

Robert J. Paek

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

2017 MAY 12 A 9:33
TOWN CLERK
EAST HARTFORD

May 16, 2017

=====

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
 - A. East Hartford High School "Hornets" Basketball Team
 - B. East Hartford Fire Department: Climb for Air
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. May 3, 2017 Public Hearing/Woodlawn Circle
 - B. May 3, 2017 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. National Public Works Week
 - B. East Hartford Housing Authority Update
7. OLD BUSINESS
8. NEW BUSINESS
 - A. 2017-2018 School Readiness Grant
 - B. Community Development Block Grant 43rd Program Year Action Plan
 - C. 2017-2018 Neighborhood Assistance Act
 - D. PILOT Agreement: Urban Alliance Inc.
 - E. Town Council – acting as a committee of the whole for the Real Estate Acquisition & Disposition Committee: Lease Addendum: Hartford East Elderly Apartments
 - F. Referral to the Ordinance Committee re: Section 5-2. Filing Time Requirement for Outdoor Amusement Permit Applications
 - G. Appointment of Robert Dorn to the Fine Arts Commission
 - H. Referral to Fees Committee re: East Hartford ChildPlan, Inc. Lease
 - I. Outdoor Amusement Permit Applications:
 1. Gengras HD Drag Truck Event
 2. The Big Run
 - a. Approval of Application
 - b. Waiver of Associated Permit fee
 3. Riverfront Swing Night
 4. Riverfront Summer Pops
 5. New England South Rally Day
 6. French Social Circle Picnic
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

11. OPPORTUNITY FOR RESIDENTS TO SPEAK
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor

12. ADJOURNMENT (next meeting: June 6th)

Whereas it has been 68 years since the East Hartford High School Hornets have been to the state basketball finals; and

Whereas this year's team finished the regular season with 23 wins and 4 losses, leading the Hornets to the State finals where they played in front of over 8,000 fans; and

Whereas the varsity team carried a 3.5 team GPA during the basketball season; and

Whereas the six Senior Hornets – Austin Nwafor, Justin Nwafor, Rafael Cruz Alderson, Jaden Oliveras, Aaron Tomlinson and Kingsley Cockburn – will be attending college in the fall; and

Whereas Isaiah Williams, Kingsley Cockburn and Justin Nwafor were named All Conference players – the most by any team in the Central Connecticut Conference; and

Whereas Justin Nwafor was selected to play in the Senior All-star Basketball Game and the Hornets' Head Coach, Ed Lavoie, Jr. was selected to coach that game; and

Whereas the East Hartford High School Hornets team is comprised of players – **Jaylin Palmer, Kingsley Cockburn, Aaron Tomlinson, Isaiah Williams, Mark McCalop, Jaden Oliveras, Quinton Haughton, Kevough Mills, Austin Nwafor, Rayquan Tompkins, Rafael Cruz, Jaquan Allen, DJ Elmore and Justin Nwafor** – and coaches Ed Lavoie, Tom Fitzgerald, Jevon Williams, Petey Scevas and Ryan Fitzgerald – and Team Managers Jaelynn Dunn and Rochelle Bravo – and statisticians Deborah Turner and Kiera Dickerson.

NOW THEREFORE BE IT RESOLVED that the Town Council, along with Mayor Marcia A. Leclerc, recognizes the achievements of the East Hartford Hornets and all who were instrumental in their success – especially their parents – and wish them all the best for a bright and prosperous future.

Dated this 16th day of May, 2017
in the Town of East Hartford, Connecticut

Marcia A. Leclerc, Mayor

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

Whereas the American Lung Association has held " Climbs" in prominent skyscrapers, stadiums or arenas, involving walking, running or racing up hundreds of steps all over the country; and

Whereas these climbs are sometimes called a "vertical road race" in which teams use the event as a fitness target; and

Whereas such climbs raise awareness of lung conditions, such as asthma and other illnesses associated with lungs; and

Whereas this climb also raises funding for critical research; and

Whereas the American Lung Association of New England's 10th Air Climb was held on April 22, 2017 at HARTFORD 21; and

Whereas East Hartford Firefighters who participated in this climb were Chris Goglia, Eric Ramsay, Duane Maranda, Matthew Hinman, Jeffrey Demarest, Steven Purcell, Dan Macdonald and Mike Transue; and

Whereas the 5 best time records of those firefighters resulted in an overall average finishing time of 7 minutes 18 seconds - securing 1st place for a Fire Department Team for the climb involving over 400 other firefighter participants; and

Whereas Chris Goglia secured the fastest time record within his age group; and

Whereas Eric Ramsay secured the 2nd fastest time record within his age group.

NOW THEREFORE BE IT RESOLVED that the East Hartford Town Council, along with Mayor Marcia Leclerc, recognizes and acknowledges the honor that these achievements brought to the Town of East Hartford and the East Hartford Fire Department and extends it appreciation for the professionalism of the East Hartford Fire Department and our firefighters' commitment to charitable works.

Dated this 16th day of May, 2017
in the Town of East Hartford, Connecticut

Marcia A. Leclerc, Mayor

Richard F. Kehoe, Chair
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Robert J. Giesek

2017 MAY -8 A 9:09

TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT

TOWN CLERK
EAST HARTFORD

MAY 2, 2017

PUBLIC HEARING/100 WOODLAWN CIRCLE

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

Chair Kehoe called the public hearing to order at 7:20 p.m.

The following is a copy of the legal notices published in the Hartford Courant on Thursday
April 20, 2017 and Thursday April 27, 2017.

LEGAL NOTICE

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

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

Angela Attenello
Town Council Clerk

Chair Kehoe indicated that, per state law, the Town must hold a public hearing to obtain citizen input on the transfer of any town-owned property. The parcel of land at 100 Woodlawn Circle is presently owned by the town and the YMCA is interested in purchasing it to use as a parking area for the Larson Center – located across the street – currently under lease negotiations with the YMCA.

No one came forward to speak.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Bill Horan
to **adjourn** (7:24 p.m.).
Motion carried 9/0.

Attest

Angela M. Attenello

Angela M. Attenello
Town Council Clerk

Robert J. Pasak

EAST HARTFORD TOWN COUNCIL

2017 MAY -8 A 9:09

TOWN COUNCIL CHAMBERS

TOWN CLERK
EAST HARTFORD

MAY 2, 2017

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

CALL TO ORDER

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

The Chair called for a moment of silence to honor the life of Herbert "Herb" Barall, a longtime resident of East Hartford, who served as a Town Councillor and Corporation Counsel. He was appointed a Superior Court Judge in 1979. He was a thoughtful and earnest man who was known for being fair and a gentleman. He and his wife, Regina "Reggie" Barall, started Circle of Life: Arts for All which is a non-profit organization centered on ballroom dancing that connected the Baralls with the youth of the community. He will be greatly missed.

AMENDMENTS TO THE AGENDA

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

under Communications and Petitions, delete item 6.A. entitled "East Hartford Housing Authority Update".

Motion carried 9/0.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Susan Kniep, 50 Olde Roberts Street, (1) inquired on the extension of the legal counsel contract for the Housing Authority every two years; (2) the relationship between the Housing Authority and the East Hartford Affordable Homes Now non-profit; (3) is against the sale of 100 Woodlawn Circle and asked that the Council not approve the transfer; and (4) asked that the Council review town ordinance §2-24 regarding the membership of the Zoning Board of Appeals – specifically the stipulation that "no member of the Board shall hold a salaried municipal office".

APPROVAL OF MINUTES

April 19, 2017 Executive Session

MOTION By Linda Russo
seconded by Ram Aberasturia
to **approve** the minutes of the April 19, 2017 Executive Session.
Motion carried 9/0.

April 19, 2017 Regular Meeting

MOTION By Linda Russo
seconded by Pat Harmon
to **approve** the minutes of the April 19, 2017 Regular Meeting.
Motion carried 9/0.

COMMUNICATIONS AND PETITIONS

Resignation of Stephen Watkins from the Board of Assessment Appeals

Chair Kehoe announced the resignation of Stephen Watkins from the Board of Assessment Appeals. He thanked him for his service to the community.

NEW BUSINESS

Recommendation from the Real Estate Acquisition & Disposition Committee re: 100 Woodlawn Circle

MOTION By Linda Russo
seconded by Ram Aberasturia
that the Town Council **waive** the appraisal requirement set forth in §10-19 (c) of the Code of Ordinances and, having submitted this matter to the Town Planning and Zoning Commission pursuant to Connecticut General Statutes Section 8-24 and having complied with the Public Hearing requirements of Connecticut General Statutes Section 7-163e, **approve** the sale of the property known as 100 Woodlawn Circle by way of Quit Claim Deed to the YMCA for the sum of \$30,000 payable in four installments as follows:

1. \$1,000 at closing;
2. \$9,000 on January 1, 2018;
3. \$10,000 on January 1, 2019;
4. \$10,000 on January 1, 2020; such payment obligation to be evidenced by a promissory note and secured by a mortgage.

And that the Deed (or another document executed in recordable form) contain a right of first refusal in favor of the Town, at the purchase price

(or, if less, the amount paid by the YMCA under the note to date) should the YMCA sell the property, fail to maintain operations at its facility across the street from the site, or use the Property for a use not associated with the operations at the facility across the street. This restriction will last for the term of the mortgage and note.
Motion carried 9/0.

Referral to Ordinance Committee: Town Contracts for Vendor Services to the Public and Sale/Lease of Town-owned Property

MOTION By Bill Horan
seconded by Ram Aberasturia
to **refer** to the Ordinance Committee (1) a review of the ordinance related to the provision of services to the public on town property; and (2) the sale and lease of town-owned property, and to report back to the Town Council with its recommendations, if any.
Motion carried 9/0.

Outdoor Amusement Permit Applications:

12th Annual Abelon Memorial Walk

MOTION By Marc Weinberg
seconded by Linda Russo
to **approve** the outdoor amusement permit application entitled "12th Annual Abelon Memorial Walk" submitted by the East Hartford Public Schools via Rachel Buck, Walk faculty Advisor for the Connecticut International Baccalaureate Academy Student Advisory Board to conduct a walk to raise money and awareness for pancreatic cancer research and to provide a college scholarship for a CIBA student on Saturday, May 13th on the grounds of the Connecticut International Baccalaureate Academy, 857 Forbes Street from approximately 7:30AM to 2PM; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies, and to **waive** the associated permit fee under the provisions of Section 5-6(a) in the Town of East Hartford Code of Ordinances, as this is a not-for-profit student initiated event.
Motion carried 9/0.

CHR 1 in 5 Road Race

MOTION By Ram Aberasturia
seconded by Linda Russo
to **approve** the outdoor amusement permit application entitled "CHR 1 in 5 Road Race", submitted by Ken Harrison, Development and Communications Manager for Community Health Resources, to conduct a 3.1 mile road race on Saturday, May 20th from 7AM to 2PM with music

from 8:30AM to 10AM in Great River Park; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.
Motion carried 9/0.

Pappy's Golf Tournament and Customer Appreciation Days

MOTION By Joe Carlson
seconded by Ram Aberasturia
to **approve** the outdoor amusement permit application entitled "Pappy's Golf Tournament and Customer Appreciation Days", submitted by Rancourt Enterprises, Inc., DBA: Pappy's Café, by Arthur Rancourt, its Permittee, to conduct two Customer Appreciation Days cookouts on Saturday, June 17th –preceded by a golf tournament – and Saturday June 24th from 12PM to 8PM on both days with food and liquor to be served both days at Pappy's Café on 37 Burnside Avenue, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.
Motion carried 9/0.

4th Annual East Hartford Parks & Recreation Car Show

MOTION By Bill Horan
seconded by Ram Aberasturia
to **approve** the outdoor amusement permit application, entitled 4th Annual East Hartford Parks & Recreation Car Show, submitted by Ted Fravel, Director of the East Hartford Parks and Recreation Department, to conduct a car show for viewing with awards and live musical entertainment at Sunset Ridge School, 450 Forbes Street, on Saturday July 8th from 10AM to approximately 5PM – music from 1PM to 5PM – with a rain date of Sunday, July 9th 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 9/0.

Reappointment of Marilyn Pet to the Greater Hartford Transit District

MOTION By Marc Weinberg
seconded by Ram Aberasturia
to **approve** the reappointment of Marilyn Pet, 235 East River Drive, to the Greater Hartford Transit District, whose term shall expire December 2020.
Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

None

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

None

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

ADJOURNMENT

MOTION By Esther Clarke
 seconded by Bill Horan
 to **adjourn** (8:15 p.m.).
 Motion carried 9/0.

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

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



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR


DATE: May 11, 2017
TO: Richard F. Kehoe, Chair *ML*
FROM: Mayor Marcia A. Leclerc
RE: COMMUNICATION: National Public Works Week

Please save time on the May 16, 2017 Town Council agenda for a presentation from Public Works Director Tim Bockus on National Public Works Week.

Thank you.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 9, 2017
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: 2017-2018 School Readiness Grant

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.

Please place this information on the agenda for the May 16, 2017 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, Development Director

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 16th of May, 2017.

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, 2017.

Signed: _____
Angela M. Attenello, Council Clerk

seal

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc
FROM: Paul O'Sullivan, Grants Manager 
SUBJECT: Council Resolution – 2017-18 School Readiness Grant
DATE: May 5, 2017

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 represents an increase of \$12,318 from 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.

The application is due to the Connecticut Office of Early Childhood by May 17, 2017.

I respectfully request that the attached Resolution be placed on the Town Council agenda for their meeting to be held May 16, 2017. 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: M. D'Andrea, School Readiness Administrator
N. Quesnel, Superintendent of Schools
M. Walsh, Director of Finance
E. Buckheit, Director of Development

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: 2017-18 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>2015</u>	<u>2016</u>	<u>2017</u>
Funding level by year:	<u>\$2,520,424</u>	<u>\$2,649,490</u>	<u>\$2,872,860</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 drafted, awaiting Council approval to submit

Meeting attendee: Mindy D'Andrea, East Hartford School Readiness Administrator, 860-622-5975

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

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 30th 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: May 9, 2017
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: CDBG 43rd Program Year Action Plan

Attached is the proposed action plan for the Community Development Block Grant 43rd Year. The proposed projects are listed with anticipated funding amounts for the period September 1, 2017 through August 31, 2018. All necessary legal notices have been published in the Hartford Courant.

Please know that HUD has yet to provide final 43rd year program allocations. Therefore the planned CDBG activities and programs for the September 2017-August 2018 year have been budgeted based on last year's allocation of \$498,058. Once notification of the town's allocation for the 43rd program year is received the amount for all activities and programs will be adjusted.

Please place this information on the agenda for the May 16, 2017 meeting. I recommend that the Town Council approve the resolution as submitted.

Thank you.

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

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation duly held on the 16th day of May, 2017.

RESOLUTION

WHEREAS, The Town of East Hartford is entitled to Forty-third Program Year funding under Title I of the Housing and Community Development Act of 1974, as amended, in the estimated amount of \$498,058; and

WHEREAS, upon notification of the Town's allocation for the 43rd Program Year (2017-2018), the amount of each proposed activity's budget will be proportionally increased or decreased from the estimated funding levels to match the allocation amounts; and

WHEREAS, receipt of this entitlement grant is contingent upon the submission of a Forty-third Program Year Action Plan, and Certifications of Compliance; and

WHEREAS, citizen input was obtained, in accordance with the Grants Administration Office's Citizen Participation Plan, at three Public Hearings held on November 7, 2016 and March 13, 2017.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of East Hartford recognizes the need for funding the objectives contained in the Forty-third Program Year Action Plan and endorses this Plan as reflecting the Town's Community Development needs.

AND, FURTHER, BE IT RESOLVED that the Town Council does support and authorize the submission of the Forty-third Program Year Action Plan, and Grantee Certifications to the U.S. Department of Housing and Urban Development and authorizes its Mayor, Marcia A. Leclerc, to act as representative of the Town and to enter into contract and any amendments thereof with the U.S. Department of Housing and Urban Development.

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

IN WITNESS WHEREOF, I do hereunto set my hand and affixed the corporate seal of said Town of East Hartford this ____ day of May, 2017.

Angela M. Attenello
Town Council Clerk

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc

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

SUBJECT: Council Resolution – Proposed 43rd Program Year CDBG Action Plan

DATE: May 5, 2017

Attached is a draft resolution endorsing the Town's proposed 43rd Program Year Community Development Block Grant (CDBG) Action Plan for the period September 1, 2017 through August 31, 2018. The Town's allocation for this time period is estimated at \$498,058.

The activities chosen for funding in the proposed Action Plan reflect community development needs, citizen comments received at three public hearings, and the objectives of our Consolidated Plan. Per Department of Housing and Urban Development (HUD) requirements, notices regarding the proposed Action Plan were printed in The Hartford Courant on October 18, 2016, December 27, 2016, February 21, 2017, and April 11, 2017.

Please note that, as of this writing, HUD has yet to provide CDBG grantees with their final 43rd Program Year allocation. For this reason, the funds allocated to projects and activities are estimates based upon last year's allocation of \$498,058. Upon notification of the Town's allocation for the 43rd Program Year (2017-2018), the amount of each proposed activity's budget will be proportionally increased or decreased from the estimated funding levels to match the allocation amounts.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on May 16, 2017. Please contact me at extension 7206 if you have any questions.

Attachments (3)

Cc: Eileen Buckheit, Development Director

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: 43rd Program Year (2017-18) Community Development Block Grant (CDBG) Action Plan

Funder: U.S. Department of Housing and Urban Development (HUD)

Grant Amount: \$498,058 (estimated)

Frequency: One time Annual Biennial Other _____

First year received:	<u>1978-79</u>		
Last 3 years received:	<u>2016-17</u>	<u>2015-16</u>	<u>2014-15</u>
Funding level by year:	<u>\$498,058</u>	<u>\$521,306</u>	<u>\$547,539</u>

Is a local match required? Yes No

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

Grant purpose: CDBG is a flexible program that provides communities with resources to address a wide range of unique community development needs. These include housing rehabilitation, public services that address domestic violence, homelessness and other social problems, parks and recreation and others.

Results achieved: Recent CDBG-funded projects include replacement of the swings at Woodland Park, Hockanum Park Basketball Courts and Main Street Bus Shelters.

Duration of grant: September 1, 2017 through August 31, 2018

Status of application: Pending Town Council approval, final Action Plan application due to HUD in early July 2017.

Meeting attendee: Paul O'Sullivan, x7206

Comments: HUD has not yet released entitlement amounts for CDBG grantees. For this reason, the funds allocated to projects and activities are estimates based upon last year's allocation of \$498,058. Upon notification of the Town's allocation for the 43rd Program Year (2017-2018), the amount of each proposed activity's budget will be proportionally increased or decreased from the estimated funding levels to match the allocation amounts.

**TOWN OF EAST HARTFORD
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
43rd YEAR ACTION PLAN - ESTIMATED
September 1, 2017 - August 31, 2018**

PUBLIC SERVICES

<i>CRT - East Hartford Community Shelter</i>	<i>\$35,000</i>
Funding to supplement the operating budget at the East Hartford Community Shelter for the homeless located at 381-385 Main Street. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(A).	
<i>Housing Education Resource Center, Inc.</i>	<i>\$10,500</i>
Funding for the provision of fair housing services including town-wide education and counseling to tenants and landlords as well as foreclosure prevention. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(B).	
<i>InterCommunity, Inc.</i>	<i>\$3,000</i>
Funding for the delivery of services to East Hartford young adult residents recovering from mental health and/or substance abuse issues through the Young Adult Program. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(B).	
<i>Interfaith Ministries, Inc.</i>	<i>\$9,962</i>
Funding to supplement the operating budget of the Friendship Center's free hot meal program. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(D).	
<i>Interval House, Inc.</i>	<i>\$4,500</i>
Funding for domestic violence shelter and counseling services for low and moderate income East Hartford clients. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(A).	
<i>Senior Support Services</i>	<i>\$7,750</i>
Funding for the delivery of services to East Hartford's elderly population. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(A).	
<i>Youth Services Bilingual Counselor</i>	<i>\$3,000</i>
Funding to support the hiring of a part-time Spanish-speaking counselor to help provide free counseling services to East Hartford families. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208 (a)(2)(i)(B).	

PROJECTS

Demolition

\$90,000

Funding for clearance, demolition and removal of blighted or decaying properties in low to moderate income areas, including, but not limited to, remediation of known or suspected environmental contamination. Eligible activity under 24 CFR 570.201(d), meets HUD national objective criteria under 24 CFR 570.208(b)(2).

Housing Rehabilitation

\$140,000

Funding for limited housing rehabilitation of one to four unit owner-occupied properties inhabited by low and moderate income families. Eligible activity under 24 CFR 570.202(a)(1), meets HUD national objective criteria under 24 CFR 570.208(a)(3).

Parks Improvements

\$54,735

Funding for improvements to parks in low to moderate income areas. Eligible activity under 24 CFR 570.201(c), meets HUD national objective criteria under 24 CFR 570.208 (a)(1)(i).

Streetscape Improvements

\$40,000

Funding for physical improvements in the Central Business District and along major arteries leading into downtown, in low to moderate income areas, including, but not limited to, bus shelters, trash receptacles, sidewalk replacement, and benches. Eligible activity under 24 CFR 270.201(c), meets HUD national objective criteria under 24 CFR 570.208(a)(1)(i).

ADMINISTRATION

Program Administration

\$99,611


Oversight, management, monitoring and coordination of the Community Development Block Grant Program. Eligible activity under 24 CFR 570.206.

TOTAL

\$498,058



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 10, 2017
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: 2017-2018 Neighborhood Assistance Act

Attached for your review are the proposals of eighteen (18) community programs for participation in the 2017-2018 Neighborhood Assistance Act Program. The Connecticut Neighborhood Assistance Act tax Credit Program provides State of Connecticut tax credits to businesses who contribute to community programs

This information on the attached community programs was presented at a Public Hearing that was held on April 26, 2017. Approval of the attached resolution will authorize the Town of East Hartford to forward the attached applications to the State of Connecticut Department of Revenue Services for inclusion in the Neighborhood Assistance Act Program

Please place this information on the agenda for the May 16, 2017 meeting. I recommend that the Town Council approve the resolution as submitted.

Thank you.

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

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 16th of May, 2017.

RESOLUTION

WHEREAS, the Connecticut Neighborhood Assistance Act Tax Credit Program provides State of Connecticut tax credits to businesses who contribute to community programs benefiting low income or handicapped individuals in such areas as: job training, job education, community services, and energy conservation, and;

WHEREAS, eighteen proposals have been received from area agencies, listed on the 2016 State of Connecticut Neighborhood Assistance Act Proposal Summaries sheet as attached, and have requested to be included in the 2017 State of Connecticut tax credit program through the Town of East Hartford, and;

WHEREAS, a Public Hearing to present these applications was held on April 26, 2017, as required by the State of Connecticut.

NOW, THEREFORE, LET IT BE RESOLVED: That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to forward these applications to the State of Connecticut Department of Revenue Services for their review and inclusion into the 2017 Neighborhood Assistance Act Tax Credit 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, 2017.

Angela M. Attenello, Town Council Clerk

seal

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager *PMO/S*

SUBJECT: Council Resolution for Neighborhood Assistance Act Applications

DATE: May 5, 2017

Eighteen (18) community programs have asked to be included in the Town of East Hartford's annual participation in the State of Connecticut "Neighborhood Assistance Act Program". The Neighborhood Assistance Act provides State tax credits to businesses who contribute to community programs benefiting low income or handicapped individuals in such areas as: job training, job education, community services, and energy conservation. An informational publication explaining the program is attached.

It is important to note that these are State, not municipal, tax credits. The "Tax Credit Program" was authorized under Connecticut General Statute SS 12-630aa, as amended. Energy conservation and comprehensive college access loan forgiveness programs are awarded a 100% credit; all others receive a 60% credit.

Those programs wishing to participate are listed on the attached summary. All 18 proposals were presented at a Public Hearing held April 26, 2017.

As in the past, Goodwin College has acted as facilitator for the applications for various nonprofits. A representative from Goodwin has been asked to attend the Council meeting to answer questions regarding the applicant organizations.

I respectfully request that the attached Resolution be placed on the May 16, 2017 agenda of the Town Council for their approval. If approved, these proposals will be forwarded to the State of Connecticut Department of Revenue Services by July 1, 2017.

Attachments: as stated

Cc: Eileen Buckheit, Development Director

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: 2017-18 Neighborhood Assistance Act (NAA) Applications

Funder: State of CT Department of Revenue Services (DRS)

Grant Amount: Not applicable; see comments

Frequency: One time Annual Biennial Other _____

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

Is a local match required? Yes No

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

Grant purpose: The NAA Tax Credit Program provides a tax credit to business firms that make cash investments in qualifying community programs conducted by tax exempt or municipal agencies.

Results achieved: The aim of the program is to increase donations to nonprofits in certain program areas by providing a tax credit to private donors. See attached Informational Publication for more details.

Duration of grant: This is an annual program.

Status of application: Upon approval of Town Council, applications will be submitted to DRS.

Meeting attendee: Paul O'Sullivan, ext 7206; Ann Zajchowski, Goodwin College, (860) 727-6757

Comments: Per DRS regulations, Town acts as facilitator between applicants and DRS. No funds given to Town except possibly as applicant. See attached Informational Publication for more details.

Neighborhood Assistance Act Program Tax Credit

Conn. Gen. Stat. §§12-631 through 12-638

Description and Applicable Taxes

A tax credit under the Neighborhood Assistance Act (NAA) tax credit program may be earned by business firms that make cash investments of at least \$250 to certain community programs. The cash investments must be made in a community program that is proposed and conducted by a tax exempt or municipal agency and must be approved both by the municipality in which the program is conducted and the Department of Revenue Services (DRS).

This tax credit may be applied against the taxes imposed under:

- Chapter 207 (Insurance Companies and Health Care Centers Taxes);
- Chapter 208 (Corporation Business Tax);
- Chapter 209 (Air Carriers Tax);
- Chapter 210 (Railroad Companies Tax);
- Chapter 211 (Community Antenna Television Systems and One-Way Satellite Transmission Business Tax); and
- Chapter 212 (Utility Companies Tax).

Definitions

Business firm means any business entity authorized to do business in Connecticut and subject to the taxes imposed under Chapters 207, 208, 209, 210, 211, 212, or 213a of the Connecticut General Statutes. For purposes of a business entity subject to the provisions of Chapter 213a of the Connecticut General Statutes, the tax credit earned by such entity may be used by the members or partners of such entity that are subject to tax under Chapter 208 of the Connecticut General Statutes.

Investment in child day care facilities services mean the planning, site preparation, construction, renovation, or acquisition of facilities for purposes of establishing a child care facility to be used primarily by children of such business firm's employees. It also includes equipment installed in the facility, including kitchen appliances, to the extent that the equipment or appliances are necessary in the use of the facility for purposes of child day care. The facility must be properly licensed and operated without profit.

Comprehensive college access loan forgiveness program means a program located in an educational reform district, as defined in section 10-262u of the Connecticut General Statutes, that has established minimum eligibility criteria including, but not limited to, years of enrollment in the educational reform district, grade point average, attendance record and loan forgiveness prerequisite.

Community services are any type of counseling and advice, emergency assistance, or medical care furnished to individuals or groups in the state.

Open space acquisition fund means a fund of any political subdivision of the state or any nonprofit land conservation organization that is used for the purchase of land, interest in land, or permanent conservation restriction on land which is to be permanently preserved as protected open space.

Education is any type of scholastic instruction or scholarship assistance to any person who resides in the state that enables such person to prepare for better opportunities, including teaching services donated according to section 10-21c of the Connecticut General Statutes.

Energy conservation projects are projects to promote energy conservation that are directed toward properties occupied by low-income persons, at least seventy-five per cent of whom are at an income level not exceeding one hundred fifty per cent of the poverty level for the year next preceding the year during which such tax credit is to be granted, or properties owned or occupied by charitable corporations, foundations, trust, or other entities. These projects include, but are not limited to, energy conserving modification or replacement of windows and doors; caulking and weatherstripping; insulation; automatic energy control systems; hot water systems; equipment required to operate variable steam, hydraulic, and ventilating systems; replacement of burners, furnaces, or boilers; electric or mechanical furnace ignition systems; or replacement or modification of lighting fixtures.

Families of low and moderate income mean families meeting the criteria for designation as families of low and moderate income established by the Commissioner of Housing under section 8-39(f) of the Connecticut General Statutes.

Job training means any type of instruction to any person who resides in the state that enables the person to acquire vocational skills to become employable or seek a higher grade of employment, including training offered pursuant to section 10-21b of the Connecticut General Statutes.

Neighborhood means any specific geographic area, urban, interurban, suburban, or rural, which is experiencing problems endangering its existence as a viable and stable neighborhood.

Neighborhood assistance means the furnishing of financial assistance, labor, materials, or technical advice to aid in the physical improvement or rehabilitation of all or any part of a neighborhood.

Tax Credit Amount

A tax credit equal to 100% of the cash invested is available to business firms that invest in energy conservation projects and comprehensive college access loan forgiveness programs.

A tax credit equal to 60% of the cash invested is available to business firms that invest in programs that provide: community-based alcoholism prevention or treatment programs; neighborhood assistance; job training; education; community services; crime prevention; construction or rehabilitation of dwelling units for families of low and moderate income in the state; funding for open space acquisitions; investment in child day care facilities; child care services; and any other program which serves persons at least 75% of whom are at an income level not exceeding 150% of the poverty level for the preceding year.

The NAA tax credit program has several statutory limits which must be observed, including the following:

- The total tax credits under the NAA tax credit program are limited to \$150,000 annually for each business firm. The tax credit for investments in child day care facilities may not exceed \$50,000 per income year for each business firm.
- The minimum contribution on which a tax credit can be granted is \$250.

- Any organization conducting a program or programs eligible to receive contributions under the NAA tax credit program is limited to receiving an aggregate of \$150,000 of funding for any program or programs for any fiscal year.
- Prior to July 1, 2017, the cap on the total amount of credits that may be granted annually is \$5 million. Beginning on July 1, 2017, the cap on the total amount of credits that may be granted annually under this program increases from \$5 million to \$10 million. If the proposals submitted to DRS claim credits in excess of the cap, such credits will be prorated among the approved organizations.
- No business firm will receive both the NAA tax credit and the Housing Program Contribution tax credit for the same cash contribution.
- No business firm may claim the tax credit for investments in child care facilities in an income year that the business firm claims the Human Capital Investment tax credit.

Carryforward and Carryback Limitations

No carryforward is allowed. Any tax credit that is not taken in the income year in which the investment was made may be carried back to the two immediately preceding income years (beginning with the earlier of the two years).

How to Apply

Tax-exempt entities and municipal agencies desiring to obtain benefits under the NAA tax credit program must complete Form NAA-01, Connecticut Neighborhood Assistance Act Program Proposal, Parts I, II, and III and submit the form to the municipal agency overseeing the implementation of the proposal. The overseeing municipal agency then completes Part IV of Form NAA-01 and submits the form to DRS on or before July 1 of each year. Prior to submitting Form NAA-01 to DRS, each municipality must hold a public hearing on all program applications. The governing body of the municipality must vote to approve the programs. Copies of the public hearing notice and minutes of the meeting approving the programs must be submitted by municipality with the program proposals on or before July 1 of each year.

Business firms that wish to make cash contributions to qualified community programs can obtain a list of approved programs by September 1 of each year. The business firms are required to complete Form NAA-02, Neighborhood Assistance Act Business Application and submit the form to DRS between September 15 and October 1 of each year. A signed application may be mailed, hand delivered or electronically submitted by email to **NAAProgram@ct.gov**. No facsimiles are accepted.

Assignment and Transfer

Insurance Companies and Health Care Centers: This credit may be assigned by an insurance company or health care center to an affiliate, provided the affiliate may only apply the assigned credit against its tax liability under Chapter 207 (Insurance Companies and Health Care Centers Taxes).

How to Claim the Tax Credit

DRS issues a Neighborhood Assistance Act program approval letter to business firms that make qualifying contributions. The letter indicates the tax credit amount that may be claimed on the Connecticut Corporation Business Tax Return. The tax credit amount must be entered on Form CT-1120K, Business Tax Credit Summary, and/or Form CT-207K, Insurance/Health Care Tax Credit Schedule.

**TOWN OF EAST HARTFORD: PROPOSAL SUMMARIES (18 TOTAL)
2017 STATE OF CONNECTICUT NEIGHBORHOOD ASSISTANCE ACT PROGRAM**

Organization	Program Title	Program Description	NAA Funding (Tax Credit)	Number of Recipients	Contact
Boy Scouts of America, Connecticut Rivers Council, Inc.	Prepared for Life	Provide student scholarship funds to local residents for completion of education at either Goodwin College or Stone Academy	\$150,000 (60%)	100	Rolland Miner 60 Darlin Street East Hartford, CT 06108 (860) 913-2739 rminer@bsamail.org
Connecticut Center for Advanced Technology, Inc.	Work Force Technology Program	Provide pre-vocational and conventional education programs for local residents	\$150,000 (60%)	100	Elliot Ginsberg 222 Pitkin St. East Hartford, CT 06108 (860) 282-4202 eginsberg@ccat.us
Connecticut Training Center, Inc.	Building Upgrades for Energy Efficiency	Retrofit organization's main offices and training rooms with new insulation in accessible areas, new energy-efficient lighting and controls, new high R-factor windows, high efficiency boiler and energy efficient HVAC systems	\$150,000 (100%)	200	Mark Scheinberg 1137 Main St. East Hartford, CT 06108 (860) 727-6900 mscheinberg@goodwin.edu

Organization	Program Title	Program Description	NAA Funding (Tax Credit)	Number of Recipients	Contact
Connecticut Training Center, Inc.	First Step Program	Increase the services provided to the community by sponsoring needy residents into training programs at Goodwin College and Stone Academy	\$150,000 (60%)	100	Mark Scheinberg 1137 Main St. East Hartford, CT 06108 (860) 528-4111 mscheinberg@goodwin.edu
Goodwin College, Inc.	Job Connection	Education and training leading to employment for low income students	\$150,000 (60%)	100	Brooke Penders One Riverside Dr. East Hartford, CT 06118 (860) 528-4111 bpenders@goodwin.edu
Goodwin College, Inc.	Redesign of Campus to Add Energy Effectiveness	Purchase and install new energy efficient building systems	\$150,000 (100%)	3,600	Brooke Penders One Riverside Dr. East Hartford, CT 06118 (860) 528-4111 bpenders@goodwin.edu
Goodwin College Educational Services	Renovation of Buildings for Energy Savings	Purchase and install energy efficient building systems on all of Goodwin College (and its affiliates) buildings	\$150,000 (100%)	4,500	Todd Andrews One Riverside Dr. East Hartford, CT 06118 (860) 528-4111 tandrews@goodwin.edu

Organization	Program Title	Program Description	NAA Funding (Tax Credit)	Number of Recipients	Contact
Goodwin College Educational Services	Support for Early College Students	Provide financial support for tuition and related charges for needy high school students to receive precollegiate and collegiate classes at Goodwin College	\$150,000 (60%)	100	Lynn Guerriero One Riverside Dr. East Hartford, CT 06118 (860) 528-4111 lguerriero@goodwin.edu
Goodwin College Foundation, Inc.	Retrofit Building for Energy Efficiency	Purchase and install energy efficient windows, insulation and HVAC equipment in the Goodwin College buildings in East Hartford	\$150,000 (100%)	3,600	Brooke Penders One Riverside Drive East Hartford, CT 06118 (860) 528-4111 bpenders@goodwin.edu
Goodwin College Foundation, Inc.	Support for Low Income Students	Secure financial aid for low income students attending Goodwin College	\$150,000 (60%)	100	Brooke Penders One Riverside Dr. East Hartford, CT 06118 (860) 528-4111 bpenders@goodwin.edu
Goodwin College Magnet Schools, Inc.	Conservation Project	Purchase and install energy efficient building systems including green roof structures, solar projects, alternative energy generation and storage and other projects	\$150,000 (100%)	700	Lynn Guerriero One Riverside Dr. East Hartford, CT 06118 (860) 528-4111 lguerriero@goodwin.edu

Organization	Program Title	Program Description	NAA Funding (Tax Credit)	Number of Recipients	Contact
Goodwin College Magnet Schools, Inc.	Support for Magnet School Students	Provide Magnet School students with additional programming support, as well as to provide students with possible support to attend early college classes at Goodwin College	\$150,000 (60%)	150	Lynn Guerriero One Riverside Dr. East Hartford, CT 06118 (860) 528-4111 lguerriero@goodwin.edu
Great River Land Trust, Inc.	Energy Upgrades for the Bio Lab and South Meadows Trail System	Provide solar collectors for electricity and heat to the Bio Science Lab located in the South Meadows and Crow Point sections of the Great River Land Trust holdings in East Hartford, Glastonbury and Wethersfield	\$150,000 (100%)	500+	Todd Andrews One Riverside Dr. East Hartford, CT 06118 (860) 727-6937 tandrews@goodwin.edu

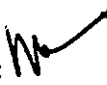
Organization	Program Title	Program Description	NAA Funding (Tax Credit)	Number of Recipients	Contact
Great River Land Trust, Inc.	Expansion of Outdoor Programming	Provide support for a feasibility study to determine whether the site can accommodate such energy conservation improvements as LED lighting, solar energy power generation, alternative toilet systems and other such activities. Projects will serve as the basis for a range of conservation education programs	\$150,000 (60%)	100	Bryant Harrell One Riverside Dr. East Hartford, CT 06118 (860) 727-6937 bharrell@goodwin.edu
Hispanic Coalition of Greater Waterbury	Energy Conservation Project	Replace building current HVAC systems and add other energy saving enhancements	\$150,000 (100%)	Organization at this site serves hundreds of residents each year.	Victor Lopez (203) 558-5438 victorlopezjr@yahoo.com
Integrated Health Services	Client Health Services	Personnel coverage, administrative support and supplies for the East Hartford School Based Health Centers	\$150,000 (60%)	100	Deborah Poerio 763 Burnside Avenue East Hartford, CT 06108 (860) 291-9787 debaprn@aol.com

Organization	Program Title	Program Description	NAA Funding (Tax Credit)	Number of Recipients	Contact
Integrated Health Services	Energy Efficiency Project	Energy efficiency upgrades to historic building in which Integrated Health Services is located	\$150,000 (100%)	1,000	Deborah Poerio 763 Burnside Avenue East Hartford, CT 06108 (860) 291-9787 debaprn@aol.com
Town of East Hartford	Energy Efficiency Measures	Replacement and/or refurbishment of various Town infrastructures to improve energy efficiency. Specific locations to be determined.	\$150,000 (100%)	51,171 residents of the Town of East Hartford	Timothy Bockus Town of East Hartford 740 Main Street East Hartford, CT 06108 (860) 291-7372 tbockus@easthartfordct.gov

***Please note: full proposals are available for review at the Grants Administration Office in East Hartford Town Hall, 740 Main Street, East Hartford, CT 06108 or on the Grants Administration section of the Town's website at <http://www.easthartfordct.gov/grants-administration>**



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 10, 2017
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: Urban Alliance, Inc. PILOT Agreement

The Town of East Hartford will be entering into a PILOT agreement with Urban Alliance, Inc., located at 62 Village St. Urban Alliance is a faith based organization that provides collaboration support to community organizations active in community health, and youth and family services in the Greater Hartford Area.

Although the Assessor and Corporation Council have determined that Urban Alliance, Inc. meets the criteria for tax exemption as a faith-based not for profit organization, Urban Alliance recognizes the financial impact an exempt organization has on a municipality and has agreed to make an annual \$5000.00 good will gesture payment to the Town. Urban Alliance, Inc. believes that such a payment is consistent with their mission, and serves as recognition that it will, nonetheless be a consumer of Town services and resources.

Attached for your review and consideration is the proposed "PILOT" Agreement.

Please place this information on the agenda for the May 16, 2017 meeting.

Thank you.

C: S. Chadwick, Corporation Counsel
M. Walsh, Director of Finance

**PILOT AGREEMENT
URBAN ALLIANCE, INC.
EAST HARTFORD, CONNECTICUT**

1. Urban Alliance, Inc. has purchased the real property located at 62 Village Street in East Hartford, Connecticut. It is anticipated that Urban Alliance, Inc. will operate its charitable programs from that location for the foreseeable future. The first full year of operation will be 2017.
2. The Assessor for the Town of East Hartford has determined that said property is tax exempt, and will continue to be tax exempt so long as the property is used by Urban Alliance, Inc. for the operation of its charitable programs.
3. Urban Alliance, Inc. acknowledges its current tax exempt status. However, it anticipates that the property will be a user of services from the Town. Additionally, Urban Alliance, Inc. believes that it is their civic duty to pay a reasonable amount on an annual basis to the Town for these services. Accordingly, Urban Alliance, Inc. has proposed a payment in lieu of taxes (PILOT).
4. Effective July 1, 2017, Urban Alliance, Inc. hereby agrees to make a PILOT of \$5,000.00 to the Town each year. The PILOTs will continue for the duration of time that Urban Alliance, Inc. owns and operates the property for its charitable programs. The Town will prepare a bill reflecting the PILOT during July of each year.
5. This PILOT Agreement is subject to the review and approval of the Town Council.


Dated at East Hartford, Connecticut, this _____ day of May, 2017.

Marcia Leclerc, Mayor
Town of East Hartford

David Brooker
President
Urban Alliance, Inc.




TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 9, 2017
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: Lease Addendum: Hartford East

The Town's ground lease tenant at 886 Main Street, Hartford East Elderly Apartments Limited Partnership, is refinancing its mortgage on its building. As part of the refinancing, HUD will provide a loan guarantee. To do this, however, HUD requires that the existing 1983 ground lease be amended in a number of particulars. The amendment of the ground lease will require Town Council approval. I attach a memo from Assistant Corporation Counsel Richard Gentile detailing the terms of the proposed lease amendment and the history of the negotiations concerning the lease amendment. I ask that you review this matter at your May 16, 2017 meeting.

OFFICE OF CORPORATION COUNSEL

Date : May 3, 2017
To : Mayor Marcia Leclerc
From : Richard Gentile 
Re : Hartford East/Lease Addendum

In 1983, the Town of East Hartford leased 886 Main Street (the "Premises") to Hartford East Elderly Apartments Limited Partnership ("Tenant"), under a 99 year ground lease. The Tenant built an elderly housing project at the Premises (the "Project"). The Tenant is currently in the process of re-financing the Project¹. The lender requires that HUD guaranty Tenant's obligations under its new mortgage. To do this, HUD requires the Town to sign the attached Lease Addendum.

I have spent considerable time over the past nine months trying to negotiate a series of changes to the lease addendum. My changes focused on the terms of the addendum that I believed made material changes to the ground lease and negatively impacted the Town. I suggested a series of changes that I thought were reasonable and, in some instances, merely brought clarity to what I believed were ambiguous terms. While one change was accepted (the deletion of the purchase option), the following requested changes were not:

- Paragraph a). As you will see in the attached draft, I proposed language that would clarify that the Tenant had no right to unilaterally sign documents that would affect the terms of the ground lease. Even though Counsel for the Tenant indicated that this was not the intent, HUD has rejected my requested clarification.
- Paragraph c). The current lease grants the Tenant the right to assign the lease, with the Town's consent. The lease goes on to indicate that consent will not be unreasonably withheld or delayed. It further provides that the Town cannot withhold its consent if the proposed assignee had similar financial strength to the Tenant and similar competence in running

¹ The attached e-mail indicates that the re-financing will enable the Tenant to commit approximately \$3,000,000 to improvements at the Project.

these types of housing projects. It was my position that these previous restrictions were reasonable and would not materially impact tenant's ability to assign the lease in the future. My request to maintain the requirement that the Town consent to future assignments, per the terms of the 1983 lease, was rejected by HUD.

- Paragraph g). This paragraph addresses acquiring possession of the premises and Project at the termination of the lease (due to Tenant's default). I requested the addition of general language at the start of this paragraph recognizing that the terms of the paragraph would be subject to the Town's Charter and Ordinances. HUD rejected my change.

Counsel for Tenant has asked that this matter be sent to the full Town Council for approval at its next meeting.

AMENDMENT TO LEASE

THIS AMENDMENT TO LEASE (this "**Amendment**") is entered into as of the _____ day of _____, 2017, by and between the TOWN OF EAST HARTFORD, a municipal corporation ("**Landlord**"), and HARTFORD EAST ELDERLY APARTMENTS LIMITED PARTNERSHIP, a Connecticut limited partnership ("**Tenant**"). Landlord and Tenant are sometimes collectively referred to herein as the "**parties**" or individually referred to as a "**party**."

RECITALS:

WHEREAS, Landlord and Tenant entered into that certain Lease Agreement dated as of April 25, 1983, as amended (the "**Lease**"), whereby Landlord leases to Tenant, and Tenant leases from Landlord, that certain property as more particularly described therein (the "**Premises**"); and

WHEREAS, Landlord and Tenant desire to amend the Lease as further set forth herein.

NOW, THEREFORE, for in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. **HUD Addendum**: Landlord and Tenant hereby agree that the terms and conditions of that certain HUD Lease Addendum attached hereto as **Exhibit A** shall be incorporated into the Lease (the "**HUD Lease Addendum**").
2. **Ratification**: Except as amended hereby, Landlord and Tenant hereby ratify, confirm and approve of the Lease as a binding and enforceable document in accordance with its terms.
3. **Capitalized Terms**: Any capitalized terms used in this Amendment but not defined herein shall have the definition set forth in the Lease.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date first written above.

LANDLORD

TOWN OF EAST HARTFORD,
a municipal corporation

By: _____
Name: _____
Title: _____

TENANT

HARTFORD EAST ELDERLY APARTMENTS
LIMITED PARTNERSHIP, a Connecticut limited
partnership

By: _____
Name: _____
Title: _____

Lease Addendum

U.S. Department of Housing
and Urban Development
Office of Housing

OMB Approval No. 2502-0598
(Exp. 06/30/2017)

Public Reporting Burden for this collection of information is estimated to average 0.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number. While no assurance of confidentiality is pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information Act request.

INSTRUCTIONS FOR LEASEHOLD PROJECTS

These instructions and the following Lease Addendum have been prepared for use in connection with mortgage insurance for projects given pursuant to the National Housing Act, as amended, found at 12 U.S.C. § 1701, *et seq.* (“**Act**”), where the mortgaged property is subject to a ground lease. The ground lease term and other provisions must comply with the section of the Act under which the note is endorsed for insurance. The ground lease provisions must not conflict with any Program Obligations¹ promulgated by the U.S. Department of Housing and Urban Development (“**HUD**”) with respect to such mortgage insurance. All ground rent amounts must have prior written approval by HUD.

¹ “**Program Obligations**” means (1) all applicable statutes and any regulations issued by the Secretary pursuant thereto that apply to the Project, including all amendments to such statutes and regulations, as they become effective, except that changes subject to notice and comment rulemaking shall become effective only upon completion of the rulemaking process, and (2) all current requirements in HUD handbooks and guides, notices, and mortgagee letters that apply to the Project, and all future updates, changes and amendments thereto, as they become effective, except that changes subject to notice and comment rulemaking shall become effective only upon completion of the rulemaking process, and provided that such future updates, changes and amendments shall be applicable to the Project only to the extent that they interpret, clarify and implement terms in this Lease Addendum rather than add or delete provisions from such document. Handbooks, guides, notices, and mortgagee letters are available on HUD's official website: (<http://www.hud.gov/offices/adm/hudclips/index.cfm> or a successor location to that site).

These instructions and the following Lease Addendum are based on the presumption that the lease will be a ground lease and all buildings, improvements and fixtures now or hereafter erected will be owned in fee simple by the tenant and be deemed real estate under local law. The term “**Property**” shall be defined in the ground lease as the legally described land except the buildings and improvements now or hereafter located thereon. If the foregoing presumption is not correct the HUD closing attorney must be contacted for further instructions. These instructions and provisions of the following Lease Addendum must be set forth in the body of the ground lease, or the Lease Addendum must be attached to the ground lease and incorporated therein by reference.

LEASE ADDENDUM

Notwithstanding any other provisions of this ground lease, if and so long as this leasehold is subject to a security instrument insured, reinsured, or held by HUD or given to HUD in connection with a resale, or the Property is acquired and held by HUD because of a default under the security instrument, the following provisions of this Lease Addendum shall be in effect:

- a) The tenant is authorized to obtain a loan, the repayment of which is to be insured by HUD and secured by a security instrument on this leasehold estate and the Improvements². The tenant is further authorized to execute all documents necessary as determined by HUD and otherwise to comply with Program Obligations for obtaining such an insured loan, ~~provided that such documents do not otherwise affect the terms of the Ground Lease (other than this Lease Addendum).~~
- b) ~~In the event that HUD acquires title to this leasehold estate or otherwise acquires title to the tenant's interest herein, HUD shall have the option to purchase good and marketable fee simple title to the Property and the landlord's interest, if any, in the Improvements, free of all liens and encumbrances except such as may be waived or accepted by HUD. Such option shall be exercised within twelve (12) months after HUD so acquires such leasehold estate or the tenant's interest. The purchase price shall be the sum of~~
 _____ Dollars
 (\$ _____), payable in cash, by check drawn on the U.S. Treasury, by electronic funds transfer or by wire transfer, provided all rents are paid to date of transfer of title. HUD shall, within said twelve months, give written notice to the landlord of its election to exercise said option to purchase. The landlord shall, within

² “Improvements” means the buildings, structures, and alterations now constructed or at any time in the future constructed or placed upon the land, including any future replacements and additions.

~~thirty (30) days after HUD gives such notice, execute and deliver to HUD a warranty deed of conveyance to HUD as grantee conveying the said fee and interest and containing a covenant against the grantor's acts, but excepting therefrom acts of the tenant and those claiming by, through or under the tenant. Nothing in this option shall require the landlord to pay any taxes or assessments that were due and payable by the tenant. Intentionally Omitted.~~

- c) If approved by HUD, the tenant may convey, assign, transfer, lease, sublease or sell all or any part of its leasehold interest in the Property and its interest in the Improvements without the need for approval or consent by any other person or entity, ~~except for the landlord as required under the Ground Lease.~~
- d) (i) Insurance policies shall be in an amount, and with such company or companies and in such form, and against such risks and hazards, as shall be approved by lender and HUD.
- (ii) The landlord shall not take out separate insurance concurrent in form or contributing in the event of loss with that specifically required to be furnished by the tenant to lender. The landlord may at its own expense, however, take out separate insurance which is not concurrent in form or not contributing in the event of loss with that specifically required to be furnished by the tenant to lender.
- e) (i) If all or any part of the Property or the Improvements or the leasehold estate shall be taken or damaged by condemnation, that portion of any award attributable to the Improvements or the tenant's interest in the leasehold estate or damage to the Improvements or the to tenant's interest in the leasehold estate shall be paid to lender or otherwise disposed of as may be provided in the security instrument. Any portion of the award attributable solely to the underlying fee estate (exclusive of any Improvements) shall be paid to the landlord. After the date of taking, the annual ground rent shall be reduced ratably by the proportion which the award paid to the landlord bears to the total value of the Property as established by the amount HUD is to pay, as set forth in paragraph (b) of this Lease Addendum.
- (ii) In the event of a negotiated sale of all or a portion of the Property or the Improvements, in lieu of condemnation, the proceeds shall be distributed and annual ground rent reduced as provided in cases of condemnation, but the approval of HUD and lender shall be required as to the amount and division of the payments to be received.
- f) The landlord may terminate the ground lease prior to the expiration day of the full term of this ground lease ("**Expiration Date**") after a tenant default under this ground lease ("**Ground Lease Event of Default**"), but only under the following circumstances and procedures. If any Ground Lease Event of Default shall occur, then and in any such event, the landlord shall at any time thereafter during the continuance of such Ground Lease Event of Default and prior to any cure, give written notice of such default(s) ("**Notice of Default**") to the tenant, lender and

HUD, specifying the Ground Lease Event of Default and the methods of cure, or declaring that a Ground Lease Event of Default is incurable. If the Ground Lease Event of Default is a failure to pay money, the landlord shall specify and itemize the amounts of such default. Failure to pay money shall be specified as a separate default and not combined with a non-monetary Ground Lease Event of Default. Within sixty (60) days from the date of giving the Notice of Default to the tenant, the tenant must cure a monetary default by paying the landlord all amounts specified in the Notice of Default and must cure any specified Ground Lease Event of Default that is capable of being cured within such period. During the period of 180 days commencing upon the date Notice of Default was given to lender and HUD, lender or HUD may: (a) cure any Ground Lease Event of Default; and (b) commence foreclosure proceedings or institute other state or federal procedures to enforce lender's or HUD's rights with respect to the leasehold or the tenant Improvements. If the tenant, lender or HUD reasonably undertake to cure any Ground Lease Event of Default during the applicable cure period and diligently pursues such cure, the landlord shall grant such further reasonable time as is necessary to complete such cure. If HUD or lender commences foreclosure or other enforcement action within such 180 days, then its cure period shall be extended during the period of the foreclosure or other action and for 90 days after the ownership of the tenant's rights under the lease is established in or assigned to HUD or such lender or a purchaser at any foreclosure sale pursuant to such foreclosure or other action. The transfer of the tenant's rights under the lease to lender, HUD or purchaser, pursuant to such foreclosure or other action shall be deemed a termination of any incurable Ground Lease Event of Default and such terminated Ground Lease Event of Default shall not give the landlord any right to terminate the lease. Such purchaser may cure a curable Ground Lease Event of Default within said 90 days. If after the expiration of all of the foregoing cure periods, no cure or termination of an existing Ground Lease Event of Default has been achieved as aforesaid, then and in that event, this lease shall terminate, and, on such date, the term of this lease shall expire and terminate and all rights of the tenant under the lease shall cease and the Improvements, subject to the security instrument and the rights of lender thereunder, shall be and become the property of the landlord. All costs and expenses incurred by or on behalf of the landlord (including, without limitation, reasonable attorneys' fees and expenses) occasioned by any default by the tenant under this ground lease shall constitute additional rent hereunder. The landlord shall have no right to terminate this ground lease except as provided in this paragraph (f).

- g) ~~Subject to the landlord's municipal charter and ordinances, Uu~~ Upon termination of this ground lease pursuant to paragraph (f) above, the landlord shall immediately seek to obtain possession of the Property and Improvements. Upon acquiring such possession, the landlord shall notify HUD and lender in writing. Lender and HUD shall each have six (6) months from the date of receipt of such notice of acquisition to elect to take, as tenant, a new ground lease on the Property and on the Improvements. Such new ground lease shall have a term equal to the unexpired portion of the term of this ground lease immediately prior to such termination and shall, except as otherwise provided herein, be on the same terms and conditions as

contained in this ground lease, including without limitation, the option to purchase set forth under paragraph (b) above, except that lender's or HUD's liability for ground rent shall not extend beyond their occupancy under such ground lease. The landlord shall tender such new ground lease to lender or HUD within thirty (30) days after a request for such ground lease and shall deliver possession of the Property and Improvements immediately upon execution of the new ground lease. Upon executing a new ground lease, lender or HUD shall pay to the landlord any unpaid ground rent due or that would have become due under this ground lease to the date of the execution of the new ground lease, including any taxes which were liens on the Property or the Improvements and which were paid by the landlord, less any net rentals or other income which the landlord may have received on account of the Property and Improvements since the date of default under this ground lease.

- h) The landlord agrees that within ten (10) days after receipt of written request from the tenant, it will join in any and all applications for permits, licenses or other authorizations required by any Governmental Authority³ in connection with any work which the tenant may do hereunder and will also join in any grants for easements for electric telephone, telecommunications, cable, gas, water, sewer and such other public utilities and facilities as may be reasonably necessary in the operation of the Property or of any Improvements and if, at the expiration of such ten (10) day period, the landlord shall not have joined in any such application, or grants for easements, the tenant shall have the right to execute such application and grants in the name of the landlord, and for that purpose, the landlord hereby irrevocably appoints the tenant as its attorney-in-fact to execute such papers on behalf of the landlord, only to the extent that a public body as landlord may do so within the exercise of its municipal powers and responsibilities.
- i) Nothing in this ground lease shall require the tenant to pay any franchise, estate, inheritance, succession, capital levy or transfer tax of the landlord or any income excess profits or revenue tax, or any other tax, assessment charge or levy upon the rent payable by the tenant under this ground lease.
- j) All notices, demands and requests which are required to be given by the landlord, the tenant, lender or HUD in connection with this Ground Lease shall be in writing and shall be sent by registered or certified mail, postage prepaid, and addressed to the address of the party as given in this instrument unless a request for a change in this address has been sent to the party giving the notice by registered or certified mail prior to the time when such notice is given.

All notices to lender or HUD shall be addressed as follows:

If to Lender: _____

³ "Governmental Authority" means any board, commission, department or body of any municipal, county, state, tribal or federal governmental unit, including any U.S. territorial government, and any public or quasi-public authority, or any subdivision of any of them, that has or acquires jurisdiction over the mortgaged property, including the use, operation or improvement of the mortgaged property.

If to HUD: :

If to Tenant:

Hartford East Elderly Apartments Limited Partnership
 c/o New England Realty Trust, LLC
 954 Warwick Avenue
 Warwick, RI 02888
 Attn: M. Peter Woloohojian, Esquire

If to Landlord:

Town of East Hartford
 740 Main Street
 East Hartford, CT 06108
 Attn: Richard P. Gentile, Esquire, Assistant Corporation
 Counsel

- k) This ground lease shall not be modified without the written consent of HUD and lender.
- l) The provisions of this Lease Addendum benefit lender and HUD and are specifically declared to be enforceable against the parties to this lease and all other persons by lender and HUD. In the event of any conflict, inconsistency or ambiguity between the provisions of this Lease Addendum and the provisions of any other part of this ground lease, the provisions of this Lease Addendum shall prevail and control.

Warning

Any person who knowingly presents a false, fictitious or fraudulent statement or claim in a matter within the jurisdiction of the U.S. Department of Housing and Urban Development is subject to criminal penalties, civil liability and administrative sanctions.

Gentile, Richard

From: Madonna, Jr., Thomas W. <tmadonna@hinckleyallen.com>
Sent: Tuesday, May 02, 2017 11:28 AM
To: Gentile, Richard
Subject: FW: Planned Work to Property - Hartford East

Hi Rich: Per your request, I am resending the below email regarding the planned work at the property.

Thanks,
Tom

Thomas W. Madonna, Jr.

Associate

Hinckley Allen
100 Westminster Street, Suite 1500
Providence, RI 02903-2319
p: 401-457-5194 | f: 401-457-5195

28 State Street
Boston, MA 02109-1775
p: 617-345-9000 | f: 617-345-9020

From: Madonna, Jr., Thomas W.
Sent: Monday, March 20, 2017 10:47 AM
To: RGentile@easthartfordct.gov
Cc: Zaccardelli, Lisa A.
Subject: Planned Work to Property - Hartford East

Hi Rich: It is planned that approximately \$3,000,000 of work will be done to the property, consisting of work to the following elements:

1. Masonry
2. Waterproofing
3. Insulation
4. Roofing
5. Doors
6. Windows
7. Painting and decorating
8. Elevators
9. HVAC

Certainly, an extensive project with the goal of significantly improving the quality of the building.

Thanks,
Tom

Thomas W. Madonna, Jr.

Associate

Hinckley Allen

100 Westminster Street, Suite 1500

Providence, RI 02903-2319

p: 401-457-5194 | f: 401-457-5195

28 State Street

Boston, MA 02109-1775

p: 617-345-9000 | f: 617-345-9020

Lease Addendum

U.S. Department of Housing
and Urban Development
Office of Housing

OMB Approval No. 2502-0598
(Exp. 06/30/2017)

Public Reporting Burden for this collection of information is estimated to average 0.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number. While no assurance of confidentiality is pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information Act request.

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¹ “**Program Obligations**” means (1) all applicable statutes and any regulations issued by the Secretary pursuant thereto that apply to the Project, including all amendments to such statutes and regulations, as they become effective, except that changes subject to notice and comment rulemaking shall become effective only upon completion of the rulemaking process, and (2) all current requirements in HUD handbooks and guides, notices, and mortgagee letters that apply to the Project, and all future updates, changes and amendments thereto, as they become effective, except that changes subject to notice and comment rulemaking shall become effective only upon completion of the rulemaking process, and provided that such future updates, changes and amendments shall be applicable to the Project only to the extent that they interpret, clarify and implement terms in this Lease Addendum rather than add or delete provisions from such document. Handbooks, guides, notices, and mortgagee letters are available on HUD’s official website: (<http://www.hud.gov/offices/adm/hudclips/index.cfm> or a successor location to that site).

These instructions and the following Lease Addendum are based on the presumption that the lease will be a ground lease and all buildings, improvements and fixtures now or hereafter erected will be owned in fee simple by the tenant and be deemed real estate under local law. The term “**Property**” shall be defined in the ground lease as the legally described land except the buildings and improvements now or hereafter located thereon. If the foregoing presumption is not correct the HUD closing attorney must be contacted for further instructions. These instructions and provisions of the following Lease Addendum must be set forth in the body of the ground lease, or the Lease Addendum must be attached to the ground lease and incorporated therein by reference.

LEASE ADDENDUM

Notwithstanding any other provisions of this ground lease, if and so long as this leasehold is subject to a security instrument insured, reinsured, or held by HUD or given to HUD in connection with a resale, or the Property is acquired and held by HUD because of a default under the security instrument, the following provisions of this Lease Addendum shall be in effect:

- a) The tenant is authorized to obtain a loan, the repayment of which is to be insured by HUD and secured by a security instrument on this leasehold estate and the Improvements². The tenant is further authorized to execute all documents necessary as determined by HUD and otherwise to comply with Program Obligations for obtaining such an insured loan.
- b) Intentionally Omitted.
- c) If approved by HUD, the tenant may convey, assign, transfer, lease, sublease or sell all or any part of its leasehold interest in the Property and its interest in the Improvements without the need for approval or consent by any other person or entity.
- d) (i) Insurance policies shall be in an amount, and with such company or companies and in such form, and against such risks and hazards, as shall be approved by lender and HUD.

(ii) The landlord shall not take out separate insurance concurrent in form or contributing in the event of loss with that specifically required to be furnished by the

² “Improvements” means the buildings, structures, and alterations now constructed or at any time in the future constructed or placed upon the land, including any future replacements and additions.

tenant to lender. The landlord may at its own expense, however, take out separate insurance which is not concurrent in form or not contributing in the event of loss with that specifically required to be furnished by the tenant to lender.

- e) (i) If all or any part of the Property or the Improvements or the leasehold estate shall be taken or damaged by condemnation, that portion of any award attributable to the Improvements or the tenant's interest in the leasehold estate or damage to the Improvements or the to tenant's interest in the leasehold estate shall be paid to lender or otherwise disposed of as may be provided in the security instrument. Any portion of the award attributable solely to the underlying fee estate (exclusive of any Improvements) shall be paid to the landlord. After the date of taking, the annual ground rent shall be reduced ratably by the proportion which the award paid to the landlord bears to the total value of the Property as established by the amount HUD is to pay, as set forth in paragraph (b) of this Lease Addendum.
- (ii) In the event of a negotiated sale of all or a portion of the Property or the Improvements, in lieu of condemnation, the proceeds shall be distributed and annual ground rent reduced as provided in cases of condemnation, but the approval of HUD and lender shall be required as to the amount and division of the payments to be received.
- f) The landlord may terminate the ground lease prior to the expiration day of the full term of this ground lease ("**Expiration Date**") after a tenant default under this ground lease ("**Ground Lease Event of Default**"), but only under the following circumstances and procedures. If any Ground Lease Event of Default shall occur, then and in any such event, the landlord shall at any time thereafter during the continuance of such Ground Lease Event of Default and prior to any cure, give written notice of such default(s) ("**Notice of Default**") to the tenant, lender and HUD, specifying the Ground Lease Event of Default and the methods of cure, or declaring that a Ground Lease Event of Default is incurable. If the Ground Lease Event of Default is a failure to pay money, the landlord shall specify and itemize the amounts of such default. Failure to pay money shall be specified as a separate default and not combined with a non-monetary Ground Lease Event of Default. Within sixty (60) days from the date of giving the Notice of Default to the tenant, the tenant must cure a monetary default by paying the landlord all amounts specified in the Notice of Default and must cure any specified Ground Lease Event of Default that is capable of being cured within such period. During the period of 180 days commencing upon the date Notice of Default was given to lender and HUD, lender or HUD may: (a) cure any Ground Lease Event of Default; and (b) commence foreclosure proceedings or institute other state or federal procedures to enforce lender's or HUD's rights with respect to the leasehold or the tenant Improvements. If the tenant, lender or HUD reasonably undertake to cure any Ground Lease Event of Default during the applicable cure period and diligently pursues such cure, the landlord shall grant such further reasonable time as is necessary to complete such cure. If HUD or lender commences foreclosure or other enforcement action within such 180 days, then its cure period shall be extended during the period of the

foreclosure or other action and for 90 days after the ownership of the tenant's rights under the lease is established in or assigned to HUD or such lender or a purchaser at any foreclosure sale pursuant to such foreclosure or other action. The transfer of the tenant's rights under the lease to lender, HUD or purchaser, pursuant to such foreclosure or other action shall be deemed a termination of any incurable Ground Lease Event of Default and such terminated Ground Lease Event of Default shall not give the landlord any right to terminate the lease. Such purchaser may cure a curable Ground Lease Event of Default within said 90 days. If after the expiration of all of the foregoing cure periods, no cure or termination of an existing Ground Lease Event of Default has been achieved as aforesaid, then and in that event, this lease shall terminate, and, on such date, the term of this lease shall expire and terminate and all rights of the tenant under the lease shall cease and the Improvements, subject to the security instrument and the rights of lender thereunder, shall be and become the property of the landlord. All costs and expenses incurred by or on behalf of the landlord (including, without limitation, reasonable attorneys' fees and expenses) occasioned by any default by the tenant under this ground lease shall constitute additional rent hereunder. The landlord shall have no right to terminate this ground lease except as provided in this paragraph (f).

- g) Upon termination of this ground lease pursuant to paragraph (f) above, the landlord shall immediately seek to obtain possession of the Property and Improvements. Upon acquiring such possession, the landlord shall notify HUD and lender in writing. Lender and HUD shall each have six (6) months from the date of receipt of such notice of acquisition to elect to take, as tenant, a new ground lease on the Property and on the Improvements. Such new ground lease shall have a term equal to the unexpired portion of the term of this ground lease immediately prior to such termination and shall, except as otherwise provided herein, be on the same terms and conditions as contained in this ground lease, except that lender's or HUD's liability for ground rent shall not extend beyond their occupancy under such ground lease. The landlord shall tender such new ground lease to lender or HUD within thirty (30) days after a request for such ground lease and shall deliver possession of the Property and Improvements immediately upon execution of the new ground lease. Upon executing a new ground lease, lender or HUD shall pay to the landlord any unpaid ground rent due or that would have become due under this ground lease to the date of the execution of the new ground lease, including any taxes which were liens on the Property or the Improvements and which were paid by the landlord, less any net rentals or other income which the landlord may have received on account of the Property and Improvements since the date of default under this ground lease.
- h) The landlord agrees that within ten (10) days after receipt of written request from the tenant, it will join in any and all applications for permits, licenses or other authorizations required by any Governmental Authority³ in connection with any work

³ "Governmental Authority" means any board, commission, department or body of any municipal, county, state, tribal or federal governmental unit, including any U.S. territorial government, and any public or quasi-public authority, or any subdivision of any of them, that has or acquires jurisdiction over the mortgaged property, including the use, operation or improvement of the mortgaged property.

which the tenant may do hereunder and will also join in any grants for easements for electric telephone, telecommunications, cable, gas, water, sewer and such other public utilities and facilities as may be reasonably necessary in the operation of the Property or of any Improvements and if, at the expiration of such ten (10) day period, the landlord shall not have joined in any such application, or grants for easements, the tenant shall have the right to execute such application and grants in the name of the landlord, and for that purpose, the landlord hereby irrevocably appoints the tenant as its attorney-in-fact to execute such papers on behalf of the landlord, only to the extent that a public body as landlord may do so within the exercise of its municipal powers and responsibilities.

- i) Nothing in this ground lease shall require the tenant to pay any franchise, estate, inheritance, succession, capital levy or transfer tax of the landlord or any income excess profits or revenue tax, or any other tax, assessment charge or levy upon the rent payable by the tenant under this ground lease.
- j) All notices, demands and requests which are required to be given by the landlord, the tenant, lender or HUD in connection with this Ground Lease shall be in writing and shall be sent by registered or certified mail, postage prepaid, and addressed to the address of the party as given in this instrument unless a request for a change in this address has been sent to the party giving the notice by registered or certified mail prior to the time when such notice is given.

All notices to lender or HUD shall be addressed as follows:

If to Lender:	Red Mortgage Capital, LLC 1717 Main Street, Suite 900 Dallas, TX 75201 Attn: FHA Servicing
If to HUD:	U.S. Department of Housing and Urban Development Hartford Field Office 20 Church Street, 10 th Floor Hartford, CT 06103 Attn: Office of Counsel
If to Tenant:	Hartford East Elderly Apartments Limited Partnership c/o New England Realty Trust, LLC 954 Warwick Avenue Warwick, RI 02888 Attn: M. Peter Woloohojian, Esquire
If to Landlord:	Town of East Hartford 740 Main Street East Hartford, CT 06108

Attn: Richard P. Gentile, Esquire, Assistant Corporation
Counsel


- k) This ground lease shall not be modified without the written consent of HUD and lender.
- l) The provisions of this Lease Addendum benefit lender and HUD and are specifically declared to be enforceable against the parties to this lease and all other persons by lender and HUD. In the event of any conflict, inconsistency or ambiguity between the provisions of this Lease Addendum and the provisions of any other part of this ground lease, the provisions of this Lease Addendum shall prevail and control.

Warning

Any person who knowingly presents a false, fictitious or fraudulent statement or claim in a matter within the jurisdiction of the U.S. Department of Housing and Urban Development is subject to criminal penalties, civil liability and administrative sanctions.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 9, 2017
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: APPOINTMENT: Boards and Commissions

The following name was submitted by the Republican Town Committee Chair for appointment to the Fine Arts Commission.

Fine Arts Commission (5 Year Term)

R Robert Dorn 646 Forest Street 12/19

C: R. Pasek, Town Clerk

**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 position by the East Hartford Republican Town Committee and will be submitted to its Permanent Nominating Committee for consideration.

Republican Town Committee Chairman,

-Please print and complete the following information in full-

1. ROBERT DORN
Your name exactly as it appears on the E. Htfd. Voter Registration List
2. 646 FOREST STREET 06118
Street Address Zip Code
3. PARTY AFFILIATION REPUBLICAN UNAFFILIATED OTHER _____
4. 860-206-3972 Home Phone
5. N/A Cell Phone
6. rayblacks08@yahoo.com Personal e-mail address
7. SCHOOL BUS DRIVER Occupation
8. DATCO Employer
9. BURNHAM STREET EASTFD Employer/Work Address
10. 860-904-9783 Work Phone
11. HIGH SCHOOL Formal Education Level Achieved
12. CAUCASIAN Ethnicity (Optional)
13. 53 Years as E. Htfd. Resident
14. FIVE ARTS COMMISSION
Name of Board or Commission you would like to serve on
PAST PRESIDENT
15. EAST HARTFORD ART LEAGUE, RTC
*Community based activities and/or civic/volunteer organizations activities you have participated in
16. I'M INTERESTED IN PROMOTING THE ARTS IN THIS TOWN
*Your reason for being interested in serving our Town in this capacity
17. I'M AN ARTIST WORKING IN MOSAICS. I WAS PAST PRESIDENT OF THE (ONBACH)
*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. [Signature]
YOUR SIGNATURE

19. 3/13/17
DATE

THIS SPACE FOR USE BY REPUBLICAN TOWN COMMITTEE

Submitted for consideration by Town Committee Member Carolyn O Keenan

Voter Registration Information Certified by Voter Registrar Mary Moseley

At a duly called meeting of the E. Htfd. Republican Town Committee's Permanent Nominating Committee and by majority vote, the East Hartford Resident described above is hereby nominated for appointment to the:


Five Arts Commission

[Signature]
Republican Town Committee Secretary

3-13-17
Date



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 9, 2017
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: REFERRAL: Fees Committee

East Hartford ChildPlan Inc. (ChildPlan) a not-for-profit organization leases a 672 square foot space in the East Hartford Community Cultural Center. ChildPlan has leased this space since 2008. As of March 31, 2017 their three-year lease has expired and they have been operating on a month to month lease.

Attached is additional information regarding the Town's proposed fees for ChildPlan's next three-year lease. Currently ChildPlan is paying \$2.25 per square foot, the new proposed lease terms will charge rent for the first year at \$2.40 a square foot with an annual rent of \$1,612.80, and gradually increase to \$2.70 a square foot at \$1,814.40 annual rent for the third year of the lease.


Please place this information on the Town Council agenda for the May 16, 2017 Town Council Meeting.

Thank you

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

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Referral to Town Council – Lease Fee
“ChildPlan, Inc.” at East Hartford Community Cultural Center

DATE: May 5, 2017

“East Hartford ChildPlan, Inc.” (ChildPlan) is a not-for-profit organization created as a collaborative advocacy group made up of multiple organizations and agencies in our community which provide programs and services to children and families in East Hartford. They established their office in a 672 square foot space in the East Hartford Community Cultural Center (EHCCC) in 2008.

ChildPlan’s three year lease for this space expired at the end of March, 2017. They are currently operating, on a month-to-month basis under the terms of the most recent lease.

I am proposing that ChildPlan’s next three-year lease charge rent according to the following table:

	Square Footage	Per Sq. Ft. Rate	Annual Rent	Monthly Rent
4/1/17 to 3/31/18	672 sq. ft.	\$2.40	\$1,612.80	\$134.40
4/1/18 to 3/31/19	672 sq. ft.	\$2.55	\$1,713.60	\$142.80
4/1/19 to 3/31/20	672 sq. ft.	\$2.70	\$1,814.40	\$151.20

You may recall that in the most recent lease, agreed upon in 2014, ChildPlan was charged a rate of \$2.25 per square foot throughout the three-year term.

I am requesting that this item be placed on the Town Council agenda for their May 16, 2017 meeting as a referral to the Fees Committee.

Cc: Meredith Starr, Executive Director, East Hartford ChildPlan
Eileen Buckheit, Development Director

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

SCOTT M. SANSOM
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

www.easthartfordct.gov

April 28, 2017

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

**Re: Outdoor Amusement Permit Application -
"Gengras HD Drag Truck Event"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **Gengras Motor Cars, Inc. by Mallory Craig, its Marketing & Events Coordinator.** The applicant seeks to conduct an event with vendors for part and accessories. The day will also feature music and raffles. The event will be held at **221 Governor Street**, on the following day and time in **2017: Saturday, May 20 from 9AM – 5PM with music from 12PM – 3PM.**

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

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

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

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

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

Respectfully submitted for your information.

Sincerely,



Scott M. Sansom
Chief of Police

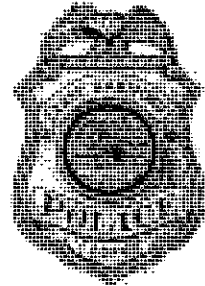
TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event:
Gengras Harley-Davidson Drag Truck event
2. Date(s) of Event:
May 20, 2017
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant) :
Gengras Motor Cars, inc.
300 Ct Blvd, East Hartford, Ct. 06108
by Mallory Craig, Events Coordinator. cell 860-977-3499
work 860-727-6234
mcraig@gengras.net
4. If Applicant is a partnership, corporation, limited liability company, club, or association, list the names of all partners, members, directors and officers AND provide their business address.
Skip Gengras, Chip Gengras, Jonathan Gengras, Gengras Motorcycles. inc. 300 Connecticut Blvd, East Hartford, CT. 06108
5. List the location of the proposed amusement: (Name of facility and address)
Gengras H-D 221 Governor St. East Hartford, CT 06108
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
5/4/20: 9am-5pm
7. Provide a detailed description of the proposed amusement:
Vendors for parts and accessories. live music. raffles

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)? 12-3pm

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

18 and older. Some families

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

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

250-300 throughout day

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

a. Crowd size impact:

crowd impact minimal. Ample parking on site

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

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

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

Ample parking on site.

d. Noise impact on neighborhood:

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

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

Gengras staff responsible for trash disposal.

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

none

g. Other expected influence on surrounding neighborhood:

none

12. Provide a detailed plan for the following:

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

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

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

Multiple on site phones are available in case of emergency

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

none

d. Crowd control plan:

Staff will guide attendees.

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

N/A

f. Provision of sanitary facilities:

On site indoor restrooms and porta potties and handwashing station.

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

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

Department Yes No.

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

Yes No Alcoholic beverages will be served / provided.

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

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

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

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

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

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

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

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

Mallory Anne Craig

(Legal Name of Applicant)

Mallory A. C.
(Applicant Signature)

Mallory A Craig

(Printed Name)

4/12/2017

(Date Signed)

Marketing & Events Coordinator, Gengras
(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

} N/A

Received By: Carmel Jean
Employee Number: 9019
Date & Time Signed: April 13, 2017 7:56 AM
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.

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



Review of Amusement Permit

Event Date: **May 20, 2017**

Event: **Gengras HD Drag Truck Event**

Applicant: **Gengras Motor Cars, Inc. by Mallory Craig, its Marketing & Events Coordinator.**

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

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

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

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

William Perez, Assistant Fire Chief April 24, 2017
 Signature _____ Date

Comments:

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



Review of Amusement Permit

Event Date: May 20, 2017
Event: Geugras HD Drag Truck Event
Applicant: Geugras Motor Cars, Inc. by Mallory Craig, its Marketing & Events Coordinator.

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

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

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

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

Mallory J. Bennett 4/13/17
Signature Date

Comments:

Charles Mee

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



Review of Amusement Permit

Event Date: **May 20, 2017**

Event: **Gengras HD Drag Truck Event**

Applicant: **Gengras Motor Cars, Inc. by Mallory Craig, its Marketing & Events Coordinator.**

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

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

Ted Fravel

4/28/17

Signature

Date

Comments:

Frank, Carol

From: Bockus, Tim
Sent: Thursday, April 13, 2017 12:00 PM
To: Frank, Carol
Subject: RE: Gengras H-D Drag Truck Event
Attachments: SCAN20170413110314.pdf

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

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

Tim Bockus
Director of Public Works



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

Phone (860)291-7372
tbockus@easthartfordct.gov

From: Frank, Carol
Sent: Thursday, April 13, 2017 8:23 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: Gengras H-D Drag Truck Event

Good morning all.

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

Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than **Thursday, April 27, 2017.**

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

Carol A. Frank

Frank, Carol

From: Gentile, Richard
Sent: Wednesday, April 26, 2017 4:06 PM
To: Frank, Carol
Subject: RE: Gengras H-D Drag Truck Event

I have no 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

From: Frank, Carol
Sent: Wednesday, April 26, 2017 2:23 PM
To: Gentile, Richard
Subject: RE: Gengras H-D Drag Truck Event

No problem resending it and here it is. You had actually noticed an error to the answer to Question #7. It shows as 4/20 when in fact, the **event date is MAY 20th**.

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

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

From: Gentile, Richard
Sent: Thursday, April 13, 2017 8:58 AM
To: Frank, Carol <CFrank@easthartfordct.gov>; Bockus, Tim <Tbockus@easthartfordct.gov>; Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Cohen, Bruce <BCohen@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Horan, Denise <Dhoran@easthartfordct.gov>; Leclerc, Marcia <MLEclerc@easthartfordct.gov>; McConville, Timothy <Tmconville@easthartfordct.gov>; O'Connell, Michael <MO'Connell@easthartfordct.gov>; Perez, William <Wperez@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sullivan, Trent <TSullivan@easthartfordct.gov>; Vincent, Kristine <kvincent@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>; Walsh, Mike <MWalsh@easthartfordct.gov>
Subject: RE: Gengras H-D Drag Truck Event

Frank, Carol

From: Sullivan, Trent
Sent: Monday, April 17, 2017 4:08 PM
To: Frank, Carol
Cc: Walsh, Mike
Subject: RE: Gengras H-D Drag Truck Event

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

From: Frank, Carol
Sent: Thursday, April 13, 2017 8:23 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: Gengras H-D Drag Truck Event

Good morning all.

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

Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than **Thursday, April 27, 2017.**

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

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

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

Frank, Carol

From: Hawkins, Mack
Sent: Tuesday, April 18, 2017 10:51 AM
To: Frank, Carol
Subject: RE: Gengras H-D Drag Truck Event

Carol,

I have reviewed the Outdoor Amusement Permit Application for the Gengras H-D Drag Truck Event. I approve this permit with the necessary corrections on the date of the event. Please mark the Worksheet "EXTRA ATTENTION" for the day of the event.

Thank you,

From: Frank, Carol
Sent: Thursday, April 13, 2017 8:23 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: Gengras H-D Drag Truck Event

Good morning all.

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

Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than Thursday, April 27, 2017.

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

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

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

Frank, Carol

From: Grew, Greg
Sent: Thursday, April 13, 2017 9:05 AM
To: Frank, Carol
Subject: Re: Gengras H-D Drag Truck Event

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

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

From: Frank, Carol
Sent: Thursday, April 13, 2017 9:01 AM
To: Gentile, Richard; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Ficacelli, Joseph; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: RE: Gengras H-D Drag Truck Event

Thank you for bringing this to my attention. **The event date is MAY 20TH** and the answer to Question # 6 should have reflected that. I missed it and apologize for the error.

Carol

From: Gentile, Richard
Sent: Thursday, April 13, 2017 8:58 AM
To: Frank, Carol <CFrank@easthartfordct.gov>; Bockus, Tim <Tbockus@easthartfordct.gov>; Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Cohen, Bruce <BCohen@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Horan, Denise <Dhoran@easthartfordct.gov>; Leclerc, Marcia <MLeclerc@easthartfordct.gov>; McConville, Timothy <Tmconville@easthartfordct.gov>; O'Connell, Michael <MO'Connell@easthartfordct.gov>; Perez, William <Wperez@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sullivan, Trent <TSullivan@easthartfordct.gov>; Vincent, Kristine <kvincent@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>; Walsh, Mike <MWalsh@easthartfordct.gov>
Subject: RE: Gengras H-D Drag Truck Event

6. Has a 4/20 date. Its 5/20, right? Kind of hard to read the scan.

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

May 2, 2017

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

**Re: Outdoor Amusement Permit Application -
"The Big Run"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **CT River Valley Chamber of Commerce by Mary Ellen Dombrowski, President**. The applicant seeks to conduct a 5K road race with music, food and alcohol to be sold in a designated area in **Great River Park**. The Run will take place on **Wednesday, June 7, 2017 from 5PM to 8PM with music during the same hours**.

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 the applicant is a not-for-profit organization.

Pursuant to Town Ordinances (TO) 14-7(b) and (TO) 14-10 (13), the applicant requests authorization to sell or dispense alcoholic beverages in connection with this event. ****A CURRENT AND UPDATED LIQUOR PERMIT MUST BE PROVIDED TO THE TOWN PRIOR TO THE JUNE 7TH EVENT DATE.****

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

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

The **Office of Risk Management** approves the application as submitted pending receipt and review of Certificates of Insurance from Riverfront Recapture, Inc. and the CT River Valley Chamber of Commerce.

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

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

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

- Participants will obey all posted parking restrictions both in the park and on the street
- The race route shall not take place on any Town roadway nor impede traffic at any time
- Adequate sanitary facilities shall be provided included a minimum of four (4) portable toilets
- **There are no anticipated costs to the Department for this event.**

The **Police Department** conducted a review of the application and states the application be approved subject to the following:

- Approval subject to the necessary (course) corrections on the date of the event
- Participants will obey all posted parking restrictions both in the park and on the street
- The race route shall not take place on any Town roadway nor impede traffic at any time
- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of moderate size, and the area has sufficient parking available.
- **There are no anticipated costs to the Department for this event.**

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink that reads "Scott M. Sansom". The signature is written in a cursive, flowing style 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:
The Big Run
2. Date(s) of Event:
Wednesday, June 7, 2017
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant) :
CT River Valley Chamber of Commerce, 2400 Main Street, Glastonbury, CT 06033 by Mary Ellen Dombrowski, President
158 Ox Yoke Drive, Wethersfield CT 06109
860 655 2354
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 (partnering with Riverfront Recapture)
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
Wednesday, June 7, 5:00 - 8 pm
7. Provide a detailed description of the proposed amusement:
A 5K road race, map will be provided by Riverfront Recapture

CT River Valley Chamber of Commerce Board of Directors 2017

Mr. Karl Badey	MMNT, LLC	160 Chapel Road	Manchester	CT	06042
Joe Bierbaum	Stone Academy	1.137 Main Street	East Hartford	CT	06108
Mr. Peter Billard	Peter Billard Photographer	160 Oak Street – Unit 206	Glastonbury	CT	06033
Mr. Jeffrey Bodeau	Bodeau Realty Group at William Raveis	218 New London Turnpike	Glastonbury	CT	06033
Eileen Buckheit	Town of East Hartford	740 Main Street	East Hartford	CT	06108
Jordan Coe	ShopRite of East Hartford	31 Main Street	East Hartford	CT	06118
Ms Mary Crombie	Acorn Studio, Inc.	86 Sunset Drive	Glastonbury	CT	06033
Kenneth J. Delisa	Eastern CT State University Foundation, Inc	83 Windham Street	Willimantic	CT	06226
Donna Finocchiaro	Organized East of the River	3 James Lane	Marlborough	CT	06447
Mr. Paul F. Haas Jr.	The Haas Agency	131 Oak Street	Glastonbury	CT	06033
Mr. John Holt	Nutmeg State Financial Credit Union	521 Cromwell Avenue	Rocky Hill	CT	06067
Joseph Jaconetta Esq.	Jaconetta, Burnham & Wimer, LLC Attorneys at Law	2650 Main Street	Glastonbury	CT	06033
Michael J. Keenan	Keenan Law, LLC	787 Main Street	So. Glastonbury	CT	06073
Maureen A. Kennedy	Farmington Bank	669 Hebron Avenue	Glastonbury	CT	06033
Mr. Guy LaBella	Goodwin College	One Riverside Drive	East Hartford	CT	06118
Ms Annette Larabee	Webster Bank	1160 Silas Deane Highway	Wethersfield	CT	06109
Christina Lessard	InterCommunity, Inc.	281 Main Street	East Hartford	CT	06108
Dean Marchessault	American Eagle Financial Credit Union	417 Main Street	East Hartford	CT	06108
Jay Margneill	Coca-Cola Bottling Company of New England	471 Main Street	East Hartford	CT	06118
Ms Kim Meyer AAI	Anderson-Meyer Insurance, Inc.	P.O. Box 977	Glastonbury	CT	06033
Nancy Myshraill	United Bank		Glastonbury	CT	06033
Angela Read	People's United Bank - East Hartford Branch	940 Silver Lane	East Hartford	CT	06118
Yvette Roming	Nursing Services	21 High Street	East Hartford	CT	06118
Mr. Mike Ski	Hair Today	2844 Main Street	Glastonbury	CT	06033
Ms. Marty Smith	Turnpike Motors Autobody	2550 Berlin Turnpike	Newington	CT	06011
Dr. Doug Stranko	ChiroWorks, LLC	2638 Main Street	Glastonbury	CT	06033
Erin Strout	Pratt & Whitney Aircraft	400 Main Street	East Hartford	CT	06108
Ms Margaret Wilcox	Margaret Wilcox & Associates of William Raveis	212 New London Turnpike	Glastonbury	CT	06033
Sherry Williams CPA	MahoneySabol	180 Glastonbury Boulevard	Glastonbury	CT	06033
Mr. Steve Weir	American Integrity Restoration	60 Village Place	Glastonbury	CT	06033
Mr. Brian Zullo	Radio 104, WMRQ/Bomba 97.1	131 New London Turnpike	Glastonbury	CT	06033

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)? **Radio Station 104.1 FM**

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

15-70

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

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

300-400

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

a. Crowd size impact:

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

n/a

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

d. Noise impact on neighborhood:

n/a

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

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

n/a

g. Other expected influence on surrounding neighborhood:

n/a

12. Provide a detailed plan for the following:

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

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

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

d. Crowd control plan:

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

f. Provision of sanitary facilities:

Existing

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,

Beer provided by Thomas Hooker Brewery with Riverfront liquor permit

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

Runners over 21 will have a wristband

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):

*Riverfront Recapture is a nonprofit
The Chamber is a 501(c)3 nonprofit*

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:

CT River Valley Chamber

(Legal Name of Applicant)

Mary Ellen Dombrowski
(Applicant Signature)

Mary Ellen Dombrowski

(Printed Name)

3-21-17

(Date Signed)

President, CT River Valley Ch

(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

Received By: Carl Stearns
Employee Number: 9019
Date & Time Signed: April 13, 2017 8:43 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.



2
TOWN OF EAST HARTFORD
POLICE DEPARTMENT
Outdoor Amusement Permits
 31 School Street
 East Hartford, CT 06108
 (860) 528-4401



FINE
 Marcia A. Leclerc
 Mayor

Review of Amusement Permit

Event Dates: **June 7, 2017**

Event: **The Big Run**

Applicant: **CT River Valley Chamber of Commerce by Mary Ellen Dombrowski,
 President**

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

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

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

Anticipated Cost(s) if known \$ 0

William Perez, Assistant Fire Chief
 Signature

April 24, 2017

Date

Comments:



2
TOWN OF EAST HARTFORD
POLICE DEPARTMENT
Outdoor Amusement Permits
 31 School Street
 East Hartford, CT 06108
 (860) 528-4401

PARKS + REC



Marcia A. Leclerc
 Mayor

Review of Amusement Permit

Event Dates: **June 7, 2017**

Event: **The Big Run**

Applicant: **CT River Valley Chamber of Commerce by Mary Ellen Dombrowski, President**

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

Ted Fravel

4/28/17

Signature

Date

Comments:

Frank, Carol

From: Bockus, Tim
Sent: Thursday, April 27, 2017 4:18 PM
To: Frank, Carol
Subject: RE: The Big Run

Carol,

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

- Participants shall obey all posted parking restrictions both in the park and on the street. Organizers shall provide participants with information regarding available parking in the area.
- The race route shall not take place on any Town roadway nor impede traffic at any time.
- Adequate sanitary facilities shall be provided including a minimum of 4 portable toilets.

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

Tim Bockus
Director of Public Works



EAST HARTFORD
CONNECTICUT

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

Phone (860)291-7372
tbockus@easthartfordct.gov

From: Frank, Carol
Sent: Thursday, April 13, 2017 9:21 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: The Big Run

Good morning all.

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

Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than **Thursday, April 27, 2017.**

06/16/17

Frank, Carol

From: Sullivan, Trent
Sent: Monday, April 17, 2017 4:11 PM
To: Frank, Carol
Cc: Walsh, Mike
Subject: RE: The Big Run

Hi Carol – Reviewed and approved pending receipt, review and approval of CT River Valley Chamber of Commerce and Riverfront Recapture Certificates of Insurance. They can contact me if they have questions about the types of coverages and limits. This one is especially important as they will be in, around, on Town property and alcohol will be served. Thanks!

Trent Sullivan
Risk Manager
Town of East Hartford
740 Main St.
East Hartford, CT 06108

860-291-7244 (Office)
860-713-8211 (Cell)

From: Frank, Carol
Sent: Thursday, April 13, 2017 9:21 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: The Big Run

Good morning all.

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

Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than **Thursday, April 27, 2017.**

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

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

Ph: 860-291-7631

Frank, Carol

From: Sullivan, Trent
Sent: Tuesday, May 02, 2017 9:58 AM
To: Frank, Carol
Subject: RE: The Big Run

Hi Carol – I received and approved the certificate for RRI. I have a 2nd call out to the Chamber of Commerce and they are working on it. I'm pretty confident we'll have it in time and it'll be accurate, so I'd plan for moving it forward. I'll let you know as soon as I get it. Thanks, Trent

From: Frank, Carol
Sent: Friday, April 28, 2017 9:28 AM
To: Sullivan, Trent
Subject: RE: The Big Run

Good morning Trent.

Did you ever receive the required paperwork from the Chamber of Commerce and RRI on this one? I'm hoping to get this one on the May 16th TC agenda but need your information if possible. Thanks.

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

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

From: Sullivan, Trent
Sent: Monday, April 17, 2017 4:11 PM
To: Frank, Carol <CFrank@easthartfordct.gov>
Cc: Walsh, Mike <MWalsh@easthartfordct.gov>
Subject: RE: The Big Run

Hi Carol – Reviewed and approved pending receipt, review and approval of CT River Valley Chamber of Commerce and Riverfront Recapture Certificates of Insurance. They can contact me if they have questions about the types of coverages and limits. This one is especially important as they will be in, around, on Town property and alcohol will be served. Thanks!

Trent Sullivan
Risk Manager
Town of East Hartford
740 Main St.
East Hartford, CT 06108

860-291-7244 (Office)
860-713-8211 (Cell)

Frank, Carol

From: Hawkins, Mack
Sent: Tuesday, May 02, 2017 7:42 AM
To: Frank, Carol
Subject: RE: The Big Run

Carol,

I have reviewed the Outdoor Amusement Permit Application for The Big Run. I approve this permit with the necessary corrections on the date of the event. Please mark the Worksheet "EXTRA ATTENTION" for the day of the event.

Thank you,

Deputy Chief Mack S. Hawkins

Chief of Field Operations
East Hartford Police Department

31 School St.
East Hartford, CT 06108
Office 860 291-7597

Serving Our Community with Pride and Integrity



From: Frank, Carol
Sent: Thursday, April 13, 2017 9:21 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: The Big Run

Good morning all.

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

SCOTT M. SANSOM
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

www.easthartfordct.gov

April 27, 2017

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

**Re: Outdoor Amusement Permit Application -
"Riverfront Swing Night"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **Riverfront Recapture by Craig Mergins, Assistant Events Manager**. The applicant seeks to conduct a swing style concert in **Great River Park from 6:30 pm to 8:30 pm on Saturday, June 10, 2017 with a rain date of Sunday, June 11 with the same hours.**

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** approves the application as submitted.

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

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

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

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

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

Respectfully submitted for your information.

Sincerely,



Scott M. Sansom
Chief of Police

Cc: Applicant

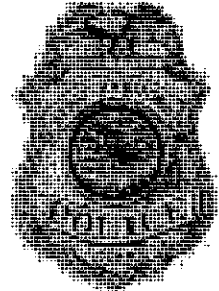
TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event:

RIVERFRONT SWING NIGHT

2. Date(s) of Event:

6/10/17 RD 6/11

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 INC. CRAIG MERRINS
50 Columbus Blvd. 1st. Floor. HARTFORD, CT. 06106
860-713-3131 EXT. 325
MERRINS @ 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.

SAME AS #3

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):

6:30 PM - 8:30 PM

7. Provide a detailed description of the proposed amusement:

6:30 PM - 8:30 PM - SWING CONCERT - WITH Different Themes

**RIVERFRONT RECAPTURE, INC.
BOARD OF DIRECTORS
2016-2017
ELECTED MEMBERS (38)**

Office Address

Home Address

Robert M. Annon, Jr. (At-Large Member)

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860-273-1427
Kathleen.cassidy@aetna.com

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kmcblood@comcast.net
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pchristian@hbnitkin.com

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203-703-2153

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tcody@rc.com

290 Old Farms Road
South Glastonbury, CT 06073
860-657-4353

Frank C. Collins, Jr.

64 Phillips Farm Road
East Hartford, CT 06118
860-568-3497 (home & fax)
frankceil@aol.com

Roy Collins

Associate General Counsel
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860-768-4275
rcollins@hartford.edu

106 Wadhams Road
Bloomfield, CT 06002
roycollinsiii@netscape.net
860-709-2369 cell
(preferred contact info)

Julio Concepcion

Vice President
Hartford Partnerships
MetroHartford Alliance
31 Pratt Street, 5th Floor
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860-525-4451 ext. 282 Fax: 860-293-2592
jconcepcion@metrohartford.com

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jac5@aol.com

John Henry Decker

Vice President – Branch Director
Private Client Group
RBC Wealth Management
200 Glastonbury Boulevard, Suite 103
Glastonbury, CT 06033
860-657-1750 (work)
860-605-0553 (cell) preferred
Fax: (860) 657-1771
John.decker@rbc.com

254 South Main Street
West Hartford, CT 06107
deckerjh@comcast.net

Susan Freedman

Shipman & Goodwin
One Constitution Plaza
Hartford, CT 06103-1919
860-251-5638
sfreedman@goodwin.com

213 Tryon Street
South Glastonbury, CT 06073
860-659-8883 (home)
860-933-0000 (cell)

Ryan Gardner

Fiduciary Investment Advisors, LLC
100 Northfield Drive, #4A
Windsor, CT 06095
860-697-7416- (work)
rgardner@fiallc.com

456 Great Pond Road
South Glastonbury, CT 06073

Donald S. Gershman

Development Resources, LLC
4 Ranger Lane
West Hartford, CT 06117
860-539-6485 Fax: 860-232-7750
dgershman@developmentre.com

4 Ranger Lane
West Hartford, CT 06117
860-232-7750

Margaret R. Gregg (*Secretary*)
Marketing Administrator
CTTRANSIT (HNS Management Company)
100 Leibert Road, P.O. Box 66
Hartford, CT 06141-0066
860-522-8101 ext. 245

242 Quarry Hill Road
Haddam Neck, CT 06424
860-267-2126

ggregg@snet.net

Mark Griffin
Director and Americas Life ERM Initiative Leader
Towers Watson
175 Powder Forest Drive
Weatogue, CT 06089
Tel: 860 843-7150 fax: 860 843-7001
e-mail: mark.griffin@willistowerswatson.com

14B Spring Glen Drive
Granby, CT 06035
markgriffinct@aol.com

Asst: Jeanette Newell
Tel: 860 843-7092 fax: 860 843-7001
e-mail: Jeanette.newell@willistowerswatson.com

Donald C. Hunt (*Chair-Governance*)
Vice President, Associate General Counsel
and Corporate Secretary
The Hartford Financial Services Group, Inc.
One Hartford Plaza, HO-1-09
Hartford, CT 06155
860.547.5040 (work)
301.351.2941 (mobile)
Donald.Hunt@thehartford.com

4 Banbury Lane
West Hartford, CT 06107
860.263.7753

prefers home address for mailing; business for email & phone address

Dave Jenkins (*Chair, Chair-Audit*)
Pricewaterhouse Coopers
City Place 1
185 Asylum Street, Suite 2400
Hartford, CT 06103-3404
860-241-7412 Fax: 860-241-7590
dave.jenkins@pwc.com

71 Old Farms Rd. E
Middletown, CT 06457

Evan Johnson
Director of Grants and Economic Development
Office of U.S. Senator Chris Murphy
One Constitution Plaza, 7th Floor
Hartford, CT 06103
Evan_Johnson@murphy.senate.gov

22 Charter Oak Place, Unit 1-S
Hartford, CT 06106
757-477-4857 cell
evanh.johnson@gmail.com

Jae Junkunc
MassMutual
1295 State Street
Springfield, MA 01111
Phone (860) 562-3367 | MIP M181
jjunkunc@massmutual.com

221 Trumbull Street, #502
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jajunkunc@gmail.com

David Klein (*Treasurer, Chair-Finance & HR*)

1368 Asylum Avenue
Hartford, CT 06105
860-232-2050 Fax: 860-236-9656
dmk3975@gmail.com

Barry N. Lastra

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blastra0@gmail.com

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Executive Director
Advertising Club of CT

27 Southview Drive
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KLilley66@aol.com

Christopher A. Montross *(At-Large Member)*
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Managing Director, Corporate Public Involvement
151 Farmington Avenue
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montrossc@aetna.com

250 Crest Street
Wethersfield, CT 06109
860-343-1645

Marjorie Morrissey

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Marge.Morrissey@comcast.net

Thomas F. Mullaney, Jr.
President
Mullaney, Keating & Wright, Inc.
29 South Main Street – Suite 212
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860-521-9900 ext. 11 Fax: 877-262-7191
tmullaney@mkwinc.com

8 Pilgrim Road
West Hartford, CT 06117
860-232-9317

Rita Ortiz *(Vice-Chair)*
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860-277-8646
rrortiz@travelers.com

8 Dermont Lane
West Hartford, CT 06110
860-521-6059

Leslie Perry

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LPerry14@aol.com

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Kpouch5@gmail.com

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Kenneth_Provencher@hsb.com

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Hartford, CT 06103

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Asst: *Cindy Nadolny*
cc: cnadolny@themdc.com

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representative: Dorian Lockett dlockett@easthartfordct.gov 860-291-7203

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Margaret V. Tedone

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West Hartford, CT 06117
860-570-9714
mytedone@aol.com

Current as of: 3/2/2017

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)?

6:30 - 8:30 PM

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

FAMILIES AND 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.)

200 FOR EACH EVENT DATE

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:

MINIMAL TO NONE

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

WITHIN THE PARK AND ON EAST RIVER DRIVE. RRI RANGERS WILL ASSIST

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:

RRI STAFF WILL CLEAN UP THE EVENT

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:

REGULAR ACCESS INTO PARK + ENTERTAINMENT AREA

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

RRI RANGERS + EVENT MANAGER ON SITE

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

ON CALL

d. Crowd control plan:

RRI - N/A

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

RRI

f. Provision of sanitary facilities:

RRI WILL ARRANGE FOR PORT-O-JOHN'S AND HAND WASHING

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

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

Department Yes No.

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

Yes No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

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

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

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

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

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

a. False Statement is a Class A Misdemeanor.

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

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

CRAIG D. MORGINS

(Legal Name of Applicant)

Craig D. Morgins

(Applicant Signature)

CRAIG D. MORGINS

(Printed Name)

3/24/17

(Date Signed)

ASS. EVENTS DIRECTOR

(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

Received By: Carly Jenks
Employee Number: 9019
Date & Time Signed: 4-12-17 10:02 AM ~~PM~~
Time remaining before event: 30th 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.

Fine



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: **June 10, 2017 with a rain date of Sunday, June 11, 2017**

Event: **Riverfront Swing Night**

Applicant **Riverfront Recapture by Craig Mergins, Assistant Events Manager**

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

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

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

Anticipated Cost(s) if known \$ 0

William Perez, Assistant Fire Chief,
Signature

April 24, 2017
Date

Comments:



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
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Administrative Review of Amusement Permit

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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

4/27/17

Date

Comments:

Frank, Carol

From: Bockus, Tim
Sent: Thursday, April 13, 2017 11:41 AM
To: Frank, Carol
Subject: RE: Riverfront Swing Night
Attachments: SCAN20170413104454.pdf

Carol,

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

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

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

Tim Bockus
Director of Public Works



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

Phone (860)291-7372
tbockus@easthartfordct.gov

From: Frank, Carol
Sent: Wednesday, April 12, 2017 11:06 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: Riverfront Swing Night

Good morning all.

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

Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than **Wednesday, April 26, 2017.**

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

Frank, Carol

From: Gentile, Richard
Sent: Thursday, April 13, 2017 2:14 PM
To: Frank, Carol
Subject: RE: Riverfront Fireworks *Swing Night*

I am OK with all the Riverfront applications but they need to but the listing of officers on each application. Rich

From: Frank, Carol
Sent: Wednesday, April 12, 2017 11:06 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: Riverfront Fireworks

Good morning all.

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

Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than **Wednesday, April 26, 2017.**

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

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

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

Frank, Carol

From: Sullivan, Trent
Sent: Monday, April 17, 2017 4:04 PM
To: Frank, Carol
Cc: Walsh, Mike
Subject: RE: Riverfront Swing Night

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

From: Frank, Carol
Sent: Wednesday, April 12, 2017 11:06 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: Riverfront Swing Night

Good morning all.

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

Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than **Wednesday, April 26, 2017.**

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

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

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

PD Review

Frank, Carol

From: Hawkins, Mack
Sent: Tuesday, April 18, 2017 10:48 AM
To: Frank, Carol
Subject: RE: Riverfront Swing Night

Carol,

I have reviewed the Outdoor Amusement Permit Application for the Riverfront Swing Night. I approve this permit. Please mark the Worksheet "EXTRA ATTENTION" for 6/10/17 and 6/11/17.

Thank you,

From: Frank, Carol
Sent: Wednesday, April 12, 2017 11:06 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: Riverfront Swing Night

Good morning all.

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

Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than Wednesday, April 26, 2017.

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

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

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

Frank, Carol

From: Grew, Greg
Sent: Thursday, April 13, 2017 9:06 AM
To: Frank, Carol
Subject: Re: Riverfront Swing Night

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

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

From: Frank, Carol
Sent: Wednesday, April 12, 2017 11:05 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: Riverfront Swing Night

Good morning all.

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

Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than **Wednesday, April 26, 2017.**

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

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

Ph: 860-291-7631
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MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

SCOTT M. SANSOM
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

www.easthartfordct.gov

April 27, 2017

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 Craig D. Mergins, Assistant Events Manager**. 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 2017**:

Saturday, May 27 Rain date: **Sunday, May 28**) 7 PM – 9 PM
Saturday, July 29 (Rain date: **Sunday, July 30**) 7 PM – 9 PM
Saturday, August 26 (There is **NO** rain date for the August 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 **Offices of Corporation Counsel and Finance** approve the application as submitted.

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

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

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

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

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

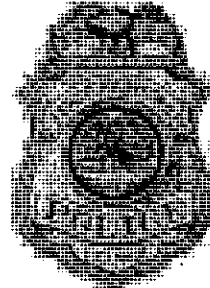
Cc: Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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



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:

RIVERFRONT SUMMER POPS

2. Date(s) of Event:

5/27/17 RD 5/28, 7/29/17 RD 7/30, 8/26/17 NO RD

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 - CRAIG MORGINS
50 COLUMBUS BLVD. - 1ST FLOOR, HARTFORD, CT 06106
860-713-3131 EXT 325
MORGINS@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.

SAME AS #3

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):

7pm - 9:00 P.M.

7. Provide a detailed description of the proposed amusement:

POPS Concerts with different themes each date.

**RIVERFRONT RECAPTURE, INC.
BOARD OF DIRECTORS
2016-2017
ELECTED MEMBERS (38)**

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erodriguez@gilbaneco.com

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860-214-1957 cell
(preferred contact info)

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Asst: *Cindy Nadolny*
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representative: Dorian Lockett dlockett@easthartfordct.gov 860-291-7203

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Current as of: 3/2/2017

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)?

7pm - 9pm EACH NIGHT

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

FAMILIES AND 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.)

200 FOR EACH EVENT DATE

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:

MINIMAL to NONE

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

WITHIN THE PARK AND ON EAST RIVER DRIVE. RRI RANGERS will assist

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:

RRI WILL TAKE CARE OF GARBAGE

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:

REGULAR ACCESS INTO PARK AND ENTERTAINMENT AREA

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

RRI RANGERS AND EVENT MANAGER ON SITE

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

ON CALL

d. Crowd control plan:

N/A

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

RRI

f. Provision of sanitary facilities:

RRI WILL ARRANGE FOR PORT-O-JOHN'S AND HAND WASHING

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

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

Department Yes No.

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

Yes No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

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

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

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

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

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

a. False Statement is a Class A Misdemeanor.

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

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

CRAIG D. MORGINS
(Legal Name of Applicant)

Craig D. Morgins
(Applicant Signature)

CRAIG D. MORGINS
(Printed Name)

3/24/17
(Date Signed)

Ass. Events Director
(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

} N/A

Received By: Paul Stantz
Employee Number: 9019
Date & Time Signed: 4-12-77 10:00 AM ~~PM~~
Time remaining before event: 30^r 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.



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, May 27** (Rain date: **Sunday, May 28**) 7 PM – 9 PM
Saturday, July 29 (Rain date: **Sunday, July 30**) 7 PM – 9 PM
Saturday, August 26 (There is **NO** rain date for the August event)

Event: **Riverfront Summer Pops**

Applicant: **Riverfront Recapture by Craig Mergins, Assistant Events Manager**

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

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

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

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

William Perez, Assistant Fire Chief

April 24, 2017

Signature

Date

Comments:

HEALTH DEPT



Scott M. Sansom
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
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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 J. O'Connell 4/12/17
Signature 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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-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
-
- Anticipated Cost(s) if known \$0.00

Ted Fravel
Signature

4/26/17

Date

Comments:

Frank, Carol

From: Bockus, Tim
Sent: Thursday, April 13, 2017 11:49 AM
To: Frank, Carol
Subject: RE: Riverfront Summer Pops
Attachments: SCAN20170413105340.pdf

Carol,

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

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

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

Tim Bockus
Director of Public Works



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

Phone (860)291-7372
tbockus@easthartfordct.gov

From: Frank, Carol
Sent: Wednesday, April 12, 2017 11:06 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: Riverfront Summer Pops

Good morning all.

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

Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than **Wednesday, April 26, 2017.**

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

Frank, Carol

From: Gentile, Richard
Sent: Thursday, April 13, 2017 2:14 PM
To: Frank, Carol
Subject: RE: Riverfront Fireworks *Summer Pops*

I am OK with all the Riverfront applications but they need to but the listing of officers on each application. Rich

From: Frank, Carol
Sent: Wednesday, April 12, 2017 11:06 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: Riverfront Fireworks

Good morning all.

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

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

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

Frank, Carol

From: Sullivan, Trent
Sent: Monday, April 17, 2017 4:02 PM
To: Frank, Carol
Cc: Walsh, Mike
Subject: RE: Riverfront Summer Pops

Hi Carol – Reviewed and approved from a risk/finance perspective. I forget, do you ask Riverfront Recapture to provide us with their latest General Liability Insurance certificate or do I?
Thanks, Trent

From: Frank, Carol
Sent: Wednesday, April 12, 2017 11:06 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: Riverfront Summer Pops

Good morning all.

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

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

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

FP Review

Frank, Carol

From: Hawkins, Mack
Sent: Tuesday, April 18, 2017 10:46 AM
To: Frank, Carol
Subject: RE: Riverfront Summer Pops

Carol,

I have reviewed the Outdoor Amusement Permit Application for the Riverfront Summer Pops. I approve this permit. Please mark the Worksheets "EXTRA ATTENTION" for the following days: 5/27/17, 5/28/17, 7/29/17, 7/30/17 and 8/26/17.

Thank you,

Deputy Chief Mack S. Hawkins

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

Serving Our Community with Pride and Integrity



From: Frank, Carol
Sent: Wednesday, April 12, 2017 11:06 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: Riverfront Summer Pops

Good morning all.

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

Frank, Carol

From: Grew, Greg
Sent: Thursday, April 13, 2017 9:06 AM
To: Frank, Carol
Subject: Re: Riverfront Summer Pops

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

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

From: Frank, Carol
Sent: Wednesday, April 12, 2017 11:05 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: Riverfront Summer Pops

Good morning all.

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

Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than **Wednesday, April 26, 2017.**

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

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

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

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

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

May 8, 2017

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

Re: Outdoor Amusement Permit Application
"New England South Rally Day"

Dear Mr. Kehoe:

Attached please find a copy of the amusement permit application submitted by **Pastor Trevor Stewart of Charity Seventy-Day Church**. The applicant seeks to conduct a South Rally Day including concerts, prayers, lesson studies, stories, praise, music and food. The event will take place at **the Charity SDA Church at 1535 Forbes Street on Saturday, June 3, 2017 from 9AM to 7:30PM.**

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 subject to the following condition:

- Tent inspection may be required before the event.
- **There are no anticipated costs to the Department for this event.**

The **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 any temporary food service permit applications are submitted at least 2 weeks prior to the event. It further states that **any anticipated costs to the Department are unknown at this time.**

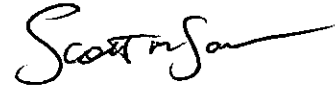
The **Police Department** conducted a review of the application and the following comments/recommendations are made:

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

Scott M. Sansom
Chief of Police

Cc: Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event:
New England South Rally Day
2. Date(s) of Event:
June 3rd, 2017
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant) :
Charity Seventh-Day Church,
1535 Forbes Street,
East Hartford, CT 06118
(860) 568-5866
email: charitysdaannouncements@yahoo.com
4. If Applicant is a partnership, corporation, limited liability company, club, or association, list the names of all partners, members, directors and officers AND provide their business address.
TREVOR STEWART, PASTOR
5. List the location of the proposed amusement: (Name of facility and address)
Charity SDA Church front lawn at 1535 Forbes Street.
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
Date: June 3rd, Hours: 9:00am to 7:30pm.
7. Provide a detailed description of the proposed amusement:
9:00am - 10:45am: Lesson Study, Music, Prayer.
11:00am - 1:30pm: Music, Scripture Reading, Singing, Prayer, Preaching.
5:00pm - 7:00pm: Music, Singing.

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)? 9:00am - 1:30pm and 5:00pm - 7:00pm.

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

16 - 55 years old.

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

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

400 people for 9:00am - 1:30pm and 300 people for 5:00pm to 7:00pm.

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:

We anticipate a crowd size of 400 people.

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

Deacons will direct parking on site. Parking will start on the middle lawn then mc

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

All parking will be on site: parking lot, middle lawn, and behind house (in case of

d. Noise impact on neighborhood:

The sound level will be between 75 - 95 decibels.

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

Teams assigned to clean up property during program and Sunday during tent br

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

Slight increase in noise level and traffic near 1535 Forbes Street.

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:

Driveway and first row of parking adjacent to front lawn will be no parking zones

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

Cecil Ward (718-807-1957), Raynaldo Scarlett (860-803-5866)

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

A team of licensed nurses will be on duty.

d. Crowd control plan:

Ushers will assign seats within the tent. Once filled, no one will be allowed to en

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

f. Provision of sanitary facilities:

The church restrooms will be available.

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

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

Department Yes No.

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

Yes No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

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

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

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

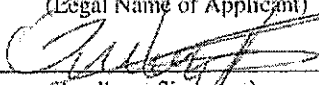
CGS Sec. 53a-157. False Statement: Class A Misdemeanor.

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

a. False Statement is a Class A Misdemeanor.

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

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

TREVOR STEWART
(Legal Name of Applicant)

(Applicant Signature)
PASTOR
(Capacity in which signing)

TREVOR STEWART 4-29-17
(Printed Name) (Date Signed)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

Received By: Carmy Frank

Employee Number: 9019

Date & Time Signed: May 2, 2017 7:48 AM ~~PM~~

Time remaining before event: 33 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 ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – LESSORS OR PROPERTY MANAGER

This endorsement modifies the Commercial General Liability Coverage Part

A. Section II – Who is An Insured is amended to include lessors or property manager as an additional insured but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased, hired or otherwise temporarily used by you caused in whole or part by:

1. Your acts or omissions; or
2. The acts or omission of those acting on your behalf; in the performance of your ongoing operations or activities.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to “bodily injury” or “property damage” occurring after:

1. Any occurrence which takes place after you cease to be a tenant in that premises.



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 3, 2017**
Event: **New England South Rally Day**
Applicant: **Pastor Trevor Stewart of Charity Seventy-Day Church.**

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

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

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

Anticipated cost(s) if known \$ 0

William Perez, Assistant Fire Chief
Signature _____ Date May 5, 2017

Comments:
Tent inspection may be required before event.

Darkst Kee



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 3, 2017**
Event: **New England South Rally Day**
Applicant: **Pastor Trevor Stewart of Charity Seventy-Day Church.**

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

05/08/2017

Date

Comments:

Frank, Carol

From: Bockus, Tim
Sent: Tuesday, May 02, 2017 4:36 PM
To: Frank, Carol
Subject: RE: New England South Rally Day
Attachments: SCAN20170502163307.pdf

Carol,
I have reviewed this application and pursuant to Town Ordinance 5.3, I recommend approval.

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

Tim Bockus
Director of Public Works



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

Phone (860)291-7372
tbockus@easthartfordct.gov

From: Frank, Carol
Sent: Tuesday, May 2, 2017 10:06 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: New England South Rally Day

Good morning all.

Attached please find a copy of the application and your Directors' Notice and Review in connection with the above captioned event. I had just previously emailed some of you that I was unable to scan the application and could not attach one and I planned on sending hard copies but thanks to Eileen Driscoll I have a scanned copy of the application to attach!!

Although the application was received 33 days prior to the event it doesn't allow for the required full review time. The event date is June 3rd and the only Council date available prior to the event is May 16th. As a result I am requesting that your reviews be returned to me no later than Monday, May 8th. THANK YOU!

143K

Frank, Carol

From: Sullivan, Trent
Sent: Tuesday, May 02, 2017 10:16 AM
To: Frank, Carol
Cc: Walsh, Mike
Subject: RE: New England South Rally Day

Hi Carol – This was reviewed and is approved from a risk/finance perspective. It was nice for them to include the certificate of insurance with the application. Not common, but helpful for me. Thanks, Trent

From: Frank, Carol
Sent: Tuesday, May 2, 2017 10:06 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: New England South Rally Day

Good morning all.

Attached please find a copy of the application and your Directors' Notice and Review in connection with the above captioned event. I had just previously emailed some of you that I was unable to scan the application and could not attach one and I planned on sending hard copies but thanks to Eileen Driscoll I have a scanned copy of the application to attach!!

Although the application was received 33 days prior to the event it doesn't allow for the required full review time. The event date is June 3rd and the only Council date available prior to the event is May 16th. As a result I am requesting that your reviews be returned to me no later than Monday, May 8th. THANK YOU!

Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than **Monday, May 8, 2017.**

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

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

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

PD

Frank, Carol

From: Hawkins, Mack
Sent: Wednesday, May 03, 2017 11:06 AM
To: Frank, Carol
Subject: RE: New England South Rally Day

Carol,

I have reviewed the Outdoor Amusement Permit Application for the New England South Rally Day. I approve this permit for this event. Please mark the Worksheet "EXTRA ATTENTION" for the day of the event.

Thank you,

Deputy Chief Mack S. Hawkins

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

Serving Our Community with Pride and Integrity



From: Frank, Carol
Sent: Tuesday, May 02, 2017 10:06 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: New England South Rally Day

Good morning all.

Attached please find a copy of the application and your Directors' Notice and Review in connection with the above captioned event. I had just previously emailed some of you that I was unable to scan the application and could not

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

To: Mayor Leclerc

From: Chief Scott M. Sansom

Date: May 11, 2017

Re: **Amusement Permit Application**
“French Social Circle Picnic”

Pursuant to the East Hartford Code of Ordinances, Chapter 5, Amusements, Section 5-3(e), the attached Amusement Permit Application should be forwarded to the Town Council for appropriate action.

If you require any further information, please contact me at your convenience.



Scott M. Sansom
Chief of Police

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

31 School Street
East Hartford, Connecticut 06108-2638

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

www.easthartfordct.gov

SCOTT M. SANSOM
CHIEF OF POLICE

May 11, 2017

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

**Re: Outdoor Amusement Permit Application
"French Social Circle Picnic"**

Dear Mr. Kehoe:

Attached please find a copy of the amusement permit application submitted by the **French Social Circle by April LaFrance-Tardif, Treasurer**. The applicant seeks to conduct picnic with music, food and alcohol. The event will take place at the **French Social Circle located on 373 Main Street on Saturday, June 3, 2017 from 12 PM to 8 PM.**

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

The Office of Corporation Counsel approves the application as submitted.

The Finance Office approves the application as submitted provided the applicant provide for review the following:

- A Certificate of Insurance naming the Town as an additional insured for review prior to the event.
- A Liquor Liability policy for review prior to the event.

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 stylized with a large initial "S" and a long horizontal flourish extending to the right.

**Scott M. Sansom
Chief of Police**

Cc: Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event: *French Social Circle Picnic*
2. Date(s) of Event: *June 3, 2017*
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant) :
French Social Circle
(860) 568-5021
373 MAIN STREET
EAST HARTFORD, CT 06118
Attn: J. Simon Korovick, con
Aggie Trudif
(860-798-8632)
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.
373 Main St.
E. Hartfd, CT.
Irene Gray - President
Paul Belanger - 1st Vice President
Melissa Moen - Secretary
Aggie LaFrance-Trudif - Treasurer
5. List the location of the proposed amusement: (Name of facility and address)
French Social Circle 373 MAIN STREET
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
Saturday, June 3, 2017 12:00-8:00 pm
7. Provide a detailed description of the proposed amusement:
French Social Circle Annual Picnic

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)? *12:00 - 8:00 PM*

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

21 and over

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

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

75 - 100 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:

75 - 100 people

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

Normal Traffic - No Interruptions

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

Property Parking Lot

d. Noise impact on neighborhood:

Normal

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

Applicant Responsible for Trash - Dumpster on-site

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

None - No Complaints in the Past.

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:

Yes - Parking Lot Entrance

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

Yes - Contact authorities by phone or iCam/CCTV

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

Yes - Volunteers (member)

d. Crowd control plan:

Volunteers - Security Measures

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

N/A

f. Provision of sanitary facilities:

Mens/Ladies Room Available inside of Property

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.

*(Paul Belanger)
Linda Michaud*

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,

TEMPORARY LIQUOR PERMIT

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

CHECK DENVER'S LICENSE FOR AGE VERIFICATION - ID PERMITS WILL BE ISSUED TO WE ARE

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

TEMPORARY LIQUOR PERMIT IN PROCESS

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

Intoxicated persons will not be served and escorted home.

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:

French Social Circle

(Legal Name of Applicant)

April LaFrance-Tredif

(Applicant Signature)

April LaFrance-Tredif 5/3/17

(Printed Name)

(Date Signed)

Treasurer

(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

Received By: Carroll
Employee Number: 9019
Date & Time Signed: May 5, 2017 7:07 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.



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 3, 2017**
Event: **French Social Circle Picnic**
Applicant: **French Social Circle by April LaFrance-Tardif, Treasurer**

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

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

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

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

William Perez, Assistant Fire Chief
Signature _____ Date May 11, 2017

Comments:



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **June 3, 2017**

Event: **French Social Circle Picnic**

Applicant: **French Social Circle by April LaFrance-Tardif, Treasurer**

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

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

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

Anticipated cost(s) if known \$ 0

Michael T. O'Connell
Signature

5/10/17
Date

Comments:



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **June 3, 2017**
Event: **French Social Circle Picnic**
Applicant: **French Social Circle by April LaFrance-Tardif, Treasurer**

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

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

Ted Fravel _____ *5/10/2017*
Signature Date

Frank, Carol

From: Bockus, Tim
Sent: Thursday, May 11, 2017 11:53 AM
To: Frank, Carol
Subject: RE: French Social Circle Picnic

Carol,
I have reviewed this application and pursuant to Town Ordinance 5.3, I recommend approval.

There are no anticipated costs to the Department.

Tim Bockus
Director of Public Works



Town of
EAST HARTFORD
CONNECTICUT

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

Phone (860)291-7372
tbockus@easthartfordct.gov

From: Frank, Carol
Sent: Friday, May 5, 2017 8:08 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: French Social Circle Picnic

Good morning all.

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

Town Ordinance (TO)5-3 requires that certain department heads submit their comments regarding the proposed amusement. Can you kindly forward your administrative review of the Amusement Permit Application via e-mail or signed Administrative Review to my attention at the Police Department by no later than **noon on Thursday, May 11th**.

Although the application was received 30 days prior to the event it doesn't allow for the required full review time. The event date is June 3rd and the only Council date available prior to the event is May 16th. As a result I am requesting that your reviews be returned to me no later than noon on Thursday, May 11th. **THANK YOU!**

Frank, Carol

From: Gentile, Richard
Sent: Friday, May 05, 2017 8:23 AM
To: Frank, Carol
Subject: RE: French Social Circle Picnic

I have no comments 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

From: Frank, Carol
Sent: Friday, May 05, 2017 8:08 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike
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Carol Frank
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

Ph: 860-291-7631

Frank, Carol

From: Hawkins, Mack
Sent: Tuesday, May 09, 2017 10:28 AM
To: Frank, Carol
Subject: RE: French Social Circle Picnic

Carol,

I have reviewed the Outdoor Amusement Permit Application for the French Social Circle Picnic. I approve this permit. Please mark the Worksheet "EXTRA ATTENTION" for the day of the event.

Thank you,

Deputy Chief Mack S. Hawkins

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

Serving Our Community with Pride and Integrity



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Cc: Cohen, Bruce; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sullivan, Trent; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: French Social Circle Picnic

Good morning all.

Frank, Carol

From: Sullivan, Trent
Sent: Monday, May 08, 2017 3:09 PM
To: Frank, Carol
Subject: RE: French Social Circle Picnic

Hi Carol – Can you ask the French Social Circle Club to provide a Certificate of Insurance as outlined below in Section 5-5 of the Outdoor Amusement Ordinance? Thanks, Trent

Sec. 5-5. Evidence of Insurance Coverage Required as Prerequisite to Approval of Certain Amusement Permits.

(a) In addition to the application requirements set forth in subsection (b) of Section 5-2, the applicant for a permit to sponsor, produce or conduct an outdoor amusement event shall provide a Certificate of Insurance indicating that the applicant has obtained a Comprehensive General Liability (CGL) insurance policy and, if required, a liquor liability policy in the limit as set by the Finance Director in consultation with the Risk Manager, to cover any injury to persons or damage to property resulting from such outdoor amusement event. Notwithstanding any other provisions of this Article, no permit to sponsor, produce or conduct an outdoor amusement event shall be issued unless the Town's Finance Director or his representative has reviewed and approved such Certificate. The insurance policy shall be endorsed to add the Town as an additional insured. In addition, no permit to conduct an outdoor amusement event sponsored or co-sponsored in whole or in part by the Town of East Hartford where alcoholic beverages are served shall be granted without the express consent of the Mayor after the purchase by the Town of a Liquor Liability policy in the limits set by the Finance Director in consultation with the Risk Manager.

(b) Notwithstanding any other provisions of this Article, the Town Council shall not approve application for any permits under 5-1 hereof without written notification from the Town's Finance Director or his or her representative that the Certificates of Insurance required by subsection (a) of this section have been reviewed and found acceptable.

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Although the application was received 30 days prior to the event it doesn't allow for the required full review time. The event date is June 3rd and the only Council date

Frank, Carol

From: Grew, Greg
Sent: Tuesday, May 09, 2017 7:16 PM
To: Frank, Carol
Subject: RE: French Social Circle Picnic

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

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To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
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Carol Frank
East Hartford Police Department
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