

TOWN COUNCIL AGENDA  
TOWN COUNCIL CHAMBERS  
740 MAIN STREET  
EAST HARTFORD, CONNECTICUT  
May 17, 2022

*Public Hearing 7:00 pm*

**REVISED 5/16/2022**

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**This Town Council meeting is accessible through “Microsoft Teams” 929-235-8441  
Conference ID: 251 559 92# or click on this link: [Click here to join the meeting](#)**

**This meeting can be viewed through Comcast channel 96 and 1090 and Frontier channel 6018 or by clicking on <https://ehct.viebit.com>**

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
5. APPROVAL OF MINUTES
  - A. May 3, 2022 Executive Session Real Estate Acquisition and Disposition
  - B. May 3, 2022 Executive Session Litigation
  - C. May 3, 2022 Public Hearing
  - D. May 3, 2022 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
  - A. Presentation Re: Pension Obligation Bonds Overview
  - B. Presentation Re: East Hartford Golf Course Operations
  - C. Presentation Re: Changes to Waste Services Operations
7. OLD BUSINESS
8. NEW BUSINESS
  - A. Transfer of Ownership re: Waste Vehicles from Department of Public Works to All American, LLC
  - B. Referral to Fees Committee re: Outsourcing of Waste Services
  - C. LoCIP Grant: Parks Improvements
  - D. Community Development Block Grant: **48<sup>th</sup> Program Year Action Plan**
  - E. Recommendation from Tax Policy Committee: Tax Lien Sales
  - F. Bid Waivers re: Fire Department
    1. Purchase of Training Doors

- 2. Public Safety Radio System Maintenance Agreement
- G. Recommendations to the Charter Revision Commission Re: Changes in Charter Revision Commission Draft Report
- H. Amusement Permits
  - 1. 16<sup>th</sup> Abelon Memorial Walk
    - A. Rescission of Previous Motion
    - B. 16<sup>th</sup> Abelon Memorial Walk– revised application
  - 2. **45<sup>th</sup> Anniversary of Imperio- Holy Ghost Festival**
- 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 7, 2022)

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  - B. Referral to Fees Committee re: Outsourcing of Waste Services
  - C. LoCIP Grant: Parks Improvements
  - D. Community Development Block Grant: Coronavirus Action Plan
  - E. Recommendation from Tax Policy Committee: Tax Lien Sales
  - F. Bid Waivers re: Fire Department
    1. Purchase of Training Doors
    2. Public Safety Radio System Maintenance Agreement

- G. Recommendations to the Charter Revision Commission Re: Changes in Charter Revision Commission Draft Report
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*Robert F. Kehoe*

TOWN COUNCIL CHAMBERS

May 3, 2022

2022 MAY -4 AM 9:26

EXECUTIVE SESSION 1 TOWN CLERK  
EAST HARTFORD

PRESENT  
IN CHAMBERS

Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr. (via Teams) Majority  
Leader Sebrina Wilson, Minority Leader John Morrison, Councilors  
Angela Parkinson, Awet Tsegai (via Teams), Harry O. Amadasun, Jr.,  
Thomas Rup and Travis Simpson

ALSO  
PRESENT

Mayor Michael Walsh  
Connor Martin, Chief of Staff

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:08 p.m.

MOTION By John Morrison  
seconded by Harry Amadasun  
to **go into** Executive Session to discuss the following:

1. Town Acquisition of Real Estate: 794-810 Silver Lane & 818-850 Silver Lane ("Silver Lane Plaza")
2. Town Acquisition of Real Estate: 860 Main Street ("Church Corners")
3. Town Acquisition of Real Estate: 846 Main Street ("Post Office")
4. Town Sale of Real Estate: 70 Canterbury Street ("McCartin School")

Motion carried 9/0

MOTION By John Morrison  
seconded by Harry Amadasun  
to **go back to** Regular Session.

Motion carried 9/0

ADJOURNMENT

MOTION By John Morrison  
seconded by Harry Amadasun  
to **adjourn** at 7:01 p.m.

Motion carried 9/0

Attest

*Richard F. Kehoe*  
Richard F. Kehoe  
Town Council Chair

*Robert F. Kehoe*

TOWN COUNCIL CHAMBERS

May 3, 2022

2022 MAY -4 AM 9:26

EXECUTIVE SESSION 2

TOWN CLERK  
EAST HARTFORD

PRESENT  
IN CHAMBERS

Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr. (via Teams) Majority Leader Sebrina Wilson, Minority Leader John Morrison, Councilors Angela Parkinson, Awet Tsegai (via Teams), Harry O. Amadasun, Jr., Thomas Rup and Travis Simpson

ALSO PRESENT

James Tallberg, Corporation Counsel  
Attorney Johanna Zelman, Ford Harrison

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:02 p.m.

MOTION

By John Morrison  
seconded by Harry Amadasun  
to **go into** Executive Session to discuss the following:

1. The pending CHRO claim know as Jacqueline Guadalupe-Rodriguez v. Town of East Hartford, CHRO Case No.2140322, involving former Board of Education employee, Jacqueline Guadalupe-Rodriguez.
2. The pending property damage claim of Farmers Insurance, as subrogee of Deborah Spieker.

Motion carried 9/0.

MOTION

By John Morrison  
seconded by Harry Amadasun  
to **go back to** Regular Session.

Motion carried 9/0

ADJOURNMENT

MOTION

By John Morrison  
seconded by Harry Amadasun  
to **adjourn** at 7:32 pm

Motion carried 9/0.

Attest

*Richard F. Kehoe*  
Richard F. Kehoe  
Town Council Chair

TOWN COUNCIL CHAMBERS/MICROSOFT "TEAMS"

740 MAIN STREET

EAST HARTFORD, CONNECTICUT

MAY 3, 2022

PUBLIC HEARING- Tax Credit Program for Senior Citizens and Disabled Persons and Food Truck Ordinance

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr. (via Teams), Majority Leader Sebrina Wilson, Minority Leader John Morrison, Councillors Angie Parkinson, Awet Tsegai (via Teams), Thomas Rup, Travis Simpson and Harry O. Amadasun, Jr.

The following is a copy of the legal notice published in the East Hartford Gazette on Thursday, April 21st.

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LEGAL NOTICE

Public notice is hereby given that the Town Council of the Town of East Hartford, Connecticut, will hold a public hearing on May 3, 2022 at 7:15 p.m. in the Town Council Chambers, 740 Main Street, East Hartford, Connecticut and via Microsoft Teams to hear public comment on the Proposed Amendment to the Town's Tax Credit Program for Senior Citizens and Disabled Persons as recommended by the Ordinance Committee, and the Town Food Truck ordinance as recommended by the Ordinance Committee.

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

Jason Marshall  
Town Council Clerk

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Chair Kehoe called the public hearing to order at 7:41 pm.

The Chair shared that purpose of this meeting is to hear public comment on the Ordinance committee's proposed changes to two ordinances. Amendments to the Town's Tax Credit Program for Senior Citizens and Disabled Persons were previously adopted through an emergency ordinance provision at the April 19<sup>th</sup> Town Council Meeting. However, the emergency ordinance is only effective for 60 days so the permanent changes must be passed through the normal ordinance process.

The changes will enhance property tax credits and reductions in property assessments for seniors, veterans or people with disabilities. The revision increases the exemption of property assessments from \$10,000 to \$20,000 for those eligible. The qualifying income limit has been increased to \$53,000 for an individual and \$61,400 for a couple. The goal is that the credit will reach residents who may struggle to pay property taxes. The

The Food Truck Ordinance has also been updated. The goal is to make food truck regulations more streamlined by placing the permit process with the Director of Health and Social Services as the director currently provide a health related permit for food trucks. The amendment will put all requirements within one department. The Director will be able to assure that the individual has all state public health licenses and town requirements. There is also a requirement that the Director approve the proposed location or locations of the food truck within town to ensure the food truck operations are not disruptive to homes within a neighborhood or pose a traffic hazard. The Director of Health and Social Services will consult with the Police Department for allowable locations for the food truck to operate. The goal is that the revised ordinance will encourage food trucks to locate in town and provide the community with more food options available.

ADJOURNMENT

Motion carried 9/0

Jason Marshall  
Town Council Clerk



## EAST HARTFORD TOWN COUNCIL

### TOWN COUNCIL CHAMBERS

May 3, 2022

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr. (via Teams), Majority Leader Sebrina Wilson, Minority Leader John Morrison, Councillors Angela Parkinson, Awet Tsegai (via Teams), Thomas Rup, Travis Simpson and Harry Amadasun, Jr.

ALSO Mayor Michael Walsh  
PRESENT Jessica Carrero, Durational Project Manager  
Sarah Morgan, Library Director (via Teams)  
Connor Martin, Chief of Staff (via Teams)

#### CALL TO ORDER

Chair Kehoe called the meeting to order at 7:49 p.m. The Chair stated that this meeting was also available to the public through the “Teams” platform.

The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

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

Mayor Walsh (1) wished all a good evening; (2) On May 2, Volume 3 of “The Pulse of East Hartford” was produced. The “Pulse” is a free subscription newsletter provided by the Mayor’s office and sent via email with updates on a variety of newsworthy items. The newsletter is available in over 100 languages and currently has over 600 subscribers. The Mayor encouraged all to register. (3) A social media campaign on Earth Day 2022 has focused on Recycling Education and Enforcement. (4) Classes are being offered including Zumba and Yogalates by Parks and Recreation. Sessions are Tuesdays and Thursday evenings through June at Sunset Ridge Cafeteria. (5) All are encouraged to join the town’s first Juneteenth Celebration scheduled on Saturday June 18<sup>th</sup> from 11 a.m.-3 p.m. at the Town Green. (6) A low cost rabies clinic is scheduled at Firehouse 1 located at 726 Main Street on Saturday, May 21 from 10 a.m.-Noon. (7) Foran Park located on Forbes Street has been proposed as an ideal area for a Dog Park. The Mayor estimates that the facility would be up and running by mid-July. (8) On April 30, Scott Chadwick, Probate Court Judge has resigned and accepted a position of Superior Court Judge. Other judges from other towns will assist in the interim until a new judge is sworn in at a future date. (9) The State of CT Legislative Session has ended today. As part of what is likely to be part of the updated budget will be a \$300 property tax credit available to qualifying taxpayers. The mill rate for cars will drop from 45 mills to 32 mills, providing additional tax rate and requiring future council action as the town’s current budget set the mill rate at 45 mills. This is also a new \$250 per child Tax Credit for up to three children.

#### APPROVAL OF MINUTES

April 19, 2022 Regular Meeting

MOTION        By Sebrina Wilson  
                     seconded by Travis Simpson  
                     to **approve** the minutes of the April 19, 2022 Regular Meeting.

Motion carried 9/0.

## COMMUNICATIONS AND PETITIONS

### Resignation from the Metropolitan District Commission Board of Governors and the Historic District Commission

The Chair stated that Gary Lebeau has announced his resignation from the Historic District Commission and MDC Board to his recent move from East Hartford to South Glastonbury. Gary was one of four members from East Hartford on the MDC Board of Governors. The Chair expressed his gratitude to Mr. Lebeau for his many years of service and contributions to East Hartford.

### Report of Recommendations from Charter Revision Commission

The Chair shared that last year the Council established a Charter Revision Commission charged with reviewing the Charter and making suggested improvements. In particular, the Commission was focused on looking at relationships within Town Departments, Directors, and the potential value of a Chief Administrative Office. Council Vice Chair Don Bell serves as Chair of the Commission along with Councillors Tom Rup and Travis Simpson and six other community members. Later in this meeting, a Public Hearing date will be scheduled to hear the public's comment on the report and its recommendations.

Councillor Bell shared that roughly a year ago, the Council requested a group of residents to look over the Charter and propose changes that could enhance the efficiency of the town's government, including such topics as Strong Mayor vs. a Town Manager and whether the town would benefit from the development of a Chief Operating Officer position. The proposed report provides for a Chief Administrative Officer position in the Mayor's Office. The report also authorizes the Town Council and the mayor to merge or realign town departments to provide more flexibility and responsiveness to resident needs. Technical revisions are also provided to make the Charter's language gender neutral. The line of succession for Mayor is further developed. Additional items were reviewed that the Commission did not propose changes on, including increasing the term of office for Mayor and the Town Council. The Commission voted unanimously to approve the report as submitted.

Councillor Rup stated that the Commission's work was a great example of Democracy in Action. The Councillor commended both sides for their insights and passion in discussing the issues.

Councillor Simpson thanked the Council for the opportunity to serve with the Commission. A variety of perspectives and various experiences from amongst the Commissioners helped to provide frank and compassionate discussion throughout the process.

## OLD BUSINESS

None

## NEW BUSINESS

Recommendation from Personnel and Pensions Committee re: Systemic Compensation Plan for East Hartford Town Employees

MOTION By Awet Tsegai  
seconded by Tom Rup

in accordance with the provisions of Section 3.4 and Section 5.25 of the East Hartford Town Charter, that the Town Council establish the pay plan for non-bargaining unit, classified employees entitled “Systemic Pay Plan for East Hartford Town Employees” dated April 28, 2022, provided further that the Town Council shall annually review such plan and adopt any appropriate changes as part of the annual adoption of the town budget.

Motion carried 9/0.

## AccelerateCT Summer Program Extension Grant

**MOTION** By Angie Parkinson  
seconded by John Morrison  
to adopt the following resolution:

**WHEREAS**; the State of Connecticut has announced the dedication of funding toward the expansion of programs that connect students to high-quality summer enrichment and recreational opportunities; and;

**WHEREAS;** these grants will be awarded to entities to expand existing enrichment opportunities and increase access for children who might otherwise not have access to summer camp or programming.

**NOW THEREFORE LET IT BE RESOLVED;** that Michael P. Walsh, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the Connecticut Department of Education as they pertain to this AccelerateCT Summer Program Expansion Grant.

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

Sarah Morgan, Library Director provided details of the program. The Departments of Youth Services, the Library and Parks and Recreation will be working collaboratively. A goal is to repeat last year's partnership with the Connecticut Science Center for weekly programs. Campers also participated in the Library's Summer Reading Program as well as programming with a focus Arts and Culture and on the town's Makerspace STEM programs. The grant will fund social workers at each camp location. Families with interest are encouraged to attend a Camp Open House at 7 p.m. on May 11<sup>th</sup> where the programs will be discussed in more detail. Bus transportation for the camp is funded by the Board of Education. Students attending summer school will be able to participate in the camp programs in afternoons. Director Morgan estimated that the camp was able to serve between 300-400 children last year.

## 2022-23 School Readiness Grant

MOTION        By Angie Parkinson  
                     seconded by John Morrison  
                     to adopt the following 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 with the State of Connecticut to support School Readiness programs for East Hartford children.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council that Michael P. Walsh, 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.

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

## Referral to Ordinance Committee re: Enterprise Zone Expansion

MOTION        By Sebrina Wilson  
                     seconded by Tom Rup

to refer the expansion of the state designated Enterprise Zone to the Ordinance Committee for review as requested by Mayor Michael P. Walsh in a memo to Town Council Chair Richard Kehoe dated April 22, 2022.

Motion carried 9/0.

## Amusement Permits

### Fiesta del Norte Mariachi Performance

MOTION        By Harry Amadasun  
                     seconded by John Morrison

to **approve** the outdoor amusement permit application entitled "Fiesta del Norte Mariachi Performance" as submitted by Scott Sansom, Chief of Police, scheduled for May 14, 2022 from Noon- 2:30 pm on the front lawn of Raymond Library at 840 Main Street, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.

Motion carried 9/0.

#### 16<sup>th</sup> Abelon Memorial Walk

MOTION        By Harry Amadasun  
                     seconded by John Morrison

to **approve** the outdoor amusement permit application entitled “16<sup>th</sup> Abelon Memorial Walk” as submitted by Scott Sansom, Chief of Police, scheduled for Saturday, May 21, 2022 on the grounds of Connecticut IB Academy, 857 Forbes Street proceeding to Sunset Ridge School (450 Forbes Street) and back, 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.

#### Summer Reading Kickoff

MOTION        By Don Bell  
                     seconded by Travis Simpson

to **approve** the outdoor amusement permit application entitled “Summer Reading Kickoff” as submitted by Scott Sansom, Chief of Police, scheduled for Thursday, June 9, 2022 from 5:00-8:00 p.m. on the front lawn of the Raymond Library at 840 Main Street, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.

Motion carried 9/0.

#### Nelson Bello Jazz Quintet

MOTION        By Don Bell  
                     seconded by Travis Simpson

to **approve** the outdoor amusement permit application entitled “Nelson Bello Jazz Quintet” as submitted by Scott Sansom, Chief of Police, scheduled for Saturday, June 25, 2022 from 12:00-2:30 p.m. on the front lawn of the Raymond Library at 840 Main Street, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.

Motion carried 9/0.

#### Setting of Public Hearing re: Charter Revision Commission Report of Recommendations

MOTION        By Don Bell  
                     seconded by Tom Rup

to **set a public hearing** date of May 17, 2022 at 7 p.m. in Town Council Chambers as well as via the Teams platform, to hear public comment on

the Charter Revision Commission Report of Recommendations as provided to the Town Council Chair Richard Kehoe in a memo from Town Clerk Robert Pasek dated April 27, 2022.

Motion carried 9/0.

## Refund of Taxes

### MOTION

By Harry Amadasun  
seconded by Tom Rup  
to **approve** a total refund of taxes in the amount of \$35,450.42  
pursuant to Section 12-129 of the Connecticut General Statutes.

Motion carried 9/0.

| Bill            | Name  | Address                 | City/State/Zip               | Prop Loc/Vehicle Info. | Int     | Over Paid      |
|-----------------|---|-------------------------|------------------------------|------------------------|---------|----------------|
| 2020-03-0050154 | ACAR LEASING LTD                                    | PO BOX 1990             | FT WORTH, TX 76101           | 2018/2GNAXSEV8J6255611 | 0       | -315.90        |
| 2019-01-0011143 | ALZATE EDGAR A                                      | 26-28 HIGBIE DR         | EAST HARTFORD, CT 06108      | 26-28 HIGBIE DR        | 0       | -1,942.96      |
| 2020-03-0051427 | ANTOINE GREGORY P                                   | 841 BURNSIDE AVE        | EAST HARTFORD, CT 06108-2705 | 2016/JM1GJ1U54G1458992 | 0       | -215.78        |
| 2020-01-0001164 | BEDARD FELICIANO YOLANDA                            | 250 RIDGEWOOD RD        | EAST HARTFORD, CT 06118      | 250 RIDGEWOOD RD       | 0       | -3,171.97      |
| 2020-03-0052987 | BEJARANO YAIPEN HIGINIO E                           | 101 BIRCH MOUNTAIN RD   | MANCHESTER, CT 06040-6806    | 2015/5N1AT2MV6FC893727 | 0       | -206.33        |
| 2020-04-0080886 | BLASKO THEODORE & LUCILLE                           | 61 WENTWORTH DR         | EAST HARTFORD, CT 06118-1637 | 1995/2T1AE09B75C120218 | 0       | -49.50         |
| 2020-03-0054172 | BRESLIN JOHN J                                      | 9 GOULD DR              | EAST HARTFORD, CT 06118-1118 | 2020/1FMSK8DH4LG813586 | 0       | -319.30        |
| 2020-03-0055163 | CAMPBELL MARCUS J                                   | 151 ELLINGTON RD        | EAST HARTFORD, CT 06108-1104 | 2015/KNMAT2MV7FP519494 | 0       | -101.62        |
| 2020-03-0056198 | CHAPMAN JOHN R                                      | 96 COLBURN RD           | STAFFORD SPRINGS, CT 06076   | 2019/1C6RR7LT2KS557485 | 0       | -522.90        |
| 2018-01-0002775 | CLOUD DENNIS  | 29 WINDING LN           | EAST HARTFORD, CT 06118      | 29 WINDING LN          | 0       | -40.76         |
| 2019-01-0002775 | CLOUD DENNIS  | 29 WINDING LN           | EAST HARTFORD, CT 06118      | 29 WINDING LN          | 0       | -41.42         |
| 2019-01-0015830 | CORELOGIC CENTRALIZED REFUNDS                       | PO BOX 9202             | COPPELL, TX 75019            | 47 PIPER LN            | 0       | -4,304.35      |
| 2019-01-0013866 | CORELOGIC CENTRALIZED REFUNDS                       | PO BOX 9202             | COPPELL, TX 75019            | 61 MCKEE ST            | 0       | -2,074.18      |
| 2020-01-0009492 | CORELOGIC CENTRALIZED REFUNDS                       | PO BOX 9202             | COPPELL, TX 75019            | 89 CRESCENT DR         | 0       | -2,176.09      |
| 2020-01-0001026 | CORELOGIC CENTRALIZED REFUNDS                       | PO BOX 9202             | COPPELL, TX 75019            | 45 TERRY RD            | 0       | -2,489.46      |
| 2019-02-0043004 | COMPLETE INTERIOR SYSTEMS INC                       | 124 MAIN ST             | EAST HARTFORD, CT 06108      | 124 MAIN ST            | 0       | -247.86        |
| 2020-04-0081874 | COSGROVE JOSEPH W                                   | 7 CLUNE CT              | EAST HARTFORD, CT 06108-3425 | 1990/1LNCM93E5LY745115 | 0       | -25.06         |
| 2020-03-0057436 | COONEY DEBRA P                                      | 530 HILLS ST            | EAST HARTFORD, CT 06118-3028 | 2021/5J8TC2H34ML003178 | 0       | -269.21        |
| 2020-04-0082036 | DAILEY MICHELE C                                    | 18 MOORE AVE            | EAST HARTFORD, CT 06108-2549 | 2000/JM3LW28GXY0113434 | 0       | -16.79         |
| 2020-03-0058441 | DALRYMPLE SUSAN W                                   | 34 SHANNON RD           | EAST HARTFORD, CT 06118-1743 | 2015/2T3DFREV8FW376135 | 0       | -303.98        |
| 2020-04-0082199 | DELEON MIGUEL A                                     | 441 MAIN ST TRLR 911    | EAST HARTFORD, CT 06118-1441 | 1995/2CNBE18U756936226 | 0       | -51.62         |
| 2020-04-0082366 | DIONE MARK E  | 50 ELM ST APT 18        | SOUTH WINDSOR, CT 06074      | 1996/1J4FJ78SXTL247609 | 0       | -46.89         |
| 2020-03-0060780 | EASON SHAKIRA C                                     | 21 EDGEWOOD ST APT 3S   | HARTFORD, CT 06112           | 2001/JHMC666861C004738 | 0       | -110.25        |
| 2020-01-0009718 | EQUITY SETTLEMENT SERVICES ATTN: GAIL BALDWIN       | 444 ROUTE 111           | SMITHTOWN, NY 11787          | 23 COLUMBUS ST         | 0       | -2,373.74      |
| 2020-01-0005436 | GAYLE ONEIL & LAWSON GAYLE SABRINA                  | 110 MCKEE ST            | EAST HARTFORD, CT 06108      | 110 MCKEE ST           | 0       | -2,250.36      |
| 2020-03-0063952 | GONZALEZ-MARQUEZ LUIS E                             | 184 WASHINGTON ST       | VERNON, CT 06066             | 2020/3GTU9DED0LG376997 | -46.33  | -790.65        |
| 2020-03-0063953 | GONZALEZ-MARQUEZ LUIS E                             | 184 WASHINGTON ST       | VERNON, CT 06066             | 2016/1GAZGPF67G1222113 | -8.46   | -281.93        |
| 2020-02-0040752 | GUY DAIGLE FLOORING LLC                             | 87 CHURCH ST #206E      | EAST HARTFORD, CT 06108      | 87 CHURCH ST           | 0       | -287.69        |
| 2020-04-0084649 | JOHNSON EMMANUEL                                    | 16 BIDWELL AVE FL2      | EAST HARTFORD, CT 06108      | 1999/WDBKK47FOXF137529 | 0       | -112.50        |
| 2019-02-0040977 | KV MECHANICAL CONTRACTORS INC                       | 275 PARK AVE            | EAST HARTFORD, CT 06108      | 275 PARK AVE           | 0       | -41.09         |
| 2019-01-0008263 | LAVIGNE ALBERT D & KAREN L                          | 130 SHERWOOD DR         | EAST HARTFORD, CT 06108      | 130 SHERWOOD DR        | 0       | -74.88         |
| 2020-01-0002775 | GREEN LAW PC- KRISTA LIONELLO<br>C/O HUBERT SILVERA | 11 TALCOTT NOTCH RD     | FARMINGTON, CT 06032         | 74 WELLS AVE           | 0       | -2,670.58      |
| 2019-01-0000972 | LUNA VONMARIE                                       | 26 WOODBRIDGE AVE       | EAST HARTFORD, CT 06108      | 26 WOODBRIDGE AVE      | 0       | -187.20        |
| 2020-01-0004102 | LERETA LLC ATTN: CENTRAL REFUNDS                    | 901 CORPORATE CENTER DR | POMONA, CA 91768             | 194 HOLLISTER DR       | 0       | -140.33        |
| 2020-04-0086424 | NIEVES SANTIAGO YADIEL A                            | 28 LIVINGSTON RD        | EAST HARTFORD, CT 06108-3814 | 2000/1J4GW4856VC384719 | 0       | -30.46         |
| 2019-01-0010821 | NWABUDE LINDA N                                     | 63 BUENA VISTA DR       | EAST HARTFORD, CT 06118      | 63 BUENA VISTA DR      | 0       | -3,673.12      |
| 2020-02-0041205 | PRIME MATERIALS RECOVERY INC                        | 99 EAST RIVER DR 2ND FL | EAST HARTFORD, CT 06108      | 99 EAST RIVER DR       | 0       | -28.43         |
| 2020-01-0004941 | RICHARD QUINLAN, ESQ.<br>C/O TRACEY FLETCHER        | 945 MAIN ST #201        | MANCHESTER, CT 06040         | 225 RIDGEWOOD RD       | 0       | -2,696.02      |
| 2020-04-0087947 | ROLON MORALES JOSE L                                | 346 SILVER LN           | EAST HARTFORD, CT 06118-1029 | 1998/1FTZR15X3WPA60198 | 0       | -46.80         |
| 2018-01-0013643 | SMITH DAVID R & LINDA G                             | 5342 SCHWARTZ ST        | NEW PORT RICHEY, FL 34655    | 152 HENDERSON DR       | 0       | -147.34        |
| 2019-01-0013643 | SMITH DAVID R & LINDA G                             | 5342 SCHWARTZ ST        | NEW PORT RICHEY, FL 34655    | 152 HENDERSON DR       | 0       | -112.32        |
| 2020-01-0013637 | SMITH DAVID R & LINDA G                             | 5342 SCHWARTZ ST        | NEW PORT RICHEY, FL 34655    | 152 HENDERSON DR       | 0       | -111.04        |
| 2020-04-0088984 | THOMPSON RAYMOND M JR                               | 144 SHADYCREST DR       | EAST HARTFORD, CT 06118-2744 | 1983/1B4GW12T1DS418858 | 0       | -33.75         |
| 2020-04-0089059 | TORRES JULIO R                                      | 298 PARK ST 3W          | HARTFORD, CT 06106           | 1998/1FTYR11X7WTA49908 | 0       | -93.60         |
| 2020-04-0089567 | VW CREDIT LEASING LTD                               | 1401 FRANKLIN BLVD      | LIBERTYVILLE, IL 60048       | 2021/WA1BAAFY3M2050324 | 0       | -125.77        |
| 2020-04-0089971 | ZAYAS JAVIER  | 17 HIGBIE DR            | EAST HARTFORD, CT 06108-2836 | 1998/2HGEJ623WH595043  | 0       | -41.85         |
| SUBTTOTAL       |   |                         |                              |                        | (54.79) | (35,395.63)    |
| TOTAL           |   |                         |                              |                        |         | \$ (35,450.42) |

Recommendations from the Ordinance Committee re:

Amendment to the Town's Tax Credit Program for Senior Citizens, Veterans and Disabled Persons

MOTION        by Sebrina Wilson  
                     seconded by Travis Simpson

to **amend** the town of East Hartford Code of Ordinances by revising Sections 10-27 entitled "Exemption from Property Tax for the Blind"; 10-28 entitled "Exemption from Property Tax for Veterans"; 10-29 entitled "Exemption from Property Tax for Disabled Persons"; 10-30 entitled "Additional Exemptions From Property Tax for Totally Disabled Persons"; and 10-30a "Additional Property Tax Exemptions" with language that is consistent with the draft dated March 22, 2022 which was approved at the March 22, 2022 Ordinance Committee meeting provided the last word in subsection (a) of section 10-30 shall be deleted and "section" shall be inserted in lieu thereof.

Motion carried 9/0.

Food Truck Ordinance

MOTION        by Sebrina Wilson  
                     seconded by John Morrison

to **amend** the town of East Hartford Code of Ordinances by revising Sections 12-2 entitled "Definitions", 12-3 entitled "Requirements, and Subdivision 2 of subsection (a) of section 8-14, "Definitions" with language that is consistent with the draft dated April 5, 2022 which was approved at the April 5, 2022 Ordinance Committee meeting.

Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Councillor Morrison acknowledged the great work of Principal Fox, staff and students at O'Connell Elementary School for their Arbor Day festivities.

Councillor Simpson asked for updates regarding the Building Department and shifting responsibilities to the Development Department. *The Mayor stated that Town Planner Jeff Cormier has accepted a position with another municipality. Bruce Cohen has taken charge as acting Interim Director of Inspections and Permits. Within the next few weeks, all development plans will be in on the Jasko/Silver Lane project where Development Director Eileen Buckheit has taken lead for the town. Administration is considering consultants to assist in the short term and an interim Town Planner. The Mayor feels this is an opportunity to consider potentially joining the Development Department with Inspections and Permits. The Mayor continues to focus on blight, and Director Buckheit will take on zoning issues with an outside agent looking at plan reviews. The Mayor also disclosed that the town has made offers to hire two Property Maintenance*

*Inspectors as well as an administrative staff position in Inspections and Permits. An official announcement of changes will be provided to the council in the coming weeks.*

Councillor Simpson then took a moment to recognize Jeff Cormier's service and contributions to the town and wished him the best on his next endeavor.

#### COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

The pending CHRO claim know as Jacqueline Guadalupe-Rodriguez v. Town of East Hartford, CHRO Case No.2140322, involving former Board of Education employee, Jacqueline Guadalupe-Rodriguez.

No action taken.

The pending property damage claim of Farmers Insurance, as subrogee of Deborah Spieker.

MOTION        By Sebrina Wilson  
                     seconded by Travis Simpson

to **accept** the recommendation of Corporation Counsel to fully and finally settle the pending property damage claim of Farmers Insurance, as subrogee of Deborah Spieker for a total sum of \$23,784.87.

Motion carried 9/0.

#### OPPORTUNITY FOR RESIDENTS TO SPEAK

None

#### ADJOURNMENT

MOTION        By John Morrison  
                     seconded by Harry Amadasun  
                     to **adjourn** (9:00 pm.)  
                     Motion carried 9/0.

The Chair wished all a good evening and announced that the next regular meeting of the Town Council would be May 17, 2022.

Attest \_\_\_\_\_  
   Jason Marshall  
   TOWN COUNCIL CLERK





## **TOWN OF EAST HARTFORD OFFICE OF THE MAYOR**

DATE: April 20, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: COMMUNICATION: Presentation by Actuary Becky Sielman

---

Please set aside time for a Pension Obligation Bond presentation by Actuary Becky Sielman of Milliman at the May 17<sup>th</sup> Town Council Meeting.



## **TOWN OF EAST HARTFORD OFFICE OF THE MAYOR**

DATE: April 20, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: COMMUNICATION: Presentation by Indigo Golf Partners

---

Please set aside time for a Golf Course Presentation by the staff from Indigo Golf Partners (formerly Billy Casper Golf) at the May 17<sup>th</sup> Town Council Meeting.

They will update the Town Council on the condition of the course financially and playability wise in a brief presentation.



## **TOWN OF EAST HARTFORD OFFICE OF THE MAYOR**

DATE: May 5, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: COMMUNICATION: East Hartford Waste Services Process Change

---

Please set aside time for a presentation by Public Works Director John Lawlor regarding the upcoming changes to waste collection programs to improve residential experience.

Please place this item on the May 17<sup>th</sup> Town Council meeting.

CC: J. Lawlor, DPW Director  
M. Cruz-Aponte, Assistant Director for DPW  
M. McCaw, Finance Director  
R. Gentile, Assistant Corporation Counsel



**TOWN OF EAST HARTFORD PUBLIC WORKS  
MEMORANDUM**

---

To: Michael P. Walsh, Mayor

From: John P. Lawlor, Jr., Director of Public Works

A handwritten signature in blue ink, appearing to be "JPL", is written over the "From:" line.

Date: May 5, 2022

RE: East Hartford Waste Services Changes 2022 Information

---

The Department of Public Works initiated changes in waste collection programs to improve services to residents of 1-6 family properties. These changes also facilitated operational modifications that allow the Department to focus on new initiatives including enforcement of waste ordinances and neighborhood cleanliness, expanded public education and transfer station access.

The Department of Public Works requests that the attached packet be placed on the agenda for the May 17, 2022, Town Council meeting as informational.

cc:

Melissa McCaw, Finance Director

Richard Gentile, Assistant Corporation Council

Marilynn Cruz-Aponte, Assistant Director Public Works

## **Town of East Hartford Waste Services Changes 2022**

### **A. All American Waste Contract Services**

| <b>Service</b>  | <b>Start Date</b> | <b>Est. Units</b> | <b>Unit Price Mo/unit</b> | <b>Total FY 23*</b>   |
|---|-------------------|-------------------|---------------------------|-----------------------|
| MSW Refuse Weekly Curbside Collection                 | 7/1/2022          | 15,200            | \$ 5.84                   | \$1,065,216.00        |
| A & B Recycling Curbside                              | 7/1/2025          | 15,200            | \$ 2.34                   | \$ 0.00               |
| Bulky Collection by Appointment (Details below)       | 7/1/2022          | 15,200            | \$ 0.85                   | \$ 155,040.00         |
| Bulky Special Collections as Needed Estimate 10 times | 7/1/2022          | 10 cyds           | \$250.00                  | \$ 2,500.00           |
| Annual Tree Collection Lump Sum                       | 1/2023            | 2 wks             | \$11,250.00               | \$ 11,250.00          |
| MSW/Refuse Cart Replacement                           | 11/2022           | 15,200            | \$ 0.99                   | \$ 108,576.00         |
| Recycling Cart replacement (Begins 7/2025)            | 11/1/2025         | 15,200            | \$ 0.99                   | \$ 0.00               |
| Litter Containers (Estimated 60units)                 | 9/1/2022          | 350               | \$ 6.20                   | \$ 4,464.00           |
| <b>TOTAL</b>  |                   |                   |                           | <b>\$1,419,046.00</b> |

*\*FY 23 budget will be monitored for impacts associated with waste contract expenditures and revenue generation, per Finance Director*

### **B. Transfer of Town Vehicles**

- Initial revenue from sale of 3 automated vehicles = \$550,000.
- Transfer of Town vehicles associated with RFP Bid#22-14 will incur a finance lease balance pay-off expense in FY22 estimated \$215,428 for natural gas vehicles. Payoff for remaining diesel vehicle will be forthcoming.
- Target vehicle transfer date is June 15, 2022 with DPW expected to utilize remaining fleet and/or rentals during the transition period.
- Anticipated revenue from remaining solid waste fleet in FY23 = \$150,000.

### C. Bulky Waste Curbside Collection by Appointment

#### Goals:

- Retain the existing curbside service level to 1-6 family residents/property owners.
- Eliminate the current cumbersome administrative process. Instead offer a "Call-in" to the Contractor for curbside appointments without any registration. Assessor listed 1-6 family properties serviced will be tracked with monthly reports supplied to the Town.
- Eliminate the current \$35 permit fee. Go to \$0 for first 2 curbside appointments.
- DPW's new focus will be on enforcement to eliminate curbside bulky blight created by unauthorized dumping.

| Bulky NOW  | CHANGE         | Bulky July 1, 2022  |
|--|----------------|---|
| 1-6 Family eligible EH Only units  | None           | 1-6 Family eligible EH Only units   |
| Admin Staff & Application Process  | <b>Change</b>  | All-American will receive calls, schedule appointments ( <b>no paper work</b> ). Track and report all 1-6 family units users and number of appointments |
| \$35 permit required/2 pickups curbside                                      | <b>Change*</b> | \$0 Eliminate fee for 2 pickups curbside/year   |
| 2 bulky pickups curbside/year/eligible unit                                  | None           | 2 bulky pickups/year/eligible unit  |
| EXTRA bulky pickups curbside \$25 each extra pickup, paid by resident to DPW | None           | EXTRA bulky pickups curbside \$25 each extra pickup, paid to Contractor. Town given \$25 credit on invoice  |
| 6 bulky items only/pickup<br>List of acceptable items published              | None           | 6 bulky items only/pickup<br>List of acceptable items published   |

\* Requires Town Council fee change authorization

### D. Transfer Station "Point of Sale" Payment














#### Goals:

- Insure fees are reasonable, creating access to responsible disposal practices and discouraging illegal dumping.
- Payment by credit/debit card or check will be at the gate.
- Access to East Hartford 1-6 family resident/property owners only.
- After a study of area transfer station fees (see attached), the following fees are recommended:

# TRANSFER STATION GENERAL PERMIT FOR RESIDENTS & IN-TOWN PROPERTIES

## NO COMMERCIAL

These Are Recommended New Fees for Town Council Review & Action

| Vehicle Type<br>(volume waste)<br>per visit   | All others | Resident<br>Seniors Only<br>(50%<br>Discount) | Vehicle Type   |
|---|------------|---|--|
| Car/SUV/Family<br>Van                         | \$10       | \$5   |    |
|   |            |   |    |
|   |            |   |    |
| Pickup up to side<br>rail                     | \$20       | \$10  |   |
| Pickup above<br>side rail and<br>cargo van    | \$40       | \$20  |   |
| Trailer (8' single<br>axle)                   | \$40       | \$20  |    |
| Pickup with 8'<br>single axle                 | \$60       | \$30  |   |
| Max. 12'<br>enclosed trailer                  | \$70       | \$35  |    |
| Pickup with<br>enclosed trailer<br>(Max. 12') | \$90       | \$45  |   |
| Box Trucks<br>(Max. 15')                      | \$100      | \$50  |    |



## **TOWN OF EAST HARTFORD OFFICE OF THE MAYOR**

DATE: May 5, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: RESOLUTION: Transfer of Waste Vehicles

---

The East Hartford Public Works Department is requesting an authorization to transfer the ownership of three town waste vehicle to All American, LLC- a vendor chosen to take over the town's waste services.

Please place this item on the May 17<sup>th</sup> Town Council meeting.

CC: J. Lawlor, DPW Director  
M. Cruz-Aponte, Assistant Director for DPW  
M. McCaw, Finance Director  
R. Gentile, Assistant Corporation Counsel





**TOWN OF EAST HARTFORD PUBLIC WORKS  
MEMORANDUM**

---

To: Michael P. Walsh, Mayor

From: John P. Lawlor, Jr., Director of Public Works

Date: May 5, 2022

RE: Resolution to Transfer Waste Vehicles

---

Attached please find the "Resolution of the Town Council of the Town of East Hartford" authorizing the disposition of three waste vehicles to All American, LLC.

The Department of Public Works requests the resolution be referred to the Town Council meeting being held, May 17, 2022.

cc:

Melissa McCaw, Finance Director

Richard Gentile, Assistant Corporation Council

Marilynn Cruz-Aponte, Assistant Director Public Works

## **RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAST HARTFORD**

**WHEREAS**, the Town of East Hartford (the “Town”) has issued a bid (the “Bid”) seeking proposals for the provision of Residential Municipal Solid Waste (MSW) services, including management, collection, transportation, and proper disposal of all acceptable MSW Refuse, Recycling and Bulky Waste from eligible properties in Town (“MSW Services”); and

**WHEREAS**, All American Waste, LLC (“American Waste”) has been selected as the successful bidder to provide MSW Services and, accordingly, the Town will no longer need to maintain ownership of the Waste Disposal Vehicles described below; and

**WHEREAS**, as part of the Bid the Town asked bidders to provide an offer to acquire the Waste Disposal Vehicles; and

**WHEREAS**, American Waste’s bid for the Waste Disposal Vehicles was consistent with the terms of the Bid; and

**WHEREAS**, American Waste’s ownership of the Waste Disposal Vehicles is critical to its provision of MSW Services beginning on or around July 1, 2022; and

**WHEREAS**, Chapter 10, Section 10-3 (a) governs the disposition of property as set forth above;

**NOW THEREFORE BE IT RESOLVED**, that the Town Council authorizes the disposition of the below property to American Waste, as follows:

**1. VIN # 3BPD LH0X7MF110006 Truck # 1060 Natural Gas**

Make/Model:

- 2021 Peterbilt Model 520 Right Hand Drive Refuse and Recycling Collection Trucks  
\$250,000 lump sum payment

**2. VIN # 3BPD LH0X9MF110007 Truck # 1063 Natural Gas**

Make/Model:

- 2021 Peterbilt Model 520 Right Hand Drive Refuse and Recycling Collection Trucks  
\$250,000 lump sum payment

**3. VIN # 1FVHG3DV6HHJC0209 Truck # 1059 Diesel Fuel**

Make / Model:

- 2017 Freightliner 114SD Right Hand Drive Refuse & Recycling Collection Truck  
\$50,000 lump sum payment



## **TOWN OF EAST HARTFORD OFFICE OF THE MAYOR**

DATE: May 5, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: REFERRAL: Request for Fees Changes

---

The enclosed packed outlines the need for the transfer station fees changes due to the upcoming plans to outsource waste services. Please place this item on the May 17<sup>th</sup> Town Council meeting as a referral to the Town Council Fees subcommittee for review and action.

CC: J. Lawlor, DPW Director  
M. Cruz-Aponte, Assistant Director for DPW  
M. McCaw, Finance Director  
R. Gentile, Assistant Corporation Counsel



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**TOWN OF EAST HARTFORD PUBLIC WORKS  
MEMORANDUM**

---

To: Michael P. Walsh, Mayor

From: John P. Lawlor, Jr., Director of Public Works

Date: May 5, 2022

RE: East Hartford Waste Services Changes 2022: Request for Fees Changes

---

The Department of Public Works Waste Service Changes 2022, outlined in the attached document, will require modifications to the Public Works bulky permit and transfer station fees.

The Department of Public Works requests the recommended fee changes be placed on the May 17, 2022, Town Council agenda and, further requests consideration, review and adoption by the Town Council Fees Sub-committee.

cc:

Melissa McCaw, Finance Director

Richard Gentile, Assistant Corporation Council

Marilynn Cruz-Aponte, Assistant Director Public Works

## **Town of East Hartford Waste Services Changes 2022**

### **A. All American Waste Contract Services**

| <b>Service</b>  | <b>Start Date</b> | <b>Est. Units</b> | <b>Unit Price Mo/unit</b> | <b>Total FY 23*</b>   |
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# TRANSFER STATION GENERAL PERMIT FOR RESIDENTS & IN-TOWN PROPERTIES

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These Are Recommended New Fees for Town Council Review & Action

| Vehicle Type<br>(volume waste)<br>per visit   | All others | Resident<br>Seniors Only<br>(50%<br>Discount) | Vehicle Type   |
|---|------------|---|--|
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|   |            |   |    |
|   |            |   |    |
| Pickup up to side<br>rail                     | \$20       | \$10  |   |
| Pickup above<br>side rail and<br>cargo van    | \$40       | \$20  |   |
| Trailer (8' single<br>axle)                   | \$40       | \$20  |    |
| Pickup with 8'<br>single axle                 | \$60       | \$30  |   |
| Max. 12'<br>enclosed trailer                  | \$70       | \$35  |    |
| Pickup with<br>enclosed trailer<br>(Max. 12') | \$90       | \$45  |   |
| Box Trucks<br>(Max. 15')                      | \$100      | \$50  |    |



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 5, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: RESOLUTION: LoCIP Grant Allocations

---

The Local Capital Improvement Program (LoCIP) of the State of Connecticut Office of Policy and Management distributes funds to municipalities to reimburse the cost of eligible local capital improvement projects such as building construction.

The following project has been identified for funding from LoCIP:

- 2023-2026 Parks Improvements, including playscape replacement, basketball courts and other parks infrastructure.

Please place this resolution on the Town Council agenda for the May 17<sup>th</sup> Town Council meeting.

Thank you.


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



# GRANTS ADMINISTRATION MEMORANDUM

---

**TO:** Mayor Michael P. Walsh

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

**SUBJECT:** Referral to Council – LoCIP Grant Allocations (\$520,183.99)

**DATE:** May 5, 2022

---

Local Capital Improvement Program (LoCIP) funds from the State of Connecticut are distributed to support projects which are included in a municipality's approved Capital Improvement Program (CIP). The following projects have been identified for funding from LoCIP:

| CIP #    | Project Name       | Amount       | Description   |
|----------|--------------------|--------------|---|
| 2023-216 | Parks Improvements | \$520,183.99 | Improvements to Town Parks including playscape replacement, basketball courts and other parks infrastructure. |

The amount stated above represents a combination of the Town's 2022 LoCIP allocation (\$454,429.00) and unexpended funds left over from completed LoCIP-funded projects (\$65,754.99).

I respectfully request the attached resolution be placed on the Town Council agenda for their meeting to be held on May 17, 2022. The purpose is to authorize you as Mayor to make application and execute any documents necessary to utilize LoCIP grant funds for these projects.

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

Cc: Melissa McCaw, Director of Finance  
Eileen Buckheit, Director of Development

I, Jason Marshall, 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 17<sup>th</sup> day of May, 2022.

**RESOLVED:** That Michael P. Walsh, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents as may be required by the State of Connecticut Office of Policy and Management to secure Local Capital Improvement Program funds (LoCIP) in the amount of \$520,183.99 for the following project:

- Parks Improvements \$520,183.99

**AND I DO FURTHER CERTIFY** that the above resolution has not been in any ways 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, 2022.

---

Jason Marshall, Town Council Clerk

seal

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

Grant Description: 2022 LoCIP Projects

Funder: State of CT Office of Policy and Management

Grant Amount: \$454,429.00\*

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

|                        |                  |                  |                  |                  |               |
|------------------------|------------------|------------------|------------------|------------------|---------------|
| First year received:   | <u>1988</u>      |                  |                  |                  |               |
| Last years received:   | <u>2021</u>      | <u>2020</u>      | <u>2019</u>      | <u>2018</u>      | <u>2017</u>   |
| Funding level by year: | <u>\$452,473</u> | <u>\$455,350</u> | <u>\$531,730</u> | <u>\$823,906</u> | <u>\$0.00</u> |

Is a local match required?    ☐ Yes    ☒ No

If yes, how much? N/A                      From which account? N/A

Grant purpose: The Local Capital Improvement Program (LoCIP) distributes funds to municipalities to reimburse the cost of eligible local capital improvement projects such as road, bridge or public building construction activities.

Results achieved: Funding for projects listed on the Town's Capital Improvement Plan

Duration of grant: Until projects are completed

Status of application: Application will be submitted to OPM following Council approval

Meeting attendee: To be determined

Comments: \*This is the amount of the Town's 2022 LoCIP allocation from the state. The total sum stated below exceeds this amount because they include additional funds in the Town's LoCIP account left over from completed projects.

Projects are as follows:

- Parks Improvements \$520,183.99



## LOCAL CAPITAL IMPROVEMENT PROGRAM (LoCIP) GUIDELINES

### INTRODUCTION

These guidelines have been prepared to assist municipalities in applying for state aid entitlements under the Local Capital Improvement Program (LoCIP). Additional information, including reports regarding project authorizations, reimbursements, project summaries, historical LoCIP data, as well as required forms can be found on the [LoCIP website](#).

LoCIP provides financial assistance to municipalities for eligible capital projects funded with State general obligation bonds. Annual entitlements are announced on March 1<sup>st</sup> of each year. Municipalities must apply to the Office of Policy and Management (OPM) for project authorization for each eligible project on the LoCIP Project Authorization Request form, and then once a municipality expends funds for an OPM-authorized LoCIP project, it may apply for reimbursement on the LoCIP Reimbursement Request form. Project Authorization Request forms and Reimbursement Request forms can be submitted at the same time. Only capital projects which have been approved by the town's legislative body and which comport with program guidelines will be considered.

LoCIP Projects will only be authorized when:

- The municipality's legislative body has approved the project, and such approval is documented in certified minutes of the required municipal meeting(s);
- The project is included in the town's most recently approved Capital Improvement Plan (CIP);
- The amount listed on the project authorization request does not exceed the municipality's available LoCIP entitlement balance;
- The project is an allowable project pursuant to the LoCIP Guidelines; and
- The request is submitted on the required form and **is signed by the Chief Executive Officer of the municipality**

Reimbursements will only be approved:

- For allowable expenditures associated with OPM-approved LoCIP projects after the municipality has incurred and expended funds;
- The reimbursement request is submitted on the required form and all required information is provided in the required format, and **is signed by the Chief Executive Officer of the municipality**; and
- The amount of the requested reimbursement does not exceed the available project balance.

## ALLOWABLE LoCIP PROJECTS

LoCIP funds can only be used for municipal capital expenditure projects which are specifically categorized below (pursuant to C.G.S. §7-535 through 7-538). Please note that the use of LoCIP funds for school-related projects is strictly limited. School related project information is specifically addressed on page 5 of this document.

Eligible LoCIP projects are defined in the following major categories:

- **ROADS** - construction, renovation, repair, or resurfacing
- **SIDEWALK and PAVEMENT** - improvements
- **SEWAGE TREATMENT PLANTS, SANITARY OR STORM, WATER OR SEWER LINES** - construction, renovation, enlargement, or repair, including separation of lines
- **PUBLIC BUILDINGS OTHER THAN SCHOOLS** - construction, renovation, code compliance, energy conservation and fire safety
- **DAMS/BRIDGES/FLOOD CONTROL** - construction, renovation, enlargement, or repair
- **WATER TREATMENT OR FILTRATION FACILITIES/MAINS** - construction, renovation, enlargement, or repair
- **SOLID WASTE FACILITIES** - construction, renovation, or enlargement
- **PUBLIC PARKS** - improvements
- **CAPITAL IMPROVEMENT PLANS** – costs associated with preparation or revision (only 1X/ten-year period)
- **EMERGENCY COMMUNICATIONS SYSTEMS, BUILDING SECURITY SYSTEMS, INCLUDING SCHOOLS** - improvements
- **PUBLIC HOUSING** - renovation/improvements, including energy conservation projects and development of additional public housing
- **VETERANS' MEMORIALS** - renovations or construction
- **THERMAL IMAGING SYSTEMS** – acquisition
- **BULKY WASTE/LANDFILL PROJECTS**
- **CONSERVATION & DEVELOPMENT PLANS** - preparation and revision (reimbursed not more than 1x/10 year period)
- **AUTO EXTERNAL DEFIBRILLATORS** - acquisition
- **FLOODPLAIN MANAGEMENT AND HAZARD MITIGATION ACTIVITIES**
- **ON-BOARD OIL REFINING SYSTEMS\***
- **THE PLANNING OF A MUNICIPAL BROADBAND NETWORK\***
- **BIKEWAY AND GREENWAY** - establishment
- **LAND ACQUISITION** – including for open space, and costs involved in making land available for public uses
- **TECHNOLOGY (FOR SCHOOLS)** - acquisition related to the implementation of SDE's Common Core State Standards
- **TECHNOLOGY UPGRADES (NOT SCHOOLS)** - including for improvements to expand public access to government information through electronic portals and kiosks
- **HAZARDOUS TREE REMOVAL OR TRIMMING** for nonutility-related hazardous branches, limbs and trees on municipal property or within a municipal right-of-way.

*\*see specific statutory details on page 12 of this document related to these items.*

A LoCIP project may include repairs **incidental** to reconstruction and renovation but **does not include ordinary repairs and maintenance of a routine, ongoing nature.**



## **TOWN OF EAST HARTFORD OFFICE OF THE MAYOR**

DATE: May 5, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: RESOLUTION: Proposed CDBG Action Plan

---

Attached is a draft resolution and supporting documents endorsing the Town's proposed Community Development Block Grant Coronavirus Action Plan for the period of September 1, 2022 through August 23, 2023 in the estimated amount of \$593,858.

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.

Please place this information on the agenda for the May 17<sup>th</sup>, 2022 Town Council Meeting. I recommend that the Town Council approve the resolution as submitted.

Thank you.

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

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

Grant Description: 48<sup>th</sup> Program Year (2022-23) Community Development Block Grant (CDBG) Action Plan

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

Grant Amount: \$593,858\*

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

|                        |                  |                  |                  |
|------------------------|------------------|------------------|------------------|
| First year received:   | <u>1978-79</u>   |                  |                  |
| Last 3 years received: | <u>2021-22</u>   | <u>2020-21</u>   | <u>2019-2020</u> |
| Funding level by year: | <u>\$593,858</u> | <u>\$578,772</u> | <u>\$564,561</u> |

Is a local match required?    ☐ Yes    ☒ No

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

Grant purpose: CDBG is a 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 programs/projects include the Town's Housing Rehabilitation Program, Main/Pitkin Street Sidewalk Replacement and purchase of a backup generator at the new Senior Center.

Duration of grant: September 1, 2022 through August 31, 2023

Status of application: Pending Town Council approval, then final submission to HUD

Meeting attendee: Paul O'Sullivan, x7206

Comments: \*Grant amount is an estimate based upon last year's allocation. HUD has yet to provide CDBG grantees with their final 48<sup>th</sup> Program Year Allocations

**TOWN OF EAST HARTFORD**  
**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**  
**48th YEAR ACTION PLAN - ESTIMATED**  
**September 1, 2022 - August 31, 2023**

**PUBLIC SERVICES**

***CRT - East Hartford Family Shelter*** \$ 34,000

Funding to supplement the operating budget at the East Hartford Family 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).

***InterCommunity, Inc.*** \$ 5,040

Funding for staffing to deliver services to East Hartford residents recovering from mental health and/or substance abuse issues. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(B).

***Interfaith Ministries, Inc.*** \$ 19,000

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).

***Interval House, Inc.*** \$ 5,000

Funding to support staffing 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).

***Nutmeg Big Brothers, Big Sisters*** \$ 5,000

Funding to supplement operating costs for services to East Hartford's at risk youth that are low to moderate income. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(B).

***Senior Support Services*** \$ 10,100

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).

***Youth Services*** \$ 5,000

Funding for the delivery of services to East Hartford's youth population. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(B).

**PROJECTS**

***Housing Rehabilitation*** \$ 75,000

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).

***Streetscape*** \$ 50,000

Funding for physical improvements in the Central Business District and along major arteries, 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).



***Parks Improvements*** **\$191,947**

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).

***Commercial Rehabilitation*** **\$ 75,000**

Funding for limited façade improvements to commercial properties along major thoroughfares in low to moderate income areas, including, but limited to, sign replacement. Eligible activity under 24 CFR 570.201(c), meets HUD national objective criteria under 24 CFR 570.208(a)(1)(i).

**ADMINISTRATION**

***Program Administration*** **\$118,771**

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

**TOTAL** **\$593,858**

I, Jason Marshall, 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 17th day of May, 2022.

## **RESOLUTION**

**WHEREAS**, The Town of East Hartford is entitled to Forty-eighth Program Year funding under Title I of the Housing and Community Development Act of 1974, as amended, in the estimated amount of \$593,858; and

**WHEREAS**, upon notification of the Town's allocation for the 48th Program Year (2022-2023), 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 48th 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 one Public Hearing held on November 8, 2021 and two Public Hearings held on March 21, 2022.

**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-eighth 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-eighth Program Year Action Plan, and Grantee Certifications to the U.S. Department of Housing and Urban Development and authorizes its Mayor, Michael P. Walsh, 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, 2022.

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Jason Marshall, Town Council Clerk

MICROSOFT "TEAMS"  
TAX POLICY COMMITTEE

MAY 11, 2022

PRESENT Angie Parkinson, Temporary Chair, Councillors Don Bell and Travis Simpson

ALSO Melissa McCaw, Finance Director  
PRESENT

CALL TO ORDER

Temporary Chair Parkinson called the meeting to order at 6:03 pm

NOMINATION OF OFFICERS

Chair

MOTION By Don Bell  
seconded by Travis Simpson  
to **appoint** Angie Parkinson as **Chair**  
of the Tax Policy Committee.  
Motion carried 3/0.

Secretary

MOTION By Travis Simpson  
seconded by Angie Parkinson  
to **appoint** Don Bell as **Secretary**  
of the Tax Policy Committee.  
Motion carried 3/0.

ADOPTION OF RULES GOVERNING MEETINGS

MOTION By Travis Simpson  
seconded by Don Bell  
to **adopt** Robert's Rules of Order as the rules that shall govern  
parliamentary procedure at all subcommittee meetings, with the exception  
that (1) the Chair shall not be required to restate the motion of any  
Council member unless requested by another Councillor, or when in the  
discretion of the Chair, such restatement is necessary to avoid any  
confusion as to the motion; and (2) where such rules are in conflict with  
the provisions of the State Statutes, the Town Charter, or Town  
Ordinances.  
Motion carried 3/0.

## ESTABLISHMENT OF MEETING DATES

MOTION        By Don Bell  
                  seconded by Travis Simpson  
                  to **hold** meetings at the **call** of the Chair.  
                  Motion carried 3/0.

## STORAGE OF RECORDS

MOTION        By Don Bell  
                  seconded by Travis Simpson  
                  to **store** records in the Town Council office.  
                  Motion carried 3/0.

## APPROVAL OF MINUTES

May 5, 2021

MOTION        By Don Bell  
                  seconded by Angie Parkinson  
                  to **approve** the minutes of the May 5, 2021 meeting.  
                  Motion carried 3/0.

## OPPORTUNITY FOR RESIDENTS TO SPEAK

None

## NEW BUSINESS

### Tax Lien Sales

MOTION        By Don Bell  
                  seconded by Travis Simpson

to **authorize** the administration to conduct a tax lien sale by way of a request for proposal (RFP) and to seek and receive sealed bids pursuant to an invitation to bid on a number of tax liens held by the town on specific real property, totaling \$1,436,857.95, as stated on lists produced by Finance Director Melissa McCaw and attached to a memorandum dated April 13, 2022 from Mayor Michael P. Walsh to Town Council Chair Richard Kehoe, subject to the following four conditions:

1. The Collector of Revenue shall notify the record owner of each property subject to a lien that is to be included in the tax lien sale, by certified mail, that the lien is being included in the request for proposal and invitation to bid, and that the owner should contact the Town immediately to pay the taxes or seek a payment plan if they wish to keep the Town's tax liens on their property from being sold;

2. In order to qualify for a payment plan, the property owner must meet the following three criteria:
  - They must remit 25% of the outstanding amount due
  - They cannot have defaulted on a prior payment arrangement
  - Their property must not have active property code violations;
3. The letters from the Collector of Revenue to each property owner shall notify the property owner that the purchaser of the tax lien on their property shall have the right to foreclose on that property; and
4. The Administration shall return to the Town Council with the results of the request for proposal and that the proposal for each tax lien must be approved by the Town Council before it is sold.

Motion carried 3/0.

Melissa McCaw, Finance Director, provided background on the annual procedure for Tax Lien sales. In April the Finance Department provided a list of recommended properties. There are 84 properties totaling \$1.436 million. The criteria for identifying properties are those that have fallen into delinquency for 3 or more years; or a delinquency in excess of \$10,000. The request is for approval to move to RFP. The Tax Collector's office will make further efforts to collect revenues after the installment is legally published making tax payers aware of when payments are due. Tax bills are mailed, followed by two rounds of delinquency letters as needed. Typically, once the RFP is executed a number of tax payers will bring their accounts current so the amount owed should decrease significantly. Residents are provided the opportunity to settle any outstanding taxes due with the town through August.

#### ADJOURNMENT

MOTION      By Travis Simpson  
                  seconded by Don Bell  
                  to **adjourn** (6:12 p.m.)  
                  Motion carried 3/0.

cc: Town Council  
      Mayor Walsh  
      Melissa McCaw, Finance Director



## **TOWN OF EAST HARTFORD OFFICE OF THE MAYOR**

DATE: May 5, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: BID WAIVER: Training Doors and Repair to Public Safety Radio System

---

Please see the attached detailed information provided by Fire Chief Kevin Munson requesting that a bid waiver be granted under the Town of East Hartford's Code of Ordinances Section 10-7(c) to permit a purchase of custom-made training doors needed to perform routine training practices. The doors are made to order by Fire Rescue Training Source company in Worcester, Mass. The price for two doors is \$10,778.

Additionally, Chief Munson requests a bid waiver to engage in annual service agreement with Goosetown Communications for the purpose of maintenance and repair of the Town's Public Safety Radio Communications System.

Please place this information on the Town Council agenda for the May 17<sup>th</sup>, 2022 meeting. I recommend that the Town Council approve the bid waivers as submitted.

C: K. Munson, Fire Chief

MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7200

KEVIN MUNSON  
FIRE CHIEF

740 Main Street  
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

May 5, 2022

TO: Mayor Michael P. Walsh

FROM: Kevin W. Munson, Fire Chief

RE: Request for waiver of bidding requirements

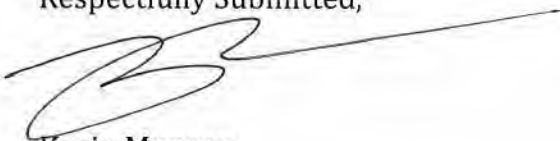
In accordance with Section 10-7 (c) of the Town of East Hartford Code of Ordinances, I respectfully request a bid waiver to permit the purchase of a forcible entry door simulator. The fire department currently has the funds to purchase the equipment in our training budget.

In order to perform realistic fire ground simulations, the fire department routinely practices a technique called forcible entry on a purpose built simulator. These simulators allow firefighters the opportunity to perform the skills in a repeatable fashion for multiple different scenarios without damaging actual property. The department currently shares a door purchased in 2008 with another municipality and the equipment has become outdated, requires considerable logistics to move around, and does not provide modern day options.

The department would like to purchase two custom made training doors from a company in Worcester, Massachusetts called Fire Rescue Training Source. These doors are made to order by the company and cannot be purchased anywhere else. The purchase price for two doors is \$10,778.

I appreciate your consideration of this request. Please let me know if you need additional information or clarification.

Respectfully Submitted,



Kevin Munson  
Fire Chief



MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7200

KEVIN MUNSON  
FIRE CHIEF

740 Main Street  
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

May 5, 2022

TO: Mayor Michael P. Walsh  
FROM: Kevin W. Munson, Fire Chief  
RE: Request for waiver of bidding requirements

In accordance with Section 10-7 (c) of the Town of East Hartford Code of Ordinances, I respectfully request a bid waiver to engage in an annual service agreement with Goosetown Communications for the purpose of maintenance and repair of the Town's Public Safety Radio Communication System.

The Town's Public Safety Radio Communication Systems is essential to the effective emergency operations and safety of our Firefighters and Police Officers. The system is a Motorola System and is currently serviced by our long time vendor Goosetown Communications which is an authorized Motorola Service Center Goosetown Communications. This service is provided on a time and materials basis for repairs beyond the scope of the Fire Department Alarms Division.

Due to the complexity of the system, The Fire Department and Police Department have experienced circumstances where time costs for troubleshooting and ultimately repairing the radio system are escalating. Currently, there is no cost containment mechanism for repair of the system that must be in service 24/7/365.

Goosetown Communicaions is the original installer of the system and has a State of Connecticut Contract Award for radio equipment and its installation. The Town purchases the equipment through Goosetown via this contact award mechanism. However, there is no State Contract to a Service Agreement. We want to ensure the service dealer is the same as the installing dealer; Goosetown Communications.

Then annual cost of the service agreement is expected to be \$19,776. Funding will be shared between the Police and Fire Department budgets.

It is in the best interest of the Town to enter into a Service Agreement with Goosetown Communication. I appreciate your consideration of this request. I am available if you need additional information or clarification.

Respectfully Submitted,



Kevin Munson  
Fire Chief



**TOWN COUNCIL RECOMMENDATIONS  
TO THE EAST HARTFORD CHARTER REVISION COMMISSION  
May 16, 2022**

The East Hartford Charter Revision Commission has made significant, substantive recommendations for changes to the East Hartford Town Charter which will facilitate the efficient operation of town government. The Town Council urges the Commission members to consider the attached minor and technical changes to provide clarity and uniformity of charter language.

These changes are summarized, by chapter below:

Chapter III.

Section 3.1 The charter references ‘office of profit under the government’. The question of what that term means has occurred over the past few years without a lot of clarity. The meaning seems to be a position for which the person is compensated. To avoid future questions, the proposed change no longer used the term office of profit and instead uses “town government elected or appointed position for which such person is compensated”

Section 3.2 The charter sets the first meeting of a newly elected town council as the first Monday after the town election which in some years is Veterans’ Day. By practice, the meeting is pushed to the next day. This change codifies that practice and eliminates any question about whether to meet on a national and state holiday but providing when the Monday is a holiday, the first meeting will be on the succeeding Tuesday.

Section 3.2(c) Eliminates the use of pronouns and uses the position’s name

Section 3.4(g) Clarifies that the Town Council sets fees charged for use of or access to town property. The issue had previously come up regarding charges for private companies to provide fax services to the public in the library.

Section 3.5 Eliminates the parentheses as use of such does not occur in state or municipal statutes

Section 3.10 Eliminates the use of pronouns and uses the position’s name

Chapter IV

Section 4.2 Addresses the same ‘office of profit’ issue as in section 3.1 and eliminates the use of pronouns and uses the position’s name. Makes the first two sentences of (a) a separate subsection for clarity and rennumbers the subsequent sections

Section 4.2(c) Changes ‘enquire’ to ‘inquire’

Section 4.3(c) Makes uniform the references to charter sections as “Section xx of the Charter” and corrects the reference from section 6.8 to section 6.9 as section 6.8 has nothing to do with checks being countersigned.

Section 4.3 (e) Working with the mayor several years ago, the Town Council set up a process in ordinance for removing board or commission members especially for non-attendance. This change aligns the charter language with the ordinance process which includes automatic removal if there is a failure to attend one third or more of the meetings.

## Chapter V

Section 5.1 Eliminates the use of pronouns and uses the position’s name

Section 5.2 Eliminates ‘at his or her option’ since the language already states that the Town Clerk ‘may’

Section 5.3 Eliminates the use of pronouns and uses the position’s name and eliminates ‘at his or her option’ because the language already states the Town Treasurer ‘may’.

Section 5.4 Makes uniform the reference to ‘Council’. Clarifies that any change in departments is subject to approval by the Council rather than ‘shall be approved’ which makes it sound like the Council has no other option.

Section 5.6 (a) Makes uniform the references to charter sections and eliminates the use of pronouns

Section 5.6 (c) Eliminates the use of pronouns and uses the position’s name

Section 5.7 Eliminates the use of pronouns and uses the position’s name and splits up the Director’s program authority into three subdivisions for clarity.

Section 5.8 The provision allows the Public Works Department to provide services to the board of education provided the costs are assessed to the board. Over the years, the town and the board have provided various services to each other with assessing the actual cost to the other. This amendment provides for assessment of costs if the Town Council requires it which will align with current practice.

Section 5.9 Makes uniform the references to charter sections

Section 5.11 Makes uniform the references to charter sections

Section 5.13 Makes uniform the references to charter sections and eliminates the use of pronouns

Section 5.14 Eliminates the use of pronouns and uses the department reference

Section 5.17 Eliminates the use of pronouns and uses the position's name and eliminates 'town' in front of 'council'.

Section 5.19 Eliminates the use of pronouns and uses the position's name.

Section 5.21 Eliminates the use of pronouns and uses the position's name.

Section 5.22 Eliminates the use of pronouns and uses the position's name.

Section 5.25 Eliminates 'and/or' which is not a term used in statutory language.

Section 5.27 Eliminates the use of pronouns and uses 'such person'.

## Chapter VI

Section 6.2 Eliminates the use of pronouns and uses the position's name.

Section 6.3 Makes uniform the references to charter sections

Section 6.4 Makes uniform the references to charter sections

Section 6.4(d) Clarifies the mayor's veto or reduction of budget items is effective unless overridden by the Council. The language currently says approval or disapproval by the mayor.

Section 6.5 (a) and (b) Eliminates 'town' in front of 'council'

Section 6.5 (d) Eliminates the use of pronouns

Section 6.7 Changes reference to chairman to chairperson

Section 6.9(b) Eliminates the use of pronouns and uses the position's name

Section 6.9(c) Adds commas to separate "and the manner in which" for clarity.

Section 6.9(d) changes "examine into the matter" to 'examine the matter'

## Chapter VII

Section 7.1 Makes uniform the references to charter sections

Section 7.2 Aligns the language of this section with the changes to section 5.26 where compensation includes vacation time, sick leave and other leaves of absence. Section 5.26 requires Town Council approval. The personnel rules in section 7.2 do not. It has been

understood that any compensation for any town government employee would be in accordance with a systemic pay plan approved by the Town Council.

## Chapter VIII

Section 8.2 Makes uniform the reference to charter sections, eliminates “town” before “council”

Section 8.3 Makes uniform the reference to charter sections and makes the correct section reference regarding the adoption of ordinance provisions. Eliminates “town” before “council” in several references.

Section 8.4 Makes uniform the reference to charter sections and makes the correction section reference regarding the referendum petition form.

## **Chapter I. Incorporation and General Powers**

### **Sec. 1.1 Incorporation and General Powers.**

All the inhabitants dwelling within the territorial limits of the Town of East Hartford, as unified and consolidated according to the provisions of Special Act No. 501 of the 1929 Session of the Connecticut General Assembly, as heretofore constituted, shall continue to be a body politic and corporate under the name of "The Town of East Hartford," hereinafter called "the town." The Town of East Hartford shall have perpetual succession, may hold and exercise all powers and privileges heretofore exercised by the town not inconsistent with the provisions of this charter; and shall have the additional powers and privileges conferred in this Charter; in addition to all powers and privileges conferred upon towns under the constitution and general laws of the State of Connecticut.

### **Sec. 1.2 Rights and Obligations.**

All property, both real and personal, all rights of action and rights of every description and all securities and liens vested or inchoate in the town as of the effective date of this Charter (April 2, 1968) are continued in said town and the town shall continue to be liable for all debts and obligations of every kind for which the town shall be liable on said date, whether accrued or not. Nothing herein shall be construed to affect the right of the town to collect any assessment, charge, debt, or lien. If any contract has been entered into by the town prior to the effective date of this Charter (April 2, 1968) or any bond or undertaking has been given by or in favor of the town which contains provisions that the same may be enforced by any commission, board, department or officer therein named, which is abolished by the provisions of this Charter, such contracts, bonds or undertakings shall be in no manner impaired but shall continue in full force and effect and the powers conferred and the duties imposed with reference to the same upon any such commission, board, department or officer shall, except as otherwise provided in this Charter, thereafter be exercised and discharged by the Mayor of said town.

### **Sec. 1.3 General Grant of Power.**

In addition to all powers granted to towns under the constitution and general law, the town shall have all powers specifically granted by this Charter and all powers fairly implied in or incident to the powers expressly granted, and all other powers incident to the management of the property, government and affairs of the town, including the power to enter into contracts with the United States or any federal agency, State of Connecticut or any political subdivision thereof for services and the use of facilities, the exercise of which is not expressly forbidden by the constitution and general laws of the State of Connecticut. The enumeration of particular powers in this and any other chapter of this Charter shall not be construed as limiting this general grant of power but shall be considered as an addition thereto.

## **Chapter II. Elections**

### **Sec. 2.1 General.**

(a) Nomination and election of federal and state officers, including Registrars of Voters, and of such elective municipal officers, boards and commissions as are provided for in this Charter shall be conducted, and the Registrars of Voters shall prepare lists of electors qualified to vote therefor, in the manner prescribed in the constitution and general laws of the State of Connecticut, except as hereinafter provided.

(b) A meeting of the electors of the Town of East Hartford for the election of municipal officers shall be held on the Tuesday after the first Monday of November in 1969, and biennially thereafter. At such meeting there shall be elected a Mayor, Treasurer, nine members of the Town Council, not more than six of whom shall be of the same political party, three Selectmen and seven Constables all for terms of two years, and all elected at large.

(c) Also, at such meeting to be held in 1969 there shall be elected five members of the Board of Education for terms of four years. Alternately thereafter at each biennial election there shall be elected four members and then five members of the Board of Education for terms of four years to succeed those whose terms expire.

(d) The terms of all municipal officers shall commence on the first Monday following their election and they shall hold office until their successors have been chosen and qualified. Except as otherwise provided in this Charter, all elective town officers, boards and commissions shall have the powers and duties prescribed by law.

### **Sec. 2.2 Minority Representation.**

Minority representation on any elective or appointive board, commission, committee or similar body of the town shall be in conformity with the appropriate minority representation provisions of the General Statutes. No political party shall nominate for any elective office a number of candidates exceeding the number it may elect.

### **Sec. 2.3 Voting Districts.**

The number of voting districts and their boundaries shall be established by ordinance in conformity with provisions of the General Statutes.

### **Sec. 2.4 Breaking the Tie.**

When any regular or special municipal election or primary election conducted pursuant to the provisions of this Charter results in a tie, an adjourned election shall be conducted in accordance with the provisions of the General Statutes as may be amended.

### **Sec. 2.5 Vacancies.**

Any vacancy in any elective town office other than on the Board of Education shall be filled by

appointment by the Town Council for the unexpired portion of the term or until the next biennial election in accordance with the provisions of the General Statutes; provided, that when the persons vacating the office shall have been elected as a member of a political party, such vacancy shall be filled by the appointment of a member of the same political party.

#### **Sec. 2.6 Eligibility.**

No person shall be eligible for election to any town office who is not at the time of the election a resident elector of the town and any person ceasing to be a resident and elector of the town shall thereupon cease to hold elective office in the town.

#### **Sec. 2.7 Removal of Elected Officials.**

Any elected town official may be removed from office for cause which shall include, but not be limited to, conviction of a felony, conviction of a lesser crime involving fraudulent or dishonest conduct, willful violation of this Charter, or a willful violation of the Town's Code of Ethics. No removal proceeding shall commence except upon a vote of a majority of the membership of the Town Council that there is probable cause to believe grounds for removal exist. A hearing thereon before the full Town Council shall take place after the determination of probable cause. Written notice by the Town Council of the charges and the time and place of the hearing shall be given to the official at least two weeks before such hearing. The Town Council may appoint legal counsel to present evidence of the charges at the hearing. At the hearing, the official shall have the right to be represented by legal counsel. The official and the Town Council's legal counsel shall have the right to examine and cross-examine witnesses and to present evidence. A decision to remove an elected official shall require an affirmative vote of seven members of the Town Council.

## Chapter III. The Town Council

### Sec. 3.1 -The Council.

There shall be a Town Council consisting of nine members hereinafter referred to as the Council. No member of the Council shall hold any other ~~office of profit under the government town~~ **government elected or appointed position for which such person is compensated** or -be employed by the Town of East Hartford except as permitted by law, nor shall the member during the term of office be appointed to any office of profit under the government of the Town.

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### Sec. 3.2 Presiding Officer and Clerk.

(a) With the Mayor presiding, the ~~Town~~ Council shall meet at seven thirty p.m. on the second Monday in November, 1969 and biennially thereafter, and shall choose one of its members to be Chairperson of said Council to preside at all meetings, but such office shall not deprive such Chairperson the right to vote on any question. **provided when such day is a federal or state holiday such meeting shall be held on the succeeding Tuesday.**

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~~(b) The Chairperson shall also be the Deputy Mayor and shall exercise the powers and duties of the Office of Mayor in the event of the absence, death, disability or resignation of the Mayor provided if the Chairperson is unable to assume the office of Mayor, the Vice Chairperson shall assume the office of Mayor. If the Vice Chairperson is unable, the Council shall elect one of its members to assume the Office of Mayor. The fact of disability of the Mayor shall be determined by an affirmative vote of eight of the members of the Council and shall continue for such time until a majority of the Council members determine that such disability no longer exists. If a Council member assumes the powers and duties of the Mayor until the next biennial election, the Council member shall resign from the Council, and the Council shall fill the vacancy for the remainder of the Council's term. During all other periods when the Deputy Mayor exercises the powers and duties of Mayor, the Deputy Mayor shall retain the right to vote as a Councillor.~~

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~~(b) The Chairperson shall also be the Deputy Mayor and shall exercise the powers and duties of the Office of Mayor in the event of the absence, death, disability or resignation of the Mayor. The fact of disability of the Mayor shall be determined by an affirmative vote of eight of the members of the Council and shall continue for such time until a majority of the Council members determine that such disability no longer exists. If the Deputy Mayor shall assume the powers and duties of the Mayor until the next biennial election, the Deputy shall resign from the Council, and the Council shall fill the vacancy for the remainder of the Council's term. During all other periods when the Deputy Mayor exercises the powers and duties of Mayor, he or she shall retain his or her vote as a Councillor.~~

(c) Upon selection of a Chairperson, the ~~Town~~ Council shall elect one of its members to the office of Vice Chairperson who shall assume the Chairperson's duties in ~~his or her~~ **the Chairperson's** absence including powers and duties of Deputy Mayor.

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(d) At such meeting, and biennially thereafter, the Council shall also select a Clerk of the Council who shall receive and transmit communications for the Council and shall keep the records of its meetings and transactions in accord with the provisions of this Charter, the Ordinances, and Rules of the Council and perform such other services for the Council as may by resolution be prescribed.

### Sec. 3.3 Procedure.

(a) At the first meeting of the ~~Town~~ Council following each biennial town election said Council shall by resolution fix the time and place of its regular meetings, which shall be at least once each month, and provide for the calling of special meetings. The Chairperson shall have the power to



call a special meeting of the Council at any time and shall call such meeting whenever requested by one-third or more of the Councilors so to do. The call for each special meeting of the Council shall state the purposes of the meeting and shall be served upon or mailed to each Councilor at least twenty-four hours before the hour of said meeting; but the lack of a call or the insufficiency of the service thereof shall not invalidate any meeting of the Council at which all members shall be present. No business shall be acted upon at any special meeting except that concerning which notice of proposed action shall have been given in the call for the meeting. The Council shall by resolution determine its own rules of procedure.

(b) All meetings of the Council for the transaction of business shall be open to the public and the votes shall be recorded in accordance with law. Five members shall constitute a quorum. All ordinances and resolutions shall be confined to one subject which shall be clearly stated in the title.

(c) The Council shall keep for public inspection -minutes of all its proceedings, including all roll call votes, which shall be the official record of its proceedings. Said -minutes shall be maintained by the Clerk of the Council. The record so kept shall be authenticated for each meeting by the signature of the Chairperson or the Clerk or of both.

#### **Sec. 3.4 -General Powers and Duties.**

(a) The ~~Town~~ Council shall have the powers and duties which, on the effective date of this Charter (April 2, 1968) were conferred by law upon officers, boards and commissions of said town existing prior to such date except as otherwise specifically provided in this Charter. The legislative power of the town shall be vested exclusively in the Council, except as otherwise provided in section 3.10 of the Charter-.

(b) The Council shall have the power to enact, amend or repeal ordinances not inconsistent with this Charter or the General Statutes of the state; to create or abolish, by ordinance, boards or commissions; to establish the rate of compensation for the members of the succeeding Town Council.

(c) The Council may contract for services and the use of the facilities of the United States or any federal agency, the State of Connecticut and any political subdivision thereof, or may, by agreement join with any such political subdivision to provide services and facilities. The Town Council may establish such rules and regulations by ordinance as it deems necessary in order to enable the Purchasing Agent to enter into regional purchasing agreements, retaining such controls as are required by this Charter. The ~~Town~~ Council shall not, however, commit the town to participation in any metropolitan or regional government, nor to any metropolitan, regional or municipal governmental body to which the town's control over its municipal service is transferred in whole or in part, regardless of the town's representation thereon, without prior approval by the voters at a referendum called for that purpose at a special or general election.

(d) The Council is authorized, in adopting ordinances, to incorporate any nationally recognized code, rules or regulations that have been printed in book form, or any code officially adopted by any administrative agency of the state, or any portion thereof, by reference thereto in such ordinance; provided, upon adoption of any such ordinance wherein such code, rules or regulations or portions thereof have been incorporated by reference, there shall be maintained copies of such code, rules or regulations in the office of the Town Clerk for examination by the public, and there shall be available copies of such code, rules or regulations or portions thereof as are incorporated by reference in any ordinance for sale at cost to any member of the public.

(e) The Council may fix the penalty for the violation of any of the bylaws, ordinances, and enactments made by it in accordance with State law.

(f) The Council may, by resolution, regulate the internal operations of the boards, commissions and offices which it fills by appointment, and fix the compensation of the Selectmen, the Registrars of Voters, and the officers and employees not in the classified service as hereinafter provided in this Charter. The Council shall establish, by ordinance, the qualifications of appointed officers and employees not in the classified service hereinafter provided.

~~(g) The Council may fix the charges, if any, to be made for services rendered by the town or the execution of powers vested in the town including the use of or access to, town property.~~

~~(h) The Clerk shall refer a copy of each ordinance introduced to the Corporation Counsel for advice regarding the validity, legal effect, style, and form of the proposal, but such advice shall not be binding upon the Council.~~

~~(g) The Council may fix the charges, if any, to be made for services rendered by the town or the execution of powers vested in the town.~~

~~(h) The Clerk shall refer a copy of each ordinance introduced to the Corporation Counsel for advice regarding the validity, legal effect, style, and form of the proposal, but such advice shall not be binding upon the Council.~~

### Sec. 3.5 Public Hearing on and Publication of Ordinances.

At least one public hearing, notice of which shall be given at least five days in advance by publication in a newspaper having general circulation in the Town of East Hartford, and by posting a notice in a public place, shall be held by the ~~Town~~ Council before any ordinance shall be passed. Every ordinance, ~~(except bond ordinances), after passage, shall be assigned a -serial number and-~~ shall become a part of the Town's Code of Ordinances. Upon final passage, the Town Clerk shall keep an updated Code of Ordinances in accordance with the General Statutes. Within ten days after final passage, all ordinances shall be published once in their entirety in a newspaper having general circulation within the town. Every ordinance, unless it shall specify a later date, shall become effective on the twenty-first day after such publication following its final passage.

### Sec. 3.6 -Emergency Ordinances.

An ordinance stated to be a public emergency measure and stating the facts constituting such public emergency shall become effective immediately after publication thereof as required in ~~Sec 3.5~~ ~~section 5 of this chapter~~ and no public hearing or notice of public hearing shall be required for any public emergency ordinance. An emergency ordinance shall be effective for sixty days following passage.

### Sec. 3.7 Investigation.

The ~~Town~~ Council shall have the power to investigate any and all departments, offices and agencies of the town and for such purposes shall have the power to call witnesses to appear before the Council to testify on any matter under investigation. There shall be a committee of the Council on investigations and audits, including proportionate minority representation, and such committee shall employ a certified public accountant to develop under its direction a regular council audit program in addition to the independent audit and may employ such other investigatory services as it deems necessary. If any nonelective officer or employee of the town who, upon receipt of adequate notice and opportunity, fails to appear or refuses to testify when so called by the Council, such refusal or failure shall be deemed to be grounds for dismissal from said office or position.

### ~~Sec. 3.8 Relations to Administrative Service.~~

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Neither the ~~Town~~ Council nor any of its members shall direct or request the appointment of any ~~-~~ person to any office or employment, or direct or request the removal of any person from any office or employment which office or employment, by the provisions of this Charter, the Mayor or any of ~~his~~ **the mayor's** appointees are empowered to fill by appointment, provided the Mayor may seek advice from the Council regarding appointments and provided further the Council may prefer charges in writing against any officer or employee appointed by the Mayor in the manner hereinafter prescribed for the removal of officers and employees. The Council and its members shall deal with the Administrative Service solely through the Mayor and neither the Council nor any member thereof shall give orders to any of the subordinates of the Mayor either publicly or privately, provided a properly constituted meeting of the Council, which the Mayor has been invited to attend, may call before it any employee or officer for the purpose of investigation.

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**Sec. 3.9 -Annual Audit.**

The ~~Town~~ Council shall annually designate an independent public accountant to audit the books and accounts of the town in accordance with the provisions of the General Statutes, as amended. In addition to the annual audit, the ~~Town~~ Council shall obtain an audit of any nonrecurring project (except for single expenditures for goods or services) costing more than \$500,000.00, if no state or federal audit is required. The ~~Town~~ Council shall designate an independent public accountant to conduct such audit.

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**Sec. 3.10 Approval of Ordinances and Appropriations by the Mayor.**

(a) Every ordinance except an emergency ordinance shall, before it becomes effective, be certified to the Mayor for his approval. The Mayor shall, within five days of passage by the Town ~~-~~ Council, sign the proposed ordinance, if ~~he~~ **the Mayor** approves it, whereupon, subject to the provisions of Section 3.5 of this chapter, it shall become effective. If ~~he~~ **the Mayor** disapproves a proposed ordinance, ~~he~~ **the Mayor** shall within five days return it to the Clerk of the Council with a statement of the reasons for ~~his~~ disapproval which statement shall be transmitted by said Clerk to the Council at its next meeting. If the Council shall pass the proposed ordinance by an affirmative vote of at least six members within seven days after such ordinance has been received by the Council in meeting with the Mayor's disapproval, it shall become effective without his approval. If the Mayor does not return the proposed ordinance within the time required, it shall become effective without ~~his~~ **their** approval. The Mayor may disapprove or reduce any item or items in any appropriation, whereupon the approved portion of the appropriation shall become effective unless the disapproved or reduced portion thereof is passed by the Council over the Mayor's veto in the manner herein provided, in which case the entire appropriation shall become effective as finally passed.

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(b) In computing the time periods specified in this Section, the period begins with the first day after Council approval and does not include Saturdays, Sundays and legal holidays.

## Chapter IV. The Mayor

### Sec. 4.1 Election and Qualification.

At each town election a Mayor shall be chosen by the electors of the town. Such Mayor shall serve for a term of two years and until a successor shall be elected and qualified and shall take office on the first Monday following the town election. The Mayor shall be the chief executive officer of the town and shall receive such compensation as shall by ordinance be fixed by the ~~Town~~ Council.

### Sec. 4.2 Duties.

(a) The Mayor shall be directly responsible for the administration of all departments, agencies, and offices in charge of persons or boards appointed by him or her and shall supervise and direct the same. The Mayor shall also be the Director of Emergency Management.

(b) ~~The Mayor shall appoint and may remove a Chief Administrative Officer to assist the Mayor with the day-to-day administration of all departments, agencies and offices of the Town. The Chief Administrative Officer shall be appointed based upon generally accepted professional experience, education, and qualifications as established by ordinance. The Chief Administrative Officer shall report solely to the Mayor, shall perform such duties and responsibilities as are assigned by the Mayor, and shall be responsible to the Mayor in the exercise of powers and in the performance of duties hereunder. The ability to assign responsibilities to a Chief Administrative Officer shall not abrogate the Mayor's responsibilities or rights under this Charter.~~

~~(a)~~

(b)(c) ~~The Mayor shall devote full time to the duties of the office. The Mayor shall hold no other office of profit under the government of the town, town government elected of appointed position for which such person is compensated nor shall he or she the Mayor during the term for which he or she the Mayor is elected be appointed to any office of profit under the government of the town such position.~~

(e)(d) The Mayor shall see that all laws and ordinances governing the town are faithfully executed; shall make periodic reports to the ~~Town~~ Council and may attend its meetings; shall prepare and cause to be printed, as soon as possible after the close of the fiscal year an annual town report; shall recommend to the Council such measures as ~~he or she may deem~~ necessary or expedient; shall keep the Council fully advised as to the financial condition of the town; shall prepare and submit to the Council an annual budget as provided in Chapter VI of this Charter; and shall exercise such other powers and duties as may be authorized by ordinance or resolution of the Council not inconsistent with this Charter.

(d)(e) The Mayor shall have the power to ~~enquire inquire~~ directly, or through a designated agent, into the activities of any organization spending town funds and to require complete disclosure of information, with persistent resistance to such request being grounds for dismissal.

(e)(f) The Council shall not diminish by ordinance, vote or otherwise the powers and duties of the Mayor, except those powers and duties imposed on ~~him or her~~ the Mayor by the Council.

(f)(g) The Mayor may at ~~his or her~~ their option become a contributing member of the town retirement system.

### Sec. 4.3 -Appointments and Terms.

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(a) The Mayor ~~shall appoint and may remove shall appoint and may remove~~ all department heads and other officers and employees of the town, except as otherwise specifically provided by this Charter and except employees in the offices of elected officers or boards. The terms of such appointees shall terminate on the same date as the term of the Mayor except such appointees may continue to serve until their successors are appointed and qualified, and except that the terms of board and commission members shall be those provided by statute or ordinance.

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(b) The Chiefs of the Police and Fire Departments shall be in the classified service and shall be appointed and serve under the merit system.

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(c) ~~In lieu of any appointment by the Mayor or any of his or her appointees to any office under his or her jurisdiction the~~ The Mayor may, subject to the approval of the Council, perform the duties of any office under ~~his or her~~ the Mayor's jurisdiction, except those of the Town Treasurer, provided in case the Town Treasurer is absent or unable to act, the Mayor may countersign checks in accordance with the provisions of ~~Chapter VI, Section 8 of this Charter~~ **Section 6.9 of the Town Charter.**

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(d) The Mayor shall appoint, with the consent of the Council, the members of the Board of Tax Review, the Town Planning and Zoning Commission and the Zoning Board of Appeals at such times and for such terms as are prescribed in the statutes, this Charter, or ordinances. The Mayor shall in like manner appoint members of other commissions, committees, and boards created by the Council to administer programs or parts of programs and appoint individuals to represent the town on regional bodies.

(e) The Mayor may terminate any of these appointments made with consent of ~~the~~ Council for persistent nonattendance at meetings ~~or. The Mayor may propose the termination of any of these appointments~~ for cause and the termination shall be effective ~~if a vote with an affirmative vote of the Council upholds the sufficiency of the cause. The process for removal of persistent non-attendance or for cause shall be established by ordinance.~~

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(f) The Mayor may appoint citizen advisory or study committees to serve for the purposes and periods ~~he or she~~ the Mayor determines.

(g) The power to remove an officer or employee shall include, wherever it appears in this Charter, the power to suspend, either pending investigation or as a disciplinary penalty under the applicable standards.

## Chapter V. Offices and Departments

### Sec. 5.1 -Corporation Counsel.

(a) The Mayor shall appoint, and may remove, a Corporation Counsel, who shall be an attorney of at least five years' practice in the State of Connecticut.

(b) The Corporation Counsel shall appear for and protect the rights of the town in all actions, suits or proceedings brought by or against it or any of its departments, officers, agencies, boards or commissions. The Corporation Counsel shall be the legal advisor of the Town Council, the Mayor, and all town officers, boards and commissions in all matters affecting the town and shall upon written request furnish them with a written opinion on any question of law involving their respective powers and duties.

(c) When a board or commission requests an opinion, the Corporation Counsel shall prepare a written opinion stating his or her best advice as to the legality, efficacy or validity of the actions or positions proposed by the board or commission requesting the opinion. In a final paragraph of the written opinion, the Corporation Counsel shall indicate whether ~~the~~ conclusion follows with substantial certainty from the applicable law or whether it simply represents his or her ~~the~~ **Corporation Counsel's** best judgment as to applicable law and that there is some degree of uncertainty in determining what a court will ultimately decide. In all cases where the Corporation Counsel has indicated in his or her ~~her~~ written opinion that the conclusion follows with substantial certainty from applicable law, such written opinion will be binding upon the board or commission which requests such opinion. This subsection does not apply to opinions requested by the ~~Town~~ Council.

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(d) Upon request the Corporation Counsel shall prepare or approve forms of contract or other instruments to which the town is a party or in which it has an interest.

(e) The Corporation Counsel shall have power to appeal from orders, decisions and judgments and, subject to approval of the Council, to compromise or settle any claims by or against the town. The Corporation Counsel shall have such other powers and duties as may be prescribed by the ~~Town~~ Council.

(f) If in special circumstances or for any investigation under Chapter III, Section 7 ~~the~~ Council deems it advisable, it, by resolution, may provide for the temporary employment of counsel other than the Corporation Counsel.

(g) The Corporation Counsel shall appoint, and may remove, such part time assistant Corporation Counsels and temporary employees as he or she ~~deemed~~ necessary. In addition, there shall be a full time Assistant Corporation Counsel who shall be a member of the classified service and subject ~~to~~ all of the provisions of Chapter VII of this Charter.

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### Sec. 5.2 -Town Clerk.

The Mayor shall appoint, and may remove, a Town Clerk, who shall have all powers and duties conferred or imposed by law on town clerks, who may act as Clerk of the ~~Town~~ Council if selected, and who shall have such other powers and duties as are prescribed in this Charter or by the Council. The Town Clerk shall appoint and remove, subject to such rules and regulations as may be adopted pursuant to the merit provisions of Chapter VII of this Charter all deputies, assistants or employees in the office. The Town Clerk shall receive a compensation fixed by the

Council and all fees collected by -the office shall be paid into the town treasury. The Town Clerk may, ~~at his or her option,~~ become a contributing member of the town retirement system.

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**Sec. 5.3 -Town Treasurer.**

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The Town Treasurer shall be Treasurer of town funds and school funds, and shall countersign all checks. ~~He or she~~The Treasurer shall be responsible for the issuance of bonds authorized by the town, the payment of interest and principal obligations on debt of the town, the borrowing of money in anticipation of taxes, or other issuance of temporary notes, and all duties imposed by- the General Statutes on the Treasurer of the town. The Town Treasurer shall also be agent of the town deposit fund. The Treasurer may ~~at his or her option,~~ become a contributing member of the town retirement system.

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**Sec. 5.4 -Administrative Departments.**

(a) There shall be the following administrative departments: a Department of Finance, a Human Resources Department, a Department of Development, a Treasury Department, a Police Department, a Fire Department, a Public Works Department, a Department of Parks and Recreation, a Department of Inspections and Permits, a Department of Health and Social Services, a Department of Youth Services, ~~a Department of Information Technology~~ and a Department of Libraries. Such departments shall, except as otherwise provided in this Charter, have the powers and duties prescribed by law and by ordinance or by resolution of said Council.

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~~(b) Subject to Connecticut General Statutes, the Mayor shall have the authority (i) to appoint one individual to serve as the Director of one or more administrative Departments; and (ii) realign responsibilities between, merge, or rename administrative departments. Such appointments shall be communicated to the Council. Any realignment, merger, or renaming of department shall be subject to approval by the Council.~~

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**Sec. 5.5 -Department of Finance.**

(a) The Department of Finance shall be responsible for the keeping of accounts and financial records, the assessment and collection of taxes, special assessments and other revenues, the control over expenditures and such other powers and duties as may be required by ordinance or resolution of the Town Council.

(b) The department shall in addition have responsibility ~~for developing applications of electronic data processing to town financial and operating information,~~ for the planning and placement of ~~for~~ insurance of the town's risks, and for the administration, including further planning, of the town retirement system.

(c) Accounts shall be kept by the Department of Finance showing the financial transactions for all departments and agencies of the town. Forms for such accounts shall be prescribed by the Director of Finance with the approval of the Mayor. Financial reports shall be prepared for each quarter and for each fiscal year and for such other periods as may be required by the Mayor.

**Sec. 5.6- Director of Finance.**

(a) Except as provided in ~~Chapter IV, Section 3~~Section 4.3 of this Charter, the Mayor shall appoint and may remove a Director of Finance who shall have direct supervision over the Department of Finance

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and the administration of the financial affairs of the town. The Director of Finance shall exercise ~~his or her~~the powers and discharge ~~his or her~~the duties ~~of the office~~ under the supervision of the

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Mayor. The Director of Finance shall appoint and may remove, subject to such rules and regulations as may be adopted pursuant to the merit system provisions of Chapter VII of this Charter, a Tax Collector, an Assessor, a Purchasing Agent, and all other employees of the Department of Finance. Subject to the approval of the Mayor, the Director of Finance may perform the duties of any office ~~under his or her supervision~~within the department and may consolidate one or more such offices under one person.

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(b) The Tax Collector and the Assessor shall have the powers and duties imposed by law on such officers, and shall have such other powers and duties as the Council may prescribe.

(c) The Purchasing Agent of the town shall purchase all supplies, materials, equipment and other commodities required by any department, agency, board or commission of the town except the Board of Education, libraries and the Probate Court, on requisitions signed by the head of the department, office or agency or ~~Chairman~~chairperson of the board or commission or responsible representative appointed by ~~him or her~~the Purchasing Agent. Nothing herein contained shall be construed to prevent the town Purchasing Agent from serving as Purchasing Agent for the Board of Education, libraries or the Probate Court upon the request of the Board of Education, a Judge of such Court or the Director of Libraries. Purchases shall be made under such rules and regulations as may be established by the Council, provided, if any purchase or contract for purchasing, including a continuing order or contract for the purchase of the same commodity over a period of time involves the expenditure above the threshold limit established by the ~~Town~~ Council by ordinance, the Purchasing Agent, unless it shall be determined by the Council to be against the best interests of the town, shall invite sealed bids or proposals, giving ten days public notice thereof by publication at least once in a newspaper having circulation in the town and shall award the purchase or contract to the lowest bidder thereon, or may reject all such bids or proposals. All such sealed bids or proposals shall be opened publicly.

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**Sec. 5.7 -Director of Human Resources.**

The Mayor shall appoint and may remove the ~~-Human Resources~~ Director. The Director shall have responsibility for administering the merit system provided for in this Charter. ~~he or she~~the Director shall initiate programs for (i) the recruitment of the best available persons to fill vacant positions in the town service, for continued training and evaluation of the employees and officers, for employee relations generally, ~~for (ii)~~ assistance to department heads and the Mayor in dealing with organized employees, and ~~for (iii)~~ interpreting to the employees and potential employees the opportunities and terms of employment with the Town of East Hartford. The Human Resources Director shall have a general responsibility for making employment with the town attractive to able people, productive and efficient, equitable in its relationships, fair in its opportunities, and personally satisfying. The Director shall, for these objectives, develop and propose to the Mayor, the Council, or both, from time to time changes in personnel policies. In addition to these duties and those following from Chapter VII, ~~he or she~~the Director may be assigned additional tasks by the Mayor or the Council. The Director shall appoint and remove subject to such rules and regulations as may be adopted pursuant to the merit provisions of Chapter VII of this Charter all assistants or employees in the office. The Director shall exercise ~~his or her~~the powers, and discharge ~~his or her~~the duties of the department under the supervision of the Mayor.

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**Sec. 5.8 Department of Public Works.**



The Department of Public Works shall have supervision and control of the maintenance of all town owned structures, except such structures as are under the control of the Board of Education, the planning, surveying, constructing and reconstructing, altering, paving, repairing, maintaining, cleaning, lighting and inspecting of highways, sidewalks and curbs, flood control, public and private storm drains, and other public improvements, town buildings, and the preservation, care and removal of trees within highways or public places, all engineering work of the town and the collection and disposal of garbage, rubbish and ash, provided that the inspection of sidewalks shall be a function of the Department of Inspections and Permits, and shall have such other powers and duties as the ~~Town~~ Council may prescribe. Any provision of this section to the contrary notwithstanding, the Department of Public Works may maintain and care for school buildings and grounds, but only if and to the extent and for the period requested by the Board of Education and approved by the Council, provided the costs are charged ~~against the Board of Education's appropriations~~ in accordance with the provisions of the Council approval.

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#### Sec. 5.9 Director of Public Works.

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Except as provided in ~~Chapter IV, Section~~ **Section 4.3-3** of this Charter, the Mayor shall appoint and may remove a Director of Public Works who shall be responsible for the efficiency, discipline, and good conduct of the department and who, in accordance with such rules and regulations as may be adopted pursuant to the merit system provisions contained in Chapter VII of this Charter, shall appoint and may remove such deputies, assistants and employees as ~~he or she may deemed~~ necessary and shall prescribe their duties. The Director of Public Works shall exercise ~~his or her~~ the powers, and discharge ~~his or her~~ the duties of the department under the supervision of the Mayor. ~~He or she~~ **The Director** shall organize the work of the department in such manner as ~~he or she shall deemed~~ most economical and efficient. The Director of Public Works shall be the Tree Warden, and shall have all the powers and duties thereof as provided in the General Statutes, as amended.

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#### Sec. 5.10 Police Department.

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The Police Department shall be responsible for the preservation of the public peace, prevention of crime, apprehension of criminals, regulation of traffic, protection of rights of persons and property and enforcement of the laws of the state, and the ordinances of the town and all rules and regulations made in accordance therewith. All members of the department shall have the same powers and duties with respect to the service of criminal process and enforcement of criminal laws as are vested in police officers by the General Statutes, and all powers and duties imposed by law on constables except as otherwise provided by department rules and regulations.

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#### Sec. 5.11 Chief of Police.

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~~(a)~~ **(a)** Except as provided in ~~Chapter IV, Section 3~~ **Section 4.3-** of this Charter, the Mayor shall appoint and may remove subject to the provisions of the General Statutes, as amended, a Chief of Police who shall appoint and may remove, subject to such rules and regulations, as may be adopted pursuant to the merit system provisions of Chapter VII of this Charter, all other officers and employees of the Police Department including a Dog Warden whose powers and duties shall be as provided in the General Statutes, as amended. The Chief shall exercise ~~his or her~~ the powers, and discharge ~~his or her~~ the duties of the department under the supervision of the Mayor.

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~~(b)~~ **(b)** The Chief of Police shall assign all members of the department to their respective posts, shifts,

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details, and duties. ~~He or she~~The Chief shall make rules and regulations concerning the operation of the department and the conduct of all officers and employees thereof. ~~He or she~~The Chief shall be responsible for the efficiency, discipline and good conduct of the department and for the care and custody of all property used by the department. Disobedience to the lawful orders, rules and regulations of the Chief shall be grounds for dismissal or for other appropriate disciplinary action.

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#### Sec. 5.12 Fire Department.

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The Fire Department shall be responsible for the protection of life and property within the town from fire and for the enforcement of all laws, ordinances and regulations relating to fire prevention and fire safety.

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#### Sec. 5.13 Fire Chief.

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~~(a)~~ (a) Except as provided in ~~Chapter IV, Section~~Section 4.3-3 of this Charter, the Mayor shall appoint and may ~~remove~~ subject to the General Statutes, as amended, a Fire Chief who shall appoint and may remove, subject to such rules and regulations as may be adopted pursuant to the merit system provisions of Chapter VII of this Charter, all other officers and employees of the Fire Department as may be necessary. The Chief shall exercise ~~his or her~~the powers, and discharge ~~his or her~~the duties of the department under the supervision of the Mayor.

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~~(b)~~ (b) The ~~Fire~~ Chief shall assign all members of the department to their respective posts, shifts, details and duties. The Chief shall make rules and regulations concerning the operation of the department and the conduct of all officers and employees thereof. The Chief shall be responsible for the efficiency, discipline and good conduct of the department and for the care and custody of all property used by the department. Disobedience to the lawful orders, rules and regulations of the Chief shall be grounds for dismissal or for other appropriate disciplinary action.

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~~(c)~~ (c) The Mayor shall appoint and may remove subject to the rules and regulations adopted pursuant to the merit system provision of this Chapter VII of this Charter, the Fire Marshal in accord with this Charter. The Fire Chief shall assign the Fire Marshal ~~his or her~~their respective posts, shifts, details and duties of such office. The Fire Department shall have responsibility for the fire inspections and shall cooperate with the Zoning Enforcement Officer and the Department of Health and Social Services in the enforcement of the housing and fire codes.

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#### Sec. 5.14 Department of Development.

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The Mayor shall appoint and may remove the Director of Development. The Director of Development shall coordinate insofar as possible the planning and zoning activities, the renewal activities, and the capital planning activities of the town with the view of conserving desirable existing values and achieving economically, socially, and aesthetically desirable development in the town. It shall be a special duty to be aware of development opportunities arising from federal and state programs and to propose programs for the use of these opportunities in East Hartford. It shall be a further task to assemble and convey to representatives of business, industry, and land development interests information for their East Hartford development decisions. The Director shall appoint and may remove, subject to such rules and regulations as may be adopted pursuant to the merit system provisions of Chapter VII of this Charter, such assistants and employees as may be necessary. ~~He or she~~The Director shall exercise ~~his~~the powers and discharge ~~his or her~~the duties of the department under the supervision of the Mayor.~~the~~

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~~supervision of the Mayor.~~

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#### **Sec. 5.15 Planning and Zoning Commission.**

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Upon the adoption of an appropriate ordinance, there shall be a combined Planning and Zoning Commission and the present separate commissions for these purposes shall be terminated.

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#### **Sec. 5.16 Department of Health and Social Services.**

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The Department of Health and Social Services shall be responsible for the administration of the public health and social service programs of the town. The Director of Health shall be the Director of Health and Social Services. The Mayor shall appoint and may remove the Director of Health in accordance with state law. The Director of Health and Social Services shall have all the powers and duties relating to the poor and defective and dependent persons vested by law in the selectmen of towns and shall also be director of public assistance. Further, the Director shall be responsible for the preservation and promotion of the public health and shall perform such functions and shall have such powers and duties as are imposed by law on directors of health and such other powers and duties as the council may prescribe. Subject to the General Statutes and in accordance with the merit system provided under Chapter VII of this charter, the Director may appoint and may remove assistants and employees.

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#### **Sec. 5.17 Director of Libraries.**

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~~(a) (a)~~ The Director of Libraries shall administer and coordinate the affairs of town libraries under the general supervision of the Mayor. ~~Upon the vacancy of the Director of Libraries by the person serving in such position on July 1, 2004, and whenever thereafter there is a vacancy in such position, The~~ Mayor shall appoint and may remove the Director. ~~He or she~~ **The Director of Libraries** shall be responsible for the development of library resources and library services to the town. ~~He or she~~ ~~and~~ shall appoint and may remove, in accord with this Charter, assistants, librarians and other employees in the town libraries.

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~~(b) (b)~~ The ~~Town~~ Council may, by ordinance, create or abolish ~~Commission on Culture and Fine Arts, which will act as a library board,~~ **a Library Board**. ~~The Board~~ **Commission** shall have the powers as established by ordinance and as set forth herein.

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~~(c) (c)~~ The ~~Commission library board~~ shall from time to time confer with the Director of Libraries with respect to: the use of the town's public library facilities; the Director of Libraries' annual proposed budget for library services; the selection and acquisition of materials; the development, implementation and alteration of programs; and capital planning. The ~~Commission Library Board~~ shall confer with the Director of Libraries with respect to the acquisition and selection of library materials and composition of collections.

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~~(d) (d)~~ The ~~Commission Library Board~~ and Director of Libraries shall collaborate on the proposed annual budget prior to submitting to the Mayor and shall have input to the evaluation of the facility, its services and the director position and shall prepare an annual report on the state of the libraries.

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#### **Sec. 5.18 Department of Parks and Recreation.**

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The Department of Parks and Recreation shall have custody over and develop and maintain the parks, playgrounds, and other recreation facilities of the town and shall develop and provide the recreation programs and services deemed needed in the town, and shall have such other powers and duties as the Town Council may prescribe.

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#### Sec. 5.19 Director of Parks and Recreation.

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The Mayor shall appoint and may remove a Director of Parks and Recreation who shall be responsible for the efficiency, discipline and good conduct of the department and who, in accordance with such rules and regulations as may be adopted pursuant to the merit system provisions contained in Chapter VII of this Charter, shall appoint and may remove such deputies, assistants, and employees as may be deemed necessary and shall prescribe their duties. ~~He or she~~**The Director** shall exercise ~~his-the~~ powers and discharge ~~his-or-her~~**the** duties under the supervision of the Mayor. The Director shall organize the work of the department in such manner as ~~he-or-she shall deemed~~ most economical and efficient.

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#### Sec. 5.20 Department of Inspections and Permits.

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The Department of Inspections and Permits shall have responsibility for the enforcement of all state and local laws, codes, regulations, and ordinances governing land use, the construction, alteration, or repair of, or the making of additions to, buildings or other structures, -and for the enforcement of the subdivision regulations, making the necessary inspections and, upon compliance, issuing the appropriate permits. The head of the department, or -a duly appointed designee, shall be the Zoning Enforcement Officer. The department shall have responsibility for the sidewalk inspections -performed by the town. The department shall cooperate with the Planning and Zoning Commission and the Director of Development and shall have responsibility for proposing improvements in the codes and ordinances it enforces and in the methods of enforcement. The department shall have such other responsibilities as the Council may prescribe.

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#### Sec. 5.21 Director of Inspections and Permits.

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The Mayor shall appoint and may remove the Director of Inspections and Permits. The Director of the department shall be responsible for the efficiency, discipline, and good conduct of the department and shall exercise ~~his-or-her~~**the** powers and ~~discharge his-or-her~~**the** duties ~~of the department~~ under the supervision of the Mayor. The Director shall appoint and may remove in accord with this Charter such deputies, assistants and employees as may be deemed necessary and shall prescribe their duties. The Director may call on law enforcement officers, prosecutors and the Corporation Counsel for assistance in enforcement of the laws and regulations under his or her charge.

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#### Sec. 5.22 Department of Youth Services.

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(a) The Department of Youth Services shall be responsible for informing, educating and counseling the youth of East Hartford with regard to social issues. The Department shall also coordinate all activities of the various Town Departments involving youth activities and problems and train department personnel in handling youth problems.

~~(a) (b) Director of Youth Services.~~ The Mayor shall appoint and may remove the Director of Youth Services. The Director of Youth Services shall administer the office and coordinate youth services under the supervision of the Mayor. The Director shall appoint and may remove, in accord with this Charter, employees of the Department.

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#### Sec. 5.23 Department of Information Technology

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(a) The Department of Information Technology shall be responsible for providing infrastructure, governance and functional support in all areas of information technology strategies and initiatives for the Town of East Hartford.

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(b) The Mayor shall appoint and may remove the Director of Information Technology who shall be the town's Chief Information Officer. The Director of Information Technology shall administer the office and coordinate information technology under the supervision of the Mayor. The Director shall appoint and may remove, in accord with this Charter, assistants and employees of the Department.

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#### Sec. 5.24~~3~~ Board of Zoning Appeals.

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There shall be a Zoning Board of Appeals with the members and alternates appointed by the Mayor, with the consent of Council, in accord with the General Statutes and ordinances of the town. It shall have the powers, duties and responsibilities prescribed by the statutes and ordinances.

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#### Sec. 5.25~~4~~ Official Bonds.

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The Mayor, Town Clerk, Director of Finance, and agent of the town deposit fund, Tax Collector, Director of Public Works, Director of Inspections and Permits, and such other officers and employees as may be required to do so by the Council shall, before entering on their respective official duties, execute to the town, in the form prescribed by the Council and approved by the Corporation Counsel, and file with the Town Clerk, a surety company bond in a penal sum to be fixed by the Council, conditioned upon honesty ~~and/or~~ the faithful performance of such official duties. Nothing herein shall be construed to prevent the Council, if it deems it to be in the best interests of the town, from prescribing a name schedule bond, schedule position bond or blanket bond, or from prescribing which departments, offices, agencies, boards or commissions shall be covered by a specific type of the aforementioned bonds. Premiums for such bonds shall be paid by the town.

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#### Sec. 5.26~~5~~ Salaries Compensation.

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Salaries Compensation of all directors and other officers and all employees in the classified service of the town shall be determined by the Council, in conformity, with a systematic pay plan for the position involved, upon recommendation of the Mayor, provided nothing herein shall be construed to limit the power of the Board of Education to fix the compensation of employees of the school system. As used in this section, compensation includes salaries, health and retirement benefits, vacation, other leave and other benefits provided to directors, officers and employees.

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#### Sec. 5.27~~6~~ Political Activity.

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No person holding a full time appointed position in the non-classified service of the town shall be required to make any contribution to the campaign funds of any political party or candidate for public office nor shall ~~he or she~~such person be required to take any part in the management, affairs or campaign of any political party.

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## Chapter VI. Finance and Taxation

### Sec. 6.1 General Form of Budget Presentation.

The town shall continue to operate on the Uniform Fiscal Year. The Mayor shall require each department, office or agency of the town supported wholly or in part by, town funds, or for which a specific town appropriation is made, including the Board of Education, to set forth, in narrative or such other form as the Mayor may prescribe, a program or programs showing services, activities and work accomplished during the current year and to be accomplished during the ensuing year.

### Sec. 6.2 Departmental Estimates.

The Mayor shall compile preliminary estimates for the annual budget. The head of each department, office or agency of the town as described in section 6.1 of this Chapter, including the Board of Education, shall, no later than January 5th of each year, file with the Mayor on forms prescribed and provided by ~~him or her~~ **the Mayor** a detailed estimate of the expenditures to be made by the department, office or agency and the revenue other than tax revenues, to be collected thereby in the ensuing fiscal year and such other information as may be required by the Council or the Mayor.

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### Sec. 6.3 Duties of the Mayor on the Budget.

Not later than February 23rd of each year the Mayor shall present to the Council the next fiscal year's budget consisting of:

(a) A budget message outlining the financial policy of the town government and describing in connection therewith the important features of the budget proposal indicating any major changes from the current year in financial policies, expenditures and revenues together with the reasons for such changes, and containing a clear general summary of its contents;

(b) Estimates of revenue, presenting in parallel columns the itemized receipts collected in the last completed fiscal year, the receipts collected during the current fiscal year prior to the time of preparing the estimates, total receipts estimated to be collected during the current fiscal year, estimates of the receipts, other than from the property tax, to be collected in the ensuing fiscal year, and an estimate of available surplus;

(c) Itemized estimates of expenditures, presenting in parallel columns the actual expenditures for each department, office, agency or activity of the last completed fiscal year and for the current fiscal year prior to the time of preparing the estimates, total expenditures as estimated for the current fiscal year, and the Mayor's recommendations of the amounts, to be appropriated for the ensuing fiscal year for all items, and such other information as may be required by the Council. The Mayor shall present reasons for the recommendations. The Board of Education shall have the same duties and follow the same form and procedure with respect to the budget of the Board of Education as required by the Mayor in **Section 6.2 of this Chapter-Charter** for other departmental estimates. Estimates of the costs of capital programs shall be submitted by each department, office or agency annually in the form and manner prescribed by the Mayor. The Mayor shall recommend to the Council those capital projects to be undertaken during the ensuing fiscal year and the method financing the same. Those financed from certified unappropriated surplus and

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current revenue shall be unlimited in amount.

Sec. 6.4 Duties of the Council on the Budget.

(a) The Council shall hold one or more public hearings not later than March 11th at which any elector or taxpayer may have an opportunity to be heard regarding appropriations for the ensuing fiscal year. Following receipt of the estimates from the Mayor and the Board of Education, the Council shall cause sufficient copies of said estimates to be made available for general distribution in the office of the Town Clerk and, at least five days prior to the aforementioned public hearing, the Council shall cause to be published in a newspaper having circulation in the town a notice of such public hearing and a summary of said proposed budget estimates showing anticipated revenues by major sources, and proposed expenditures by functions or departments in the same columnar form as prescribed for budget estimates in ~~section~~ **Section 6.3 of this Chapter Charter**, and shall also show the amount to be raised by taxation.

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(b) Subject to the provisions of ~~Section 10, Chapter III~~ **Section 3.10** of this Charter, within ten days after holding the final such public hearing the Council shall adopt a budget and file the same with the Town Clerk. At the time when the Council shall finally adopt the budget, it shall also fix the tax rate in mills which shall be levied on the taxable property in the town for the ensuing fiscal year.

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(c) Should the Council fail to adopt a budget within the specified ten days, the budget as presented by the Mayor in accordance with the provisions of Section 3 of this Chapter shall be deemed to have been finally adopted by said Council. The tax rate shall forthwith be fixed by the Mayor and thereafter expenditures shall be made in accordance with the budget so adopted. For the purposes of the General Statutes, as amended, the Council shall be deemed to be the budget making authority and the legislative body of the town and shall have all the powers and duties contained in said General Statutes for the creation of a "Reserve Fund for Capital and Nonrecurring Expenditures."

(d) Within five days following the adoption of the budget by the ~~Town~~ Council, the Mayor may veto or reduce any item or items in the budget, whereupon the ~~approved and/or~~ **disapproval or** reduced portion of the budget shall become effective unless the ~~Town~~ Council, by an affirmative vote of no less than six members, shall override the vetoed or reduced portion of the budget within five days after the Mayor's veto. In the event of an override, the budget shall be effective as adopted by the ~~Town~~ Council. If the override fails, then the budget as presented by the Mayor in accordance with Section 6.3 **of this Charter** shall be the adopted budget for the next fiscal year.

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(e) Notwithstanding any other provision of this Charter, the ~~Town~~ Council may, subsequent to the adoption of the budget but prior to the beginning of the next fiscal year, amend the tax rate downward if additional revenues are committed to the town's budget for the next fiscal year. Such amended budget shall not be subject to budget referendum.

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Sec. 6.5 Budget Referendum

(a) A referendum on the annual town budget shall be called by the ~~Town~~ Council if the Town Clerk certifies that a petition requesting such referendum is: (1) on a form as prescribed by the Town Clerk that is in accordance with State law and as required in subsection (c) of this section; (2) filed with the Town Clerk within fifteen days of the final approval of the town budget; and (3) signed by qualified electors in a number of not less than fifteen percent of the total number of



electors in the town determined by the registrars of voters to be eligible to vote in the state or municipal election immediately preceding the vote on the annual town budget. The Town Clerk shall issue such certification or a determination that the petition does not comply with the provisions of this section within five days of the submission of such petition to the Town Clerk. If the Town Clerk issues such certification, the ~~Town~~ Council shall hold a meeting within four days of the issuance of the certification and call for a referendum on the annual town budget to be held not less than twenty days nor more than twenty-seven days from the date of such ~~Town~~ Council meeting.

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(b) If the majority of the votes at the referendum are in the affirmative and the total number of votes cast at the referendum are equal to at least twenty percent of the total number of electors in the town determined by the registrars of voters to be eligible to vote in the state or municipal election immediately preceding the vote on the annual town budget, the ~~Town~~ Council shall adopt a new budget in accordance with the results of such referendum and such budget shall be the annual town budget for the next fiscal year. No further referendum shall be permitted after the adoption of a new budget by the ~~Town~~ Council. If the referendum fails, the budget adopted pursuant to Section 6.4 of this Charter shall become the budget for the next fiscal year.

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(c) The petition for referendum on the annual town budget shall be of the following form and shall be approved by the Town Clerk in accordance with state law prior to circulation:

WARNING: ALL SIGNATURES SHALL BE IN INK

We, the undersigned electors of the Town of East Hartford, hereby present this petition requesting that the following question be referred to the voters at a referendum: "Shall the town council adopt a new annual town budget that is (insert the word "less" or "more") than the annual town budget adopted in accordance with Section 6.4 of the Town Charter on (date)." We certify that we are electors of the Town of East Hartford, residing at the addresses set opposite our names and that we have not signed this petition more than once.

SIGNATURE                      PRINTED NAME                      STREET ADDRESS

(d) Each petition page shall be signed by the circulator of such page and such circulator shall attest and state under penalties of false statement that each person whose name appears on the petition page has signed the same in the circulator's presence and is known to the circulator or has been satisfactorily identified ~~himself or herself~~ to the circulator.

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Sec. 6.6 Emergency Appropriations.

For the purpose of meeting a public emergency threatening the lives, health or property of citizens, emergency appropriations may be made upon the recommendation of the Mayor and by a vote of not less than two-thirds of the entire membership of the Council, provided a public hearing, at which any elector or taxpayer of the town shall have an opportunity to be heard, shall be held prior to making such appropriation, notice of which hearing shall be given in a newspaper having circulation in the town not more than ten nor less than five days prior to such hearing. Such hearing and notice of hearing may be waived if the Council, by at least two-thirds of its entire membership, shall decide that a delay in making the emergency appropriation would



jeopardize the lives, health or property of its citizens. In the absence of an available unappropriated and unencumbered general fund cash balance to meet such appropriation, additional means of financing shall be provided in such manner, consistent with the provisions of the General Statutes and of this Charter, as may be determined by the Council.

#### Sec. 6.7 Tax Bills.

It shall be the duty of the Tax Collector to mail to each taxpayer, at least seven days before the date when taxes are due and payable, a tax bill prepared and signed by the Director of Finance as rate maker from rate bills signed by the ~~Chairman~~ **Chairperson** of the Council in accord with the General Statutes.

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#### Sec. 6.8 Assessment and Collection of Taxes.

Except as specifically provided in this Charter, the assessment of property for taxation and the collection of taxes shall be carried on as provided in the General Statutes of the state.

#### Sec. 6.9 Expenditures and Accounting.

(a) No purchase shall be made by any department, board, commission, or officer of the town other than the Board of Education, the libraries, and the Probate Court, except through the Purchasing Agent, provided that petty cash funds may be established and maintained by the Director of Finance with the approval of the Mayor, from which funds purchases or contractual service payments in modest amounts may be made, with records kept of the amount, purpose, and payee of each item as a basis for restoration of the funds. The Director of Finance shall record the amount of authorized purchases and contracts for future purchases as encumbrances against the appropriation from which they are to be paid.

(b) No voucher, claim or charge against the town shall be paid until the same has been audited by the Director of Finance or ~~his or her~~ **the Director's** agent and approved ~~by him or her~~ **for the** correctness and validity. Checks shall be drawn by the Director of Finance for the payment of approved claims which shall be valid only when countersigned by the Treasurer. In the absence or inability to act of either the Director of Finance or Treasurer with respect to the above duty, the Mayor shall be authorized to substitute temporarily for either but not both of them.

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(c) The Director of Finance shall prescribe the time at ~~which~~ **and the manner in which**, persons receiving money on account of the town shall pay the same to the Town Treasurer.

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(d) The several departments, commissions, officers and boards of the town shall not involve the town in any obligation to spend money for any purpose in excess of the amount appropriated therefore until the matter has been approved by the Council and each order drawn upon the Treasurer shall state the department, commission, board or officer and the appropriation against which it is to be charged. When any department, commission, board or officer shall desire to secure a transfer of funds in its or his or her appropriation from funds set apart for one specific purpose to another, before incurring any expenditure therefore, such department, commission, board or officer, with the approval of the Director of Finance, shall make application to the Mayor whose duty it shall be to examine ~~into~~ **the matter**, and upon approval of the Mayor such transfer may be made and shall be reported to the Council.

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(e) Upon the request of the Mayor, but only within the last three months of the fiscal year, the Council may by resolution transfer any unencumbered appropriation, balance or portion thereof from one department, commission, board or office to another. No transfer shall be made from any appropriations for debt service and other statutory charges.

(f) Additional appropriations over and above the total budget may be made from time to time by resolution of the Council, upon recommendation of the Mayor and certification from the Director of Finance that there is available an unappropriated and unencumbered general fund cash balance to meet such appropriations.

(g) Appropriations for construction or for other permanent improvement, from whatever source derived, shall not lapse until the purpose for which the appropriation was made shall have been accomplished or abandoned, provided any such project shall be deemed to have been abandoned if three fiscal years shall elapse without any expenditure from or encumbrance of the appropriation therefore. Any portion of an annual appropriation remaining unexpended and unencumbered at the close of the budget year shall lapse.

(h) Every payment made in violation of the provisions of this Charter shall be deemed illegal and every official authorizing or making such payment or taking part therein and every person receiving such payment of any thereof shall be jointly and severally liable to the town for the full amount so paid or received. If any officer or employee of the town shall knowingly incur any obligation or shall authorize or make any expenditure in violation of the provisions of this Charter or take any part therein, such action shall be cause for removal.

#### **Sec. 6.10 Borrowing.**

The town shall have the power to incur indebtedness by issuing its bonds or notes as provided by General Statutes subject to the limitations thereof and the provisions of this section. The issuance of bonds and notes shall be authorized by resolution of the Council adopted in the same manner as provided in this Charter for the adoption of ordinances and shall include a referendum.

## Chapter VII. Merit System

### Sec. 7.1 Merit System Established.

All officers and employees in the classified service of the town as described in Section **2-7.2 of this Charter below**—shall be appointed or promoted on the basis of merit and in conformity with recognized principles of public personnel administration. The merit system shall be administered under the supervision of the Mayor by the Director of Human Resources. Until personnel policies have been adopted under this Chapter the ordinances presently in effect shall be operative.

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### Sec. 7.2 The Classified Service.

(a) The classified service shall include all appointees to all positions now or hereafter created except the following: Elective officers and persons appointed to fill vacancies in elective offices; members of the boards and commissions; officers appointed by the Council; employees of the Board of Education; the Chief Administrative Officer; the Director of Information Technology; the Director of Finance; the Director of Human Resources; the Director of Development; the Corporation Counsel and any part time assistant; the Town Clerk; the Director of Inspections and Permits; the Director of Public Works; the Director of Parks and Recreation; the Director of Youth Services; the Director of Libraries; the Director of Health and Social Services; and an assistant and a personal secretary to the Mayor; persons employed in a professional capacity to make or conduct a temporary and special inquiry, study or investigation; the Judge and any personnel of the Probate Court; and persons employed for a temporary period not exceeding three months.

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(b) It shall be the duty of the Mayor to cause to be prepared a statement of the duties and responsibilities of each position in the classified service and of the minimum qualifications for appointment to such positions. These statements shall comprise the classification plan of the town, which shall become effective upon approval by resolution of the Council and which may be amended, upon recommendation of the Mayor, by resolution of the Council. New or additional positions in the classified service may be created and changes in the duties and responsibilities of existing positions may be made, by resolution of the Council upon the recommendation of the Mayor.

~~(c) A pay plan for all positions in the classified service shall be similarly prepared, adopted and amended.~~

(c) Compensation for all positions in the classified service shall be determined in accordance with the provisions of section 5.26 of the Town Charter

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~~(d) (d) No later than July 1, 1968 the Mayor shall also cause to have prepared a set of personnel rules which shall provide, among other things, for the method of holding competitive examinations, administration of the classification plan, and probationary periods of employment, hours of work, vacations, sick leaves and other leaves of absence, removals, and such other rules as may be necessary to provide an adequate and systematic procedure for the handling of the personnel affairs of the town. Such rules and any amendments thereto shall become effective upon being filed by the Mayor with the Town Clerk and the Council Clerk. Copies of such rules and any amendments thereto shall be distributed to all members of the classified service.~~

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(e) Any member of the classified service may be removed only for the good of the service and any officer desiring to remove, or otherwise discipline, an employee shall notify the employee in writing of the reasons for the proposed removal or other disciplinary action. The employee charged may request a hearing before the Director of Human Resources, who shall within ten days grant such hearing. The Director of Human Resources Personnel Appeals Board, which shall

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~~within ten days grant such hearing. The Personnel Appeals Board shall make a public finding as to whether or not the charges are true and as to whether they constitute grounds for removal. The final action in the matter, subject to any statutory rights of the employee, shall be made by the officer having powers of appointment and removal.~~

~~the charges are true and as to whether they constitute grounds for removal. The final action in the matter, subject to any statutory rights of the employee, shall be made by the officer having powers of appointment and removal.~~

**Sec. 7.3 Political Activity.**

No person holding a position in the classified service of the town shall be required to make any contribution to the campaign funds of any political party or candidate for public office or take any part in the management, affairs, or campaign of any political party further than in the exercise of his or her rights as a citizen, to register as a member of a political party, to express any opinion and to vote. Violation by any such person of the provisions of this section shall be grounds for removal.

**Sec. 7.4 Personnel Appeals Board.**

~~(a) There shall be a Personnel Appeals Board, the number of members and terms of which shall be determined by ordinance. The Mayor shall appoint one-third of the members and the selection of the remainder shall be determined by ordinance.~~

~~(b) When an employee brings a matter to the Board, the Board shall have the power to require officers and employees of the town to appear and give testimony and present evidence and may hear testimony from other sources.~~

~~(c) The Board shall seek to assure that the employment system of the town is fair and equitable and serves the interests of the town while respecting the proper claims of the employees. The Board shall make findings and recommendations in individual cases brought before it and may make recommendations to the council or to the mayor for improvements in the employment system.~~

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## Chapter VIII. Initiative and Referendum

### Sec. 8.1 Initiative, Power and Scope.

The electors shall have the power to propose to the Council any ordinance or other measure, in accordance with this Chapter, except an ordinance or resolution appointing or removing officials, specifying the compensation or hours, of work of officials or employees.

### Sec. 8.2 Initiative, Petition Procedure.

If the Council fails to adopt such ordinance or measure within sixty days after a petition making such a proposal has been filed with the Town Clerk, the electors may adopt or reject the same at the next regular election, provided such petition shall be substantially in the form prescribed in ~~Section 7 of this Chapter~~**Section 8.7 of this Charter**, and shall be in ink or indelible pencil, signed by not less than fifteen per cent of the electors as determined by the last completed registry list. The Town Clerk shall determine the sufficiency of the petition and, if said petition is found to be sufficient, shall certify it to the council within ten business days after receipt of the petition. No signature on such petition shall be valid unless it has been obtained within ninety days of the filing of the petition. There should be publication after the ~~Town~~**Town**-Council decides to submit for determination by the voters, not more than thirty days and not less than fifteen days before the date set for said referendum.

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### Sec. 8.3 Referendum, Power and Scope.

The ~~Town~~**Town**-Council may, at its discretion, and by a majority vote, submit to the voters' local questions for their approval at a regular or special election. Prior to the taking of such action by the ~~Town~~**Town**-Council, the Council shall hold a public hearing on the matter or matters proposed and the date, time, place and subject of the public hearing shall be specified in a formal resolution of the Town Council. This section shall apply to bonding questions. There should be publication after the ~~Town~~**Town**-Council decides to submit for determination by the voters, not more than thirty days and not less than fifteen days before the date set for said referendum.

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The electors shall have the power to approve or reject at a referendum as herein provided any ordinance or other measure passed by the Council except the following:

- (a) An ordinance or resolution appointing or removing officials, or specifying the compensation or hours of work of officials or employees;
- (b) An ordinance authorizing the issuance of bonds or notes which ordinance shall be subject to referendum only in accordance with ~~Chapter VI, Section 9~~**Section 6.10** of this Charter;
- (c) The town budget or substitute town budget;
- (d) The resolution establishing the tax rate, which resolution shall not be subject to referendum.

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### Sec. 8.4 -Referendum, Petition Procedures, Suspension of Ordinance

Within thirty days after the enactment by the Council of any ordinance or other measure which is

subject to referendum, a petition substantially in the form prescribed in ~~Section 7 of this Chapter~~**Section 8.6 of this Charter**, and signed in ink or indelible pencil by not less than fifteen per-cent of the electors as determined by the last compiled registry list may be filed with the Town Clerk requesting that any such ordinance or other measure be either repealed or submitted to a vote of the electors. The Town Clerk shall determine the sufficiency of the petition and, if said petition is found to be sufficient, shall so certify to the Council with ten business days after receipt of the petition. If the Council fails to repeal such ordinance or other measure, the question shall be submitted to a referendum of the electors of the town conducted in accordance with the relevant General Statutes, at the next regular election following the date on which the ~~Town~~Council takes its action. Upon the filing of a sufficient petition, the ordinance or measure shall remain without effect until the electors vote on the question as above provided.

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**Sec. 8.5 Initiative, Referendum Vote Required.**

Any question placed before the voters under the procedures specified by this Chapter shall fail, unless approved by a majority of the electors voting thereon. If a vote to repeal fails, the ordinance or measure as passed by the Council shall become effective immediately.

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**Sec. 8.6 Initiative and Referendum.**

The form of petition for initiative or referendum shall be as follows:

WARNING: ALL SIGNATURES SHALL BE IN INK OR INDELIBLE PENCIL.

We, the undersigned electors of the Town of East Hartford, hereby present this petition (here insert the word "initiating" or the words "requesting the repeal of") the following ordinance (measure) (Here insert the text of the ordinance or measure) and we certify that we are electors of the Town of East Hartford residing at the addresses set opposite our names and that we have not signed this petition more than once.

Name    Address

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**Sec. 8.7 Form of Question.**

The form of question for any ordinance or measure placed on the voting machines in accordance with the initiative and referendum provisions of this Chapter shall be as follows: Are you in favor of the ordinance (measure) or proposed ordinance (proposed measure) relating to (here insert brief description of the ordinance or measure and its intent)?

**Sec. 8.8**

The provisions of this section do not apply to charter adoption, revision or amendment which is prescribed by the Home Rule Act.

## Chapter IX. Transition and Miscellaneous Provisions

### Sec. 9.1 Transfer of Powers.

(a) The powers which are conferred and the duties which are imposed upon any commission, board, department or office under the General Statutes or any ordinance or regulation in force at the time this Charter shall take effect, if such commission, board, department or office is abolished by this Charter, shall be thereafter exercised and discharged by the commission, board, department or office upon which are imposed corresponding or like functions, powers, and duties under the provisions of this Charter.

(b) All commissions, boards, departments or offices abolished by this Charter, whether elective or appointive shall continue in the performance of their duties until provision shall have been made for the discontinuance of such commissions, boards, departments or offices and the performance of their duties by other commissions, boards, departments or offices created under this Charter and until the town shall have notified the members of such commissions, boards, departments or offices as are abolished by this Charter that their successors have been qualified.

(c) All appointive powers now or hereafter conferred by the General Statutes upon Boards of Selectmen shall be exercised by the Council unless otherwise specifically provided in this Charter. The powers of the Board of Selectmen in the Town of East Hartford, shall hereafter be limited to those set forth in the Constitution of the State of Connecticut, as amended.

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### Sec 9.2 Present Employees to Retain Positions.

All persons holding permanent positions in the service of the town on the effective date of this Charter (April 2, 1968), whose positions are included in the classified service by the terms of this Charter, shall immediately become members of the classified service and retain such positions until promoted, transferred, reduced in rank, or removed in accordance with the provisions of this Charter. All other employees of the town on the effective date of this Charter (April 2, 1968), whose positions are not abolished by the provisions of this Charter, shall retain such positions pending action by the Council or the appropriate officer charged by this Charter with powers of appointment and removal. Any provisions of law in force at the time this Charter shall take effect, and not inconsistent with the provisions of this Charter, in relation to personnel, appointment, ranks, grades, tenure or office, promotions, removal, pension and retirement rights, civil rights or any other rights and privileges of employees of the town, or any office, department or agency thereof shall continue in effect, until or unless amended or repealed in accordance with the provisions of this Charter.

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### Sec. 9.3 Conflict of Interests.

The ~~Town~~ Council shall adopt a conflict of interest ordinance regarding activities of any elected or appointed official or any employee of the town within the classified service as outlined in Chapter VII of this Charter with appurtenant penalties for the violation thereof.

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#### Sec. 9.4 Transfer of Records and Property.

All records, property and equipment whatsoever of any commission, board, department or office or part thereof, all the powers and duties of which are assigned to any other commission, board, department or office by this Charter, shall be transferred and delivered intact to the commission, board, department or office to which such powers and duties are so assigned. If part of the powers and duties of any commission, board, department or office or part thereof are by this Charter assigned to another commission, board, department or office, all records, property and equipment relating exclusively thereto shall be transferred and delivered intact to the commission, board, department or office to which such powers and duties are so assigned.

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#### Sec. 9.5 Legal Proceedings.

No action or proceeding, civil or criminal, pending on the effective date of this Charter (April 2, 1968) brought by or against the town or any commission, board, department or office thereof, shall be affected or abated by the adoption of this Charter or by anything herein contained; but all such actions or proceedings may be continued notwithstanding that functions, powers and duties of any commission, board, department or office party thereto may, by or under this charter, be assigned or transferred to another commission, board, department or office, but in that event the same may be prosecuted or defended by the head of the commission, board, department or office to which such functions, powers and duties have been assigned or transferred by or under this Charter.

#### Sec. 9.6 Existing Laws and Ordinances.

(a) All general laws of the State of Connecticut applicable to the town and all ordinances of the town shall continue in full force and effect, except insofar as they are inconsistent with the provisions of this Charter.

(b) Upon the adoption of this Charter all provisions of special acts relating to East Hartford and now in effect which are in conflict with this Charter shall cease to apply and all provisions of such acts not in conflict with this Charter shall continue in effect.

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#### Sec. 9.7 Amendment of Charter.

This Charter may be amended in the manner prescribed by law.

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#### Sec. 9.8 Saving Clause.

If any section or part of any section of this Charter shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of this Charter nor the context in which said section or part thereof so held invalid may appear, except to the extent that an entire section or part of a section may be inseparably connected in meaning and effect with the section or part of a section to which such holding shall directly apply.



**Sec. 9.9 Effective Date.**

The Charter will be in effect from the date of adoption for purposes of conducting a special election and shall be fully effective on April 2, 1968.

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**Sec. 9.10 Provisions for Special Election.**

A meeting of the electors of the Town of East Hartford for the election to municipal offices shall be held on April 2,1968. At such meeting there shall be elected a Mayor, Treasurer, and nine members of the Town Council of whom not more than six may be of the same political party, three Selectmen and seven Constables. They shall take office from the date of election, and the aforesaid persons shall hold office until their successors qualify.

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MICHAEL P. WALSH  
MAYOR

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

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

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

To: Mayor Walsh

From: Chief Scott M. Sansom

Date: April 20, 2022

Re: **Amusement Permit Application**  
**"16<sup>th</sup> Abelon Memorial Walk"**

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

MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

## Police Department

SCOTT M. SANSOM  
CHIEF OF POLICE

East Hartford, Connecticut 06108-2638

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(860) 528-4401

FAX (860) 289-1249

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April 20, 2022

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

**Re: Outdoor Amusement Permit Application  
"16th Abelon Memorial Walk"**

Dear Chairman Kehoe:

Attached please find the amusement permit application by the **East Hartford Public Schools by Rachel Buck, Walk Faculty Advisor for the CIBA Student Advisory Board**. The applicant seeks to conduct a walk to raise money and awareness for pancreatic cancer research and money for a college scholarship for a CIBA student. The walk includes refreshments and guest speakers who will be on the grounds of the **Connecticut IB Academy, 857 Forbes Street on Saturday, May 21, 2022** from approximately 7:30 a.m. to 2:00 p.m. The walk will begin at CIBA and proceeds down **Forbes Street to Sunset Ridge School (450 Forbes Street)**, then turns retracing its steps back to CIBA.

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

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

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

**The Fire Department approves the application as submitted with the understanding that approval is for pre-packaged food only, no cooking allowed and indicates there are no anticipated costs to their Department.**

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

**The Public Works Department approves the application as submitted and states there are no anticipated costs to their Department.**

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

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

- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.
- **There are no anticipated costs to the Department for this event.**

Respectfully submitted for your information.

Sincerely,

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

Scott M. Sansom  
Chief of Police

Cc: Applicant

**Rivera, Augustina**

---

**From:** Sasen, Christine  
**Sent:** Monday, March 28, 2022 8:18 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit for -16th Abelon Memorial Walk

ok

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**From:** Rivera, Augustina  
**Sent:** Thursday, March 24, 2022 9:46 AM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Cummings, Kim <kcumplings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit for -16th Abelon Memorial Walk

Good morning,

Please find attached your Directors Review & Notice and the Outdoor Amusement Permit application for the "16<sup>th</sup> Abelon Memorial Walk" taking place on **Saturday, May 21, 2022**. Please review and submit comments back to me **no later than 12:00 noon, Thursday, April 7, 2022.**

Thank you.

Tina

Augustina Rivera  
Administrative Clerk 3  
Support Services Bureau  
East Hartford Police Department  
31 School Street  
East Hartford, CT 06108  
Office: 860-291-7631 Fax: 860-610-6290  
[arivera@easthartfordct.gov](mailto:arivera@easthartfordct.gov)  
[www.easthartfordct.gov/police-department](http://www.easthartfordct.gov/police-department)

Rivera, Augustina

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**From:** Gentile, Richard  
**Sent:** Thursday, March 24, 2022 11:17 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit for -16th Abelon Memorial Walk

I have no comments or concerns with this event

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

860-291-7217  
[rpgentile@easthartfordct.gov](mailto:rpgentile@easthartfordct.gov)

THIS MESSAGE AND ANY OF ITS ATTACHMENTS ARE INTENDED ONLY FOR THE USE OF THE DESIGNATED RECIPIENT, OR THE RECIPIENT'S DESIGNEE, AND MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL OR PRIVILEGED. IF YOU ARE NOT THE INTENDED RECIPIENT, PLEASE (1) IMMEDIATELY NOTIFY THE OFFICE OF THE CORPORATION COUNSEL ABOUT THE RECEIPT BY TELEPHONING (860)291-7219; (2) DELETE ALL COPIES OF THE MESSAGE AND ANY ATTACHMENTS; AND (3) DO NOT DISSEMINATE, FORWARD, OR MAKE ANY USE OF ANY OF THEIR CONTENTS.

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**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Thursday, March 24, 2022 9:46 AM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Cummings, Kim <kccummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sassen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit for -16th Abelon Memorial Walk

Good morning,

Please find attached your Directors Review & Notice and the Outdoor Amusement Permit application for the "16<sup>th</sup> Abelon Memorial Walk" taking place on Saturday, May 21, 2022. Please review and submit comments back to me no later than 12:00 noon, Thursday, April 7, 2022.

Thank you.

**TOWN OF EAST HARTFORD  
FIRE MARSHAL'S OFFICE  
ADMINISTRATIVE REVIEW  
Amusement Permit**

**DATE: March 25, 2022**

**APPLICATION FOR: 16<sup>th</sup> Annual Abelon Memorial Walk**

**APPLICANT: Rachel Buck, Vice President (203) 530-1171**

**ADDRESS: CIBA 857 Forbes St**

**DATE(S) OF EVENT: May 21, 2022**

Pursuant to your request, a review of the above application was completed and the following recommendation is made:

- ☒ The application is approved as submitted.
- ☐ The application be revised. Approved conditionally.
- ☐ The application is disapproved.
- ☐ No application to the Connecticut Fire Safety Code

**COMMENTS: No cooking. Pre-packaged food only.**



**JUSTIN WAGNER  
FIRE MARSHAL  
TOWN OF EAST HARTFORD**

Fire Dept



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: **Saturday, May 21, 2022**

Event: **"16<sup>th</sup> Abelon Memorial Walk"**

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

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

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

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

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

Signature Stephen A. Sup, Assistant Fire Chief

3/24/2022  
Date

Comments:

No dedicated FD / EMS resources.





Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

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  - ☐ 3. the application be disapproved for the reason(s) set forth in the attached comments.
- 
- ☐ Fire Department
  - ☒ Health Department
  - ☐ Parks & Recreation Department
  - ☐ Public Works Department
  - ☐ Corporation Counsel
- 
- ☐ Anticipated Cost(s) if known \$ \_\_\_\_\_

Laurence Burnsed, MPH, MBA  
Signature

March 24, 2022  
Date

Comments:



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

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- ☐ 3. the application be disapproved for the reason(s) set forth in the attached comments.
- 
- ☐ Fire Department  
☐ Health Department  
☒ Parks & Recreation Department  
☐ Public Works Department  
☐ Corporation Counsel
- ☐ Anticipated Cost(s) if known \$0.00

Ted Fravel

Signature

4/1/2022

Date

Comments:



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: **Saturday, May 21, 2022**

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  - ☐ 3. the application be disapproved for the reason(s) set forth in the attached comments.
- 
- ☐ Fire Department
  - ☐ Health Department
  - ☐ Parks & Recreation Department
  - ☒ Public Works Department
  - ☐ Corporation Counsel
- 
- ☒ Anticipated Cost(s) if known \$ 0

Marilynn Cruz-Aponte 4-18-2022

Signature

Date

Comments:

**Rivera, Augustina**

---

**From:** Hawkins, Mack  
**Sent:** Wednesday, April 6, 2022 8:55 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit for -16th Abelon Memorial Walk

Tina,

I have reviewed the Outdoor Amusement Permit Application for "16<sup>th</sup> Annual **Abelon** Walk" for 2022. I approve the application as submitted. Please mark the worksheet "Extra Attention" for the day of the event.

Thank you,

*Mack S. Hawkins*

Assistant Chief of Police  
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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**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Tuesday, April 5, 2022 9:04 AM  
**To:** Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>  
**Subject:** FW: Outdoor Amusement Permit for -16th Abelon Memorial Walk

Good morning,

Just a friendly reminder that your comments for the Abelon Memorial Walk are due on Thursday, April 7<sup>th</sup>.

Thank you.

Tina

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Michael P. Walsh  
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:  
**16th Abelon Memorial Walk**
2. Date(s) of Event:  
**Saturday, May 21, 2022**
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):  
**Michael Abelon Memorial Foundation  
Connecticut IB Academy, Student Advisory Board  
857 Forbes Street, East Hartford, CT 06118  
(C) 203-530-1171  
(W) 860-622-5590  
mabelonmf@gmail.com**
4. If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.  
**Rachel Buck, Vice President, buck.rl@easthartford.org  
CIBA, 857 Forbest Street, East Hartford, CT 06118  
Additional Officer: Rebecca Delois - President, Doug Clarke - Secretary/Treasurer (same address)**
5. List the location of the proposed amusement: (Name of facility and address)  
**Connecticut IB Academy (CIBA), 857 Forbes Street, East Hartford, CT 06118 >> Forbes Street >> Sunset Ridge School, 450 Forbes Street, East Hartford, CT 06118 (and back)**
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
**5/21/22 7:30 am - 2 pm**
7. Provide a detailed description of the proposed amusement:  
**Please see attached**

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

✓ Yes      No

a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? 5/21/22 9 - 12 noon

9. What is the expected age group(s) of participants?  
mostly 14 - 18 year olds, but walker draw from all age groups

10. What is the expected attendance at the proposed amusement:  
(If more than one performance, indicate time / day / date and anticipated attendance for each.)  
100 - 150

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

a. Crowd size impact:

Please see attached

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

Please see attached

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

Please see attached

d. Noise impact on neighborhood:

Please see attached

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

Please see attached

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

Please see attached

g. Other expected influence on surrounding neighborhood:

Please see attached

12. Provide a detailed plan for the following:

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

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

Please see attached

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

Please see attached

d. Crowd control plan:

Please see attached

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

Please see attached

f. Provision of sanitary facilities:  
Please see attached

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

a. Food available: ☒ Yes      No      AND

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

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

Yes      ☒ No      Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

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

☐

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

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

Please see attached

---

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

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

a. False Statement is a Class A Misdemeanor.

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

---

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

Rachel Buck

(Legal Name of Applicant)

Rachel Buck

(Applicant Signature)

Rachel Buck

(Printed Name)

3/23/22

(Date Signed)

Walk Faculty Advisor

(Capacity in which signing)

- 
- (Click button to send application electronically to [ehpdpermits@easthartfordct.gov](mailto:ehpdpermits@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 |

**Outdoor Amusement Permit Fees:**

|  |                        |
|--|------------------------|
| Sport, athletic contest, musical, operatic, dramatic, theatrical or pictorial performance or other exhibitions ✓ | \$ 10/performance §5-6 |
| Parades  | \$ 25/each parade §5-6 |
| Fireworks display or air show  | \$ 25/performance §5-6 |
| Carnival, rodeo, circus, or tent show  | \$ 100/day §5-6        |

**Total Assessed Amusement Permit Fee    \$10**Received By: Augustina RiveraEmployee Number: 9099Date & Time Signed: 3/23/22                      7 : 5 0 AM PMTime remaining before event: 58 days.

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



## **Outdoor Amusement Permit Application Additional Responses**

### **7. Provide a detailed description of the proposed amusement:**

Set-up will commence at 7:30 am outside of CIBA and will include setting up registration tables, refreshments, prize drawing items, signage and activities. Registration will start at 9 am. Guest speakers will introduce the event at 9:40. The walk will commence at 10 am, proceed down Forbes Street to Sunset Ridge, and then retrace the path back to CIBA. We will have a grand farewell, and walkers will leave. Students and volunteers will remain to help clean up. COVID safety precautions will be taken - hand sanitizer will be provided, it will be suggested that participants wear masks and social distance when possible.

### **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:**

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

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

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

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

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

#### **d. Noise impact on neighborhood:**

There is some noise, but this is limited to the casual conversation of the participants as they walk the planned route. There will be music and speeches in the parking lot of CIBA during registration and welcome, but this should not create too much noise impact on the surrounding neighborhoods.

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

Student cleaning crews man the back of the walk, cleaning up any visible litter as they go. A water station with trash receptacles will be set up at Sunset Ridge School, and student volunteers

will be responsible for keeping all areas clean and removing the trash and receptacles at the end of the walk. Event supervisors inspect these areas prior to the end of the event.

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

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

**g. Other expected influence on surrounding neighborhood:**

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

**12 Provide a detailed plan for the following:**

**b. Provision for notification of proper authorities in the case of emergency:**

There are functioning landlines at CIBA, the main hub of this event. Additionally, the walk advisor listed on this form and other CIBA staff will have operational cell phones along the entire route.

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

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

**d. Crowd control plan:**

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

**e. If on town property, the plan for the return of the amusement site to per-amusement conditions:**

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

**f. Provision of sanitary facilities:**

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

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

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



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 16<sup>th</sup> , 2022  
TO: Richard F. Kehoe, Chair  
FROM: Michael P. Walsh  
RE: AMUSEMENT PERMIT APPLICATION—"45<sup>th</sup> Anniversary of Imperio - Holy Ghost Festival"

---

The following Amusement Permit is before you due to the East Hartford Code of Ordinances, Chapter 5, Amusements, Section 5-3 (e), passed by the Town Council:

Sec. 5-3 (e):

(e) If the application is submitted pursuant to subsection (b) of section 5-1 of the Town Ordinances, within one week of receipt of written comments from the Directors, the Chief of Police shall forward those comments to the Town Council. The Chief of Police shall also forward to the Town Council written comments pertaining to the impact the proposed amusement would have on the areas under the purview of the Police Department and any recommended changes in the planned operations, as well as a statement as to whether the Police Department can supply adequate police protection.

Please add the following amusement permit to the Town Council agenda for the May 17<sup>th</sup>, 2022 meeting.

- Holy Ghost Festival
  - Saturday, May 28<sup>th</sup>, 2022; 7 PM to 10:30 PM
  - Sunday, May 29, 2022; 2 PM to 10:30 PM

C: S. Sansom, Chief of Police  
C. Martin, Chief of Staff

MICHAEL P. WALSH  
MAYOR

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

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

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

To: Mayor Walsh

From: Chief Scott M. Sansom

Date: May 13, 2022

Re: **Amusement Permit Application**  
**"45<sup>th</sup> Anniversary of Imperio-Holy Ghost Festival"**

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

MICHAEL P. WALSH  
MAYOR

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



SCOTT M. SANSOM  
CHIEF OF POLICE

East Hartford, Connecticut 06108-2638

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

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

May 13, 2022

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

**Re: Outdoor Amusement Permit Application**  
**"45 Anniversary of Imperio-Holy Ghost Festival"**

Dear Chairman Kehoe:

Attached please find the amusement permit application from **The Holy Ghost Portuguese Society, Inc.** submitted by **Arthur Matos, President**. The applicant seeks to conduct the a religious celebration on **Saturday, May 28, 2022 from 7:00pm to 10:30pm** and **Sunday, May 29, 2022 from 2:00pm to 10:30pm** on their premises located at 341 Forest Street. There will be food and liquor served, a DJ playing music and a small procession on the premises. This is a rain or shine event.

The applicant respectfully **requests a waiver of the associated permit fee**, under the provisions of (TO) 5-6(a), due to COVID 19 they have not been able to have this celebration and would like to be able to lift the spirits of their members.

The applicant respectfully **requests a waiver of the associated time requirement** under the provisions of (TO) 5-2(a) because they have been working diligently to get all associated permits to have this event but were unaware that they needed an Outdoor Amusement Permit since they were holding the event on their own property.

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

The **Inspections and Permits Department** conditionally approves the application pending finalization of building and electrical permits.

The **Fire Department** conditionally approves the application and states that tents may require building department approval and permitting.

The **Health Department's approval is conditional** upon inspection of the kitchen and food service plan review for the event. Although they have a food service license for their kitchen, environmental health wants to review food service operations for the event. They also want to make sure they have a current liquor license since they plan to serve alcohol.

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

**The Public Works Department** approves the application as submitted and indicates there are no anticipated costs to their Department.

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

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

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott M. Sansom". The signature is stylized with a large initial "S" and a long horizontal stroke at the end.

Scott M. Sansom  
Chief of Police

Cc: Applicant

**Rivera, Augustina**

---

**From:** Sasen, Christine  
**Sent:** Thursday, May 12, 2022 3:36 PM  
**To:** Rivera, Augustina  
**Cc:** Gentile, Richard  
**Subject:** FW: Holy Ghost COI  
**Attachments:** TownofEastHartford9317084.pdf

Tina,

COI is approved. Chris

---

**From:** Will Schubert <will@ajcins.com>  
**Sent:** Thursday, May 12, 2022 3:13 PM  
**To:** Sasen, Christine <CSasen@easthartfordct.gov>  
**Subject:** Holy Ghost COI

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

---

This should do it.

I had to change your verbiage a smidge because he doesn't have separate GL and liquor policies, it's all one, so I just used "all listed policies"

Thanks,

Will Schubert  
AJC Insurance Agency  
Ph: (860) 721-0922  
Fx: (860) 529-2182

**Rivera, Augustina**

---

**From:** Gentile, Richard  
**Sent:** Thursday, May 12, 2022 1:43 PM  
**To:** Rivera, Augustina; Burnsed, Laurence; Fravel, Theodore; Lawlor, John; Munson, Kevin  
**Cc:** Alsup, Steve; Browning, Craig; Cohen, Bruce; Cruz-Aponte, Marilyn; Cummings, Kim; Davis, Robert; Drouin, Darrell; Dwyer, Sean; Grew, Greg; Hawkins, Mack; McCaw, Melissa; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sassen, Christine; Wagner, Justin  
**Subject:** RE: URGENT-Please review asap-Outdoor Amusement Permit for 45th Anniversary of Imperio-Holy Ghost Festival

Two things to note. Correct name of organization. This a corporation per the COI, so application should have Inc. after their name. Alsom, address is different. Application states 341...COI states 342. I

---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Thursday, May 12, 2022 1:09 PM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sassen, Christine <CSassen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>  
**Subject:** URGENT-Please review asap-Outdoor Amusement Permit for 45th Anniversary of Imperio-Holy Ghost Festival  
**Importance:** High

Good afternoon,

Please find attached your Directors Review & Notice and the Outdoor Amusement Permit application for the "45<sup>th</sup> Anniversary of Imperio-Holy Ghost Festival" taking place on Saturday, May 28, 2022 and Sunday, May 29, 2022. This is a rain or shine event. Please review and submit comments back to me no later than 10:00 am, tomorrow Friday, May 13, 2022.

**This application will be presented at this Tuesday's May 17<sup>th</sup> Town Council meeting. I must have this in to the Mayor's Office ASAP. Due to the time constraints, if you have questions about anything in the application, please contact the applicant, Arthur Matos or Sylvie Heath directly at 860-883-8465.**

Please note there will be food, music and alcohol at this event.

Thank you.

Tina

Augustina Rivera



**Rivera, Augustina**

---

**From:** Cohen, Bruce  
**Sent:** Thursday, May 12, 2022 5:40 PM  
**To:** Burnsed, Laurence; Alsup, Steve; Rivera, Augustina; Gentile, Richard; Fravel, Theodore; Lawlor, John; Munson, Kevin  
**Cc:** Browning, Craig; Cruz-Aponte, Marilyn; Cummings, Kim; Davis, Robert; Drouin, Darrell; Dwyer, Sean; Grew, Greg; Hawkins, Mack; McCaw, Melissa; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sassen, Christine; Wagner, Justin  
**Subject:** Re: URGENT-Please review asap-Outdoor Amusement Permit for 45th Anniversary of Imperio-Holy Ghost Festival

I can Conditionally approve the application. Like I said waiting for Toupen to come in

Get [Outlook for iOS](#)

---

**From:** Burnsed, Laurence <lburnsed@easthartfordct.gov>  
**Sent:** Thursday, May 12, 2022 5:37:02 PM  
**To:** Cohen, Bruce <BCohen@easthartfordct.gov>; Alsup, Steve <SAlsup@easthartfordct.gov>; Rivera, Augustina <ARivera@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
**Cc:** Browning, Craig <CBrowning@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sassen, Christine <CSassen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>  
**Subject:** RE: URGENT-Please review asap-Outdoor Amusement Permit for 45th Anniversary of Imperio-Holy Ghost Festival

Health Department approval is also conditional upon inspection of the kitchen and food service plan review for the event. The organization has a food service license for the kitchen, but environmental health wants to review food service operations for the event since it includes outside service and seating. We also want to be sure they have a current liquor license since they plan to serve alcohol.

Thanks,

Laurence Burnsed, MPH, MBA  
Director of Health & Social Services  
Town of East Hartford  
740 East Main  
East Hartford, CT 06108  
[lburnsed@easthartfordct.gov](mailto:lburnsed@easthartfordct.gov)  
Office: 860-291-7321  
Cell: 860-604-6731

**TOWN OF EAST HARTFORD  
FIRE MARSHALS OFFICE  
ADMINISTRATIVE REVIEW  
Amusement Permit**

**DATE:** May 12, 2022

**APPLICATION FOR:** Holy Ghost Portuguese Society  
45<sup>th</sup> Anniversary of Imperio (Holy Ghost Festival)

**APPLICANT:** Arthur Matos, President

**ADDRESS:** 341 Forest Street East Hartford, CT

**DATE(S) OF EVENT:** May 28 – 29, 2022


Pursuant to your request, a review of the above application was completed and the following recommendation is made:

- ☐ The application is approved as submitted.
- ☒ The application approved conditionally.
- ☐ The application is disapproved.
- ☐ No application to the Connecticut Fire Safety Code

**COMMENTS:**

Tents may require building department approval & permitting. Applicant is advised to contact building department. Conditional approval from Fire Marshall via phone conversation and application review – 5.12.2022. Assistant Fire Chief Steve Alsup.

J-W - (JA)  
JUSTIN WAGNER  
FIRE MARSHAL  
TOWN OF EAST HARTFORD

  
STEPHEN ALSUP  
Assistant Fire Chief  
East Hartford Fire Dept.



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: **Saturday, May 28, 2022 and Sunday, May 29, 2022**

Event: **"Holy Ghost Festival"**

Applicant: **45<sup>th</sup> Anniversary of Imperio-Holy Ghost Festival**

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 \$                     

Signature Stephen Alsup, Assistant Fire Chief

5/12/2022  
Date

Comments.

See the accompanying conditional approval from Fire Marshal.



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: **Saturday, May 28, 2022 and Sunday, May 29, 2022**

Event: **"Holy Ghost Festival"**

Applicant: **45<sup>th</sup> Anniversary of Imperio-Holy Ghost Festival**

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

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

Laurence Burnsed, MPH, MBA

Signature

May 12, 2022

Date

### Comments:

The Health Department Environmental Division has been in touch with event contacts. They have an active food service license; however, approval is condition of a follow-up inspection by an environmental specialist and review of the event plans for food service. Health Department also wants to verify they have a current liquor license since the plans include serving alcohol.



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

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Event Date: **Saturday, May 28, 2022 and Sunday, May 29, 2022**

Event: **"Holy Ghost Festival"**

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- ☐ 3. the application be disapproved for the reason(s) set forth in the attached comments.
- 
- ☐ Fire Department
- ☐ Health Department
- ☒ Parks & Recreation Department
- ☐ Public Works Department
- ☐ Corporation Counsel
- 
- ☐ Anticipated Cost(s) if known \$0.00

Ted Fravel

Signature

5/13/22

Date

Comments:



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

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Applicant: **45<sup>th</sup> Anniversary of Imperio-Holy Ghost Festival**

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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\_\_\_\_\_

Marilynn Cruz-Aponte

5-13-2022

Signature

Date

Comments:

**Rivera, Augustina**

---

**From:** Hawkins, Mack  
**Sent:** Thursday, May 12, 2022 1:38 PM  
**To:** Rivera, Augustina  
**Subject:** RE: URGENT-Please review asap-Outdoor Amusement Permit for 45th Anniversary of Imperio-Holy Ghost Festival

Tina,

I have reviewed the Outdoor Amusement Permit Application for Imperio-Holy Ghost Festival 2022. I approve the application as submitted. Please mark the worksheet "Extra Attention" for the day(s) of the event.

Thank you,

*Mack S. Hawkins*

Assistant Chief of Police  
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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**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Thursday, May 12, 2022 1:09 PM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Cummings, Kim <kcumplings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>



# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Michael P. Walsh  
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: *45<sup>th</sup> anniversary of Imperio (Holy Ghost Festival)*
2. Date(s) of Event: *May 28-29 Rain or Shine event*  
*Saturday, May 28, 2022*  
*Sunday, May 29, 2022*
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):  
*ARTHUR MATOS, President*  
*860-883-8464*  
*Holy Ghost Portuguese Society, Inc.*  
*341 Forest Street*  
*East Hartford, CT 06118*
4. If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.  
*Sylvie Heath, Secretary, 47 Willys St, East Hartford 06118*  
*Carlos Ferreira, Vice President, 345 Meadow Trail, Coventry 06238*  
*Carma Sousa, Treasurer, 481 Oakland Road, Coventry 06074*  
*Arthur Matos, President, 92 Ellington Rd, East Hartford, 06108*
5. List the location of the proposed amusement: (Name of facility and address)  
*HOLY GHOST PORTUGUESE SOCIETY*  
*341 FOREST ST EAST HARTFORD CT 06118*
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
*5-28 = 7am/10.30pm*  
*5-29 = 2pm/10.30pm*
7. Provide a detailed description of the proposed amusement:  
*The event is a religious celebration with dinner, music & procession and will have a dinner cooked inside club with tents and tables outside for those who wish to eat outdoors. This is for members of the club. There will be a DJ playing during event hours. We will have procession Holy Ghost within property. The liquor will be within property.*



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

Yes

No

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

5/28 7pm - 10:30pm  
5/29 2pm - 10:30pm

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

30 & 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.)

Hopefully 100 - 150

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:

Everything is with club property

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

Should not impact neighborhood, everything is on property.

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

On site parking

d. Noise impact on neighborhood:

Limited to event hours

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

Organization members will clean up

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

Limited to hours of event.

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:

There are 3 entrances to property

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

we shall call 911.

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

Fire extinguishers and everything is up to code

d. Crowd control plan:

People will be coming and going throughout the day.

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

f. Provision of sanitary facilities:

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

- a. Food available: Yes No AND Food will be cooked on site, club has kitchen
- b. Contact has been made with the East Hartford Health Department Yes No.

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

Yes No Alcoholic beverages will be served / provided.

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

- a. For such sale or provision,  
By a ticket to purchase liquor.
- b. To ensure that alcohol is not sold or provided to minors or intoxicated persons.  
A band will be given to folks on wrist for over 21

☐ 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):

- We are asking for a time waiver since we were unaware that we needed a permit +  
- This is a religious celebration & due to COVID we hope to lift the spirits of our members so we are asking for a fee waiver

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:

Holy Ghost Portuguese Society, Inc.

(Legal Name of Applicant)

Arthur Matos

(Applicant Signature)

ARTHUR MATOS

(Printed Name)

5/12/22

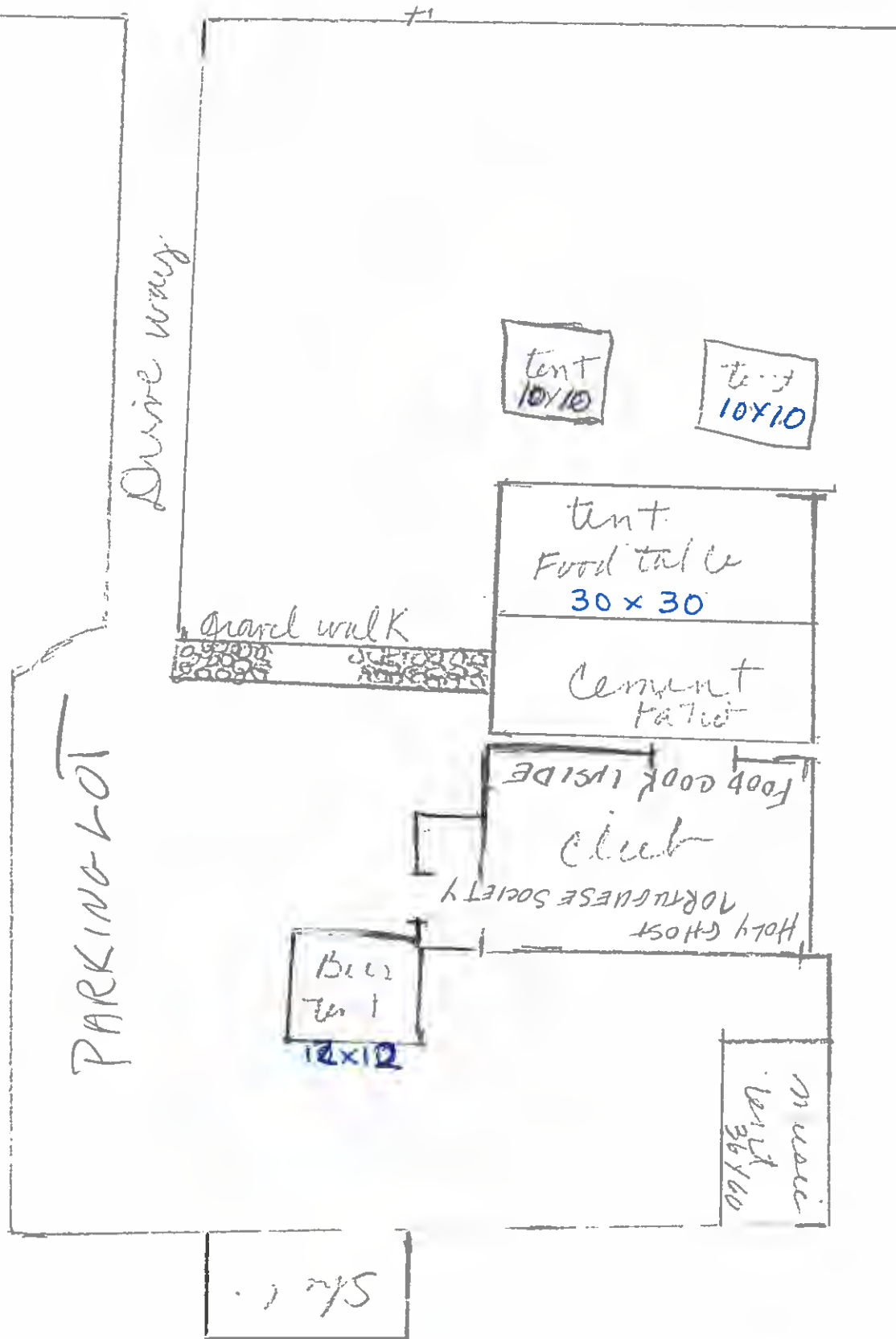
(Date Signed)

President

(Capacity in which signing)

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

Parking in grass





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/12/2022

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

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

|   |   |                         |
|---|---|-------------------------|
| <b>PRODUCER</b><br>CT AJC Ins Agency<br>1850 Silas Deane Hwy<br><br>Rocky Hill<br>CT 06067                | <b>CONTACT NAME:</b><br><b>PHONE</b> (A/C, No, Ext): (860) 721-0922<br><b>FAX</b> (A/C, No):<br><b>E-MAIL ADDRESS:</b><br><br><b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> ACE FIRE UNDERWRITERS INS CO<br><b>INSURER B:</b><br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> | <b>NAIC #</b><br>20702C |
| <b>INSURED</b><br><br>Holy Ghost Portuguese Society Inc<br>341 Forest St<br><br>East Hartford<br>CT 06118 |   |                         |

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

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

| INSR LTR | TYPE OF INSURANCE   | ADDL SUBR INSD / WVD                                   | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|---|--|---------------|-------------------------|-------------------------|--|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER |  | D95959568     | 03/23/2022              | 03/23/2023              | EACH OCCURRENCE \$ 1,000,000   |
|          |   | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 |               |                         |                         |  |
|          |   | MED EXP (Any one person) \$ 5,000                      |               |                         |                         |  |
|          |   | PERSONAL & ADV INJURY \$ 1,000,000                     |               |                         |                         |  |
|          |   | GENERAL AGGREGATE \$ 2,000,000                         |               |                         |                         |  |
|          | PRODUCTS - COMP/OP AGG \$ 2,000,000   |  |               |                         |                         |  |
|          |   |  |               |                         |                         | \$   |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY   |  |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$                               |
|          |   |  |               |                         |                         | BODILY INJURY (Per person) \$  |
|          |   |  |               |                         |                         | BODILY INJURY (Per accident) \$                                      |
|          |   |  |               |                         |                         | PROPERTY DAMAGE (Per accident) \$                                    |
|          |   |  |               |                         |                         | \$   |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br><b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b> <input type="checkbox"/>  |  |               |                         |                         | EACH OCCURRENCE \$   |
|          |   |  |               |                         |                         | AGGREGATE \$   |
|          |   |  |               |                         |                         | \$   |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below<br>Y / N <input type="checkbox"/> N / A   | N / A  |               |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> |
|          |   |  |               |                         |                         | E.L. EACH ACCIDENT \$  |
|          |   |  |               |                         |                         | E.L. DISEASE - EA EMPLOYEE \$  |
|          |   |  |               |                         |                         | E.L. DISEASE - POLICY LIMIT \$                                       |
| A        | <b>LIQUOR LIABILITY</b>   |  | D95959568     | 03/23/2022              | 03/23/2023              | Per Person 1,000,000<br>Aggregate 1,000,000                          |

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

The Town of East Hartford, its officials, employees, volunteers, boards and commissioners are included as additional insureds on all listed policies.

**CERTIFICATE HOLDER****CANCELLATION**

|   |   |
|---|---|
| Town of East Hartford<br><br>740 Main St.<br><br>East Hartford CT 06108 | <b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b><br><br><b>AUTHORIZED REPRESENTATIVE</b><br>Daniel Pedro |
|---|---|

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**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

**Outdoor Amusement Permit Fees:**

Sport, athletic contest, musical, operatic, dramatic,  
theatrical or pictorial performance or other exhibitions

\$ 10/performance §5-6

Parades

\$ 25/each parade §5-6

Fireworks display or air show

\$ 25/performance §5-6

Carnival, rodeo, circus, or tent show

\$ 100/day §5-6

**Total Assessed Amusement Permit Fee**

Received By:

Augustina Rivas

Employee Number:

9099

Date & Time Signed:

5/12/22

11:45 AM PM

Time remaining before event:

16

days.

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