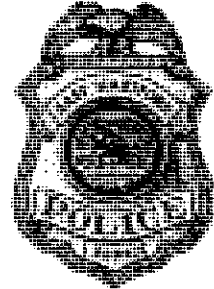
# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
East Hartford's "Back to School Rally"
2. Date(s) of Event:  
Saturday, August 10th, 2019
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):  
East Hartford Youth Services: Cephus Nolen, Jr, Director, 860-291-7181, [cnolen@easthartfordct.gov](mailto:cnolen@easthartfordct.gov)  
EHPS Office of Family & Community Partnerships: Rebecca Betancourt, Family & Community Liaison, 860-622-5633 [betancourt.r@easthartford.org](mailto:betancourt.r@easthartford.org)
4. If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.
5. List the location of the proposed amusement: (Name of facility and address)  
East Hartford Town Green & Gazebo, 50 Chapman Place, East Hartford, CT
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
August 10, 2019: 9am - 12pm
7. Provide a detailed description of the proposed amusement:  
The "Back to School Rally" will have community service providers with information to share, activities for school age children & back-pack giveaways.

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)? 10-11:15am

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

School age children and their parents.

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

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

250-300 in and out over the course of 2 1/2 hours.

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:

The crowd size will have minimal impact on the surrounding neighborhood.

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

Minimal impact on traffic flow.

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

There is adequate parking in the lots.

d. Noise impact on neighborhood:

Minimal impact on the neighborhood.

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

Park & Rec will provide additional garbage and recycling bins.

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

g. Other expected influence on surrounding neighborhood:

12. Provide a detailed plan for the following:

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

The Town Green has easy accessibility from various entrances.

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

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

d. Crowd control plan:

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

There will be a set up and clean up team to restore the area.



f. Provision of sanitary facilities:

There are out door porta-potty along with rest rooms within the Cultural Center

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

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

b. Contact has been made with the East Hartford Health Department  Yes  No.

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

Yes  No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

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

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

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

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

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

a. False Statement is a Class A Misdemeanor.

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

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

East Hartford Youth Service

(Legal Name of Applicant)

Cephus Nolen Jr  
(Applicant Signature)

Cephus Nolen Jr  
(Printed Name)

4/1/2019  
(Date Signed)

Director, Youth Services  
(Capacity in which signing)



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

**FOR OFFICE USE**

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

Received By: L. Howard

Employee Number: 9080

Date & Time Signed: Wed 4-3-19 9 : 25 AM PM

Time remaining before event: 60+ days.

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

Police

**Fitzgerald, Laurie**

---

**From:** Hawkins, Mack  
**Sent:** Tuesday, April 16, 2019 4:14 PM  
**To:** Fitzgerald, Laurie  
**Subject:** RE: East Hartford's Back to School Rally

Laurie,

I have reviewed the Outdoor Amusement Permit Application for "East Hartford's Back to School Rally" for 2019. I approve the application as submitted. 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:** Fitzgerald, Laurie  
**Sent:** Wednesday, April 3, 2019 9:38 AM  
**To:** Chapman, Keith <KChapman@easthartfordct.gov>; Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>  
**Cc:** Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sassen, Christine <CSassen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>; Walsh, Mike <MWalsh@easthartfordct.gov>  
**Subject:** East Hartford's Back to School Rally

Good Morning,



Fire



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

**Administrative Review of Amusement Permit**

Event Date: **August 10, 2019**  
Event: **East Hartford's "Back to School Rally"**  
Applicant: **Cephus Nolen, Jr., Director, Youth Services**

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

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

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

Signature: \_\_\_\_\_ Date: 4/7/15

Comments:

Health



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

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

Michael T. O'Connell

04-03-2019

Signature

Date

Comments:

Approval recommended provided applicant submit any temporary foodservice license applications at least 2 weeks prior to the event.

DPW



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

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- 
- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
  - Anticipated Cost(s) if known \$ None

\_\_\_\_\_  
Signature

4-10-2019

Date

Comments:



*Parks.*



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 \$0.00

*Ted Fravel*  
Signature

*1/17/2019*

Date

Comments:

RISK

**Fitzgerald, Laurie**

---

**From:** Sasen, Christine  
**Sent:** Friday, April 5, 2019 8:35 AM  
**To:** Fitzgerald, Laurie  
**Subject:** RE: East Hartford's Back to School Rally

Ok. Chris

---

**From:** Fitzgerald, Laurie  
**Sent:** Wednesday, April 3, 2019 9:38 AM  
**To:** Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Drouin, Darrell; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sasen, Christine; Wagner, Justin; Walsh, Mike  
**Subject:** East Hartford's Back to School Rally

Good Morning,  
Attached please find your Directors Review & Notice and the Outdoor Amusement Permit Application for East Hartford's "Back to School Rally" .

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than **Wednesday, April 17, 2019.**

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

Corp

**Fitzgerald, Laurie**

---

**From:** Gentile, Richard  
**Sent:** Wednesday, April 17, 2019 10:13 AM  
**To:** Fitzgerald, Laurie; Fravel, Theodore  
**Subject:** RE: Back to School Rally

I have no comments or concerns with this application.

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

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

---

**From:** Fitzgerald, Laurie  
**Sent:** Wednesday, April 17, 2019 9:23 AM  
**To:** Gentile, Richard; Fravel, Theodore  
**Subject:** Back to School Rally

Good Morning,

Reviews for "Back to School Rally" are due today.

Thank you  
Laurie

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



*Insps & Permits.*

**Fitzgerald, Laurie**

---

**From:** Grew, Greg  
**Sent:** Wednesday, April 3, 2019 1:47 PM  
**To:** Fitzgerald, Laurie  
**Subject:** RE: East Hartford's Back to School Rally

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

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

---

**From:** Fitzgerald, Laurie  
**Sent:** Wednesday, April 3, 2019 9:38 AM  
**To:** Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Drouin, Darrell; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sassen, Christine; Wagner, Justin; Walsh, Mike  
**Subject:** East Hartford's Back to School Rally

Good Morning,  
Attached please find your Directors Review & Notice and the Outdoor Amusement Permit Application for East Hartford's "Back to School Rally" .

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than **Wednesday, April 17, 2019.**

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

MARCIA A. LECLERC  
MAYOR

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

31 School Street  
East Hartford, Connecticut 06108-2638

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

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

SCOTT M. SANSOM  
CHIEF OF POLICE

April 8, 2019

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

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

Dear Chairman Kehoe:

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

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

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

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

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

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

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

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

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

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

Respectfully submitted for your information.

Sincerely,



Scott M. Sansom  
Chief of Police

Cc: Applicant

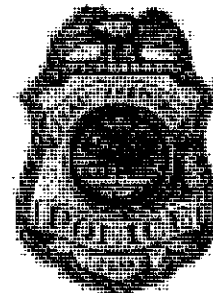
# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
Riverfront Summer Pops
2. Date(s) of Event:  
6/8, 7/20, 8/24 each with a rain date the day after.
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant ) :  
Josh Urrutia  
Director of Events  
Riverfront Recapture INC  
50 Columbus BLVD 1st Floor  
Hartford, CT 06106
4. If Applicant is a partnership, corporation, limited liability company , club, or association, list the names of all partners, members, directors and officers AND provide their business address.  
See attached.
5. List the location of the proposed amusement: (Name of facility and address)  
Great River Park
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
7pm-9:00pm
7. Provide a detailed description of the proposed amusement:  
concert performance 7-9:00pm



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

Yes  No

a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? 7:00-9:00pm

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

All ages

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

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

100+

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

a. Crowd size impact:

Minimal to no impact

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

do not anticipate any impact

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

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

d. Noise impact on neighborhood:

Minimal to no impact

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

We will manage internally

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

None expected

g. Other expected influence on surrounding neighborhood:

none

12. Provide a detailed plan for the following:

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

full access

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

Riverfront Rangers and Riverfront staff

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

on call

d. Crowd control plan:

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

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

RRI will handle

f. Provision of sanitary facilities:

port o lets

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

If a vendor becomes interested we will guide them through the process  
Food available  Yes  No AND contact has been made with the East Hartford Health

Department  Yes  No.

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

Yes  No Alcoholic beverages will be served / provided.

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

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

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

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

---

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

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

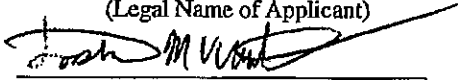
- a. False Statement is a Class A Misdemeanor.
  
- b. The penalty for a Class A Misdemeanor is imprisonment for a term not to exceed one (1) year, or a fine not to exceed \$1,000, or both a fine and imprisonment.

---

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

Joshua Urrutia

(Legal Name of Applicant)



(Applicant Signature)

Joshua Urrutia

(Printed Name)

3/11/19

(Date Signed)

Director of Events

(Capacity in which signing)

---

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

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

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

\*= Ex-officio Member





**DESCRIPTIONS (Continued from Page 1)**

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

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

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

Received By: L Fitzgerald  
Employee Number: 9080  
Date & Time Signed: 3/20/19 11:35 AM PM  
Time remaining before event: 604 days.

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

Police

**Fitzgerald, Laurie**

---

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

Laurie,

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

Thank you,

*Deputy Chief Mack S. Hawkins*

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

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



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

Good Afternoon,

File



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

### Administrative Review of Amusement Permit

Event Dates: **Saturday, June 8 (Rain date: Sunday, June 9) 7 PM – 9 PM**  
**Saturday, July 20 (Rain date: Sunday, July 21) 7 PM – 9 PM**  
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Event: **Riverfront Summer Pops**

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

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

- 1. the application be approved as submitted.
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- 3. the application be disapproved for the reason(s) set forth in the attached comments.

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

Anticipated Cost(s) if known \$ (No REQUEST FOR SERVICE)

Signature \_\_\_\_\_  
Comments: \_\_\_\_\_

5/20/16  
Date



Health



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

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

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

Michael O'Connell  
Signature

03/22/2019  
Date

Comments:

*Parks & Rec.*



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

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**Saturday, August 24 (Rain date: Sunday, August 25) 7 PM – 9 PM**

Event: **Riverfront Summer Pops**

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

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

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

Ted Fravel  
Signature

4/3/19  
Date

Comments:

DFW



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

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

Event: **Riverfront Summer Pops**

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

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

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

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

Anticipated Cost(s) if known \$ None

Marilynn Cruz-Aponte  
Signature

4-2-2019  
Date

Comments:



Copy

**Fitzgerald, Laurie**

---

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

I have no comments or concerns with this application

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

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

---

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

Good Afternoon,

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

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

Thank you  
Laurie

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



Risk

**Fitzgerald, Laurie**

---

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

Ok. Chris

---

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

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

*Insps & Permits*

**Fitzgerald, Laurie**

---

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

Per Ordinance 5-3 my review and approval is not required. Please inform the applicant that permits and inspections may be required for temporary installations.

MILTON GREGORY GREW, AIA  
Director of Inspections & Permits  
(Building / Zoning / Property Maint.)  
TOWN OF EAST HARTFORD  
740 Main Street  
East Hartford, CT 06108  
Direct [\(860\) 291-7345](tel:8602917345)  
Mobile [\(860\) 874-8034](tel:8608748034)  
<http://www.easthartfordct.gov/inspections-and-permits>

---

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

Good Afternoon,

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

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

Thank you  
Laurie

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

MARCIA A. LECLERC  
MAYOR

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

31 School Street  
East Hartford, Connecticut 06108-2638

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

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

SCOTT M. SANSOM  
CHIEF OF POLICE

April 12, 2019

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

**Re: Outdoor Amusement Permit Application -  
"Riverfront Fireworks"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **Riverfront Recapture by Joshua M. Urrutia, Director of Events**. The applicant seeks to conduct an outdoor concert, food and a fireworks display at **Great River Park** on **Saturday, July 13, 2019** from **7PM to the conclusion of the fireworks display which is scheduled for 9 PM to 9:30 PM**. **The concert will begin at 7 PM.**

**There is a Rain date of Sunday, July 14, 2019** and that timeline will be the same as that of July 13<sup>th</sup> event.

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

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

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

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

The **Finance Department** approves the application as submitted **subject to the receipt of the COI from the Pyrotechnic Operator naming the Town as Additional Insured with the same terms and insurance as last year.**

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

- **Applicant will be responsible for the cost of fire protection and EMS**

- **The anticipated cost to the Department for their services is \$8,000.00.**

The **Health Department** recommends approval of the application as submitted and states the following:

- **Approval recommended provided any food vendors obtain permits from the Health Department prior to the event.**
- **It further states there anticipated costs to the Department, if any, are unknown at this time.**

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

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

- **The event organizers are responsible to obtain road closure permits from the local and state jurisdictions.**
- **The applicant shall provide a list of ramp closres for the LTA review.**
- **The anticipated cost to the Department is \$3,000.00.**

The **Police Department** can provide adequate police protection for this proposed event, which is a part of a larger activity known as Riverfront Fireworks. The Police Department will be developing an operations plan to address the full scope of the Riverfront Fireworks activity, to include traffic control, vehicle parking, crowd control, and emergency services. The amusement, proposed in this application, shall be included in the Department's overall response to Riverfront Fireworks.

- The predominant concerns generated by Riverfront Fireworks are vehicle parking, crowd and traffic control.
- Crowds are expected to be heavy in the areas of the proposed amusements, as these are also the prime viewing areas for the fireworks display. Access to these spectator areas will be addressed in the Riverfront Fireworks operations plan, and maintained by members of this Department. The proposed amusement would likely occupy the time and interest of crowds awaiting the fireworks display. Such a diversion is helpful to police in maintaining order.
- Traffic control, particularly in the immediate area of the Riverfront Fireworks is always a concern. This shall be addressed by the closing of streets leading to, and surrounding the Riverfront Fireworks area. These closings will occur several hours prior to the start of Riverfront Fireworks activities, to prevent the advance gathering of vehicles in the area. This will be a coordinated effort of this Department and the Connecticut State Police, who shall be closing highway off ramps leading into the area.
- In conjunction with the closing of streets, motorists will be directed to park on adjacent streets or utilize available parking lots in the City of Hartford.
- The police manpower necessary for this event far exceeds the normal patrol complement on that date. Consequently, the required personnel will be provided through overtime hiring. In past years, some area towns have provided officers to augment East Hartford's police contingent. It is probable that assistance from outside agencies will not be required this year.



- The anticipated cost to the Department for this event is \$24,052.23.

Respectfully submitted for your information.

Sincerely,

A handwritten signature in blue ink that reads "Scott M. Sansom". The signature is stylized with a large "S" and a long horizontal line extending to the right.

Scott M. Sansom  
Chief of Police

Cc: Applicant

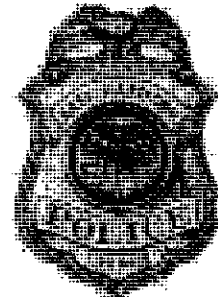
# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Kanaran  
Chief of Police

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

1. Name of Event:  
Riverfront Fireworks
2. Date(s) of Event:  
7/13/19 Inclement weather date 7/14/19
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant ) :  
Josh Urrutia  
Director of Events  
Riverfront Recapture INC  
50 Columbus BLVD 1st Floor  
Hartford, CT 06106
4. If Applicant is a partnership, corporation, limited liability company , club, or association, list the names of all partners, members, directors and officers AND provide their business address.  
See attached.
5. List the location of the proposed amusement: (Name of facility and address)  
Great River Park
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
7pm-9:30pm
7. Provide a detailed description of the proposed amusement:  
concert performance 7-8:45pm and fireworks from 9-9:30pm

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

Yes  No

a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? 7:00-8:45pm

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

All ages

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

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

5,000 plus

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:

Will work with EHPD and CTSP on crowd plan.

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

Will work with EHPD and CTSP on traffic plan.

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

Will work with EHPD and local property owners on parking.

d. Noise impact on neighborhood:

Somewhat significant with the fireworks at 9pm

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

We will utilize Open Hearth Cleans

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

We will work with EHPD to limit disruptions

g. Other expected influence on surrounding neighborhood:

none

12. Provide a detailed plan for the following:

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

full access

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

Emergency command post through EHPD

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

police fire and Ambulance will be available.

d. Crowd control plan:

Planning with EHPD will discuss more at support services meeting

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

RRI

f. Provision of sanitary facilities:

port o lets and handwashing will be available by united site services

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

There is a plan to have food

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

Department  Yes  No.

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

Yes  No Alcoholic beverages will be served / provided.

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

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

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

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

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

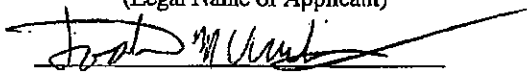
A person is guilty of False Statement when he intentionally makes a false written statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he does not believe to be true and which statement is intended to mislead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

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

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

Joshua Urrutia

(Legal Name of Applicant)



(Applicant Signature)

Joshua Urrutia

(Printed Name)

3/11/19

(Date Signed)

Director of Events

(Capacity in which signing)

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



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

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

\*= Ex-officio Member



**DESCRIPTIONS (Continued from Page 1)**

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

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

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

Received By: L. Fitzgerald

Employee Number: 9080

Date & Time Signed: 3/20/19 12:00 AM  PM

Time remaining before event: 60+ days.

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



*Police*

**Fitzgerald, Laurie**

---

**From:** Hawkins, Mack  
**Sent:** Wednesday, April 10, 2019 8:49 AM  
**To:** Fitzgerald, Laurie  
**Subject:** RE: Riverfront Fireworks 2019

Laurie,

I have reviewed the Outdoor Amusement Permit Application for Riverfront Fireworks 2019. I approve the application as submitted. The anticipated cost to Riverfront Recapture for this event is \$24,052.23.

Thanks in advance,

*Deputy Chief Mack S. Hawkins*

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

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



**From:** Fitzgerald, Laurie  
**Sent:** Wednesday, March 20, 2019 1:30 PM  
**To:** Chapman, Keith <KChapman@easthartfordct.gov>; Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>  
**Cc:** Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>; Walsh, Mike <MWalsh@easthartfordct.gov>  
**Subject:** Riverfront Fireworks 2019

Good Afternoon,

Fire



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

### Administrative Review of Amusement Permit

Event Date: **July 13, 2019 (Raindate: July 14, 2019)**

Event: **Riverfront Fireworks**

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

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

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

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

Anticipated Cost(s) if known \$ 8600,00

Signature

3/20/17  
Date

Comments:

Health



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

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Event: **Riverfront Fireworks**  
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- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- Anticipated Cost(s) if known \$ \_\_\_\_\_ unknown at this time \_\_\_\_\_

Michael O'Connell  
Signature

0322/2019  
Date

Comments:

Parks & Rec



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

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Event Date: **July 13, 2019 (Raindate: July 14, 2019)**

Event: **Riverfront Fireworks**

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

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

Ted Fravel  
Signature

4/3/19  
Date

Comments:



DPW



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

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

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- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- 
- Anticipated Cost(s) if known \$ 3000.00

Marilynn Cruz-Aponte  
Signature

4-2-2019  
Date

Comments:

1. The event organizers are responsible to obtain road closure permits from the local and state jurisdictions.
2. The applicant shall provide a list of ramp closures for the LTA to review.

Risk

**Fitzgerald, Laurie**

---

**From:** Sasen, Christine  
**Sent:** Friday, March 29, 2019 4:09 PM  
**To:** Fitzgerald, Laurie  
**Subject:** RE: Riverfront Fireworks 2019

I will approve subject to receipt of Certificate of Insurance from Pyrotechnic Operator naming Town as Additional Insured with same terms and insurance as last year .

Chris

Christine M. Sasen, MBA  
Risk Manager  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108  
Telephone: (860) 291-7244  
Facsimile: (860) 289-0831  
Cell: (860) 436-7787  
E-Mail: [csasen@easthartfordct.gov](mailto:csasen@easthartfordct.gov)

---

**From:** Fitzgerald, Laurie  
**Sent:** Wednesday, March 20, 2019 1:30 PM  
**To:** Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sasen, Christine; Wagner, Justin; Walsh, Mike  
**Subject:** Riverfront Fireworks 2019

Good Afternoon,

Attached please find your Directors Review & Notice, Outdoor Amusement Permit Application, list of Board of Directors and COI for the 2019 Riverfront Fireworks.

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

Thank you  
Laurie

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

Corp.

**Fitzgerald, Laurie**

---

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

I have no comments or concerns with this application

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

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

---

**From:** Fitzgerald, Laurie  
**Sent:** Wednesday, March 20, 2019 1:30 PM  
**To:** Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sassen, Christine; Wagner, Justin; Walsh, Mike  
**Subject:** Riverfront Fireworks 2019

Good Afternoon,

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Thank you  
Laurie

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



Insp & Permits

**Fitzgerald, Laurie**

---

**From:** Grew, Greg  
**Sent:** Wednesday, March 20, 2019 1:40 PM  
**To:** Fitzgerald, Laurie  
**Subject:** Re: Riverfront Fireworks 2019

Per Ordinance 5-3 my review and approval is not required. Please inform the applicant that permits and inspections may be required for temporary installations.

MILTON GREGORY GREW, AIA  
Director of Inspections & Permits  
(Building / Zoning / Property Maint.)  
TOWN OF EAST HARTFORD  
740 Main Street  
East Hartford, CT 06108  
Direct [\(860\) 291-7345](tel:8602917345)  
Mobile [\(860\) 874-8034](tel:8608748034)  
<http://www.easthartfordct.gov/inspections-and-permits>

---

**From:** Fitzgerald, Laurie  
**Sent:** Wednesday, March 20, 2019 1:30:20 PM  
**To:** Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sassen, Christine; Wagner, Justin; Walsh, Mike  
**Subject:** Riverfront Fireworks 2019

Good Afternoon,

Attached please find your Directors Review & Notice, Outdoor Amusement Permit Application, list of Board of Directors and COI for the 2019 Riverfront Fireworks.

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

Thank you  
Laurie

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



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 10, 2019

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

**Re: Outdoor Amusement Permit Application -  
“Head of the Riverfront Regatta”**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **Riverfront Recapture, Inc. by Joshua M. Urrutia, Director of Events**. The applicant seeks to conduct a rowing regatta on the Connecticut River on **Sunday, October 6, 2019** from **6AM - 5PM**.

**The Flood and Rain Date for this event is Sunday, November 3, 2019.**

Although the regatta will be utilizing Riverfront Plaza in Hartford, people (less than 300) are expected to be in Great River Park on the East Hartford side of the river.

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

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

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

The **Fire Department** approves the application as submitted.

- **The anticipated cost to the Department for their services is \$2,000.00, for staffing the Fire/EMS boat for the day.**

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

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

- The Police Department can provide adequate police protection for this event. The site is suitable for the proposed amusements. The crowd is expected to be small to moderate in size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods while maintaining a near-normal flow of traffic on the streets adjacent to the site.
- **The anticipated cost to the Department for two (2) Marine Officers working a nine (9) hour detail is \$991.05.**

Respectfully submitted for your information.

Sincerely,



Scott M. Sansom  
Chief of Police

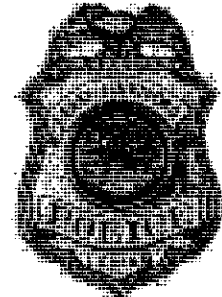
Cc: Applicant

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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



Scott M. Sansom  
Chief of Police

## OUTDOOR AMUSEMENT PERMIT APPLICATION

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

1. Name of Event:

Head of the Riverfront Regatta

2. Date(s) of Event:

10/6/19

Flood date of 11/3/19

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) :

Riverfront Recapture – Josh Urrutia Director of Events  
50 Columbus Blvd, First Floor Hartford, CT 06106  
860.713.3131 ext. 329  
jurrutia@riverfront.org

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

See attached.

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

Great River Park, 333 East River Drive, East Hartford

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

10/6/19 6:00am-5:00pm

7. Provide a detailed description of the proposed amusement:

Rowing Regatta on the CT River and utilizing Riverfront Plaza in Hartford and Great River Park: Boat Launch will be closed to public access day of event, 1-10x10 registration tent will be located at top of east of boat ramp, 20-30 cars with 1-2

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

Yes  No

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

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

All ages.

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

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

Less than 300 in Great River Park, 5,000 + overall in Hartford

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

a. Crowd size impact:

Minimal to none

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

None

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

Within park minimal to no impact for surrounding area

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:

Volunteers and Riverfront Recapture

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:

All emergency personnel have full access into park system.

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

Emergency command coordinated through HPD/Riverfront Recapture.

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

Emergency medical services provided/coordinated through Hartford Fire EMS.

d. Crowd control plan:

N/A

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

Riverfront Recapture

f. Provision of sanitary facilities:

Riverfront Recapture will arrange port-o-lets.

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); Pursuant to Town Council resolution passed on 6/10/14 Amusement Permit Application fee and any associated town expenses are waived.

---

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

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

a. False Statement is a Class A Misdemeanor.

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

---

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

Joshua M Urrutia

(Legal Name of Applicant)



(Applicant Signature)

Joshua M Urrutia

(Printed Name)

3/11/19

(Date Signed)

Director of Events

(Capacity in which signing)

---

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

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

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

\*= Ex-officio Member

CERTIFICATE OF LIABILITY INSURANCE

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

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

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

PRODUCER People's United Ins. Agency CT One Financial Plaza 755 Main Street Hartford, CT 06103	CONTACT NAME: <b>Rose Ann Musso</b>
	PHONE (A/C, No, Ext): <b>860 524-7600</b> FAX (A/C, No): E-MAIL ADDRESS: <b>rose.musso@peoples.com</b>
INSURED Riverfront Recapture, Inc. 50 Columbus Blvd., 1st Floor Hartford, CT 06106-1984	INSURER(S) AFFORDING COVERAGE      NAIC #
	INSURER A : <b>Philadelphia Indemnity Insurance Co.</b> <b>18058</b>
	INSURER B : <b>AIG Property Casualty Company</b> <b>19402</b>
	INSURER C :
	INSURER D :
	INSURER E :

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PD Ded:25000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PHPK1923517	01/01/2019	01/01/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$0 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PHPK1923517	01/01/2019	01/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10000		PHUB659764	01/01/2019	01/01/2020	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY    Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WC024181357	01/01/2019	01/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

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

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

**DESCRIPTIONS (Continued from Page 1)**

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

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

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



Received By: L. Howard

Employee Number: 9080

Date & Time Signed: 3/21/19 8:30 AM PM

Time remaining before event: 904 days.

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

Police

**Fitzgerald, Laurie**

---

**From:** Hawkins, Mack  
**Sent:** Wednesday, April 10, 2019 8:12 AM  
**To:** Fitzgerald, Laurie  
**Subject:** RE: Head of the Riverfront Regatta

Laurie,

I have reviewed the Outdoor Amusement Permit Application for Riverfront Regatta for 2019. I approve the application as submitted. The anticipated cost to the East Hartford Police Department for hiring two (2) Marine Officers working a nine (9) hour detail for this event is \$991.05.

Thanks in advance,

*Deputy Chief Mack S. Hawkins*

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

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



**From:** Fitzgerald, Laurie  
**Sent:** Thursday, March 21, 2019 10:25 AM  
**To:** Chapman, Keith <KChapman@easthartfordct.gov>; Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>  
**Cc:** Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilynn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>; Walsh, Mike <MWalsh@easthartfordct.gov>  
**Subject:** Head of the Riverfront Regatta

Good Morning

Fire



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

### Administrative Review of Amusement Permit

Event Date: **October 6, 2019**  
**Flood and Rain date for this event is Sunday, November 3, 2019.**

Event: **Head of the Riverfront Regatta**

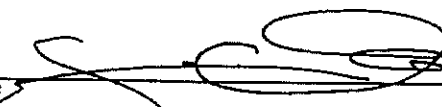
Applicant: **Riverfront Recapture, Inc. by Joshua M. Urrutia, Director of Events**

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

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

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

Anticipated cost(s) if known: \$ 2000.00

Signature  Date 4/1/19

Comments: COSTS RELATED TO STAFFING FIRE/GM BOAT FOR THE DAY.  


*Park & Rec*



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **October 6, 2019**  
**Flood and Rain date for this event is Sunday, November 3, 2019.**

Event: **Head of the Riverfront Regatta**

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

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- X 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
  - X Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- 
- Anticipated cost(s) if known: \$0.00

*Ted Fravel*

Signature

4/5/19

Date

Comments:



DPW



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **October 6, 2019**  
**Flood and Rain date for this event is Sunday, November 3, 2019.**

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- 3. the application be disapproved for the reason(s) set forth in the attached comments.

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

Anticipated cost(s) if known: \$ None \_\_\_\_\_

\_\_\_\_\_  
Signature Marilynn Cruz-Aponte 4-2-2019  
Date

Comments:

Risk

**Fitzgerald, Laurie**

---

**From:** Sasen, Christine  
**Sent:** Monday, April 1, 2019 1:43 PM  
**To:** Fitzgerald, Laurie  
**Subject:** RE: Head of the Riverfront Regatta

Ok. Chris

---

**From:** Fitzgerald, Laurie  
**Sent:** Thursday, March 21, 2019 10:25 AM  
**To:** Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sasen, Christine; Wagner, Justin; Walsh, Mike  
**Subject:** Head of the Riverfront Regatta

Good Morning

Attached is the Directors Review & Notice, Outdoor Amusement Permit Application, List of Board of Directors and COI for the "Head of the Riverfront Regatta".

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than Thursday, April 4, 2019.

Thank you  
Laurie

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

*Health*



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **October 6, 2019**  
**Flood and Rain date for this event is Sunday, November 3, 2019.**

Event: **Head of the Riverfront Regatta**

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

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

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

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

Anticipated cost(s) if known: \$ \_\_\_\_\_ 0 \_\_\_\_\_

Michael O'Connell  
Signature

03/22/2019  
Date

Comments:

Corp.

**Fitzgerald, Laurie**

---

**From:** Gentile, Richard  
**Sent:** Thursday, March 21, 2019 3:53 PM  
**To:** Fitzgerald, Laurie  
**Subject:** RE: Head of the Riverfront Regatta

I have no comments or concerns with this application

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

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

---

**From:** Fitzgerald, Laurie  
**Sent:** Thursday, March 21, 2019 10:25 AM  
**To:** Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sassen, Christine; Wagner, Justin; Walsh, Mike  
**Subject:** Head of the Riverfront Regatta

Good Morning

Attached is the Directors Review & Notice, Outdoor Amusement Permit Application, List of Board of Directors and COI for the "Head of the Riverfront Regatta".

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than **Thursday, April 4, 2019**.


Thank you  
Laurie

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





## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 1, 2019  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: ENDORSEMENT: Town of East Hartford Board of Selectmen

---

The following name was submitted by the Democratic Town Committee Chair for endorsement to fill the vacancy as a member of the Town of East Hartford Board of Selectmen:

**D** Margaret A. Goodrow 34 Springside Avenue 11/19

Please place this endorsement on the Agenda for the May 7<sup>th</sup>, 2019 Town Council meeting.

Thank you.

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



April 19, 2019

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

*Re: Margaret A. Goodrow Endorsement*

Dear Chair Kehoe:

At a meeting of the District Chairs and Vice Chairs of the East Hartford Democratic Town Committee, that serves as the nominating committee, on April 18, 2019 the name of Margaret A. Goodrow, 34 Springside Avenue, East Hartford, CT 06108, was submitted for consideration of our endorsement to fill a vacancy as a member of the Town of East Hartford Board of Selectman.

Ms. Goodrow was interviewed by our committee and demonstrated a mastery of the subject matter most germane to the needs of this position.

The Chairs and Vice Chairs took a vote in accordance with our Bylaws and hereby submit the endorsement of Ms. Goodrow to fill the vacancy.

Attached please find the completed application and resume.

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

Respectfully,

Craig Stevenson  
Chair

34 Springside Avenue  
East Hartford, CT 06108

Dear Democratic Town Committee Chairs:

This letter is to express my interest in the position of Selectman. I have been a member of the 1<sup>st</sup> District Democratic Party and Democratic Town Committee for the past 9 years. I regularly attend 1<sup>st</sup> District and Town Committee meetings. I am also a member of the East Hartford Democratic Women's Club.

I have participated in Poll standing, Cold Drops and numerous phone banks for the Democratic Party. In addition, I support the East Hartford Democratic Party through attendance at fundraisers, purchase of ads, and donations to candidates' campaigns.

I have 15 years in management and leadership positions and feel that I can be open minded and fair dealing with public issues. Please see attached resume and application.

Sincerely,

*Margaret A. Goodrow*

860-508-7186 cell  
860-206-5083 home

MARGARET GOODROW  
34 SPRINGSIDE AVE EAST HARTFORD, CT 06108  
H: (860)206-5083, C: (860) 508.7186 PEGGYG1006@YAHOO.COM

*Work Experience*

*November 2015 – July 2017*

*Service Delivery Manager I*

*Novitex*

*Windsor, CT*

Managed a team of over thirty associates, while ensuring daily workflow to meet key checkpoints by monitoring productivity reports and customer queues.  
Supported coordination of associates efforts to meet Client SLAs  
Managed multiple and diverse services; driving high levels of Client Satisfaction such as; mail opening, document scanning and coding  
Provided operating expertise and guidance to site managers and front-line associates on matters regarding staffing, operations, quality and customer care.

*July 2013 – December 2014*

*Bank of America*

*Windsor, CT*

*Operation Manager Government Lockbox*

Managed a team of associates while overseeing daily activities as well as observed and prepared performance appraisals and assisted with yearly salary increases according to annual budget.  
Performed numerous clerical duties using; Microsoft Word, outlook and Excel. Ensuring adherence to deadlines and quality standards and adherence to procedures and regulatory requirement (e.g. client inquiries, transactions research)

*August 2011 – December 2014*

*Bank of America*

*Farmington,*

*CT*

*Senior Mortgage Loan Closer*

Responsible for closing and funding associate loans  
Coordinated and prepared loan closing packages that included issuance of funds, and closing instructions that was necessary to ensure the marketability of loans  
Maintained a high level of customer service by being proactive in communicating with customers, banking associates, and realtors

*March 2009 – August 2011*

*Bank of America*

*Farmington, CT*

*Team Leader*

Supervised and managed a team of associates that were responsible for:  
Set up MHA loans  
Assisted Home Service Specialist teams  
Set up and mailing of Refinance and Purchase Loan packages  
Assigned Associate Loans for the Farmington and Peoria site

*November 2004 – April 2008*

*Bank of America*

*Hartford, CT*

*Operations Manager II*

Managed 2<sup>nd</sup>/3<sup>rd</sup> shift settlement, reject repair and transir departments.  
Ensured all service level agreements were met for incoming and outgoing cash letters, settlement pulls and final bank release  
Supported successfully, 3<sup>rd</sup> shift and 2<sup>nd</sup> shift operations during conversion with all process from Fleet's platform to Bank of America model platform in the Settlement, Reject Repair and Transit Departments

*PROFESSIONAL MEMBERSHIPS*

*Toastmasters Club*

*Area B3 Governor/President BAC Talkers*

*July 2008-July 2009*

*Secretary, BP Membership, BP Education, President*

*July 2002- July 2017*



**TOWN OF EAST HARTFORD, CT  
STATEMENT OF INTEREST IN SERVING ON  
A BOARD OR COMMISSION**

The Town of East Hartford, CT is a "Minority Representation" Municipal Government.  
This Form is to be used to request nomination to a positions by the East Hartford Democratic Town Committee and will be submitted to it Permanent Nominating Committee for consideration.

Democratic Town Committee Chair-

-Please print and complete the following information in full-

1. Margaret A Goodrow  
Your name exactly as it appears on the E. Htfd. Voter Registration List
2. 34 Springside Ave 06108  
Street Address Zip Code
3. Party Affiliation  Democrat  Unaffiliated  Minor Party \_\_\_\_\_
4. 860-206-5083 5. 860-508-7186 6. peggy1006@yahoo.com  
Home Phone Cell Phone Personal e-mail address
7. unemployed 8. \_\_\_\_\_  
Occupation Employer
9. \_\_\_\_\_ 10. \_\_\_\_\_  
Employer/Work Address Work Phone
11. 12th some college courses 12. white 13. 40yrs  
Formal Education Level Achieved Ethnicity (Optional) Years as E. Htfd. Resident

14. Selectman  
Name of Board or Commission you would like to serve on

15. Democratic 1st District and Democratic Town Committee Democratic Women's Club  
\*Community based activities and/or civic/volunteer organizations activities you have participated in

16. please see letter of interest and resume  
\*Your reason for being interested in serving our Town in this capacity

17. please see attach resume  
\*List any qualifications you believe will be an asset to the board or commission on which you wish to serve

\*Please use the back of this page if you need more space or attach a resume if you wish

18. Margaret A Goodrow 19. 3/14/19  
YOUR SIGNATURE DATE

THIS SPACE IS FOR FOR USE BY DEMOCRATIC TOWN COMMITTEE

Submitted for consideration by Town Committee Member \_\_\_\_\_

Voter Registration Information Certified by Voter Registrar \_\_\_\_\_


As a duly called meeting to E.HTFD. Democratic Town Committee's Permanent Nominating Committee and by majority vote, the East Hartford resident described about is here by nominated for appointment to the:

Secretary

Date



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 22, 2019  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: APPOINTMENTS & RE-APPOINTMENTS: Boards and Commissions

---

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

### Appointments:

#### Economic Development Commission (3 Year Term)

D Veronica Rosario 210 Plain Drive 12/19

#### Public Building Commission (5 Year Term)

D John Murphy 205 Westerly Terrace 12/23

### Re-appointments:

#### Commission on Culture & Fine Arts (5 Year Term)

D Marie T. Blackstone 26 Holland Lane 12/23

#### Veteran's Commission (2 Year Term)

D Vincent Parys 1401 Silver Lane 12/19

Please place these appointment and re-appointment nominations on the Agenda for the May 7<sup>th</sup>, 2019 Town Council meeting.

Thank you.

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



April 19, 2019

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

***Re: Endorsements to Boards and Commissions***

Dear Mayor Leclerc:

The District Chairs and Vice Chairs of the East Hartford Democratic Town Committee met on April 18, 2019 to consider the endorsement the following candidates for appointment to the following boards or commissions

John Murphy to the Public Building Commission	205 Westerly Terrace	<a href="mailto:murphyjohnp1953@gmail.com">murphyjohnp1953@gmail.com</a>	(860) 995- 3389
Veronica Rosario to the Economic Development Commission	210 Plain Drive	<a href="mailto:v.rosario.correa@gmail.com">v.rosario.correa@gmail.com</a>	860-776- 7496

In accordance with our guidelines the above were interviewed, their credentials reviewed and a vote to endorse their appointment was held. The result was unanimous and EHDTC does here by endorse the appointment of the above to the East Hartford Economic Development Commission. The appropriate attachments are herewith for your convenience.

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

Respectfully,

Craig Stevenson, Chair

Town of East Hartford  
Boards and Commissions  
Application



Date: April 17, 19

Name: Veronica N. Rosario  
Your name exactly as it appears on the E. Htfd. Voter Registration List

Address: 210 Plain Dr. Apt.# \_\_\_\_\_ Zip: 06118

Home Phone: \_\_\_\_\_ Email: V.Rosario.Correa@gmail.com

Cell Phone: 860-776-7496 Years as an E.Hartford Resident: 4 yrs

Occupation: Community Liaison (Volunteer) Employer: East Hartford CONNests

Formal Education/Certifications: BA Communications MS Organizational Leadership (June 8, 19)  
Employer/Work Address

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

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

**Interest statement:**

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

To be connected to the town and what it has to offer our community. Provide a bridge of communication between the town and communities.

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

16 years of work experience in the Municipality of Manati, PR. One of the agencies I worked in was the Office of Strategic Planning and Land Use.

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

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

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

Signature: Veronica Rosario

Date: April 17, 19

Please return completed and signed form to:

BCpost@easthartfordct.gov

or mail to:

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

For internal use only:

Mandatory Qualifications:

Resident \_\_\_\_\_ T/O \_\_\_\_\_ C/R \_\_\_\_\_ T/C \_\_\_\_\_





**Veronica Rosario**

210 Plain Drive East Hartford, CT 06118

860-776-7496

[v.rosario.correa@gmail.com](mailto:v.rosario.correa@gmail.com)

- |  |                       |
|--|-----------------------|
| <b>INTERAGENCY WORKING GROUP INITIATIVE – TWO GEN INICIATIVE</b>   | <b>2016 - PRESENT</b> |
| <ul style="list-style-type: none"><li>· Testifying at the Legislative Office Building during committee hearings</li><li>· Collaboration Parent Academy 2017</li></ul>  |                       |
| <b>PARENT PLANNING AND DESIGN TEAM</b>   | <b>2016 - PRESENT</b> |
| <ul style="list-style-type: none"><li>· Collaboration in planning and design of the East Hartford Public Schools District Family Forum</li><li>· Participation in Welcoming Walkthrough of schools</li></ul> |                       |
| <b>ROBERT J. O'BRIEN STEM ACADEMY PARENT TEACHER ORGANIZATION</b>  | <b>2015 - PRESENT</b> |
| <ul style="list-style-type: none"><li>· Collaboration in planning activities</li><li>· Volunteer of the Year 2017</li></ul>  |                       |
| <b>PARENTAL INVOLMENT RECOGNITION AWARD</b>  | <b>NOVEMBER, 2017</b> |
| <ul style="list-style-type: none"><li>· Presented by SERC and CT PIRC</li></ul>  |                       |
| <b>PARENTS OPENING DOORS</b>   | <b>AUGUST, 2017</b>   |
| <ul style="list-style-type: none"><li>· 32 hours of Advocacy Training focusing on Special Education</li></ul>  |                       |
| <b>PEOPLE EMPOWERING PEOPLE</b>  | <b>JUNE, 2017</b>     |
| <ul style="list-style-type: none"><li>· 10 week leadership development program focusing on strengthening communities</li></ul>   |                       |

Town of East Hartford  
Boards and Commissions  
Application



Date: 1/2/2019

Name: John P. Murphy Jr.  
Your name exactly as it appears on the E. Hfd. Voter Registration List

Address: 205 Westerly Terrace Apt.# \_\_\_\_\_ Zip: 06118

Home Phone: \_\_\_\_\_ Email: murphyjohnp1953@gmail.com

Cell Phone: 860-995-3389 Years as an E.Hartford Resident: 6

Occupation: Assistant Business Manager Employer: IBEW Local 1228 PO Box 275 Simsbury, CT 06070  
Employer/Work Address

Formal Education/Certifications: Antioch University B.S. NECA/IBEW Joint Apprenticeship Training Committee

Party Affiliation: Unaffiliated \_\_\_\_\_ Democrat  Republican \_\_\_\_\_ Minority Party Former E-2 electrician

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

Interest statement:  
Your reason for being interested in serving our Town in this capacity:  
My work schedule has changed which will allow me to be involved in my town. I worked as an electrician from 1973 to 1995.

List of qualifications that you believe will be an asset to the board/commission on which you wish to serve:  
I completed a 4 year electrician apprenticeship program, and served as general foreman and foreman on various projects. I had to read blueprints in order to lay out work. I also had to meet budget expectations.

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

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

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

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

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

Signature: John P. Murphy Jr. Date: 1/2/2019

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

For internal use only

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





March 26, 2019

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

**Re: Endorsements to Boards and Commissions**

Dear Mayor Leclerc:

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

Plur	First Name	Last Name	B/C	Position	Appt D.	Term	Attendance	Attendance	Salary	Train	Address	Street name	City	State	Zip	email	Home Phone	Cell Phone
D				Beautification (3 yr)		Dec-19							East Hartford	CT	06118			
D				Building Board of Appeals (5 yr)		Mar-05							East Hartford	CT	06118			
✓	Regina	Barall		Commission on Culture and Fine Arts (3yr)		Full Member	May-79	Dec-18	40.00	82.00	821 Brewer Street		East Hartford	CT	06118	CIRCLEFINEARTS@hotmail.com	860-568-5659	860-291-8747
D	Terry	Blackstone		Commission on Culture and Fine Arts (3yr)		Full Member	Jun-74	Dec-18	100.00	73.00	28 Holland Lane		East Hartford	CT	06118	N/A		860-569-1811
D	Elizabeth	Russell		Commission on Culture and Fine Arts (3yr)		Full Member	Feb-01	Dec-18	70.00	79.00	118 Oak Street		East Hartford	CT	06118	elama3923@juno.com		860-568-6450
D				Commission on Svcs for Per w/ Disabilities (2 y)		Vacant		Dec-19					East Hartford	CT				
D				Commission on Svcs for Per w/ Disabilities (2 y)		Vacant		Dec-19					East Hartford	CT				
D				Commission on Svcs for Per w/ Disabilities (2 y)		Vacant		Dec-19					East Hartford	CT				
D				In-Land Wetlands Environment Commission (rotate-Vacant)		Dec-19												
D	John	Ryan		Planning & Zoning Commission (2yr)		Vice Chair	Jan-18	Dec-18	81.82	100.00	172 Burke Street		East Hartford	CT	06118	ryan06@snet.net	860-569-6685	800-997-3533
D	Mary	Korengibel		Property Maintenance Code Board of Appeals/Full Member		Vacant	Oct-02	Dec-18	100.00	33.00	111 Cannon Road		East Hartford	CT	06108	N/A		800-528-4348
D				Public Building Commission (5yr)		Vacant		Dec-18										
D	Henry	Pavlovski		Public Building Commission (5yr)		Full Member	Mar-14	Dec-18		100.00	48 Oxford Drive		East Hartford	CT	06118	hankpvt@yahoo.com		860-918-5209
D	Ellen	McCreery		Redevelopment Agency (5yr)		Chair-Clerk	Mar-05	Dec-18	75.00	100.00	39 Greene Terrace		East Hartford	CT	06108	EllenMcCCPA@aol.com		860-217-9381
✓	John	Cook		Veterans Commission (2yr)		Chair	Jun-16	Dec-17		90.00	329 Long Hill Street		East Hartford	CT	06108	john.cook@quotevright.com	860-212-9966	
D	Vincent	Parys		Veterans Commission (2yr)		Full Term	Jan-05	Dec-17		100.00	1408 Silver Lane		East Hartford	CT	06108	vincentp2006@att.net		860-568-7940
D				Veterans Commission (2yr)		Vacant		Dec-17										
D	Awet	Tregai		Veterans Commission (2yr)		Vice Chair	May-15	Dec-17		100.00	19 Home Terrace		East Hartford	CT	06108	awet1952a2011@gmail.com		860-805-7161
D	Connor	Martin		Zoning Board of Appeals (5yr)		Full Member	Dec-17	Dec-18	N/A	100.00	31 High Street #2107		East Hartford	CT	06118	connormenna@yahoo.com		860-270-9681
D	Fady	El-Hachem		Zoning Board of Appeals (5yr)		Alternate	Nov-18	Dec-18		NA	65 Sedgwick Road		East Hartford	CT	06108	elhachemfady@gmail.com		860-559-7240

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

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

Respectfully,

Craig Stevenson, Chair





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

Board or Commission Name: East Hartford Fine Arts Commission Date: April 16, 2019

Name: Marie T Blackstone
Your name exactly as it appears on the E. Htfd. Voter Registration List

Address: 26 Holland Lane Apt.# - Zip: 06118

Home Phone: 860-5691811 Email: -

Cell Phone: - Years as an E. Hartford Resident: approx. 50 yrs

Please answer the following:

How long have you served on this Board or Commission? June, 1974

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

I enjoy the other members participation and the general public - East Hartford Art League also.

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

Best in Show Award - Chair - Art League - Former President
Public participation

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

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

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

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

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

Signature Marie T. Blackstone

Date 4-16-2019

Please return completed and signed form to:

BCpost @easthartfordct.gov

or mail to:

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

For internal use only:

Attendance Record:

#of Meetings Absences %

Mandatory Qualifications:

Resident T/O C/R T/C

Forwarded to Council:





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

Board or Commission Name: VETERANS COMMISSION

Date: 4-17-19

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

Address: 408 SILVER LA, EAST HARTFORD, CT 06118 Apt.# \_\_\_\_\_

Home Phone: 860-569-0881 Email: VINCENTP2006@aol.com

Cell Phone: 860-614-5783 Years as an E.Hartford Resident: 1962

Please answer the following:

How long have you served on this Board or Commission? 15 YRS. +

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

SERVING VETERANS COMMUNITY

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

MEMORIAL DAY PARADE CO-ORDINATION  
CHAIRPERSON FLAG COMMITTEE / SOLUTION BUSINESSES FOR  
PARADE PARTICIPATION - FLAG PLACEMENT

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

I understand the commitment required for this reappointment and that members who have been absent for 3 meetings will be presumed to have resigned from such board or commission.

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

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

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

4-17-19  
[Signature]  
XX

*Robert J. Pasik*

OFFICE OF THE  
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

MAY -2 A (860) 291-7208

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EAST HARTFORD

DATE: May 2, 2019

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: **Tuesday, May 7, 2019 6:45 p.m. Town Council Majority Office**

In accordance with Section 3.3 (a) of the Town Charter, a Special Meeting of the Town Council will be held as follows:

**Tuesday, May 7, 2019**

**6:45 p.m.**

**Town Council Majority Office**

The purpose of the meeting is to meet in executive session to discuss the following:

- The pending Superior Court action known as Patrick Twohig vs. Town of East Hartford, Docket No. HHD-CV-18-6101625-S, involving former Police Department employee Patrick Twohig; and
- The pending Workers' Compensation claim of employee, Michael Weglarz

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