

Robert J. Paek

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
MAY 21, 2019

2019 MAY 17 A 8:34

TOWN CLERK
EAST HARTFORD

7:00 P.M. Executive Session

=====

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

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
 - A. Recognition of Janet Penney, Clerk for the Pension & Retiree Benefits Board
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 7, 2019 Executive Session
 - B. May 7, 2019 Public Hearing/53 Main Street
 - C. May 7, 2019 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. BCG – Update on the East Hartford Golf Course
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Outdoor Amusement Permit Applications:
 1. French Social Circle Picnic
 2. National Night Out 2019
 3. Annual Fall Fest
 4. 28th Annual Officer Brian A. Aselton Memorial Snow Dash 5K
 - B. Refund of Taxes
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
 - A. Beby, LLC v. Town of East Hartford, Docket No. CV-17-6037841-S, assessment (tax) appeal, involving real property located at 775 Silver Lane
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
12. ADJOURNMENT (next meeting: June 4th)

Whereas, Jan Penney is a longtime resident of the Town of East Hartford; and

Whereas, Jan sought to serve her community through employment with the Town in 1979; and

Whereas, she worked in the Health Department before transferring to the Finance Department where she retired in 2009; and

Whereas, Jan was asked by then Finance Director Barbara Avard to clerk for the East Hartford Pension and Retiree Benefits Board 'for a short time' in 1994; and

Whereas, 'a short time' resulted in 24 ½ years, ending with her last meeting on May 22, 2019; and

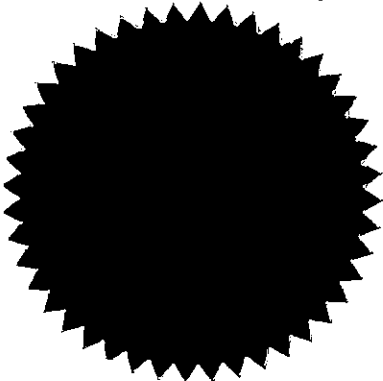
Whereas, over her years of service, Jan worked with seven Finance Directors and five Pension and Retiree Benefits Board Chairs; and

Whereas, Jan has served the people of East Hartford with distinction and the highest degree of professionalism and respect.

NOW THEREFORE BE IT RESOLVED that the East Hartford Town Council, along with Mayor Marcia A. Leclerc, hereby thanks Jan Penney for her decades of selfless service to the people of East Hartford, extends its heartfelt appreciation for Jan's high quality work and wishes Jan many happy years in the next phase of her life.

*Dated this 21st day of May, 2019
in the Town of East Hartford, Connecticut*

Marcia A. Leclerc, Mayor



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

Robert J. Paek

2019 MAY 13 A 8:32

TOWN COUNCIL MAJORITY OFFICE

MAY 7, 2019

TOWN CLERK
EAST HARTFORD

EXECUTIVE SESSION

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

ABSENT Councillor Joseph R. Carlson

ALSO PRESENT Scott Chadwick, Corporation Counsel
Michael Walsh, Finance Director
Brian Smith, Assessor
Attorney Timothy Ward, McGann, Bartlett & Brown
Attorney Alexandria Voccio, Howd & Ludorf, LLC
Attorney Michael J. Marafito, Pullman & Comley, LLC

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:38 p.m.

MOTION By Esther Clarke
seconded by Linda Russo
to **go into** Executive Session to discuss the following cases:

- The pending Superior Court action known as Patrick Twohig vs. Town of East Hartford, Docket No. HHD-CV-18-6101625-S, involving former Police Department employee Patrick Twohig;
- The pending Workers' Compensation claim of employee, Michael Weglarz; and
- The pending assessment (tax) appeal known as United Technologies Corporation, Pratt & Whitney Division v. Town of East Hartford, Docket No. CV-18-6044669-S, involving personal property located at 400 Main Street.

Motion carried 8/0.

MOTION By Esther Clarke
seconded by Linda Russo
to **go back to** Regular Session.
Motion carried 8/0.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Linda Russo
to **adjourn** (7:07p.m.)
Motion carried 8/0.

Attest

Richard F. Kehoe

Richard F. Kehoe
Town Council Chair

Robert J. Paek

2019 MAY 13 A 8:32

TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT

TOWN CLERK
EAST HARTFORD

MAY 7, 2019

PUBLIC HEARING/53 MAIN STREET

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

ABSENT Councillor Joseph Carlson

Chair Kehoe called the public hearing to order at 7:24 p.m.

The following is a copy of the legal notices published in the East Hartford Gazette on
Thursday, April 25th and Thursday May 2nd.

LEGAL

Public notice is hereby given that the Town Council of the Town of East Hartford, Connecticut, will hold a
Public hearing on Tuesday, May 7, 2019 at 7:15 p.m. in the Town Council Chambers, 740 Main Street, East
Hartford, Connecticut, to hear public comment on the possible sale of 53 Main Street.

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

Angela Attenello
Town Council Clerk

Chair Kehoe indicated that, per state law, the Town must hold a public hearing to obtain
citizen input on the transfer of any town-owned property. The town acquired this parcel of
land through the delinquent tax lien sale process. The owner of 71 Main Street has put in a
bid to purchase the property for approximately \$20,225.00.

No one came forward to speak.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Linda Russo
to **adjourn** (7:27 p.m.).
Motion carried 8/0.

Attest

Angela M. Attenello

Angela M. Attenello
Town Council Clerk

Robert J. Paek

EAST HARTFORD TOWN COUNCIL

2019 MAY 13 A 8:32

TOWN COUNCIL CHAMBERS

TOWN CLERK
EAST HARTFORD

MAY 7, 2019

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

ABSENT Councillor Joseph R. Carlson

CALL TO ORDER

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

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

None

APPROVAL OF MINUTES

April 16, 2019 Executive Session

MOTION By Ram Aberasturia
seconded by Marc Weinberg
to **approve** the minutes of the April 16, 2019 Executive Session.
Motion carried 8/0.

April 16, 2019 Public Hearing

MOTION By Ram Aberasturia
seconded by Caroline Torres
to **approve** the minutes of the April 16, 2019 Public Hearing.
Motion carried 8/0.

April 16, 2019 Regular Meeting

MOTION By Ram Aberasturia
seconded by Pat Harmon
to **approve** the minutes of the April 16, 2019 Regular Meeting.
Motion carried 8/0.

COMMUNICATIONS AND PETITIONS

Resignation of Vanessa Jenkins

The Chair announced that Vanessa Jenkins has been appointed to the East Hartford Board of Education and therefore cannot serve on the Board of Assessment Appeals. He congratulated her on the appointment and thanked her for her service to the town.

NEW BUSINESS

To accommodate those present, the following motion was made:

MOTION By Ram Aberasturia
 seconded by Linda Russo
 to take item 8.F. entitled "Outdoor Amusement Permit Applications"
 out of order.
 Motion carried 8/0.

Outdoor Amusement Permit Applications:

14th Annual Abelon Memorial Walk

MOTION By Marc Weinberg
 seconded by Ram Aberasturia
 to **approve** the outdoor amusement permit application entitled "14th
 Annual Abelon Memorial Walk" submitted by the East Hartford
 Public Schools by Rachel Buck, Walk Faculty Advisor for the
 Connecticut International Baccalaureate Academy Student
 Advisory Board to conduct a walk to raise money and awareness
 for pancreatic cancer research and to provide a college scholarship
 for a CIBA student on Saturday, May 11th on the grounds of the
 Connecticut International Baccalaureate Academy, 857 Forbes
 Street from approximately 7:30AM to 2PM; the walk will begin at
 CIBA, proceed down Forbes Street to Sunset Ridge School, 450
 Forbes Street and turn and retrace its steps back to CIBA; subject
 to compliance with adopted codes and regulations of the State of
 Connecticut, the Town of East Hartford, and any other stipulations
 required by the Town of East Hartford or its agencies, and to **waive**
 the associated permit fee under the provisions of Section 5-6(a) in
 the Town of East Hartford Code of Ordinances, as this is a not-for-
 profit student initiated event.
 Motion carried 8/0.

2019 Lung Force Walk

MOTION By Shelby Brown
seconded by Linda Russo
to **approve** the outdoor amusement permit application entitled "2019 Lung Force Walk", submitted by Mary Mackey, Development Manager for the American Lung Association to conduct a walk to raise awareness to help defeat lung cancer at Great River Park on Sunday, June 2nd from 6:30AM to 12:30 PM with music and interactive educational activities; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to **waive** the associated permit fee under the provisions of Section 5-6(a) in the Town of East Hartford Code of Ordinances, as this is a not-for-profit event to raise funds to help prevent lung disease.
Motion carried 8/0.

Pappy's Golf Tournament and Customer Appreciation Days

MOTION By Shelby Brown
seconded by Ram Aberasturia
to **approve** the outdoor amusement permit application entitled "Pappy's Golf Tournament and Customer Appreciation Days", submitted by Arthur Rancourt, Permittee, for Rancourt Enterprises, Inc., DBA: Pappy's Café, to conduct two Customer Appreciation Day cookouts on Saturday, June 22nd –preceded by a golf tournament – and Saturday June 29th from 12PM to 8PM on both days with food and liquor to be served both days at Pappy's Café on 37 Burnside Avenue, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.
Motion carried 8/0.

East Hartford's Back to School Rally

MOTION By Shelby Brown
seconded by Linda Russo
to **approve** the outdoor amusement permit entitled East Hartford's Back to School Rally as submitted by Cephus Nolen, Jr., Director, Youth Services to conduct a back to school rally on Saturday August 10th from 9AM to 12PM at the Town Green and Gazebo with food and back pack giveaways, with music from 10AM to 11:15AM; 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 8/0.

Riverfront Recapture Applications:

Riverfront Summer Pops

MOTION By Marc Weinberg
seconded by Ram Aberasturia
to **approve** the outdoor amusement permit application entitled "Riverfront Summer Pops" submitted by Josh Urrutia, Director of Events, for Riverfront Recapture to conduct three Pop concerts in Great River Park, with music on the following dates and times in 2019:

Saturday, June 8th 7PM to 9PM (rain date: Sunday, June 9th)
Saturday, July 20th 7PM to 9PM (rain date: Sunday, July 21st)
Saturday, August 24th 7PM to 9PM (rain date: Sunday, August 25th)

subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to **waive** the permit fee and any associated town expenses for this event pursuant to the resolution passed by the Town Council on June 3, 2014.

Motion carried 8/0.

Riverfront Fireworks

MOTION By Marc Weinberg
seconded by Caroline Torres
to **approve** the outdoor amusement permit application entitled "Riverfront Fireworks", submitted by Joshua Urrutia, Director of Events, for Riverfront Recapture, to conduct an outdoor concert, with food and a fireworks display at Great River Park on Saturday, July 13th, beginning with the concert at 7PM to the conclusion of the fireworks display which is scheduled for 9PM to 9:30PM, with a rain date of Sunday, July 14th with the same hours as the July 13th event; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to **waive** both the permit fee and any associated town expenses, except for East Hartford Police and East Hartford Fire Department costs, for this event pursuant to the resolution passed by the Town Council on June 3, 2014.
Motion carried 8/0.

Head of the Riverfront Regatta

MOTION By Marc Weinberg
seconded by Linda Russo
to **approve** the outdoor amusement permit application, entitled "Head of the Riverfront Regatta" submitted by Joshua Urrutia, Director of Events for Riverfront Recapture to conduct a rowing regatta on the Connecticut River on Sunday, October 6th from 6AM to 5PM, with a flood and rain date of

Sunday, November 3rd; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to **waive** the permit fee and any associated town expenses for this event pursuant to the resolution passed by the Town Council on June 3, 2014.

Motion carried 8/0.

To accommodate those present, the following motion was made:

MOTION By Ram Aberasturia
 seconded by Linda Russo
 to take item. 8. E., entitled "Riverfront Recapture Management Services Agreement", out of order.
 Motion carried 8/0.

Riverfront Recapture Management Services Agreement

MOTION By Linda Russo
 seconded by Ram Aberasturia
 that the East Hartford Town Council **authorizes** Mayor Marcia A. Leclerc to execute a certain agreement between Riverfront Recapture, Inc. and the Town, entitled "Riverfront Recapture, Inc., Management Services Agreement", which contract, unless renewed by this Council, will terminate on December 31, 2023.
 Motion carried 8/0.

A copy of this agreement follows these minutes.

At this point, the Council returned to the order of the agenda.

Recommendation from Real Estate Acquisition & Disposition Committee: 53 Main Street

MOTION By Linda Russo
 seconded by Caroline Torres
 that the East Hartford Town Council (1) **waive** the appraisal requirement set forth in Section 10-19(c) of the Town Ordinances; and (2) having complied with Connecticut General Statutes 8-24 review of the property and Connecticut General Statutes 7-163e public hearing requirements, transfer 53 Main Street by Quit Claim Deed to Gregory S. Broadie for \$20,225.99, subject to the requirement that as part of the transaction conveying the property to Broadie, Broadie combines the Property with the property he owns at 71 Main Street, East Hartford, Connecticut, such that 53 Main Street and 71 Main Street shall henceforth comprise one parcel.
 Motion carried 8/0.

Referral to the Personnel & Pensions Subcommittee re: Job Descriptions for Library Specialist, Food Bank Coordinator and GIS Analyst

MOTION By Marc Weinberg
seconded by Caroline Torres
to **refer** to the Personnel and Pensions Subcommittee (1) the possible upgrade of the Library Specialist position; (2) the possible upgrade of the Food Bank Coordinator position; and (3) the creation of a new job description in the Information Technology Department entitled "GIS Analyst", with instructions to discuss the referrals and report back to the Town Council with its recommendations, if any.
Motion carried 8/0.

2019-2020 School Readiness Grant

MOTION By Shelby Brown
seconded by Linda Russo
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 in the amount of \$2,885,178 with the State of Connecticut to support School Readiness programs for East Hartford children.

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

On call of the vote, motion carried 8/0.

2019-2024 Capitol Region Natural Hazard Mitigation Plan Update Approval

MOTION By Linda Russo
seconded by Ram Aberasturia
to **adopt** the following resolution:

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

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

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

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

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

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

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

WHEREAS, adoption of this Plan will make the Town of East Hartford eligible for funding to alleviate the impacts of future hazards.

NOW THEREFORE BE IT RESOLVED by the East Hartford Town Council:

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

On call of the vote, motion carried 8/0.

Appointment of Margaret Goodrow to the Board of Selectmen

MOTION By Linda Russo
seconded by Ram Aberasturia
to **approve** the appointment of Margaret Goodrow, 34 Springside Avenue,
to fill the vacancy on the East Hartford Board of Selectmen caused by the
passing of Todney Harris, whose term shall expire November 2019.
Motion carried 8/0.

Appointments to Various Boards and Commissions

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

- Economic Development Commission:
Veronica Rosario, 210 Plain Drive term to expire December 2019
- Public Building Commission:
John Murphy, 205 Westerly Terrace term to expire December 2023
- Commission on Culture and Fine Arts:
Marie T. Blackstone, 26 Holland Lane term to expire December 2023
- Veterans Commission:
Vincent Parys, 1401 Silver Lane term to expire December 2019

Motion carried 8/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Esther Clarke asked (1) if the streetlight issue for a resident who lives on Scott Circle has been resolved; and (2) who is responsible for road and sign damage at Bicentennial Park. *Mayor Leclerc answered (1) the resident was happy with the changes made to the streetlights and she believes this issue to be resolved; and (2) the damage on the road is due to repairs by MDC. She is aware that the sign is cracked in half, but does not know how it happened or who is responsible.*

Rich Kehoe inquired if the town has considered leaf pickup in the right-of-way along the east side of 670 Forbes Street as was suggested by a Naomi Drive resident at the April 16th meeting. *Since Mayor Leclerc was not at the April 16th meeting, she was not aware of this issue, but will look into it.*

Ram Aberasturia, on behalf of a grateful resident, thanked the Mayor and her team for installing the mailbox that was knocked down previously.

Linda Russo said she heard that East Hartford will participate in 20Towns in 20Days – a program that WFSB hosts – and asked the Mayor if that has been confirmed. *Mayor Leclerc stated that East Hartford will participate and that will be on May 13th. The location has not been determined yet, but it will be posted to the town's website once confirmed.*

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

MOTION By Ram Aberasturia
 seconded by Linda Russo
 to take item 10. B. entitled "Workers' Compensation Claim of employee,
 Michael Weglarz", out of order.
 Motion carried 8/0.

Workers' Compensation Claim of employee, Michael Weglarz

MOTION By Ram Aberasturia
 seconded by Linda Russo
 to **accept** in compromise of the Town's workers' compensation lien
 regarding current employee, Michael Weglarz, the sum of \$4,333.32 to be
 received from the total settlement proceeds of \$13,000.00 in the third-party
 action known as Weglarz v Sager, Docket No. HHD-CV-17-6083352-S.
 Motion carried 8/0.

At this point, the Council returned to the order of the agenda.

Patrick Twohig vs. Town of East Hartford, Docket No. HHD-CV-18-6101625-S

MOTION By Ram Aberasturia
 seconded by Marc Weinberg

to **accept** the recommendation of Corporation Counsel to fully and finally settle the pending Superior Court action known as Patrick Twohig v Town of East Hartford, Docket No. CV-18-611625-S, for a total sum of \$15,000.00.
Motion carried 8/0.

Pending tax appeal known as United Technologies Corporation, Pratt & Whitney Division v. Town of East Hartford, Docket No. CV-18-6044669-S

MOTION By Ram Aberasturia
 seconded by Linda Russo
 to **accept** the recommendation of Corporation Counsel to settle the pending assessment (tax) appeal known as United Technologies Corporation, Pratt & Whitney Division v Town of East Hartford, Docket No. CV-18-6044669-S, involving personal property located at 400 Main Street from the net assessment of \$37,622,290 to the net assessment of \$37,277,840, which shall generate a reduction of \$16,416.49 in property taxes, for the Grand List Year of 2017. And furthermore, to **accept** the recommendation of Corporation Counsel to settle the pending assessment (tax) appeal known as United Technologies Corporation, Pratt & Whitney Division v Town of East Hartford, Docket No. CV-18-6044669-S, involving personal property located at 400 Main Street from the net assessment of \$54,670,280 to the net assessment of \$53,262,980, which shall generate a reduction of \$69,112.50 in property taxes, for the Grand List Year of 2018.
Motion carried 8/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

Bridgitte Prince, 41 Bodwell Road, addressed the Council on a payment arrangement for delinquent taxes she has with the town.

Mayor Leclerc commented on: (1) the town will mill & pave Governor Street on Wednesday May 8th; (2) this summer, the town plans to mill & overlay Forbes Street, Green Manor Drive, Linwood Drive, Montclair Drive, Jarman Drive, Timber Trail, Tolland Street and, if finances allow, Maple Street, Mitchell Drive and Wadsworth Street; (3) the town plans a full reclamation of Cambridge Drive, Evans Avenue, Handel Road, Hollister Drive, Jefferson Lane, Millbrook Drive, Nassau Circle, Oxford Drive, Princeton Lane and Sutton Avenue. Included in that group are Bodwell Road, Delmont Road, Maridon Road and Vernon Road. The Mayor indicated that the new standards for the road program will include the installation of new curbing, stop signs and street signs. (4) the Mayor's Clean-up Day is May 18th; (5) the low cost rabies clinic will be held on Saturday, May 18th behind the Fire House, 726 Main Street (next to Town Hall); (6) the transfer station at Ecology Drive will be opened every Saturday in May; (7) Subway is sponsoring Sandwich with a Cop, 1210 Main Street on Tuesday May 21st; (8) the Veterans Commission will be adding the name of Allen W. Eckert, a WWII US Army soldier to the Gold Star Honor Roll at Bicentennial Park on Sunday May 26th; and (9) on Thursday May 23rd, the Veterans Commission will be hosting a musical program to honor veterans in the auditorium of East Hartford High School.

Ram Aberasturia wished his daughter, Averie Simone, a Happy 5th Birthday!

Marc Weinberg wished the Mayor a Happy Birthday on Monday, May 13th.

ADJOURNMENT

MOTION By Esther Clarke
 seconded by Linda Russo
 to **adjourn** (9:20 p.m.).
 Motion carried 8/0.

The Chair announced that the next meeting of the Town Council would be May 21st.

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

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

SCOTT M. SANSOM
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

www.easthartfordct.gov

May 7, 2019

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

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

Dear Mr. Kehoe:

Attached please find a copy of the amusement permit application submitted by the **French Social Circle by April LaFrance-Tardif, Treasurer**. The applicant seeks to conduct picnic with music, food and alcohol. The event will take place at the **French Social Circle located on 373 Main Street on Saturday, June 1, 2019 from 12 PM to 8 PM**.

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

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

The **Finance Office** approves the application as submitted subject to the following:

- **A copy of the liquor permit be provided prior to the event.**

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

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

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

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

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink that reads "Scott M. Sansom". The signature is written in a cursive style with a long horizontal flourish at the end.

Scott M. Sansom
Chief of Police

Cc: Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event: *French Social Circle Picnic*
2. Date(s) of Event: *June 1, 2019*
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):
French Social Circle of Hartford, Inc.
(860) 565-5021 *patrick.thedij@resim.com*
373 MAIN STREET *April Thedij*
East Hartford, C.T. 06118 *(860) 798-8632*
4. If Applicant is a partnership, corporation, limited liability company, club, or association, list the names of all partners, members, directors and officers AND provide their business address.
Patrick Thedij - President
Richard Martel - 1st Vice President
Gen Price - Secretary
April Thedij - Treasurer
5. List the location of the proposed amusement (Name of facility and address)
French Social Circle - 373 Main Street
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
Saturday, June 1, 2019 12:00-8:00 PM
7. Provide a detailed description of the proposed amusement:
French Social Circle Annual Picnic

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

Yes No

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

12:00 - 8:00 PM

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

21 and over

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

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

150 People

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

a. Crowd size impact:

150 People

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

Normal Traffic - No interruptions

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

Property Parking Lot

d. Noise impact on neighborhood:

Normal

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

Applicant Responsible for Trash - Dumpsters on site

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

None - No complaints in the past

g. Other expected influence on surrounding neighborhood:

None

12. Provide a detailed plan for the following:

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

Yes - Parking lot entrance

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

Yes - Contact authorities by phone or person

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

Yes - Club Members Linda Michaud - Amanda [unclear]

d. Crowd control plan:

Volunteers - Security Measures (certified)

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

N/A

f. Provision of sanitary facilities:

Men's / Ladies Room Available inside the property

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

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

Department Yes No.

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

Yes No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

Temporary Liquor Permit

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

check police license for age verification

ID checks will be done to all - identical guests

Check if copy of the liquor permit, as required by State law, is included with application. *will not be*

15. Include any other information which the applicant deems relevant (ie: time waivers and fee waiver requests should go here): *Temporary Liquor Permit in Process* *several 9 Escorted Home*

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

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

a. False Statement is a Class A Misdemeanor.

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

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

French Social Club of Hartford, Inc.

(Legal Name of Applicant)

Jan. J. Franco-Tracy *Jan. J. Franco-Tracy* *4/22/19*

(Applicant Signature)

(Printed Name)

(Date Signed)

Treasurer

(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

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

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/02/2019

PRODUCER

PREMIUM INSURANCE AGENCY, LLC
219 SILVER LANE
EAST HARTFORD, CT 06118

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

INSURED

FRENCH SOCIAL CIRCLE OF HARTFORD INC
P O BOX 280921
EAST HARTFORD, CT 06128

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: The Hartford Insurance Company
INSURER B: Security National Insurance Company
INSURER C: ACE American Insurance Company
INSURER D:
INSURER E:

COVERAGES

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

| INSR ADD'L LTR INSRD | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS |
|----------------------|---|-----------------|----------------------------------|-----------------------------------|--|
| A | GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | 02SBAAJ8356 | 08/09/18 | 08/09/19 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | GARAGE LIABILITY <input type="checkbox"/> ANY AUTO | | | | AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$ |
| | EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$ | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$ |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below | SWC1049543 | 08/09/18 | 08/09/19 | <input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000 |
| C | OTHER LIQUOR LIABILITY | LQRCT3900026A43 | 03/10/19 | 03/10/20 | Occurrence \$1,000,000 Aggregate \$1,000,000 |

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

ADDITIONAL INSURED: The Town of East Hartford its officials, employees, volunteers, boards and commissions are included as Additional Insured on the General Liability policy.

CERTIFICATE HOLDER

TOWN OF EAST HARTFORD
740 Main Street,
East Hartford, CT 06108

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE GARY P BERUBE

Gary P Berube

Received By: Paulyna Pham

Employee Number. 9084

Date & Time Signed: 4/23/19 9 : 00 (AM) PM

Time remaining before event: 38 days.

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

Pham, Paulyna

From: Gentile, Richard
Sent: Monday, May 6, 2019 10:53 AM
To: Pham, Paulyna
Subject: RE: French Social Circle Picnic Application

Great. I approve the application.

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

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

From: Pham, Paulyna
Sent: Monday, May 06, 2019 10:51 AM
To: Gentile, Richard
Subject: RE: French Social Circle Picnic Application

Please see attached for amended application.

Thank you !

From: Gentile, Richard
Sent: Monday, May 6, 2019 8:50 AM
To: Pham, Paulyna <PPham@easthartfordct.gov>
Subject: RE: French Social Circle Picnic Application

Well, whatever paragraph it is. Did they amend it to put the full legal name?

From: Pham, Paulyna
Sent: Monday, May 06, 2019 8:47 AM
To: Gentile, Richard
Subject: RE: French Social Circle Picnic Application

#2 is date of event.

From: Gentile, Richard
Sent: Monday, May 6, 2019 8:43 AM

Pham, Paulyna

From: Sasen, Christine
Sent: Friday, May 3, 2019 2:55 PM
To: Pham, Paulyna
Subject: RE: French Social Circle Picnic Application

Approved.

From: Pham, Paulyna
Sent: Thursday, May 2, 2019 2:32 PM
To: Sasen, Christine
Subject: RE: French Social Circle Picnic Application

Hi Chris –

Please see attached.

From: Sasen, Christine
Sent: Wednesday, May 1, 2019 2:40 PM
To: Pham, Paulyna <PPham@easthartfordct.gov>
Subject: RE: French Social Circle Picnic Application

I cannot approve. I need Certificate of Insurance set up the same way they provided last year dated 5/8/2018.

Chris

From: Pham, Paulyna
Sent: Tuesday, April 23, 2019 9:14 AM
To: Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Drouin, Darrell; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sasen, Christine; Wagner, Justin; Walsh, Mike
Subject: French Social Circle Picnic Application

Good morning –

Please see attached for the application for the French Social Circle Picnic.

Date: June 1, 2019

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than **Tuesday, May 7, 2019.**

Paulyna Pham

East Hartford Police Department
Administrative Clerk



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **June 1, 2019**

Event: **French Social Circle Picnic**

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

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

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

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

Anticipated cost(s) if known \$ 0

Kevin Munson, Assistant Fire Chief
Signature

4/23/2019
Date

Comments:



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **June 1, 2019**
Event: **French Social Circle Picnic**
Applicant: **French Social Circle by April LaFrance-Tardif, Treasurer**

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

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

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

Anticipated cost(s) if known \$ None

Marilynn Cruz-Aponte
Signature _____ Date May 2, 2019

Comments:



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **June 1, 2019**

Event: **French Social Circle Picnic**

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

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

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

Anticipated cost(s) if known \$ _____

Michael O'Connell
Signature

04/23/2019
Date

Comments:



Scott M. Sansom
Chief of Police

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

PM NO



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **June 1, 2019**

Event: **French Social Circle Picnic**

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

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

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

Anticipated cost(s) if known \$0.00

Ted Fravel
Signature

5/7/19

Date

Comments:

Pham, Paulyna

From: Hawkins, Mack
Sent: Monday, May 6, 2019 2:25 PM
To: Pham, Paulyna
Subject: RE: French Social Circle Picnic Application

Paulyna,

I have reviewed the Outdoor Amusement Permit Application for "French Social Circle Picnic" for 2019. I approve the application as submitted. Please mark the worksheet "Extra Attention" for the day of the event.

Thank you,

Deputy Chief Mack S. Hawkins

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

Serving Our Community with Pride and Integrity



From: Pham, Paulyna
Sent: Tuesday, April 23, 2019 9:14 AM
To: Chapman, Keith <KChapman@easthartfordct.gov>; Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sassen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>; Walsh, Mike <MWalsh@easthartfordct.gov>
Subject: French Social Circle Picnic Application

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

SCOTT M. SANSOM
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

www.easthartfordct.gov

May 7, 2019

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

**Re: Outdoor Amusement Permit Application
"National Night Out"**

Dear Mr. Kehoe:

Attached please find a copy of the amusement permit application submitted by the **East Hartford Police Department by Officer Theodore Branon, Community Service Officer**. The applicant seeks to conduct an open house community building campaign that promotes police-community partnerships and neighborhood camaraderie. The event will take place on **Tuesday, August 6, 2019 from 5 PM to 8PM and will be located on the front lawn and front parking lot of the East Hartford Police Department at 31 School Street**. There will be a K-9 demonstration, displays of specialized units (SWAT and Marine), music, a bounce house and dunk tank as well as hot dogs and hamburgers. The building itself will host tours of the Department.

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

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

The **Public Works Department** recommends approval of the application subject to the following:

- Applicant shall coordinate trash collection and the provision of sanitary facilities with the Department of Public Works.
- Participants shall obey all posted parking restrictions when utilizing on-street parking.
- **The anticipated cost to the Department of waste disposal is incidental.**
- **Public Works typically provides a kiosk with recycling information.**

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

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

- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.
- **The anticipated costs to the Department is \$5,635.15.**

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink that reads "Scott M Sansom". The signature is written in a cursive, flowing style with a long horizontal line extending from the end of the name.

Scott M. Sansom
Chief of Police

Cc: Applicant

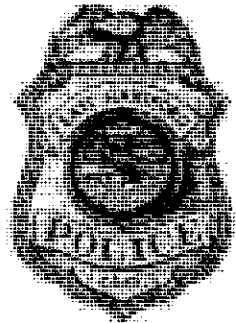
TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event:

National Night Out

2. Date(s) of Event:

August 6th 2019

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

East Hartford Police Department
31 School Street
East Hartford CT. 06108
(Community Service Officer Ted Branon)

4. If Applicant is a partnership, corporation, limited liability company , club, or association, list the names of all partners, members, directors and officers AND provide their business address.

N/A

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

East Hartford Police Department 31 School Street (see attachment)

6. List the dates and hours of operation for each day (if location changes on a particular day, please list):

August 6th, 2019 5 P.M. - 8 P.M.

7. Provide a detailed description of the proposed amusement:

National Night Out - an open house which will include tours of the police department, k-9 demo, a display of specialized units (S.W.A.T., Marine Unit Ect.), a bounce house for kids, dunk tank, music, hotdogs & hamburgers

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)? **same as the hours of operation**

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

less than a year old to a hundred years old

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

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

800

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:

parking allowed on the streets surrounding the police dept.

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

normal traffic flow without any street closures

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

parking at the police dept., local businesses and on the street

d. Noise impact on neighborhood:

minimal, music will end by 8 P.M.

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

trash pickup will be coordinated through public works

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

besides the parking on the street there will be minimal disruption

g. Other expected influence on surrounding neighborhood:

n/a

12. Provide a detailed plan for the following:

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

on scene, no accessibility issues

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

on scene, no provisions

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

on scene, no provisions

d. Crowd control plan:

will be monitored & controled by the East Hartford Police Department

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

the area will be restored by volunteers from the police dept. & public works

f. Provision of sanitary facilities:

on scene and located within the police dept.

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

not sold but hamburgers abd hotdogs will be served

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

Department Yes No.

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

Yes No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

n/a

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

n/a

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

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

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.

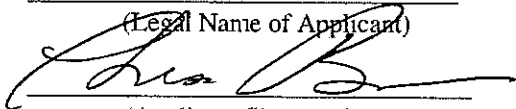
a. False Statement is a Class A Misdemeanor.

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:

Ted Branon

(Legal Name of Applicant)



(Applicant Signature)

Ted Branon

(Printed Name)

4/15/19

(Date Signed)

(Capacity in which signing)

(Send application electronically to cfrank@easthartfordet.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

Received By: Pawlyna Pham

Employee Number. 9084

Date & Time Signed: 4/15/19 2 : 05 AM (PM)

Time remaining before event: 112 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.

Attachment

OUTDOOR AMUSEMENT PERMIT APPLICATION

Question #1 - What's National Night Out - National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live. National Night Out enhances the relationship between neighbors and law enforcement while bringing back a true sense of community. Furthermore, it provides a great opportunity to bring police and neighbors together under positive circumstances. Neighborhoods or local police departments host block parties, festivals, parades, cookouts and various other community events with safety demonstrations, seminars, youth events, visits from emergency personnel, exhibits and much, much more.

Question #5 – East Hartford Police Department located at 31 School Street

Location – the front lawn, front parking lot and building

Pham, Paulyna

From: Gentile, Richard
Sent: Monday, April 29, 2019 12:17 PM
To: Pham, Paulyna
Subject: RE: National Night Out Approval

I have no comments or concerns on the application

From: Pham, Paulyna
Sent: Monday, April 29, 2019 10:46 AM
To: Fravel, Theodore; Gentile, Richard; Sassen, Christine; Hawkins, Mack
Subject: National Night Out Approval

Good morning,

Just a reminder, the approval/review for **National Night Out** on August 6, 2019 is due by the end of **today, April 29, 2019**.

Thank you !

Paulyna Pham

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

“Serving Our Community with Pride and Integrity”

Pham, Paulyna

From: Sasen, Christine
Sent: Friday, May 3, 2019 3:04 PM
To: Pham, Paulyna
Cc: Branon, Theodore; Litwin, Joshua
Subject: National Night Out

Hi Paulyna,

Approved. I am waiving requirement to obtain COI from inflatables vendor.

Have a nice weekend.

Chris

Christine M. Sasen, MBA
Risk Manager
Town of East Hartford
740 Main Street
East Hartford, CT 06108
Telephone: (860) 291-7244
Facsimile: (860) 289-0831
Cell: (860) 436-7787
E-Mail: csasen@easthartfordct.gov

Pham, Paulyna

From: Sasen, Christine
Sent: Wednesday, May 1, 2019 10:47 AM
To: Pham, Paulyna
Subject: RE: National Night Out Amusement Approval

Approved subject to receipt of Certificate of Insurance for inflatable.

From: Pham, Paulyna
Sent: Wednesday, May 1, 2019 8:34 AM
To: Sasen, Christine; Hawkins, Mack
Subject: National Night Out Amusement Approval

Good morning –

I will need the approval/review of the National Night Out outdoor amusement application as soon as possible.

Thank you !

Paulyna Pham

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

“Serving Our Community with Pride and Integrity”



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **August 6, 2019**
Event: **National Night Out**
Applicant: **East Hartford Police Department by Officer Theodore Branon,
Community Service Officer**

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 \$ cost is incidental

Marilynn Cruz-Aponte, Assistant Director
Signature

April 17, 2019
Date

Comments:



Scott M. Sansom
Chief of Police

TOWN OF EAST HARTFORD
Outdoor Amusement Permits
31 School Street
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- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel

Anticipated cost(s) if known \$ 0

Kevin Munson, Assistant Fire Chief
Signature

4/17/2019
Date

Comments:



Scott M. Sansom
Chief of Police

TOWN OF EAST HARTFORD
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
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Marcia A. Leclerc
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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 \$ Unknown at this time

Michael T. O'Connell 04/16/2019
Signature Date

Comments:
Approval recommended provided a temporary foodservice permit application is filed at least two weeks prior to the event.



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

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

Anticipated cost(s) if known \$ 0.00

Ted Fravel
Signature

4/29/19
Date

Comments:

Pham, Paulyna

From: Hawkins, Mack
Sent: Tuesday, May 7, 2019 7:37 AM
To: Pham, Paulyna
Subject: RE: National Night Out '19 Application

Paulyna,

I have reviewed the Outdoor Amusement Permit Application for National Night Out 2018 for 2019. I approve the application as submitted. The anticipated cost to the East Hartford Police Department for this event is \$5,635.15.

Thanks in advance,

Deputy Chief Mack S. Hawkins

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

Serving Our Community with Pride and Integrity



From: Pham, Paulyna
Sent: Monday, April 15, 2019 2:50 PM
To: Chapman, Keith <KChapman@easthartfordct.gov>; Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sassen, Christine <CSassen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>; Walsh, Mike <MWalsh@easthartfordct.gov>
Subject: RE: National Night Out '19 Application

All –

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

SCOTT M. SANSOM
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

www.easthartfordct.gov

April 30, 2019

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

**Re: Outdoor Amusement Permit Application -
"Annual Fall Fest"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by the **East Hartford Parks & Recreation Department by Jonathan Cooper, its Recreation Supervisor**. The applicant seeks to conduct the **Annual Fall Fest on the Town Green on Sat., October 12, 2019, from 11 AM – 3 PM** with music during the same times. Set up Starts at **8:00 AM**. This family oriented event consists of **musical entertainment, pony rides, petting farm, inflatables**, children's activities, arts & crafts, pumpkin painting, contests, civic group booths, commercial vendors and food vendors.

Rain date: Sunday, October 13, 2019 with the same hours.

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

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

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

The Office of **Risk Management** approves the application **subject to the receipt of Certificates of Insurance from Inflatable vendor and pony ride vendor**.

The **Fire Department** recommends approval of the application as submitted. **The anticipated cost to the Department is \$250.00.**

The **Health Department** recommends the application be approved provided that all temporary food service permit applications be submitted to the Health Department at least two (2) weeks prior to the event. It further states that **anticipated costs to the department are unknown at this time.**

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

The **Public Works Department** approves the application and states that the anticipated cost to the department is **\$1,500.00**.

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

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

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink that reads "Scott M. Sansom". The signature is written in a cursive, flowing style.

Scott M. Sansom
Chief of Police

Cc: Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event:

Annual Fall Fest

2. Date(s) of Event:

Saturday, October 12, 2019; rain date is Sunday, October 13, 2019

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

East Hartford Parks & Recreation Department, 50 Chapman Place, East Hartford, CT 06108, 860-291-7164, Jonathan Cooper, Recreation Supervisor

4. If Applicant is a partnership, corporation, limited liability company, club, or association, list the names of all partners, members, directors and officers AND provide their business address.

East Hartford Parks & Recreation Department, 50 Chapman Place, East Hartford, CT 06108, c/o Theodore Favel, Parks & Recreation Director

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

East Hartford Town Green, 1047 Main ST. across from 50 Chapman Place

6. List the dates and hours of operation for each day (if location changes on a particular day, please list):

Sat, Oct 12, 2019, 11:00AM-3:00PM, Set-up starts at 8:00AM. Same 10/13

7. Provide a detailed description of the proposed amusement:

Family-oriented event consisting of musical entertainment, pony rides, petting farm, inflatables, amusements, children's activities, arts & crafts, pumpkin painting, contests, civic group booths, commercial vendors, foods vendors.

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)? 11:00AM-3:00PM

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

Infants to 70 years of age and older. Predominate age range is 3-11 years.

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

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

2,000 people are anticipated to attend.

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

a. Crowd size impact:

crowd size varies throughout the day. Event is contained in the park.

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

Normal traffic pattern is expected with an increase in traffic volume.

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

Parking at the Community Cultural Center, adjacent street and public areas.

d. Noise impact on neighborhood:

Noise is not expected to be disruptive to the neighborhood.

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

Park Maintenance personnel will provide trash clean-up throughout the event.

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

There will be more foot and vehicle traffic than on a typical Saturday.

g. Other expected influence on surrounding neighborhood:

The event will attract people to Town's Central Business District.

12. Provide a detailed plan for the following:

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

Emergency personnel will have access to the event site.

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

Cell Phones and two-way radios will be used in the event of an emergency.

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

no.

d. Crowd control plan:

Park rangers will assist in crowd control and providing parking directions.

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

Parks Maintenance personnel will clean the area at the event's conclusion.

f. Provision of sanitary facilities:

Provision of sanitary facilities:

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

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

Department Yes No.

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

Yes No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

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

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

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

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

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

a. False Statement is a Class A Misdemeanor.

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

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

Jonathan Cooper

(Legal Name of Applicant)

Jonathan Cooper

(Applicant Signature)

Jonathan Cooper

(Printed Name)

04/11/2019

(Date Signed)

Recreation Supervisor

(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

Received By: Paulyna Pham

Employee Number. 9084

Date & Time Signed: 4/12/19 8 : 57 (AM) PM

Time remaining before event: 182 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.

inspect.

Pham, Paulyna

From: Grew, Greg
Sent: Friday, April 12, 2019 10:15 AM
To: Pham, Paulyna
Subject: Re: Annual Fall Fest '19 Application

Per Ordinance 5-3 my review and approval is not required. Please inform the applicant that permits and inspections may be required for temporary installations.

MILTON GREGORY GREW, AIA
Director of Inspections & Permits
(Building / Zoning / Property Maint.)
TOWN OF EAST HARTFORD
740 Main Street
East Hartford, CT 06108
Direct [\(860\) 291-7345](tel:8602917345)
Mobile [\(860\) 874-8034](tel:8608748034)
<http://www.easthartfordct.gov/inspections-and-permits>

From: Pham, Paulyna
Sent: Friday, April 12, 2019 10:03 AM
To: Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Drouin, Darrell; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sasen, Christine; Wagner, Justin; Walsh, Mike
Subject: Annual Fall Fest '19 Application

Good morning –

Please see attached for this year's Annual Fall Fest application.

Date: October 12, 2019

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than **Friday, April 26, 2019.**

Paulyna Pham

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

“Serving Our Community with Pride and Integrity”

Pham, Paulyna

From: Gentile, Richard
Sent: Friday, April 12, 2019 10:58 AM
To: Pham, Paulyna
Subject: RE: Annual Fall Fest '19 Application

I have no comments or concerns with this application

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

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

From: Pham, Paulyna
Sent: Friday, April 12, 2019 10:04 AM
To: Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Cruz-Aponte, Marilynn; Davis, Robert; Drouin, Darrell; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sasen, Christine; Wagner, Justin; Walsh, Mike
Subject: Annual Fall Fest '19 Application

Good morning –

Please see attached for this year’s Annual Fall Fest application.

Date: October 12, 2019

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Paulyna Pham

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

“Serving Our Community with Pride and Integrity”

Pham, Paulyna

From: Sasen, Christine
Sent: Monday, April 29, 2019 2:18 PM
To: Pham, Paulyna
Subject: FW: Annual Fall Fest

Approved subject to receipt of Certificates of Insurance from Inflatable vendor and pony ride vendor.

Chris

From: Cooper, Jonathan
Sent: Monday, April 29, 2019 2:14 PM
To: Sasen, Christine
Cc: Fravel, Theodore
Subject: RE: Annual Fall Fest

Good Afternoon,

I have left messages and I am following up with the following companies:

CT FUNCO- Inflatable vendor
Circle K Farm- Petting zoo and pony rides

These companies tend to be out and about at events often and get in front of their desk a couple times a week. We have used them in the past and they do events all over CT. Will forward over certs. ASAP.

Best,
Jon

From: Sasen, Christine
Sent: Monday, April 29, 2019 1:48 PM
To: Cooper, Jonathan; O'Neil, Sharon
Cc: Fravel, Theodore
Subject: FW: Annual Fall Fest

Any luck on my request? Should I make subject to receipt of Certificate of Insurance?

Chris

From: Pham, Paulyna
Sent: Monday, April 29, 2019 1:06 PM
To: Sasen, Christine
Subject: RE: Annual Fall Fest

Hi Chris –

Have you heard anything back regarding this ?

From: Sasen, Christine
Sent: Thursday, April 25, 2019 12:15 PM
To: Pham, Paulyna <PPham@easthartfordct.gov>
Subject: FW: Annual Fall Fest

Did you get this? I can't approve yet.

From: Sasen, Christine
Sent: Tuesday, April 23, 2019 4:19 PM
To: Cooper, Jonathan
Cc: Fravel, Theodore; Pham, Paulyna; Gentile, Richard
Subject: Annual Fall Fest

Hi Jonathan,

I am reviewing the application and I need additional items/info from you in order to approve in behalf of Risk Management.

Item #7 you have mentioned vendors. A review of the ones you have mentioned I will need Certificates of Insurance with the Town added as an Additional Insured per the attached from:

- Vendor providing pony rides
- Vendor with petting zoo
- Inflatables Vendor.

In addition, please provide specific commercial vendors if known. I am trying to get an idea of the exposure.

Thank you. Chris

Christine M. Sasen, MBA
Risk Manager
Town of East Hartford
740 Main Street
East Hartford, CT 06108
Telephone: (860) 291-7244
Facsimile: (860) 289-0831
Cell: (860) 436-7787
E-Mail: csasen@easthartfordct.gov



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **October 12, 2019** Rain date: **October 13, 2019**
Event: **Annual Fall Fest**
Applicant: **East Hartford Parks & Recreation Department by Jonathan Cooper its Recreation Supervisor**

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

Anticipated Cost(s) if known \$ 250.00

Kevin Munson, Assistant Fire Chief
Signature

4/17/2019
Date

Comments:



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

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Event Date: **October 12, 2019** Rain date: **October 13, 2019**

Event: **Annual Fall Fest**

Applicant: **East Hartford Parks & Recreation Department by Jonathan Cooper its Recreation Supervisor**

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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 \$ unknown at this time

Michael T. O'Connell 04/16/2019
Signature Date

Comments:

Approval recommended provided all temporary foodservice permits are submitted to the Health Dept. at least 2 weeks prior to the event.



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **October 12, 2019** Rain date: **October 13, 2019**

Event: **Annual Fall Fest**

Applicant: **East Hartford Parks & Recreation Department by Jonathan Cooper its Recreation Supervisor**

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

Anticipated Cost(s) if known \$0.00

Ted Frawel

4/25/19

Signature

Date

Comments:



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **October 12, 2019** Rain date: **October 13, 2019**

Event: **Annual Fall Fest**

Applicant: **East Hartford Parks & Recreation Department by Jonathan Cooper its Recreation Supervisor**

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

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

Anticipated Cost(s) if known \$ 1500 _____

Marilynn Cruz-Aponte
Signature

April 30, 2019
Date

Comments:

Pham, Paulyna

From: Hawkins, Mack
Sent: Thursday, April 25, 2019 7:44 AM
To: Pham, Paulyna
Subject: RE: Annual Fall Fest '19 Application

Paulyna,

I have reviewed the Outdoor Amusement Permit Application for Out of The Annual Fall Fest for 2019. I approve the application as submitted. Mark the Worksheets *EXTRA ATTENTION* for the day of the event.

Thank you,

Deputy Chief Mack S. Hawkins

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

Serving Our Community with Pride and Integrity



From: Pham, Paulyna
Sent: Friday, April 12, 2019 10:04 AM
To: Chapman, Keith <KChapman@easthartfordct.gov>; Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sassen, Christine <CSassen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>; Walsh, Mike <MWalsh@easthartfordct.gov>
Subject: Annual Fall Fest '19 Application

Good morning –

Please see attached for this year's Annual Fall Fest application.

Date: October 12, 2019

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than **Friday, April 26, 2019.**

Paulyna Pham

East Hartford Police Department

Administrative Clerk

31 School St.

East Hartford CT 06108

Ph: (860) 291-7631

“Serving Our Community with Pride and Integrity”

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

31 School Street
East Hartford, Connecticut 06108-2638

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

SCOTT M. SANSOM
CHIEF OF POLICE

www.easthartfordct.gov

May 1, 2019

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

**Re: Outdoor Amusement Permit Application -
"28th Annual Aselton Memorial Snow Dash 5K"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by the **East Hartford Police Department and the East Hartford Parks & Recreation Department by Jonathan Cooper, its Recreation Supervisor**. The applicants seek to conduct a 5K road race (Snow Dash) to be held in the vicinity of the Langford School in East Hartford on **Sunday, January 5, 2020 between the hours of 11 AM and approximately 3 PM**. The use of public streets should occur between the hours of 1:30 PM and should cease by 2:15 PM. The race will begin and end at the Langford School, 61 Alps Drive. Registration will begin at 11 AM.

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

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

The **Offices of Corporation Counsel and Finance** along with the **Fire, Health and Parks & Recreation Departments** approve the application as submitted and state **there are no anticipated costs to their Departments for these events**.

The **Public Works Department** approves the application as submitted and states **the anticipated cost to the Department is \$1,500.00**.

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

- The Police Department can provide 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.

- The anticipated cost to the Department for this event is \$2,572.54, which includes an *estimated* 1% contractual raise.

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink that reads "Scott M Sansom". The signature is written in a cursive style with a long horizontal flourish at the end.

Scott M. Sansom
Chief of Police

Cc: Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event:
28th Annual Officer Brian A. Aselton Memorial Snow Dash 5K
2. Date(s) of Event:
Sunday, January 05, 2020
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) :
Jonathan Cooper, Recreation Supervisor
Cell: 860-942-1574, work: 860-291-7164
jcooper@easthartfordct.gov
East Hartford Parks & Recreation Department, 50 Chapman Place
and East Hartford Police Department, 31 School Street are co-sponsors
4. If Applicant is a partnership, corporation, limited liability company , club, or association, list the names of all partners, members, directors and officers AND provide their business address.
East Hartford Parks & Recreation Department
50 Chapman Place,
East Hartford, CT 06108
Ted Fravel: Parks & Recreation Director
5. List the location of the proposed amusement: (Name of facility and address)
Start/Finish Langford School, 61 Alps Drive, Course is on neighborhood streets
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
Sunday, Jan 5, 2020, Start 1:30 PM, Registration 11:00 AM, last runner 2:15 PM
7. Provide a detailed description of the proposed amusement:
5K road race which utilizes Town streets. Starts and ends at Langford School. Gym used for staging area and registration. Proceeds benefit Officer Brian Aselton Memorial Scholarship and EHPD Youth Crime Prevention.

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

Yes No

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

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

Ages 8 - 80 plus years of age.

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

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

300 runners

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:

Traffic will be controlled until final runner finishes course.

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

Traffic will be controlled by East Hartford Police Department

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

Parking on site at Langford School and on Harvard Drive.

d. Noise impact on neighborhood:

N/A

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

Trash & litter will be maintained by Parks Maintenance personnel.

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

Course will be marked with portable directional signs by P&R staff on race day

g. Other expected influence on surrounding neighborhood:

Minimal traffic impact. As soon as runners pass, streets will reopen.

12. Provide a detailed plan for the following:

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

Course is accessible to emergency personnel.

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

Cell phones and two-way radios will be used in the vent of emergencies

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

No

d. Crowd control plan:

Crowd will be controlled by EHPD and Parks & Recreation staff.

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

Parks Maintenance will clean-up outside areas, school custodians inside areas

f. Provision of sanitary facilities:

Lavatoires located inside Langford School.

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

Pre-packaged food, water and sports drinks will be provided

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

Department Yes No.

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

Yes No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

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

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

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

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

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

a. False Statement is a Class A Misdemeanor.

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

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

Jonathan Cooper

(Legal Name of Applicant)

Jonathan Cooper

(Applicant Signature)

Jonathan Cooper

(Printed Name)

04/11/2019

(Date Signed)

Recreation Supervisor

(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

Received By: Paulyna Pham

Employee Number. 9084

Date & Time Signed: 4/12/19 8 : 59 (A) ~~AM~~ PM

Time remaining before event: 2167 days.

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

Pham, Paulyna

From: Grew, Greg
Sent: Friday, April 12, 2019 10:39 AM
To: Pham, Paulyna
Subject: Re: 28th Annual Aselton Snow Dash Application

Per Ordinance 5-3 my review and approval is not required. Please inform the applicant that permits and inspections may be required for temporary installations.

MILTON GREGORY GREW, AIA
Director of Inspections & Permits
(Building / Zoning / Property Maint.)
TOWN OF EAST HARTFORD
740 Main Street
East Hartford, CT 06108
Direct [\(860\) 291-7345](tel:8602917345)
Mobile [\(860\) 874-8034](tel:8608748034)
<http://www.easthartfordct.gov/inspections-and-permits>

From: Pham, Paulyna
Sent: Friday, April 12, 2019 10:37 AM
To: Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Cruz-Aponte, Marilynn; Davis, Robert; Drouin, Darrell; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sasen, Christine; Wagner, Justin; Walsh, Mike
Subject: 28th Annual Aselton Snow Dash Application

Good morning –

Please see attached for the 28th Annual Officer Brian A. Aselton Memorial Snow Dash application.

Date: January 5, 2020

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than **Friday, April 26, 2019.**

Paulyna Pham

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

“Serving Our Community with Pride and Integrity”

Pham, Paulyna

From: Gentile, Richard
Sent: Friday, April 12, 2019 10:58 AM
To: Pham, Paulyna; Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Drouin, Darrell; Dwyer, Sean; Ficacelli, Joseph; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sassen, Christine; Wagner, Justin; Walsh, Mike
Subject: RE: 28th Annual Aselton Snow Dash Application

No comments or concerns with this application

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

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

From: Pham, Paulyna
Sent: Friday, April 12, 2019 10:38 AM
To: Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Drouin, Darrell; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sassen, Christine; Wagner, Justin; Walsh, Mike
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Paulyna Pham

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

Pham, Paulyna

From: Sasen, Christine
Sent: Thursday, April 25, 2019 12:13 PM
To: Pham, Paulyna
Subject: FW: 28th Annual Aselton Snow Dash Application

From: Sasen, Christine
Sent: Tuesday, April 23, 2019 4:21 PM
To: Pham, Paulyna
Subject: RE: 28th Annual Aselton Snow Dash Application

OK, Chris Sasen.

From: Pham, Paulyna
Sent: Friday, April 12, 2019 10:38 AM
To: Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Drouin, Darrell; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sasen, Christine; Wagner, Justin; Walsh, Mike
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Paulyna Pham

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31 School St.
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Ph: (860) 291-7631

“Serving Our Community with Pride and Integrity”



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **January 5, 2019**

Event: **28th Annual Brian A. Aselton Memorial Snow Dash 5K**

Applicant: **East Hartford Police Department and the East Hartford Parks & Recreation Department by Jonathan Cooper its Recreation Supervisor**

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

Kevin Munson, Assistant Fire Chief
Signature

4/17/2019
Date

Comments:



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

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

Anticipated Cost(s) if known \$ 0

Michael T. O'Connell
Signature

04/16/2019
Date

Comments:



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

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

Ted Fravel

4/25/19

Signature

Date

Comments:



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

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-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
-
- Anticipated Cost(s) if known \$ 1,500 estimate

Marilynn Cruz-Aponte, Assistant Director April 17, 2019

Signature Date

Comments:

Pham, Paulyna

From: Hawkins, Mack
Sent: Thursday, April 25, 2019 7:52 AM
To: Pham, Paulyna
Subject: RE: 28th Annual Aselton Snow Dash Application

Laurie,

I have reviewed the Outdoor Amusement Permit Application for the 28th Annual Officer Aselton Snow Dash 5k. I approve the application as submitted. The anticipated cost to the Department for this event is \$2,572.54 which includes an estimated 1% contractual raise.

Thank you,

Deputy Chief Mack S. Hawkins

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

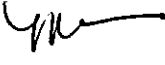
Serving Our Community with Pride and Integrity



From: Pham, Paulyna
Sent: Friday, April 12, 2019 10:38 AM
To: Chapman, Keith <KChapman@easthartfordct.gov>; Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>; Walsh, Mike <MWalsh@easthartfordct.gov>
Subject: 28th Annual Aselton Snow Dash Application



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 13, 2019
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: REFERRAL: Refund of Taxes

I recommend that the Town Council approve a total refund of taxes in the amount of \$130,814.52 as detailed in the attached listing from our Assistant Collector of Revenue.

Please place on the Town Council Agenda for the May 21st, 2019 Town Council meeting.

Thank you.

C: I. Laurenza, Tax Collector
M. Walsh, Finance Director

INTEROFFICE MEMORANDUM

TO: MARCIA A LECLERC, MAYOR ✓
MICHAEL WALSH, DIRECTOR OF FINANCE

FROM: KRISTY FORAN, ASSISTANT COLLECTOR OF REVENUE



SUBJECT: REFUND OF TAXES

DATE: 5/13/2019

Under the provisions of Section 12-129 of the Connecticut General Statutes, the following persons are entitled to the refunds as requested. The total amount to be refunded is \$130,814.52. Please see attached listing.

| Bill | Name | Address | City/State/Zip | Prop Loc/Vehicle Info. | Over Paid |
|-----------------|---------------------------------------|----------------------|------------------------------|------------------------|------------|
| 2017-01-0001942 | ADJABENG LINDA | 45 PARKWOOD DR | EAST HARTFORD, CT 06118 | 45 PARKWOOD DR | -1000.00 |
| 2017-02-0040414 | AEF REALTY LLC | 333 EAST RIVER DR | EAST HARTFORD, CT 06128 | 333 EAST RIVER DR | -271.43 |
| 2017-04-0080517 | BAEZ JERICKA T | 36 GREENE TER | EAST HARTFORD, CT 06108-1605 | 2006/KMHDN46D26U219852 | -88.23 |
| 2017-03-0052703 | BANDY DONALD R | 551 OAK ST | EAST HARTFORD, CT 06118-3040 | 2013/3C6TR5DT3DG543145 | -422.35 |
| 2017-04-0080644 | BEACHAM JAZMIN B | 53 KENCOVE DR | EAST HARTFORD, CT 06118-3130 | 2014/2GKFLXEK5E6375017 | -136.50 |
| 2017-04-0080878 | BOUDREAU RODERICK J | 50 OAK ST | EAST HARTFORD, CT 06118-1736 | 2004/KMHWF25S04A033462 | -57.05 |
| 2016-03-0054377 | BREEDLOVE KATRICE R | 842 BURNSIDE AVE | EAST HARTFORD, CT 06108-2709 | 2001/1N4DL01A71C123493 | -86.54 |
| 2016-04-0081039 | BREEDLOVE KATRICE R | 842 BURNSIDE AVE | EAST HARTFORD, CT 06108-2709 | 2002/1HGCG66812A034309 | -97.59 |
| 2017-03-0054451 | BREEDLOVE KATRICE R | 842 BURNSIDE AVE | EAST HARTFORD, CT 06108-2709 | 2002/1HGCG66812A034309 | -67.71 |
| 2017-04-0087313 | BURGOR HOPE | 190 JERRY RD | EAST HARTFORD, CT 06118-3124 | 1999/1J4FY195XXP448366 | -54.00 |
| 2017-03-0055239 | BUTH SONG | 39 ORCHARD ST | EAST HARTFORD, CT 06108-2123 | 2016/2T1BURHE5GC531485 | -67.10 |
| 2017-03-0056826 | CHHIM MARIA V | 32 CHRISTOPHER COURT | EAST HARTFORD, CT 06118-1416 | 2002/JHLRD78492C031344 | -118.08 |
| 2017-03-0056863 | CHITWOOD JOSEPH S | 24 NAOMI DR | EAST HARTFORD, CT 06118-1942 | 2000/1J4FF4857YL187988 | -28.26 |
| 2017-02-0043660 | COCA COLA B5NA ATTN: PROP. TAX BLDG 3 | PO BOX 1827 | BRANDON, FL 33509 | 451 MAIN ST | -116722.27 |
| 2017-03-0057921 | CONTRERAS MIRIAM | 169 BRITT RD | EAST HARTFORD, CT 06118-3307 | 2009/4S4WX92D194403898 | -23.98 |
| 2017-03-0087804 | CRUZ ANNA P | 22 MICHAEL AVE | EAST HARTFORD, CT 06108 | 2004/3N1AB51D64L478447 | -40.86 |
| 2017-03-0058627 | CRUZ RAMON L | 18 CREE RD | EAST HARTFORD, CT 06118-2524 | 2000/1GCCT19W7Y8120845 | -98.23 |
| 2016-09-0060647 | DRISCOLL WILLIAM J | 97 MONTAGUE CIR | EAST HARTFORD, CT 06118-2236 | 2012/4T1BF1FK5CU058636 | -70.85 |
| 2017-03-0060898 | DUKES WEST P | 144 CANNON RD | EAST HARTFORD, CT 06108-2812 | 2007/1J8FF47W17D382383 | -64.35 |
| 2017-03-0060906 | DULKA STEPHANIE C | 12 BRITT RD | EAST HARTFORD, CT 06118-3301 | 2009/2HGFA16569H345902 | -30.55 |
| 2016-04-0082768 | ELLINGTON JORDANNE X | 200 NUTMEG LN | EAST HARTFORD, CT 06118-1241 | 2014/5XXGM4A74EG301303 | -191.94 |
| 2017-03-0061703 | ELLINGTON JORDANNE X | 200 NUTMEG LN | EAST HARTFORD, CT 06118-1241 | 2014/5XXGM4A74EG301303 | -412.25 |

| | | | | | |
|-----------------|----------------------------|---------------------|------------------------------|------------------------|----------|
| 2017-03-0062132 | FAIR ARTHUR P | 29 SUNRIDGE LN | CROMWELL, CT 06416 | 2013/JTHCE1BL6D5006503 | -376.15 |
| 2017-03-0062133 | FAIR ARTHUR P | 29 SUNRIDGE LN | CROMWELL, CT 06416-2507 | 2012/19UUA8F7XCA007426 | -246.83 |
| 2017-03-0062217 | FARMER STEVEN L | 133 MIKLBROOK DR | EAST HARTFORD, CT 06118 | 2001/2HKRL18571H575995 | -49.23 |
| 2017-03-0062833 | FLEMING KEVIN C | 55 KNOLLWOOD RD | EAST HARTFORD, CT 06118-1731 | 2012/2GKFLTEK8C6345516 | -222.73 |
| 2017-03-0064353 | GILLETTE SCOTT R | 1S CLOVER LN | EAST HARTFORD, CT 06118-1608 | 2006/1HGCM56746A155271 | -24.66 |
| 2017-03-0064368 | GILMORE STEVEN M | 118 BROOKFIELD DR | EAST HARTFORD, CT 06118-2904 | 2015/3C6UR5PJ6FG614338 | -38.24 |
| 2017-03-0064787 | GONZALEZ RONALD | 178 CHIPPER DR | EAST HARTFORD, CT 06108-2779 | 2001/1G6KS54Y71U124070 | -19.80 |
| 2017-03-0064928 | GORDON PHILIP H | 15S RIDGEWOOD RD | EAST HARTFORD, CT 06118-1316 | 2000/1HGCG669XYA113172 | -86.26 |
| 2017-03-0065565 | GUZMAN EVELYN J | 49 CORNELL CIR | EAST HARTFORD, CT 06108-1423 | 2006/2CNDL63F066158975 | -14.85 |
| 2017-03-0066116 | HAYES MARK C | 3 MADISON ST | EAST HARTFORD, CT 06118-2319 | 2004/1HGCM66524A017472 | -34.33 |
| 2017-03-0066283 | HENRIQUEZ-SCHMUTZ HERNAN D | 48 HANDEL RD | EAST HARTFORD, CT 06118-2617 | 2008/JTDKB20U387698723 | -23.62 |
| 2017-01-0001626 | HOME LOAN SERVICES | PO BOX 7899 | BOISE, ID 83707 | 141 LONG HILL ST | -3080.03 |
| 2017-03-0067094 | HONDA LEASE TRUST | PO BOX 99751 | SACRAMENTO, CA 95899 | 2015/5J6RM4H59FL121839 | -104.44 |
| 2017-03-0067497 | HUTCHINS GRACELYN J | 83 ENSIGN ST | EAST HARTFORD, CT 06118-1813 | 2007/1HGCM66567A102030 | -128.34 |
| 2017-03-006753S | HUYNH LISA | 20 BERGREN DR | EAST HARTFORD, CT 06108-2913 | 2017/5XYZTDLB8HG437897 | -10.18 |
| 2017-03-0068138 | JARA MIGUEL A | 43 BROWN ST | EAST HARTFORD, CT 06118-1502 | 2008/4T1BE46K98U756131 | -28.89 |
| 2017-03-0068228 | JEMISON TYRON W | 20 DEEPWOOD DR | EAST HARTFORD, CT 06118-2411 | 2005/1N4BL11D65C345617 | -144.43 |
| 2017-04-0084183 | JEWELL CHANELL T | 129 MAGNOLIA ST | HARTFORD, CT 06112-2409 | 2003/JHMCM56303C007404 | -108.17 |
| 2017-04-0084189 | JIMENEZ FORTUNATO T | 25 GLENN RD | EAST HARTFORD, CT 06118-2112 | 2006/1FMYU93146KA33527 | -18.90 |
| 2017-03-0068690 | JORDAN DYLAN | 78 ELIDA CT | EAST HARTFORD, CT 06108-1854 | 2004/1HGCM665X4A103600 | -16.78 |
| 2017-04-0084410 | KELLEY DOROTHY A | 316 BELLEVUE ST #A1 | HARTFORD, CT 06120-2103 | 2000/1HGCG1653YA022860 | -97.83 |
| 2017-04-0084437 | KERSHAW NORMAN G | 247 MAPLE ST | EAST HARTFORD, CT 06118-2765 | 2014/1FMCU9J93EUB33477 | -229.41 |

| | | | | | |
|---|--------------------------|--------------------------|------------------------------|------------------------|----------|
| 2017-03-0069742 | KOWALSKY ROBERT R | 39 ARAKWAK DR | E HARTFORD, CT 06118 | 2015/1HD1GZM1XFC324036 | -154.80 |
| 2017-03-0070119 | LAM LUIS H | 286 TOLLAND ST | EAST HARTFORD, CT 06108-2414 | 2013/1HGCR2F34DA189043 | -241.83 |
| 2017-03-0070562 | LAWRENCE PAMELA G | 208 GREENWOOD ST | EAST HARTFORD, CT 06118-2817 | 2017/1C4RJFJGXHC602613 | -71.32 |
| 2017-03-0070848 | LEGASSIE CHRISTOPHER N | 42 TIMOTHY RD | EAST HARTFORD, CT 06108-1850 | 2013/5NPEC4AB9DH615532 | -86.71 |
| 2017-01-0008287 | LEVESQUE AUBREY | 174 WAKEFIELD CIR | EAST HARTFORD, CT 06118 | 174 WAKEFIELD CIR | -1357.60 |
| Wants to pick up check from finance- do not mail out | | | | | |
| 2017-03-0072494 | MARRERO ANTONIO | 441 MAIN ST TRLR 904 | EAST HARTFORD, CT 06118-1441 | 2008/JKAZX4J108A072947 | -12.01 |
| 2017-03-0073154 | MAZEK JOLANTA | 49 CAVAN RD | EAST HARTFORD, CT 06118-2012 | 2006/4S4BT63C465102482 | -102.33 |
| 2016-03-0073567 | MCPHERSON-PHILLIPS CARLE | 95 CHESTNUT ST APT 3N | HARTFORD, CT 06120 | 2005/JF1SG63685H751644 | -115.84 |
| 2017-03-0074824 | MORALES-VILLA JONATHAN | 42 HANMER ST | EAST HARTFORD, CT 06108-2632 | 2005/JF1GD296X5G508910 | -113.44 |
| 2017-03-0076195 | NISSAN INFINITI LT | PO BOX 254648 | SACRAMENTO, CA 95865-4648 | 2015/JN8AF5MV7FT557909 | -189.13 |
| 2017-03-0076715 | OLIVERAS ANGEL L | 18 PRESTON ST | EAST HARTFORD, CT 06108-2966 | 2011/JTHBK1EG782417829 | -81.41 |
| 2017-03-0077308 | OWUSU-SEKYERE PRISCILLA | 50 HILLSIDE ST APT A20 | EAST HARTFORD, CT 06108-3657 | 2008/JTMBD33V585169225 | -49.32 |
| 2017-03-0079016 | PORTIS DERICK | 50 NORTHBROOK CT | EAST HARTFORD, CT 06108-1152 | 2006/WDBRF92H76F766096 | -34.20 |
| 2017-03-0079059 | POUNCEY JOSEPH F | 40 HILLSIDE ST APT B3 | EAST HARTFORD, CT 06108-3632 | 2006/2A4GM684X6R682858 | -6.75 |
| 2017-03-0079635 | RAMOS ARLEEN | 200 NUTMEG LN APT 329 | EAST HARTFORD, CT 06118-1243 | 2010/4T3BK3BB0AU026422 | -23.85 |
| 2017-03-0079849 | RAZACK SHAZAMODEEN | 40 TIFFANY RD | EAST HARTFORD, CT 06108-1142 | 2013/19VDE1F73DE005308 | -51.70 |
| 2017-04-0086850 | READER MELISSA | 818 OAK ST | EAST HARTFORD, CT 06118-3516 | 2003/JA3AH86F53U124221 | -152.46 |
| 2017-03-0080274 | RICE LAURE L | 28 GREENBRIER RD | EAST HARTFORD, CT 06118-2808 | 1998/1FAFP57U5WA257000 | -49.95 |
| 2017-01-0011648 | RITA LISA | 163 PRATT ST | GLASTONBURY, CT 06033 | 39 PITKIN ST | -55.00 |
| 2017-03-0090194 | RUST LYNDIA | 10 PROSPECT ST | EAST HARTFORD, CT 06108-1639 | 2005/1G1ZT54855F248060 | -56.25 |
| 2017-03-0082152 | RUEMMELE MADELINE | 8 TURTLE CREEK LN APT A9 | EAST HARTFORD CT 06108-2322 | 2000/4JGAB54E6YA172004 | -27.36 |

| | | | | | |
|-----------------|-------------------------|-----------------------------|------------------------------|------------------------|------------------------------------|
| 2017-03-0082825 | SANTANA-GREEN ANGEL L | 50 ADAMS ST | EAST HARTFORD, CT 06108-1601 | 1999/4F4ZR17X9XTM44385 | -26.01 |
| 2017-03-0083296 | SCHWAB DONALD A | 36 SYRACUSE DR | EAST HARTFORD, CT 06108-1324 | 2007/1G6KDS7957U171508 | -91.48 |
| 2017-03-0083734 | SHEEHAN VINCENT J | 264 HOLLISTER DR | EAST HARTFORD, CT 06118-2139 | 2004/1D7HG48N54S688695 | -119.20 |
| 2017-03-0083815 | SHERIDAN RUTH A | 31 KING ST | EAST HARTFORD, CT 06108-1014 | 2000/JT2BG22K7Y0512289 | -80.50 |
| 2017-03-0084159 | SINSIGALLI SALVATORE | 647 BREWER ST | EAST HARTFORD, CT 06118-2307 | 2004/19UUA66234A052301 | -22.27 |
| 2017-04-0088001 | SORIANO-JUANES VICTOR M | 77 GREAT HILL RD | EAST HARTFORD, CT 06108-2828 | 2004/JNKCV54E44M300350 | -210.03 |
| 2017-03-0084755 | SOUSA MICHAEL | 71 SUMMERSET DR | EAST HARTFORD, CT 06118-1347 | 2001/1B7GG2AN31S180824 | -36.09 |
| 2017-03-0085193 | STONE JAMES P | 490 TOLLAND ST APT D3 | EAST HARTFORD, CT 06108-2508 | 2006/JTMBD31V066011045 | -16.87 |
| 2017-03-0085354 | SUNDARA THONG S | 26 PROSPECT ST APT C4 | EAST HARTFORD, CT 06108-1644 | 2016/1N4AL3AP4GN329666 | -201.33 |
| 2017-03-0085355 | SUNDARA THONG S | 26 PROSPECT ST APT C4 | EAST HARTFORD, CT 06108-1644 | 2014/JN1BV7AR7EM680823 | -231.39 |
| 2017-03-0085819 | TEXIDOR LUIS A | 83 BRITT RD | EAST HARTFORD, CT 06118-3348 | 2006/5N1AR18W06C684723 | -30.42 |
| 2017-03-0086589 | TOYOTA LEASE TRUST | 20 COMMERCE WAY SUITE 800 | WOBURN, MA 01801 | 2015/2T1BURHE7FC243031 | -282.46 |
| 2017-04-0088452 | TOYOTA LEASE TRUST | 20 COMMERCE WAY SUITE 800 | WOBURN, MA 01801 | 2018/4T1B11HK2JU021861 | -126.27 |
| 2017-04-0088488 | TOYOTA LEASE TRUST | 20 COMMERCE WAY SUITE 800 | WOBURN, MA 01801 | 2018/2T1BURHEXJC107596 | -25.38 |
| 2017-03-0087037 | TU HO C | 49 PARK AVE | EAST HARTFORD, CT 06108-4030 | 2005/2D4GP44L35R498801 | -15.52 |
| 2017-01-0014719 | TYRSECK PHILOMENA | 71 CRESTWOOD TR | EAST HARTFORD, CT 06118 | 71 CRESTWOOD TR | -321.30 |
| 2017-03-0087906 | VCF5 AUTO LEASING CO | 1 VOLVO DR | ROCKLEIGH, NJ 07647-2507 | 2016/YV1612TKSG1399924 | -522.55 |
| 2017-03-0088027 | VELAZQUEZ ENRIQUE | 483 FOREST ST | EAST HARTFORD, CT 06118-2000 | 2009/1FMCU03709KB27547 | -115.47 |
| 2017-03-0088265 | VILLEGAS AWILDA | 840 WETHERSFIELD AVE 2ND FL | HARTFORD, CT 06114 | 2004/2HKYF18654H502043 | -13.50 |
| 2016-03-0088405 | WAGNER TIMOTHY C | 562 FORBES ST | EAST HARTFORD, CT 06118-1730 | 2013/JTHBK1GG9D2060783 | -32.00 |
| 2016-09-0088405 | WAGNER TIMOTHY C | 562 FORBES ST | EAST HARTFORD, CT 06118-1730 | 2013/JTHBK1GG9D2060783 | -7.00 |
| TOTAL | | | | | <u><u>-\$130,814.52</u></u> |

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108



Robert J. Paek

2019 MAY 17 A 3:30

FAX (860) 291-7389

TOWN CLERK
EAST HARTFORD

DATE: May 17, 2019

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: **Tuesday, May 21, 2019 7:00 p.m. Town Council Majority Office**

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

Tuesday, May 21, 2019

7:00 p.m.

Town Council Majority Office

The purpose of the meeting is to meet in executive session to discuss the pending assessment (tax) appeal known as Beby, LLC v. Town of East Hartford, Docket No. CV-17-6037841-S, involving real property located at 775 Silver Lane.

C: Mayor Leclerc
Scott Chadwick, Corporation Counsel
Brian Smith, Assessor