

*William J. Paek*

2021 JUN 11 A 8:25

TOWN COUNCIL AGENDA  
TOWN COUNCIL CHAMBERS/MICROSOFT "TEAMS"  
740 MAIN STREET  
EAST HARTFORD, CONNECTICUT  
JUNE 15, 2021

TOWN CLERK  
EAST HARTFORD

=====  
**Due to the coronavirus outbreak, Town Hall is closed. Pursuant to Governor Lamont's Executive Order No. 7B, this Town Council meeting is accessible through "Microsoft Teams" 929-235-8441 Conference ID: 629 935 524 # or: [Click here to join the meeting](#)**

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

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
5. APPROVAL OF MINUTES
  - A. June 1, 2021 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
7. OLD BUSINESS
8. NEW BUSINESS
  - A. End of Fiscal Year 2020-2021:
    1. Preliminary Year-end Financial Results
    2. Interdepartmental Budget Transfers
    3. Board of Education Capital Reserve Fund Transfer FY2020-2021
  - B. 5-Year Capital Improvement Plan Reallocation FY2020-2021
  - C. American Rescue Plan Act (ARPA) Grants:
    1. Digital Navigator Pilot Grant
    2. Connecticut State Library IMLS Grant
  - D. Bid Waiver: Additional Revaluation Services
  - E. Establishment of Charter Revision Commission
  - F. Outdoor Amusement Permit Applications:
    1. 2<sup>nd</sup> Annual Sweat It Out for Black Lives:
      - a) Approval of Application
      - b) Waiver of Associated Permit Fee
    2. Eversource Hartford Marathon Addendum
  - G. Refund of Taxes

9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
12. ADJOURNMENT (next meeting: July 13<sup>th</sup>)

*Robert J. Clark*

EAST HARTFORD TOWN COUNCIL/MICROSOFT "TEAMS" <sup>2021 JUN -7 A 8:55</sup>

TOWN COUNCIL CHAMBERS

TOWN CLERK  
EAST HARTFORD

JUNE 1, 2021

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson, Minority Leader Esther B. Clarke, Councillors Connor Martin, Angela Parkinson and John Morrison

PRESENT Councillors Awet Tsegai and Patricia Harmon  
Via Teams

ALSO Mayor Marcia A. Leclerc  
PRESENT  
Via Teams

### CALL TO ORDER

Chair Kehoe called the meeting to order at 7:34 p.m. The Chair invited the Council to join him in the pledge of allegiance.

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

None

### APPROVAL OF MINUTES

#### May 18, 2021 Executive Session

MOTION By Sebrina Wilson  
seconded by Connor Martin  
to **approve** the minutes of the May 18, 2021 Executive Session.  
Motion carried 9/0.

#### May 18, 2021 Regular Meeting

MOTION By Sebrina Wilson  
seconded by Connor Martin  
to **approve** the minutes of the May 18, 2021 Regular Meeting.  
Motion carried 9/0.

#### May 24, 2021 Special Meeting/The Mural Project and VMC Renovations & Senior Center Generator

MOTION By Sebrina Wilson  
seconded by Connor Martin

to **approve** the minutes of the May 24, 2021 Special Meeting/The Mural Project and VMC Renovations & Senior Center Generator.  
Motion carried 9/0.

May 26, 2021 Special Meeting/Filming Fees

MOTION By Sebrina Wilson  
seconded by Connor Martin  
to **approve** the minutes of the May 26, 2021 Special Meeting/Filming Fees.  
Motion carried 9/0.

NEW BUSINESS

Bid Waiver: Meadow Hill Pump Station Pump #4 Repair

MOTION By Don Bell  
seconded by Angie Parkinson  
that in accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council **waive** the bidding procedures required by Section 10-7(b) and allow the Public Works Department to contract with Hisco Pump, Inc. for the repair of Pump #4 at the Meadow Hill Pump Station in the amount of \$34,870.00; such waiver being in the best interests of the town.  
Motion carried 9/0.

Suspense List: Grand List Year 2017 – Personal Property, Motor Vehicle and Motor Vehicle Supplemental

MOTION By Connor Martin  
seconded by Don Bell  
to **transfer** the uncollected personal property and motor vehicle – including motor vehicle supplemental – taxes on the 2017 Grand List as referenced in a memo dated May 25, 2021 from Iris Laurenza, Collector of Revenue, to Marcia A. Leclerc, Mayor to the suspense rate book in the total amount of \$482,729.04 as follows:

Personal Property	Grand List Year 2017	\$ 55,444.61
Motor Vehicle	Grand List Year 2017	\$ 427,284.43

Motion carried 9/0.

Outdoor Amusement Permit Application: "Car Show"

MOTION By Angie Parkinson  
seconded by Conner Martin  
to **approve** the outdoor amusement permit application, entitled

"Car Show", submitted by Sharon O'Neil, Recreation Supervisor for the East Hartford Parks & Recreation Department, to conduct a car show for viewing with awards and musical entertainment at the East Hartford Middle School, 777 Burnside Avenue, on Saturday July 10<sup>th</sup> from 1PM to 4PM – music from 1PM to 5PM – with a rain date of Sunday, July 11<sup>th</sup>; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.  
Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

None

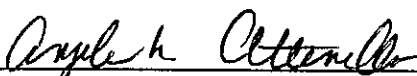
OPPORTUNITY FOR RESIDENTS TO SPEAK

Mayor Leclerc commented on: (1) Connecticut Trails Day will be celebrated on June 6<sup>th</sup> at Martin Park; (2) Sounds of Summer Concerts will start on June 24<sup>th</sup> at Great River Park; (3) Parks & Recreation's Summer Camps will open Monday, June 21<sup>st</sup> and end on Friday, August 6<sup>th</sup>; (4) the town is looking to hire camp counselors, lifeguards and camp social workers; (5) the Pride Flag was raised today on the Town Hall's flagpole; (6) vaccination clinics will continue through the month of June in the Town Hall parking lot; and (7) thanked the Health Department, her office staff and the outreach coordinator for the work they have done during the pandemic.

ADJOURNMENT


MOTION      By Esther Clarke  
                  seconded by Don Bell  
                  to **adjourn** (7:53 p.m.).  
                  Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be June 15<sup>th</sup>.

Attest   
                  Angela M. Attenello  
                  TOWN COUNCIL CLERK



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 8, 2021  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: Year-end Results, Transfers and Year-end Narratives

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The attached interdepartmental budget transfers will need to be approved by the Town Council by the end of the fiscal year, June 30, 2021. Finance Director Linda Trzetzziak has provided a list of the departments and amounts that are needed to end the year in the black.

In addition, please find the attached preliminary year-end financial results.

Please place this item on the Town Council agenda for the June 15, 2021 meeting.

C: L. Trzetzziak, Finance Director



## MEMORANDUM

**DATE:** June 8, 2021

**TO:** Marcia A. Leclerc, Mayor

**FROM:** Linda M. Trzetzkiak, Director of Finance

**TELEPHONE:** (860) 291-7246

**RE:** Year-end Financial Results, Interdepartmental Transfers, Year-end Narratives

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By way of this memo, attached please find the following documents:

1. Preliminary Fiscal Year 21 Year-End Financial Results
2. Fiscal Year 21 Interdepartmental Budget Transfers
3. Fiscal Year 21 Year-End Transfer Narratives

The Town Council needs to approve the Interdepartmental Budget Transfers by June 30<sup>th</sup> so that we may close the books in anticipation of the annual audit.

Accordingly, please forward these documents along to the Town Council for action at the June 15<sup>th</sup> meeting.

Should you have any questions or problems, please feel free to let me know. Thank you.



## MEMORANDUM

**DATE:** June 8, 2021  
**TO:** Marcia A. Leclerc, Mayor  
**FROM:** Linda M. Trzetzak, Director of Finance  
**TELEPHONE:** (860) 291-7246  
**RE:** Preliminary Fiscal Year 21 Year-End Financial Results

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By way of this memo, let me summarize the preliminary year-end financial results of the town.

### The Budget:

Original - Fiscal Year 21	\$ 196,755M
Fund Balance and Other Revenue Transfers:	<u>407M*</u>
Revised - Fiscal Year 21	<u>\$ 197,162M</u>

\*\$250k Storm Isaias, \$157k OPEB transfer

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### Revenues: Favorable and (Unfavorable) to Budget

Distressed Municipalities Grant	900k **
Education Cost Sharing Grant	247k
Special Education Grant	194k
FEMA reimbursement (FY20 expense)	173k
Workers Comp and Insurance Refunds	125k
Town Clerk Recordings	300k
Tax Collections	( 500k)
Interest on Investments	(400k)
Building Permit Fees	(400k)

Net Favorable (Unfavorable) Revenue Adjustments to Budget \$0.6M

\*\*Balance of Distressed Municipalities Grant \$1.5M to Capital Non-Recurring Fund

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### Expenses

Net Favorable Expense Adjustments to Budget	<u>\$ 0.1M</u>
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**Fund Balance: (000's Omitted)**

Assigned and Unassigned Fund Balance at June 30, 2020	\$ 21.3M
Less: Supplemental Fund Balance transfers	( .4M)***
Add: Favorable projected revenue variance	.6M
Add: Expenditure surplus	<u>.1M</u>
Projected Assigned and Unassigned Fund Balance at June 30, 2021	<u>\$ 21.6M</u>

\*\*\*\$275k Storm Isaias, \$157k OPEB transfer

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As a percentage of budget, Fund Balance is at 11.0%. I would like to stress that these numbers are very preliminary and are subject to review and adjustment by our auditors.

Please feel free to let me know if you have any questions or problems on any of the information presented above.



## MEMORANDUM

DATE: June 8, 2021

TO: Marcia A. Leclerc, Mayor

FROM: Linda M. Trzetzziak, Director of Finance

TELEPHONE: (860) 291-7246

RE: Interdepartmental Transfers for the Fiscal Year Ending June 30, 2021

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Attached please find a list of interdepartmental transfers to be approved by the Town Council by June 30, 2021 to allow the town to end the fiscal year "in the black" by department.

### General Fund - Transfers To:

Corporation Counsel - \$135k: This transfer will provide funding for outside legal expenses related to employment issues during the year.

Human Resources - \$40k: This transfer will provide funding for HR consultant related job searches.

Employee Benefits - Severance - \$140k: This transfer will provide funding for retirement severance payouts.

Fire - Suppression - \$1,072k: This transfer will provide funding for overtime related to full time vacancies and COVID quarantines.

### Public Works -

Facilities - Natural Gas Heat - \$80k: This transfer will provide funding natural gas heat at Town buildings. As we have switched over from oil to gas, we need to update the budget allotment for this item.

Facilities - Fire HVAC Equipment - \$40k: This transfer funds boiler replacements needed.

Park Maintenance - Water - \$80k: This transfer will update the budget for MDC water costs.

### Health and Social Services -

Health Administration - \$20k: This transfer will provide funding for payroll coverage.

Nursing - \$15k: This transfer will provide funding for overtime, primarily related to COVID.

Environmental Health - \$40: This transfer funds costs of mosquito spraying as needed.

**Personnel Appeals Board - \$2k:** This transfer will provide funding for additional Clerk costs due to additional meetings and hours required to prepare documents for legal submission related to the ongoing Police sergeant's exam review.

**General Fund - Transfers From:**

**Mayor's Office - \$25k:** This transfer is available due to lower expenditures throughout the department predominately in Permanent Services due to vacant positions.

**Library - \$50k:** This transfer is available due to lower expenditures throughout the department predominately in Temporary Services due to vacant positions and COVID closures.

**Youth Services - \$20k:** This transfer is available due to unpaid leaves of absence for staff members.

**Grants - \$15k:** This transfer is available due to unused grant matching funds.

**Inspections - \$165k:** This transfer is available due to lower expenditures predominately in Permanent and Temporary Services due to vacant positions.

**Parks and Recreation - \$420k:** This transfer is available due to lower expenditures in part time wages for seasonal programs and indoor and outdoor swimming pools due to COVID-19 closures (\$315k), and a successful Golf Course season which did not require a subsidy payment (\$100k).

**Senior Services - \$185k:** This transfer is available due to lower expenditures throughout the department predominately in permanent services due to vacancies and reduced Dial-A-Ride services due to COVID-19 closures.

**Contingency - \$773k:** This transfer is available due to funds budgeted to cover the 53<sup>rd</sup> week payroll required in FY21.

**Capital Improvement - \$11k:** This transfer is available due to lower capital lease payments required as a result of unused prior year lease proceeds.

Should you have any questions on the aforementioned, please let me know.

The Town of East Hartford  
 For the Fiscal Year Ending June 30, 2021  
 Year-End Budget Transfers

8-Jun-21

General Fund To		
Account Number	Name	Amount
G2200 63230	Corp Counsel - Legal	135,000
G2300 63129	Human Resources - Consultant	40,000
G3800 63499	Finance- Reserve for Severance	140,000
G5317 60141	Fire Supression Overtime	1,072,454
G7800 65251	Public Works - Natural Gas Heat	80,000
G7812 65450	Public Works - Fire HVAC Equipment	40,000
G8200 65254	Public Works - Park Maintenance Water	80,000
G9100 60110	Health - Permanent Services	20,000
G9200 60141	Health - Nursing Overtime	15,000
G9300 63138	Health - Environmental - Contractual Services	40,000
G9816 60120	Personnel Appeals Board - Clerk Wages	2,000
	TOTAL	<u>1,664,454</u>
General Fund From		
Account Number	Name	Amount
G2100 60110	Mayor's Office - Permanent Services	25,000
G2400 60121	Library - Temporary Services	50,000
G2600 60110	Youth Services - Permanent Services	20,000
G2950 63600	Grants - Matching Expenses	15,000
G6100 60110	Inspections and Permits - Permanent Services	122,000
G6100 60121	Inspections and Permits - Temporary Services	43,000
G8100 60124	Parks - Seasonal Labor	40,000
G8100 60153	Parks - Rec Leaders Winter	35,000
G8100 60154	Parks - Rec Leaders Summer	35,000
G8100 60157	Parks - Swimming Outdoor Pools	45,000
G8100 60158	Parks - Swimming Indoor Pools	25,000
G8100 63138	Parks - Contractual Services	25,000
G8100 67300	Parks - Golf Course Subsidy	100,000
G8300 60124	Parks - Facilites -Seasonal Labor	70,000
G8300 63138	Parks - Facilites -Contractual Services	15,000
G8300 65252	Parks - Facilites -Electricity	30,000
G9430 60110	Senior Services - Permanent Services	55,000
G9430 62347	Senior Services - Building Maintenance	10,700
G9430 63138	Senior Services - Contract Services	120,000
G9600 63492	Contingency - Reserve for Contingency	772,935
G9700 63258	Capital Improvements - Debt Service Energy	10,819
	TOTAL	<u>1,664,454</u>

The funds being transferred are certified as available and unobligated.

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Linda M. Trzetzziak, Director of Finance

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Marcia A. Leclerc, Mayor

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Angela Attenello, Town Council Clerk

Dated this 15th day of June, 2021



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 8, 2021  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc *ML*  
RE: Board of Education Capital Reserve Fund Recommendation 2020-2021

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Per Town Ordinance, Article 7, Section 10-38, Finance Director Linda Trzetzziak requests the approval of the Town Council to release \$1,853,585, deposited by the Board of Education as part of their 2020-2021 year-end close into their Capital Reserve Fund, back to them for various capital improvement projects.

Finance Director Linda Trzetzziak has provided a list of these projects, which the Board of Education has approved as part of a year-end spending plan.

Please place this item on the Town Council agenda for the June 15, 2021 meeting.

C: L. Trzetzziak, Finance Director  
B. Whittaker, BOE Chief Operations Officer



## MEMORANDUM

**DATE:** June 8, 2021

**TO:** Marcia A. Leclerc, Mayor

**FROM:** Linda M. Trzetzziak, Director of Finance

**TELEPHONE:** (860) 291-7246

**RE:** Board of Education Capital Reserve Fund Recommendation - FY 21

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By way of this memo, consistent with the provisions of Town Ordinance article 7, section 10-38, I hereby request that the maximum of 2% of the BOE budget, or \$1,853,585 or such lesser amount as deposited by the Board of Education into the Board of Education Capital Reserve Fund as part of the FY 21 year-end close be approved for release back to the Board of Education by the East Hartford Town Council.

The Board intends to use the funds as outlined on the attached memo provided to me by Chief Operations Officer, Ben Whittaker, with the priority being building improvements including roofs, flooring and HVAC . At this time, the estimated cost for these projects is \$859,695.

These infrastructure projects are important to the district and have been approved by the Board as part of a year-end spending plan. I have attached a sample motion for the Town Council to consider.

### Board of Education Capital Reserve Fund Transfer

That, in accordance with Article 7 §10-38 of the Town of East Hartford Code of Ordinances, the Town Council **approve** the Board of Education's request to expend \$1,853,585 or such lesser amounts as deposited based on the proceeds as forwarded by the BOE from the Board of Education's Capital Reserve Account for the purposes of funding capital improvements and other general improvement projects which are all consistent with the projects contained in the district's approved Capital Improvement Plan.

Should you have any questions or problems on the aforementioned, please feel free to contact me. I will be on hand at the Town Council Meeting to answer any questions.

Cc: Ben Whittaker, Chief Operations Officer



## TRANSFER OF GENERAL BUDGET FUNDS TO THE TOWN OF EAST HARTFORD'S CAPITAL RESERVE FUND

### *BUILDING AND TECHNOLOGY IMPROVEMENTS*

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**DATE:** June 14, 2021

**SUBMITTED TO:** Board of Education

**SUBMITTED BY:** Ben Whittaker, Chief Operations Officer

**ENCLOSURES:** None

**REASON:** Town of EH Code of Ordinances Section 10-38 and State Statute

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**BACKGROUND:** The Board of Education is able to transfer any remaining year-end general fund balances to the Town's capital and non-recurring "Reserve Fund," after Town Council approval, to be utilized under the jurisdiction of the BOE for building improvements. Per State statute, the maximum amount that can be transferred per fiscal year to this fund is 2% of the general budget, which for FY21 equates to \$1,853,585.

EHPS maintains a robust 5-year Capital Improvement Plan, which unfortunately is only able to be implemented when funds become available through capital reserve or grants, since the general budget only supports about \$580k per year for minor building improvements throughout the portfolio. Any funds that are able to be transferred at year-end would be used to construct the following projects contained in the CIP under FY22 (budget amounts are approximate).

- Hockanum School Roof Replacement- Estimated Local Share- \$180,000
- EHMS Pool Locker Room Renovations- \$155,000
- Sunset Ridge Ductless Split Replacements- \$131,150
- EHMS Upper Media Center Flooring Replacement-\$30,000
- Langford Gym HVAC Modifications- \$223,545
- Goodwin Flooring Abatement- Estimated Local Share-\$140,000

It is not anticipated that more than the \$859,695 required to fund the projects above will be available for transfer at year-end, but if additional funds become available, projects will be taken from the CIP or substituted with emergent needs. Additional funds will also be allocated to build up a reserve for future IT infrastructure purposes once Federal ESSER-related funding expires in 2024. If accepted, this proposal will be brought to the EH Town Council for approval on June 15, 2021.

**ACTION:** Accept or Reject

**ACCOUNT AFFECTED BY TRANSACTION:** All accounts that have a balance remaining at the close of business 6/30/2021 will be aggregated and transferred to the Capital Reserve Fund.

**CHAPTER 10. Finance  
and Taxation**

Sec. 10-7 Bidding  
Procedures

Sec. 10-7 Bidding  
Procedures

defined in subsection (a) of section 27-103 of the Connecticut General Statutes or of a surviving spouse of such person shall be entitled to a property tax exemption of ten percent of the assessed value provided the annual income of such person who is owner of such property does not exceed the maximum amount under Section 12-81L of the Connecticut General Statutes plus twenty five thousand dollars.

(b) The town adopts the provisions of Public Act 17-65 regarding the application of this property tax exemption.

Effective 3-21-19

**ARTICLE 6. APPROVAL OF LEASES**

***Sec. 10-31. Procedure for Setting of Fee.***

***Sec. 10-32. Leasing Procedure.***

***Sec. 10-33. Provision to Waive.***

Sections 10-31 through 10-33 inclusive of the code of ordinances of the town of East Hartford are hereby repealed.

Voted: 08-01-17  
Published: 08-08-17  
Effective: 08-29-17

**ARTICLE 7. AN ORDINANCE CREATING MUNICIPAL RESERVE FUNDS**

***Sec. 10-34. Creation.***

In accordance with the provisions of Chapter 108 of the General Statutes, two reserve funds are hereby established for capital and nonrecurring expenditures. The Treasurer shall establish the accounts, one for the Town's general funds, and one for funds under the jurisdiction of the Board of Education.

***Sec. 10-35. Procurement of Funds.***

The Board of Education is hereby authorized to put budget surpluses available at the end of any fiscal year into the Board account. General Fund cash surpluses available at the



**CHAPTER 10. Finance  
and Taxation**

Sec. 10-7 Bidding  
Procedures

Sec. 10-7 Bidding  
Procedures

end of any fiscal year shall be put into the Town's account, unless provisions are made to utilize a surplus in the forthcoming fiscal year. Upon approval by Council, other funds may be transferred into or appropriated for the Town account, subject to the limitations set forth in Sections 7-361 and 7-367 of the General Statutes.

***Sec. 10-36. Investment of Fund.***

The Treasurer may, from time to time, invest in securities which are legal investments for savings banks, such portion of such funds as in his or her opinion is advisable; provided not less than fifty percent of the total amount invested shall be invested in the stock or bonds or interest-bearing notes or obligations of the United States, or those to which the faith of the United States is pledged to provide the payment of the principal and interest, including the bonds of the District of Columbia. In making investments of reserve funds, the Treasurer shall give preference to financial institutions located within the town, unless such preference would result in materially lower investment rates. Notwithstanding the above, no funds shall be invested in any businesses which conduct business in South Africa until and unless the Council declares that apartheid has ended. Before investing any funds contained in the Board of Education account, the Treasurer shall consult with the Board to insure that such funds have the liquidity desired by the Board.

***Sec. 10-37. Report of Treasurer.***

The Treasurer shall annually submit a complete and detailed report of the condition of such fund to the Finance Director, Mayor, Council, and Board of Education, and such report shall be made a part of the Annual Report of the Town.

***Sec. 10-38. Use of Funds.***

Upon the recommendation of the Finance Director and the Mayor, and approval by the legislative body, any part of such funds may be used for capital and nonrecurring expenditures, but such use shall be restricted to the financing of all or part of the planning, construction, reconstruction or acquisition of any specific capital improvement or the acquisition of any specific item of equipment. All funds contained in the Board of Education's account shall be reserved for capital and nonrecurring expenditures for educational purposes determined by the Board. Upon request of the Board, and certification that funds are to be used for such educational purposes, the Finance Director and the Mayor shall recommend, and the Council shall approve, release of such funds, up to the amount then included in the Board account. Upon the approval of any such expenditure, an appropriation shall be set up, plainly designated for the project or acquisition for which it has been authorized, and such unexpended appropriation may be continued until such project or acquisition is completed. Any unexpended portion of such appropriation remaining after such completion shall revert to the reserve account from which the appropriation was taken.

***Sec. 10-39. Appropriation When Reserve Fund Insufficient.***

If, in the opinion of the Mayor and Finance Director, such reserve funds are insufficient to

**CHAPTER 10. Finance  
and Taxation**

Sec. 10-7 Bidding  
Procedures

Sec. 10-7 Bidding  
Procedures

meet the cost of any capital or nonrecurring expenditure which they deem immediately necessary, they may, with the approval of the Council, authorize that an appropriation be made therefore, provided the total of such fund and the sum anticipated from a tax collected for the purposes authorized in Section 10-38 above, in the year following the date when such authorization is made is estimated by the Mayor and Finance Director to be sufficient to meet such expenditures. This process shall also apply to projects commenced by the Board of Education from funds in its reserve account; provided that in requesting such additional funding, the Board shall include the appropriation in its forthcoming budget. This ordinance shall not be interpreted as a limitation on the Town's bonding authority if, in lieu of an additional appropriation as described herein, the Town desires to supplement its reserve funds by issuing bonds.

If, in the opinion of the Mayor and Finance Director, such reserve funds are insufficient to meet the cost of any capital or nonrecurring expenditure which they deem immediately necessary, they may, with the approval of the Council, authorize that an appropriation be made therefore, provided the total of such fund and the sum anticipated from a tax collected for the purposes authorized in Section 10-38 above, in the year following the date when such authorization is made is estimated by the Mayor and Finance Director to be sufficient to meet such expenditures. This process shall also apply to projects commenced by the Board of Education from funds in its reserve account; provided that in requesting such additional funding, the Board shall include the appropriation in its forthcoming budget. This ordinance shall not be interpreted as a limitation on the Town's bonding authority if, in lieu of an additional appropriation as described herein, the Town desires to supplement its reserve funds by issuing bonds.

***Sec. 10-40. Termination of Appropriation.***

If any authorized appropriation is set up pursuant to the provisions of Section 10-38 above, and through unforeseen circumstances the completion of the project or acquisition for which such appropriation has been designated is impossible of attainment, upon recommendation of the Finance Director and the Mayor, and upon approval of the Council, such appropriation shall terminate and no longer be in effect.

Voted: 6/2/87  
Published: 6/12/87  
Effective: 7/3/87

***ARTICLE 8 AN ORDINANCE CREATING RESERVE FUNDS FOR  
VARIOUS SELF-INSURED PROGRAMS.***

***Sec. 10-41. Creation.***

(a) The following reserve funds are hereby established:

1. A reserve fund for self-insured workers' compensation benefits and heart and hypertension benefits in accordance



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 8, 2021  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc *ML*  
RE: Year-end Capital Improvement Plan Resolution and Appropriation

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The Town of East Hartford received \$2,374,187.13 in the 2020-2021 fiscal year from the State of Connecticut Office of Policy and Management under the Distressed Municipalities program.

Seeing as the Town is looking to purchase two fire apparatus, as discussed during the budget workshops, I recommend that the Council reallocate \$1,500,000 of these funds to the Town Capital and Non-Recurring Reserve Fund to be used for the fire purchase of the fire trucks.

Please place this item on the Town Council agenda for the June 15, 2021 meeting. I recommend that the Town Council approve this resolution as submitted.

C: L. Trzetzziak, Finance Director  
J. Oates, Fire Chief



## MEMORANDUM

**DATE:** June 8, 2021

**TO:** Marcia A. Leclerc, Mayor

**FROM:** Linda M. Trzetzziak, Director of Finance

**TELEPHONE:** (860) 291-7246

**RE:** **Year-end Capital Improvement Plan Resolution and Appropriation**

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In Fiscal Year 21, the Town of East Hartford received from the State of Connecticut Office of Policy and Management, \$2,374,187.13 in payment for the Distressed Municipalities Program.

This program provides a grant-in-aid to distressed municipalities eligible under section 32-9s of the general statutes for capital purposes. The Town of East Hartford is such an eligible municipality.

Given that the preliminary fiscal year-end financial results do not indicate that the full \$2.3 million is needed to be recorded as General Fund revenue in order to balance the books, I recommend that the Town Council re-allocate \$1.5 million of that \$2.3 million to the Town Capital and Non-Recurring Reserve Fund. (The \$900 thousand grant balance will remain as General Fund unbudgeted revenue.)

This re-allocation would provide the funds to purchase two very much needed Fire apparatus, as was discussed during the budget workshops.

The following resolution will add the two apparatus to the Town's 5-Year Capital Improvement Plan, will establish the appropriation to purchase the two apparatus, and will authorize this portion of the Distressed Municipalities Program grant to be used for this capital purchase.

I recommend approval of these actions.

Accordingly, please forward these documents along to the Town Council for action at the June 15<sup>th</sup> meeting.

Should you have any questions or problems, please feel free to let me know. Thank you.

**RESOLUTION TO ADD A PROJECT TO THE TOWN'S 5-YEAR CAPITAL  
IMPROVEMENT PLAN AND TO AUTHORIZE AN APPROPRIATION**

**WHEREAS**, the Town of East Hartford has identified that the replacement of two fire apparatus is a priority of the Town's Fire Department; and

**WHEREAS**, the Town of East Hartford has received from the State of Connecticut a Distressed Municipalities Grant, designated to be used for capital improvement.

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

1. The addition by resolution to the Town's 5-Year Capital Improvement Plan, the purchase of two fire apparatus at estimated total cost of \$1,500,000,
2. The appropriation of \$1,500,000 in the Town's Capital and Non-Recurring Reserve Fund to be utilized for these purchases,
3. The funding source will be the State of Connecticut Distressed Municipalities Grant received in fiscal year 2021.

I, Angela Attenello, Clerk of the Town Council of the Town of East Hartford, certify that the above resolution was approved at a meeting of the Town Council held on June 15, 2021.

\_\_\_\_\_  
Angela Attenello, Clerk of the Town Council

Funds certified as unobligated and available:

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

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_  
Linda M. Trzetzziak, Director of Finance

Dated: \_\_\_\_\_



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 4, 2021  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc *ML*  
RE: RESOLUTION: American Rescue Plan Act (ARPA) Digital Navigator Pilot Grants

---

The Town of East Hartford is looking to apply for grant funding offered through the American Rescue Plan Act (ARPA) by the Connecticut State Library's Digital Navigator Program. The grant amount is \$100,000, and the Town is not required to provide a local match.

The funding is intended to help close the digital divide in local communities through the acquisition of high-speed broadband and suitable devices, as well as ongoing technical and digital literacy skills training for a period of approximately 9 months to low-income, immigrant, and senior households.

Please place this item on the Town Council agenda for the June 15, 2021 meeting. I recommend that the Town Council approve the resolution as submitted.

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

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 15th day of June, 2021

## R E S O L U T I O N

**WHEREAS;** the Connecticut State Library (CSL) has been awarded American Rescue Plan Act (ARPA) funding to pilot a Digital Navigation Project, and

**WHEREAS;** the goal of this project is to offer financial resources and support to Connecticut libraries to make people comfortable with digital connectivity and devices, as both are necessary to access healthcare, benefits, job opportunities, and education,

**NOW THEREFORE LET IT BE RESOLVED;** that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the Connecticut State Library as they pertain to this digital navigation project grant.

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

**IN WITNESS WHEREOF,** I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the \_\_\_\_ day of June, 2021.

Seal

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

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

Grant Description: American Rescue Plan Act (ARPA) Digital Navigator Pilot Grants

Funder: Federal Institute of Museum and Library Services (IMLS) via the Connecticut State Library

Grant Amount: \$100,000.00

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

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

Is a local match required?     Yes     No

If yes, how much?    Not applicable

From which account? Not applicable

Grant purpose:    To help close the digital divide in Connecticut's communities

Results achieved:    The creation of data and experience that can inform a future state digital inclusion plan and activities suitable for ongoing support from federal, state, municipal, and foundation sources.

Duration of grant:    September 1, 2021 through July 30, 2022

Status of application: Under development


Meeting attendee:    Library Director Sarah Morgan, x4340

Comments:    None



GRANTS ADMINISTRATION  
MEMORANDUM

---

**TO:** Mayor Marcia A. Leclerc  
**FROM:** Paul O'Sullivan, Grants Manager   
**SUBJECT:** Council Resolution – American Rescue Plan Act (ARPA) Digital Navigator Pilot Grants  
**DATE:** June 4, 2021

---

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the Connecticut State Library for funding under the American Rescue Plan Act (ARPA) Grants to CT Public Libraries: Digital Navigator Program.

The Connecticut State Library (CSL) has been awarded \$2,775,000 in ARPA funding by the federal Institute of Museum and Library Services (IMLS). CSL will be using \$500,000 of that funding to pilot a digital navigation project, partnering with CT libraries to help close the digital divide in our communities. I have attached excerpts from a Power Point presentation that explains the program in more detail.

The project will include mapping community need, mandatory staff training, the contracting and training of digital navigators, and the managed deployment of navigators to assist low-income, immigrant, and senior households. This assistance will include acquisition of high-speed broadband and suitable devices, as well as ongoing technical and digital literacy skills training for a period of approximately 9 months.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on June 15, 2021. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director



**CT State Library**

*Division of Library Development*

---

# ARPA Digital Navigation Pilot Project Grant Program

<https://libguides.ctstatelibrary.org/dld/ARPAgrants/DNP>

Christine Gauvreau, LSTA Grants  
Coordinator, [christine.gauvreau@ct.gov](mailto:christine.gauvreau@ct.gov)

# A big part of the solution.

Digital Navigators are individuals who address the whole digital inclusion process — home connectivity, devices, and digital skills — with community members through repeated interactions.



# CSL Goals for Pilot Project Program

- Narrow the digital divide via community partnership
- Help libraries to contribute to this type of public service
- Gather data that will demonstrate library capacity in CT
- Create a state report that will lead to sustainable funding
- Utilize data to help initiate a CT digital inclusion alliance
- Contribute to national community of practice & IMLS work



# Subgrantee Goals in a Pilot

- Show impact of navigation model in your context
- Document successful but diverse community partnerships
- Clarify costs / other elements of viable navigation projects
- Overall, evaluate the model / create replicable adaptations
- Author narratives that can be impactful



# Contributions: CSL

- Provide full funding for navigators and devices
- Provide training from national experts
- Provide support via a community of practice
- Provide expert aid in analysis & evaluation
- Collate, analyze, and publicize results for potential funders
- Collate, analyze, and publicize results for potential practitioners.




# Contributions: Subgrantee

- Demonstrate determining specific community need
- Test advertising approaches for navigation
- Show how to hire navigators that can be successful
- Demonstrate ongoing community partnerships
- Demonstrate how to maximize actual navigation
- Model conscientious data collection & analysis





## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 7, 2021  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESOLUTION: American Rescue Plan Act (ARPA) Connecticut State Library IMLS Grant

---

The Town of East Hartford is looking to apply for grant funding under the American Rescue Plan Act (ARPA) to the Connecticut Public Libraries Program. The grant amount is \$3,000, and the Town is not required to provide a local match.

The Institute of Museum and Library Services (IMLS) Grants to States can be used to help communities respond to the pandemic through approaches that reflect economic and community needs. The Raymond Library intends to use these funds to reconfigure existing technology hardware to increase the number of laptops available for library patrons to borrow.

Please place this item on the Town Council agenda for the June 15, 2021 meeting. I recommend that the Town Council approve the resolution as submitted.

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



I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 15<sup>th</sup> day of June, 2021

## R E S O L U T I O N

**WHEREAS;** the Connecticut State Library has made American Rescue Plan Act funds available to municipal libraries to support library services that meet the needs of communities throughout the U.S., and

**WHEREAS;** the Raymond Library wishes to use these funds to support digital inclusion efforts;

**NOW THEREFORE LET IT BE RESOLVED;** that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the Connecticut State Library as they pertain to these American Rescue Plan Act grants.

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

**IN WITNESS WHEREOF,** I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the \_\_\_\_ day of June, 2021.

Seal

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

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

Grant Description: ARPA Grants to CT Public Libraries

Funder: Federal Institute of Museum and Library Services (IMLS) via the Connecticut State Library

Grant Amount: \$3,000.00

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

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

Is a local match required?     Yes     No

If yes, how much?    Not applicable

From which account? Not applicable

Grant purpose: To help communities respond directly and immediately to the pandemic, as well as respond to related economic and community needs through equitable approaches.

Results achieved: Initiation of digital inclusion efforts, particularly in support of education, health, and workforce development needs.

Duration of grant: Funding must be used by September 30, 2021


Status of application: Under development

Meeting attendee: Library Director Sarah Morgan, x4340

Comments: None

GRANTS ADMINISTRATION  
MEMORANDUM

---

**TO:** Mayor Marcia A. Leclerc  
**FROM:** Paul O'Sullivan, Grants Manager   
**SUBJECT:** Council Resolution – American Rescue Plan Act Grants to CT Public Libraries  
**DATE:** June 4, 2021

---

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the Connecticut State Library for funding under the American Rescue Plan Act (ARPA) Grants to CT Public Libraries Program.

This grant program seeks to implement the ARPA's purposes with respect to the Institute of Museum and Library Services (IMLS) Grants to States. This is to be done by helping communities respond directly and immediately to the pandemic through equitable approaches that reflect economic and community needs. I have attached excerpts from a Power Point presentation that explains the program in more detail.

IMLS has established several high priority spending categories, including the support of local libraries to implement digital inclusion efforts to reach underserved populations. The Raymond Library intends to use these funds to reconfigure existing technology hardware to increase the number laptops available for patrons to borrow.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on June 15, 2021. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director

# **CT State Library**

**American Recovery Plan Act:**

**Grants to Principal Public Libraries**





To achieve the American Rescue Plan Act's purposes with respect to the **Institute of Museum and Library Services (IMLS) Grants to States**:

- This funding is to be used by **September 30, 2022**
- To help communities respond directly and immediately to the pandemic, as well as respond to related economic and community needs through equitable approaches.
- **IMLS** sees the outcomes of the ARPA funding as the logical extension of the rapid and intentional rollout of the **CARES Act of 2020** as well as **Governor Lamont's Everybody Learns Initiative** which helped address digital inequities.

# IMLS High Priority Spending Categories



a. **First**, to enable libraries to reach residents with internet hotspots, accessible Wi-Fi, and other **digital inclusion efforts**, particularly in support of education, health, and workforce development needs. The following types of data, among others, can inform efforts to reach underserved populations:

**Poverty/Supplemental Nutrition Assistance Program (SNAP)**

**Unemployment**

**Broadband availability**

b. **Second**, to provide rapid emergency relief to libraries across the country, allowing them to safely respond to the pandemic and implement public health protocols.

c. **Third**, to support library services that meet the needs of communities throughout the U.S., including costs such as technology, training, materials, supplies, equipment, and associated indirect cost

# What can I spend the grant funds on



All expenses should support the Purpose described IMLS High Priority Categories. Items in red font below are Federal requirements.

**As appropriate and to the extent consistent with law, the grantee should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States.**

Eligible items (please refer to libguide for full list)

- PPE
- Furniture and Equipment to open indoor space
- IT Equipment, Software, Systems, and Consulting
- Cleaning and supplies
- Security (non-library staff) **Must be related to the 3 IMLS spending priorities**
- Other: explain in your budget plan how these items will help your library to improve access and services for your patrons. This might include a Digital Navigator, staff training, automated material handling system, etc.
- Indirect costs: Use either your library's federally approved rate or 10% of the total grant amount or 0%
- **All equipment with a unit cost over \$5,000 must be pre-approved by DLD (DLD must get IMLS approval).**



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 8, 2021  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc *ML*  
RE: BID WAIVER: Additional Revaluation Services

---

Please see the attached information provided by Finance Director Linda Trzetzziak requesting that the Town Council waive the bidding procedures in Section 10-7(b) of the Town Ordinances for additional services to be performed by Munival in the revaluation process in the amount of \$50,000.

Munival will analyze sales data and review building permits issued during the past year by sending out data mailers to each residential property in town, which will allow residents to update their property information for any changes that weren't picked up during through the building permit review process. It also serves to notify all property owners that the revaluation process is underway.

Please place this item on the Town Council agenda for the June 15, 2021 meeting. I ask that the Council allow a bid waiver in accordance with Section 10-7(c) of the Town Ordinances.

C: L. Trzetzziak, Finance Director





## MEMORANDUM

**DATE:** June 8, 2021

**TO:** Marcia A. Leclerc, Mayor

**FROM:** Linda M. Trzetzak, Director of Finance

**TELEPHONE:** (860) 291-7246

**RE:** Bid Waiver Request - Additional Revaluation Services

---

By way of this memo, I am requesting that the Town Council waive the bidding procedures in Section 10-(b) of the East Hartford Code of Ordinances (the "Ordinances") for additional services to be performed by Munival in the revaluation process.

The Town recently went out for Request for Proposal for Bid #21-20, Reappraisal and Revaluation for the October 2021 Grand List.

Only one bidder responded, Munival. They have successfully been awarded the contract in the amount of \$275,000. They will analyze sales data and review building permits issued during the past year.

The Town has budgeted funds in the Fiscal Years 2021 and 2022 years to fund this service. The budgeted amounts in the combined two years were \$500,000, well in excess of the awarded amount of \$275,000.

Subsequent to the contract award, the vendor and the Town Assessor have discussed and agree that it would be in the Town's best interests for Munival to send Data Mailers to each residential property in Town. (Sample attached.) This will allow the residents to update their property information for any additional changes which may not be picked up through the building permit review process. It also serves to notify all property owners that the revaluation process is underway.

The cost to send out the data mailers, analyze results and make the corrections in the database is \$50,000. If any inspection is required as a result of a mailer response, the inspection fee will be \$25 per parcel.

Given that this is a service which will provide additional useful assessment information to the Town, that budgeted funds are available to cover the cost, and that there was only one bidder for the work, I request that the Town Council allow a bid waiver, in accordance with section 10-7(c) of the Ordinances, to allow for a contract amendment as described above.

Accordingly, please forward these documents along to the Town Council for action at the June 15<sup>th</sup> meeting.

Should you have any questions or problems, please feel free to let me know. Thank you.

CITY/TOWN OF XXXXX  
OFFICE OF THE ASSESSOR

XXXX XX, 20XX

Data Verification Letter

OWNER  
OWNER2  
MAIL1  
MAIL2  
CITY, STATE ZIP

REVALUATION 2021 DATA VERIFICATION FORM

Parcel ID: XXXX  
Location of Property: 123 ANY STREET

Please review the information listed below and make any necessary corrections directly on the form, sign the form and return it within **10 business days** of receipt.

Changes **CANNOT** be made over the telephone as a signed form is required for our records.

If there are no corrections, please check off the box at the bottom of this form and return it within 10 business days.

Year Built:	Heat Fuel:
Style:	Heat Type:
Lot Size:	A/C:
Roof Cover:	Total Rooms:
Exterior Wall:	Kitchen/s:
Interior Wall:	Bedrooms:
Interior Flooring:	Bathrooms:
Garage:	Extra Fixtures & Features:
Basement Garage Bays:	Finished Basement:
No. of Fireplaces:	Finished Basement SF:
	Inground Pool:

Additional Information:

NO CORRECTIONS

Signature \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

***If the form is not returned, it will be considered a refusal to provide information for the 20XX revaluation.***

You may return the form by *Mail* to  
*Municipal Valuation Services, 23  
Sherman Street, Fairfield, CT 06824.*

*Fax both sides back to (203) 259-9501*

OR

Respond by email to:  
XXXXReval@munival.com

If you respond by email, please reference your **parcel ID** number, and state the necessary corrections in the body of the email or include a copy of **both sides** of the form as an **attachment**.

## Property Characteristics Explanations

<b>Year Built:</b>	The year the primary portion of the house was constructed
<b>Style:</b>	General description of the design of the home (e.g., ranch, split level, cape, etc.)
<b>Lot Size:</b>	Total Acreage of this parcel. Cannot be changed without survey.
<b>Roof Cover:</b>	Predominant type of roof material used on the roof (asphalt shingle, slate, wood shingle, etc.)
<b>Exterior Wall:</b>	Predominant type of siding on exterior walls (wood, brick, vinyl, etc.)
<b>Interior Wall:</b>	Predominant wall covering materials for finished areas
<b>Interior Floor:</b>	Predominant floor covering materials for finished areas
<b>Garage:</b>	The garage types are as follows: <b>Detached-</b> Garage not attached to main dwelling. <b>Attached-</b> Garage attached to main dwelling. <b>Under-</b> Garage located under the main dwelling.
<b>Fireplaces:</b>	Indicates yes or no. Indicate any permanently blocked openings, if applicable.
<b>Heat Fuel:</b>	Typical choices include gas, oil, electric, geothermal, solar, etc.
<b>Heat Type:</b>	References the primary central heat source for the home
<b>A/C:</b>	Central Air, it indicates yes, no, or partial
<b>Total Rooms:</b>	Includes all rooms in dwelling except for bathrooms
<b>Bedrooms:</b>	Rooms designed as bedrooms, with at least one (1) window. For homes built after 1950, bedrooms should include direct access to a common hallway and a closet.
<b>Bathrooms:</b>	A bathroom is considered a full bath if it has 3 or more fixtures (tub or shower stall, sink and toilet). Three fixture baths with a shower stall only (no tub), are still considered a full bathroom. A bathroom with only 2 fixtures, typically a sink and toilet, is considered a half bath. The number of bathrooms indicated is for all living units in the dwelling. For example, a house with 1 full bath and 2 half bathrooms would look like 1:2 baths.
<b>Extra Fixtures &amp; Special Features:</b>	<b>Elevator, Whirlpool tubs, Sauna, Steam Shower, double vanity, wet bar &amp; Soaking Tubs, Outdoor Fireplace, Outdoor Shower.</b> Circle these items included in the home. If there are more than 1, indicate the quantity.
<b>Finished Basement:</b>	Finished or Finished Lower Level is when three of the following four items exist: Finished walls such as sheetrock or paneling, etc., finished flooring such as carpet or linoleum, finished ceilings, Heat. Please make any additional comments on the data verification form about basement finish including amount of finish and level of finish.
<b>Pools:</b>	Includes Inground pools only
<b>Additional Information:</b>	Add Additional Information in this space that you want considered.

**DO NOT call or visit the Assessor's office to make changes to this form.**  
Please contact Munival directly at (203) 292-5500 with any question.

## CHARTER REVISION PROCEDURE

Conn. Gen. Stat. section 7-187 et seq.

1. Town Council adopts resolution by 2/3 vote of membership to appoint a charter revision commission for the purposes of amending the charter of East Hartford
2. Within 30 days of the adoption of such resolution, the Town Council shall by resolution appoint a charter revision commission of between 5 and 15 members with the following restrictions:
  - a. Not more than 1/3 can hold other public office in town
  - b. Not more than a bare majority from any one party
3. The charter revision commission can consider changes recommended by the Town Council as well as any other changes
4. The charter revision commission has 16 months from its appointment to submit a draft report to the council in the following procedure:
  - a. Public hearing before deliberations begin.
  - b. Draft report.
  - c. At least one public hearing after draft report is issued.
  - d. Submit draft report to the Town Clerk who shall transmit such report to the Town Council.
  - e. The Town Council shall hold one or more public hearings, with the last one no more than 45 days after the submission of the report by the charter revision commission.
  - f. Within 15 days of the last public hearing, the Town Council may make any recommendations to the charter revision commission for changes to the report. If no changes are recommended within the 15 day period, the draft report becomes final. If the Town Council recommends changes to the draft report, the charter revision commission submits a final report with 30 days of receipt of the Town Council's recommended changes.
  - g. Within 15 days of receipt of the final report, the Town Council shall vote, by majority of its membership, to approve or reject, in whole or in part, the final report.
  - h. Within 30 days of approval of the report or any part of such report, the Town Council shall publish the entire proposed charter or the proposed charter amendments in accordance with the provisions of Conn. Gen. Stat. section 7-191(d).
  - i. The Town Council shall, by majority vote of its membership, set the date on which the public shall vote to adopt or reject the proposed amendments. Such date can be either a general election date or a special election. If a special election, at least 15% of registered voters must vote to approve.
  - j. Any amendments approved by the voters shall be effective 30 days from approval by the voters unless the Town Council specifies a different date.

- k. Within 30 days of voter approval, the Town Clerk shall file the approved charter or amendments with the Secretary of the State in accordance with Conn. Gen. Stat. section 7-191(g) .
5. If the Town Council rejects any or all of the charter revision commission's final report, voters can petition for a referendum on the rejected provisions by submitting a petition with at least 10% of the registered voters' signatures in accordance with the provisions of Conn. Gen. Stat. section 7-191(d).

MARCIA A. LECLERC  
MAYOR

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

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

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

June 4, 2021

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

Re: **Outdoor Amusement Permit Application**  
**"2<sup>nd</sup> Annual Sweat it out for Black Lives"**

Dear Chairman Kehoe:

Attached please find the amusement permit application by **Alex Clark**. The applicant seeks to conduct an interactive and educational fitness event where there will be water and snacks provided, DJ playing music and tables set up for black owned businesses to show their products. The event will be held at **Martin Park** on **Saturday, June 26, 2021** from **8am to 3pm**.

The applicant respectfully **requests a waiver of the associated permit fee**, under the provisions of (TO) 5-6(a), due to the Town of East Hartford. This is a community event geared toward uplifting and bringing the community together. Coming out of the pandemic this provides a positive outlet where people can learn and grow physically within a community setting. It offers a safe space for people to be physically active and is soon to be a yearly tradition in East Hartford.

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

The **Risk Management Department** approves the application as submitted.

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

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

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

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

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

Respectfully submitted for your information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Scott M. Sansom", with a long horizontal flourish extending to the right.

Scott M. Sansom  
Chief of Police

Cc: Applicant



# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
"2nd Annual Sweat it out for Black lives"
2. Date(s) of Event:  
Saturday, June 26th, 2021
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):  
Alex Clark  
860-899-9902  
primeability1@gmail.com  
199 Rood Avenue, Windsor, CT 06108
4. If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.
5. List the location of the proposed amusement: (Name of facility and address)  
Martin Park, Burnside Avenue  
Football Field
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
Saturday June 26th, 2020  
8am-3pm
7. Provide a detailed description of the proposed amusement:  
My name is Alex Clark and I am an educator in Washington, DC. I am also the founder of Prime Ability where we travel and uplift and empower communities through fitness. This event is called 2nd annual "Sweat it out for black lives." This interactive and educational fitness experience will leave participant empowered to not only be fit but to fight for justice. There will be a dj, water and snacks provided. We will have a 10 tables and 10 tents for a few black owned business to show their products before and art, The tents will be spaced along the sideline of the martin park football field.

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)? **8am-3pm**

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

**all ages**

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

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

**100-150 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:

**Participants will be organized strategically so that the event stays organized, safe and social**

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

**signs on the main street directing participants where to park and**

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

**parking on the top parking lot at martin park and next to football field**

d. Noise impact on neighborhood:

**music will be on football field**

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

**trash bins and bags will be posted around the field for easy disposal**

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

**N/A**

g. Other expected influence on surrounding neighborhood:

**N/A**

12. Provide a detailed plan for the following:

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

**through main entrance**

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

**911/ multiple registered nurses on site**

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

**multiple registered nurses on site / AED and CPR masks**

d. Crowd control plan:

**participants will use public parking or street parking (top parking lot on top of hill, skate park)**

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

**Responsibility of director: Alex Clark**

f. Provision of sanitary facilities:

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

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

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

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

Yes  No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

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

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

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

---

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

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

a. False Statement is a Class A Misdemeanor.

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

---

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

Alex J. Clark

(Legal Name of Applicant)



(Applicant Signature)

Alex J. Clark

(Printed Name)

05/13/2021

(Date Signed)

Event Organizer

(Capacity in which signing)

 (Click button to send application electronically to [lfitzgcrald@casthartfordct.gov](mailto:lfitzgcrald@casthartfordct.gov))

**FOR OFFICE USE**

Insurance Certificate Included:  YES  NO  
 Liquor Permit Included:  YES  NO  
 Certificate of Alcohol Liability Included:  YES  NO  
 Time Waiver Request Included:  YES  NO  
 Fee Waiver Request Included:  YES  NO

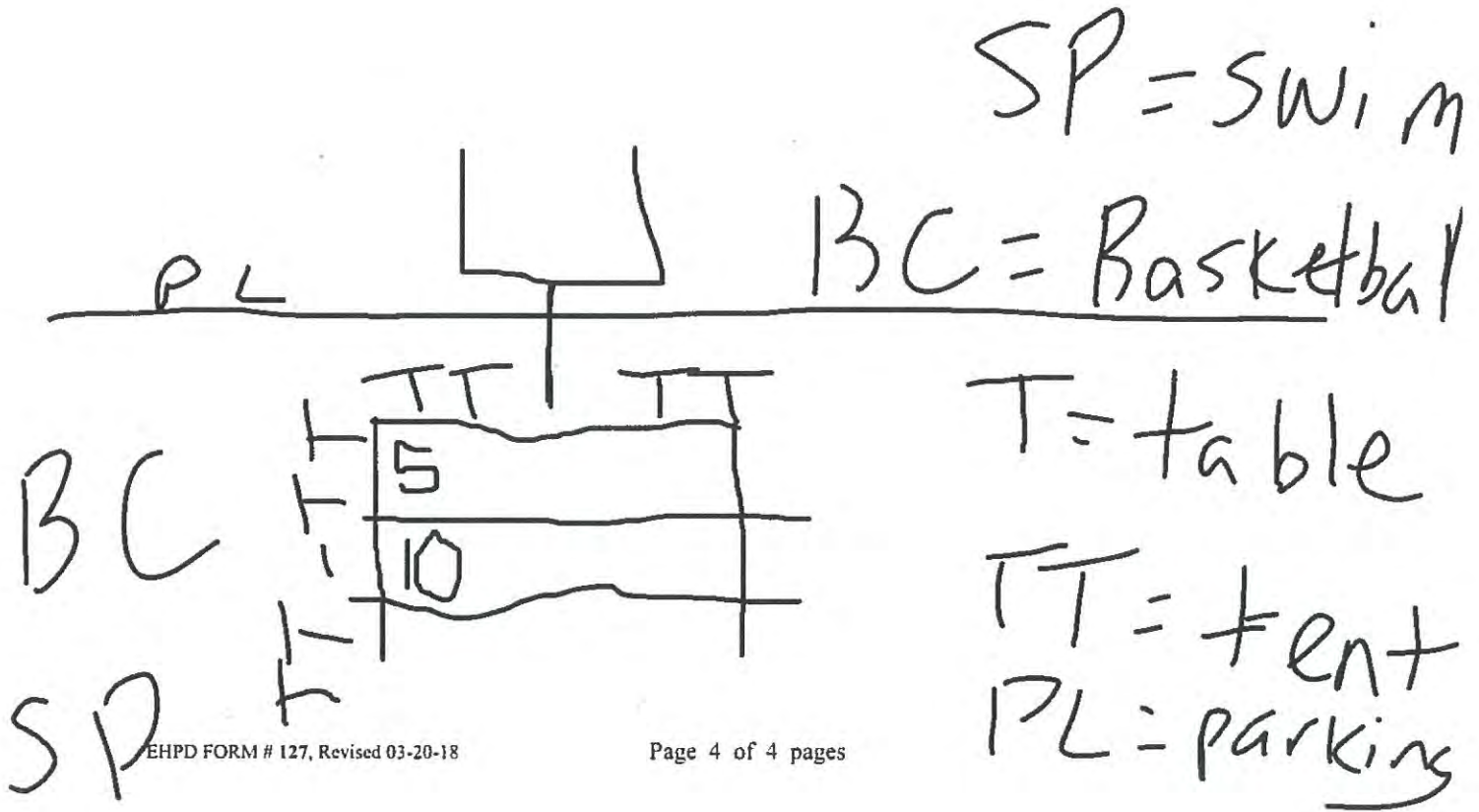
Received By: Augustina Rivera

Employee Number: 9099

Date & Time Signed: 5/17/21 10 : 57 <sup>(AM)</sup> PM

Time remaining before event: 41 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.



## Rivera, Augustina

---

**From:** Alex Clark <primeability1@gmail.com>  
**Sent:** Monday, May 24, 2021 9:52 AM  
**To:** Rivera, Augustina  
**Subject:** Event fee waiver

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

---

### **Outdoor Amusement Waiver Request:**

I am requesting a waiver on the outdoor amusement fee because this is a community event geared toward uplifting and bringing our community together. Coming out of the pandemic this provides a positive outlet where people can learn and grow physically within a community setting. That is what this event offers. It offers a safe space for people to be physically active. This event garnered over 80 ppl last year and is soon to be a yearly tradition in East Hartford, CT.

Alex Clark  
Founder of PrimeAbility inc.  
(860) 899-9902  
#STAYPRIME



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDD/YYYY)

07/09/2020

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

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

PRODUCER Hiscox Inc. 520 Madison Avenue 32nd Floor New York, NY 10022	CONTACT NAME:		
	PHONE (A/C, No., Ext):	(888) 202-3007	FAX (A/C, No.):
	E-MAIL ADDRESS:	contact@hiscox.com	
INSURED Alex Clark 199 road ave windsor, CT 06095	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Hiscox Insurance Company Inc		10200
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD / WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y	UDC-4530156-CGL-20	06/30/2020	06/30/2021	EACH OCCURRENCE	\$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
						MED EXP (Any one person)	\$ 5,000
	GENL AGGREGATE LIMIT APPLIES PER:					PERSONAL & ADV INJURY	\$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					GENERAL AGGREGATE	\$ 2,000,000
	OTHER:					PRODUCTS - COMP/OP AGG	\$ S/T Gen. Agg
	<input type="checkbox"/> AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE	\$
	DED <input type="checkbox"/> RETENTION \$					AGGREGATE	\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A			PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

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

The Town of East Hartford, its officials, employees, volunteers, board and commissions are included as Additional Insured on the general liability policy.

## CERTIFICATE HOLDER

The Town of East Hartford  
740 Main St East Hartford, CT 06108

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**LIMITED LICENSE AGREEMENT**

**TOWN OF EAST HARTFORD TO**

**Alex Clark**

IN THIS LICENSE AGREEMENT the words "we", "us" and "our" means the Licensor, the Town of East Hartford. The words "you" and "yours" means the Licensee, Alex Clark and his agents, servants, employees and volunteers.

We grant you a limited license to utilize the Town's property known as Martin Park and its associated parking spaces. No license is given to utilize the pool facility or baseball/softball fields or basketball courts at Martin Park. (The Town's Martin Park Filed and its associated parking spaces are hereinafter collectively referred to as the "Premises".) The following terms shall govern this limited license:

1. **TERM.** The term of the limited license starts on June 26, 2021 at 8 am and ends on June 26, 2021 at 3 pm. The event to be held at the Premises, however, shall only run from 8 am to 3 pm.

2. **LICENSE FEE.** There will be no charge for the grant of this limited license. Licensee is responsible for the payment of all Town of East Hartford permit, license and inspection fees.

3. **USE.** You will only use the open field portion of the Premises for a community exercise program. Vehicles may be parked during the hours of

8 am to 3 pm on June 26, 2021. You may not park tractor trailers or commercial vehicles on the site. You also may not grant a sublicense for the use of the Premises to any other party. You may not charge the public or any party for parking on the Premises.

4. **LAWS.** You will comply with all laws and regulations regarding the Premises. You will not permit any others to violate any laws or regulations on the Premises. You will pay us the amount of any fines or penalties that we have to pay because you violated any laws or regulations on the Premises (including, but not limited to, fines or penalties associated with health, safety or environmental laws or regulations).

5. **CARE OF PREMISES.** You will keep the Premises in a clean and safe condition. You will remove all ashes, garbage, rubbish and other waste daily in a clean and safe manner. You will not destroy or damage any part of the Premises and will take all reasonable steps to ensure that your invitees do not damage the Premises.

6. **ENTERING PREMISES.** We may enter on the Premises at all times. You will not unreasonably deny us the right to do so.

7. **REPAIR OF PREMISES.** When this license terminates, you will leave the Premises in good and clean condition. You will repair any damage that you or your invitees have caused or permitted. Any environmental clean-up or remediation based on your, or your invitee's, use of

the Premises will be cleaned up and/or abated at your sole expense.

8. **REVOCABLE.** This license is revocable, at any time, by us.

9. **INDEMNITY AND HOLD HARMLESS.** As additional consideration for the use of the Premises you agree to indemnify, defend and hold harmless the Town of East Hartford and its elected officials, officers, directors, employees, agents and servants from any loss or damages as a result of any personal injury, bodily injury, property damage or wrongful death arising out of or in any way related to the use of the premises by you (including but not limited to the use of the Premises by your officers, directors, employees, volunteers, agents, contractors, subcontractors, vendors or member of the public), the only exception being loss or damages caused by the sole negligence of the Town of East Hartford. This indemnity shall include, but is not limited to, any environmental harm or damage to the Premises, and any fines and penalties that may be imposed upon the Town of East Hartford or the Premises, as a result of the use of the Premises under this Limited License Agreement. The presence, or absence, of insurance coverage shall not in any way impact or limit this Indemnity and Hold Harmless.

10. **INSURANCE.** You further agree to obtain general liability and automobile liability insurance with limits of at least \$1,000,000.00 per occurrence. If the event

involves the use or serving of alcohol, you (or, if liquor is being served by a separate vendor, the vendor serving the liquor) shall also have liquor liability coverage with limits of at least \$1,000,000 per occurrence. You shall also obtain an umbrella policy with approved limits. If liquor or food is being served, the umbrella policy limits for you (or, if liquor or food is being served by a separate vendor (s), the umbrella policy limits for the vendor (s) serving the food or liquor) will be [ N/A as to this event since liquor is not being served]. Such policies shall provide coverage for personal injury, property damage, bodily injury and death during the entire period any person, property, equipment or apparatus is on any portion of the Premises including set-up times, take down times, times when the event being held on the Premises is open to the public, after-hours and overnights. Said policies of insurance shall: (i) be specifically endorsed to name the Town of East Hartford and their agents, servants and employees and volunteers as additional insureds; (ii) be endorsed as primary to any insurance, including self insurance, of the Town of East Hartford; (iii) be in form acceptable to the Town of East Hartford; and (iv) be specifically endorsed to provide coverage for the agreement by you to indemnify, defend and hold harmless the Town of East Hartford, its agents, servants and employees and volunteers described above. Upon request of the Town of East Hartford, you will also provide a separate insurance policy, with limits



acceptable to the Town of East Hartford, covering loss (including but not limited to personal injury, property damage, bodily injury, death and fines or penalties) associated with environmental spills and/or contamination. A copy of all policies of insurance shall be provided to the Town of East Hartford : (i)at the time you submit an Amusement Permit to the Town, or (ii) if no amusement permit is required under Town Ordinances, 5 days before the first day any set up for your event.

**11. NO COST TO TOWN.** You agree that all costs associated with your event, including, but not limited to, advertising, clean-up, trash removal, repair of the Premises and Police and Fire services, shall be at your sole expense. You will be asked to execute one or more separate agreements outlining your commitment to pay for Police and Fire services. Without waiving any of the terms of such agreement(s), prior to the commencement of the term of this license, you agree to provide us with a check in the amount of \$ N/A to cover estimated fees and expenses. We will hold this check in escrow pending completion of the event. Notwithstanding any disputes that may arise between us, we shall have the right to deposit the check within two days of the end of your license term. If the deposited sum is greater than the actual expenses incurred, the Town of East Hartford will return the surplus funds to you. If the amount due is greater than estimated you shall pay the Town such additional amounts as are due

within two days of notice of the amount due. Any funds not paid shall bear interest at the rate of ten (10%) per annum.

**12. SEPARATE PROVISIONS.** If any provision of this Limited License Agreement is invalid or unenforceable, the other provisions of this Limited License Agreement will still apply.

**13. BINDING EFFECT.** This Limited License Agreement shall be binding upon you and us and our respective successors, heirs, executors and administrators.

**14. CONSTRUCTION.** The license granted hereunder shall be construed under the laws of the State of Connecticut.

Town of East

\_\_\_\_\_  
Marcia A. Leclerc

It's Mayor

→ ASD

\_\_\_\_\_  
Alex Clark

Rivera, Augustina

---

**From:** Sasen, Christine  
**Sent:** Monday, May 24, 2021 9:37 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit Application -REVISED for 2nd Annual Sweat it out for Black Lives

Ok with me then

---

**From:** Rivera, Augustina  
**Sent:** Monday, May 24, 2021 7:45 AM  
**To:** Sasen, Christine <[CSasen@easthartfordct.gov](mailto:CSasen@easthartfordct.gov)>  
**Subject:** RE: Outdoor Amusement Permit Application -REVISED for 2nd Annual Sweat it out for Black Lives

Yes, he just confirmed that he is submitting application as Alex Clark, as an individual.

T

---

**From:** Sasen, Christine <[CSasen@easthartfordct.gov](mailto:CSasen@easthartfordct.gov)>  
**Sent:** Monday, May 24, 2021 7:25 AM  
**To:** Rivera, Augustina <[ARivera@easthartfordct.gov](mailto:ARivera@easthartfordct.gov)>  
**Cc:** Gentile, Richard <[RPGentile@easthartfordct.gov](mailto:RPGentile@easthartfordct.gov)>  
**Subject:** RE: Outdoor Amusement Permit Application -REVISED for 2nd Annual Sweat it out for Black Lives

Tina,

Did Rich's recent questions get answered? I am leaving for vacation today and was waiting to respond after I see responses to Rich's questions.

Chris

---

**From:** Rivera, Augustina  
**Sent:** Thursday, May 20, 2021 7:40 AM  
**To:** Sasen, Christine <[CSasen@easthartfordct.gov](mailto:CSasen@easthartfordct.gov)>  
**Subject:** RE: Outdoor Amusement Permit Application -REVISED for 2nd Annual Sweat it out for Black Lives

My apologies, it was with the original email. Here you go.

---

**From:** Sasen, Christine <[CSasen@easthartfordct.gov](mailto:CSasen@easthartfordct.gov)>  
**Sent:** Thursday, May 20, 2021 7:38 AM  
**To:** Rivera, Augustina <[ARivera@easthartfordct.gov](mailto:ARivera@easthartfordct.gov)>  
**Subject:** RE: Outdoor Amusement Permit Application -REVISED for 2nd Annual Sweat it out for Black Lives

Application indicates Certificate of Insurance is attached. I did not receive. Please forward to me for review.

---

**From:** Rivera, Augustina  
**Sent:** Monday, May 17, 2021 11:34 AM  
**To:** Burnsed, Laurence <[lburnsed@easthartfordct.gov](mailto:lburnsed@easthartfordct.gov)>; Fravel, Theodore <[tfravel@easthartfordct.gov](mailto:tfravel@easthartfordct.gov)>; Lawlor, John

**Rivera, Augustina**

---

**From:** Grew, Greg  
**Sent:** Friday, May 14, 2021 10:41 AM  
**To:** Rivera, Augustina  
**Subject:** Re: Outdoor Amusement Permit "Sweat it out for Black Lives"

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

**MILTON GREGORY GREW, AIA**  
Director of Inspections & Permits  
(Building / Zoning / Property Maint.)



*Town of*  
**EAST HARTFORD**  
CONNECTICUT

Town Hall  
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:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Friday, May 14, 2021 10:40 AM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; 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>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Trzetzak, Linda <Ltrzetzak@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit "Sweat it out for Black Lives"

Good morning,

Please find attached your Directors Review & Notice and the Outdoor Amusement Permit documents for the 2<sup>nd</sup> annual "Sweat it out for Black Lives" taking place on Saturday, June 26 , 2021. Please review and submit comments back to me on [Friday, May 28, 2021.](#)

Have a great weekend.

Tina

**Rivera, Augustina**

---

**From:** Gentile, Richard  
**Sent:** Thursday, May 20, 2021 9:16 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit "Sweat it out for Black Lives"

I was just a bit confused on what that meant. As long as he is still doing this himself, and not in the name of a corporation or limited liability company, I am OK. Rich

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

THIS MESSAGE AND ANY OF ITS ATTACHMENTS ARE INTENDED ONLY FOR THE USE OF THE DESIGNATED RECIPIENT, OR THE RECIPIENT'S DESIGNEE, AND MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL AND/OR COVERED BY THE ATTORNEY /CLIENT PRIVILEGE. 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:** Rivera, Augustina  
**Sent:** Thursday, May 20, 2021 9:13 AM  
**To:** Gentile, Richard <[RPGentile@easthartfordct.gov](mailto:RPGentile@easthartfordct.gov)>  
**Subject:** RE: Outdoor Amusement Permit "Sweat it out for Black Lives"

Hi Rich,

I just need a little clarification on the issue you have with the revised application before I contact Alex Clark. With the original application, see below, you emailed me that you were ok with the application as submitted. The updated application was done because the Fire Department requested a little more detail about the tents and wanted a map, and since I was having him update that information I asked him to add his contact info (email and phone) and in what capacity he was signing the application since it was pointed out to me that it was missing.

Is the current issue you have with the application that he signed as event organizer? I just need to understand before I contact him to resolve the issue.

Thanks.

Tina

**From:** Gentile, Richard <[RPGentile@easthartfordct.gov](mailto:RPGentile@easthartfordct.gov)>  
**Sent:** Friday, May 14, 2021 10:56 AM  
**To:** Rivera, Augustina <[ARivera@easthartfordct.gov](mailto:ARivera@easthartfordct.gov)>; Burnsed, Laurence <[lburnsed@easthartfordct.gov](mailto:lburnsed@easthartfordct.gov)>; Fravel, Theodore <[tfravel@easthartfordct.gov](mailto:tfravel@easthartfordct.gov)>; Lawlor, John <[JLawlor@easthartfordct.gov](mailto:JLawlor@easthartfordct.gov)>; Oates, John <[Joates@easthartfordct.gov](mailto:Joates@easthartfordct.gov)>  
**Cc:** Alsup, Steve <[SAlsup@easthartfordct.gov](mailto:SAlsup@easthartfordct.gov)>; Cohen, Bruce <[BCohen@easthartfordct.gov](mailto:BCohen@easthartfordct.gov)>; Cruz-Aponte, Marilynn <[mcruzaponte@easthartfordct.gov](mailto:mcruzaponte@easthartfordct.gov)>; Davis, Robert <[RDavis@easthartfordct.gov](mailto:RDavis@easthartfordct.gov)>; Drouin, Darrell

Fire Dept



Scott Sansom  
Chief of Police

<sup>2</sup>  
TOWN OF EAST HARTFORD  
POLICE DEPARTMENT  
SUPPORT SERVICES BUREAU  
Outdoor Amusement Permits  
31 School Street  
East Hartford, CT 06108  
(860) 528-4401



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **Saturday, June 26, 2021**  
Event: **"2<sup>nd</sup> Annual Sweat it out for Black Lives"**  
Applicant: **Alex Clark, founder of Prime Ability**

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 \$ Ø N/A

  
Signature

5/21/2021 Date

Comments:

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

**DATE:** May 18, 2021

**APPLICATION FOR:** 2<sup>nd</sup> Annual Sweat It Out For Black Lives

**APPLICANT:** Alex Clark, Event Organizer 860-233-9902

**ADDRESS:** Martin Park Football Field, Burnside Avenue

**DATE(S) OF EVENT:** Saturday, June 26, 2021 8:00 am. – 3:00 pm

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

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

**COMMENTS:** Tents must be 12' apart.



JUSTIN WAGNER  
FIRE MARSHAL  
TOWN OF EAST HARTFORD



Scott Sansom  
Chief of Police

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

Health Dept



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **Saturday, June 26, 2021**  
Event: **"2<sup>nd</sup> Annual Sweat it out for Black Lives"**  
Applicant: **Alex Clark, founder of Prime Ability**

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 \$ \_\_\_\_\_

Laurence Burnsed, MPH  
Signature

May 20, 2021  
Date

### Comments:

The event organizer corresponded with Michael O'Connell, Health Department Environmental Services Supervisor, regarding the event. All food and water will be prepackaged in individual containers. No food permit required from the health department.



Scott Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **Saturday, June 26, 2021**  
Event: **"2<sup>nd</sup> Annual Sweat it out for Black Lives"**  
Applicant: **Alex Clark, founder of Prime Ability**

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

6/1/21

Date

Comments:

Event went very well last year. Parks and Recreation to get standard licensing agreement to Alex Clark.





Scott Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

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- 1. the application be approved as submitted.
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- 3. the application be disapproved for the reason(s) set forth in the attached comments.

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

Anticipated Cost(s) if known \$ None

\_\_\_\_\_  
Signature Marilynn Cruz-Aponte 5-20-2021 Date

Comments:

Rivera, Augustina

---

**From:** Hawkins, Mack  
**Sent:** Tuesday, June 1, 2021 6:52 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit Application -REVISED for 2nd Annual Sweat it out for Black Lives

Tina,

I have reviewed the Outdoor Amusement Permit Application for "Sweat it out for Black Lives" for 2021. I approve the application as submitted. Please mark the worksheet "Extra Attention" for the day(s) of the event.

Thank you,

*Deputy Chief Mack S. Hawkins*

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

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



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**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Thursday, May 27, 2021 11:46 AM  
**To:** Fravel, Theodore <tfravel@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>  
**Subject:** FW: Outdoor Amusement Permit Application -REVISED for 2nd Annual Sweat it out for Black Lives

Hi.

Just a friendly reminder that tomorrow is the deadline for your Director's Review of the "2<sup>nd</sup> Annual Sweat it out for Black Lives" event.

Thanks.

Tina

MARCIA A. LECLERC  
MAYOR

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

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

www.easthartfordct.gov

June 4, 2021

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

Re: **Outdoor Amusement Permit Application**  
**"Addendum-Eversource Hartford Marathon - 2021"**

Dear Chairman Kehoe:

Attached please find an addendum submitted by Josh Miller, Technical Director for The Hartford Marathon Foundation. The permit for the "Eversource Hartford Marathon" which will be held on **Saturday, October 9, 2021** was approved at the December 15, 2020 Town Council meeting. The addendum includes updated plans for the race course and half marathon race course. The half marathon and marathon will now run together into East Hartford. Runners will no longer exit Great River Park onto East River Drive, but instead will continue on the paved river path, exit the path onto Willow Street and then turn left onto Main Street. Once the runners pass the intersection of East River Drive Ext. and Main Street the courses are unchanged. They are also requesting to add an additional hour to the event changing the original time from 7:30am -1:30 pm to 7:30am-2:30pm.

CHANGES

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

The **Risk Management** had no comment on the changes.

The **Office of Corporation Counsel** states it has no issues with the addendum.

The **Fire Department** approves the addendum changes as submitted and **indicates the anticipated cost for the Department's services will be \$4,027.17, an increase of \$1,727.17 from original approved plan.**

The **Health Department** approves the addendum as submitted and **there are no anticipated costs to their Departments.**

**Parks & Recreation Department** approves the addendum as submitted and states **there are no anticipated costs to their Department.**

The **Public Works Department** approved the addendum and indicated the **anticipated cost to the Department for this event is \$9,389.69, a decrease of \$2,610.31 from the original approved plan. However, the costs does not reflect the results of Collective Bargaining negotiations that may increase salary rates.**

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

- Police manpower required for these events exceeds the Department's normal Patrol Complement and overtime hiring will be necessary. As an event that is not Town-sponsored, this expense will have to be borne by the applicant. **The original anticipated cost to the Department for this event was \$37,860.29 which did not include a possible contractual raise. With the addendum changes, there will an additional anticipated cost for this adjustment of approximately \$3,723.36 for six (extra) officers, bringing the new total to \$41,583.65, which still does not include a potential contracted raise.**

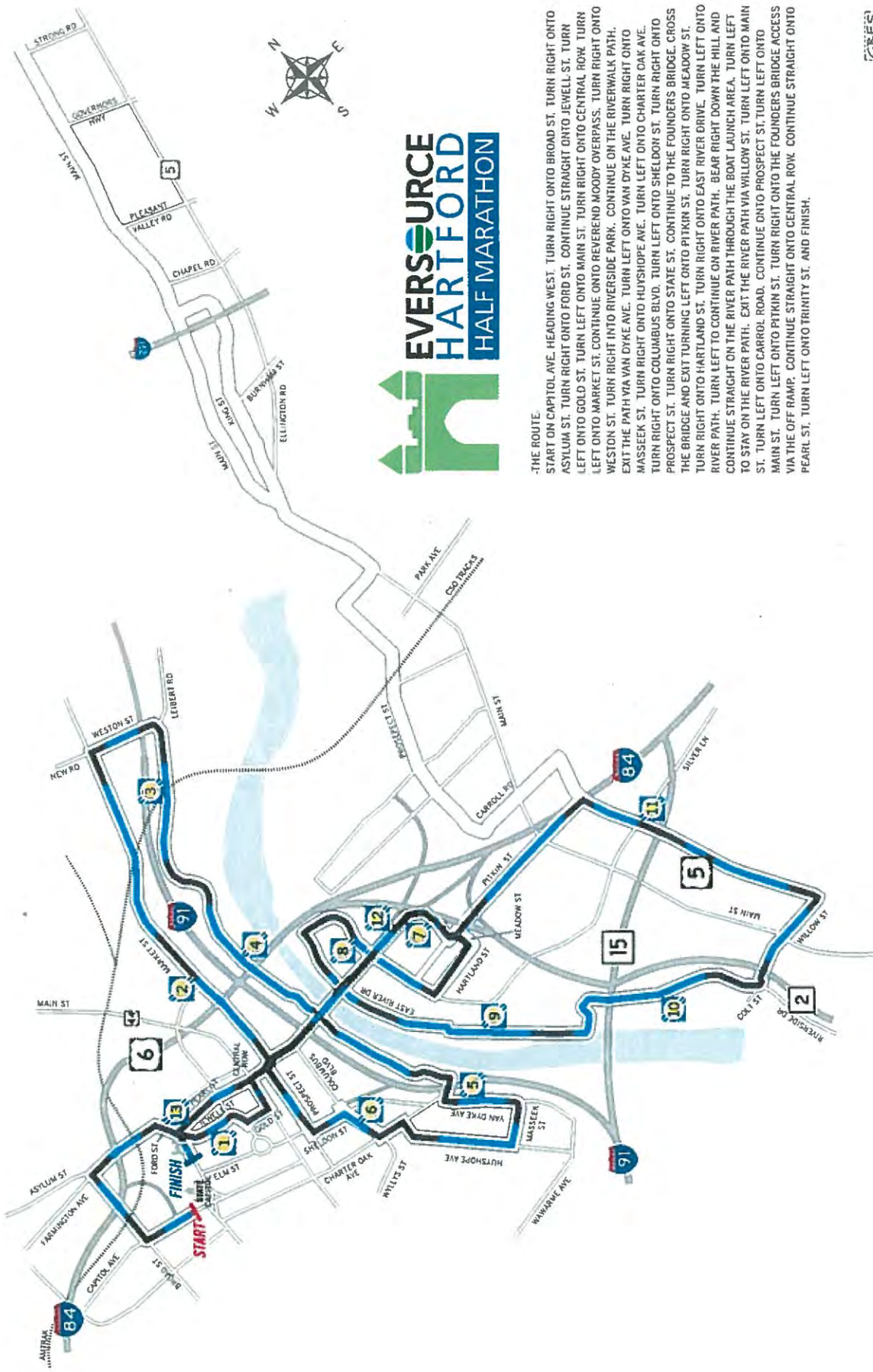
Respectfully submitted for your information.

Sincerely,



Scott M. Sansom  
Chief of Police

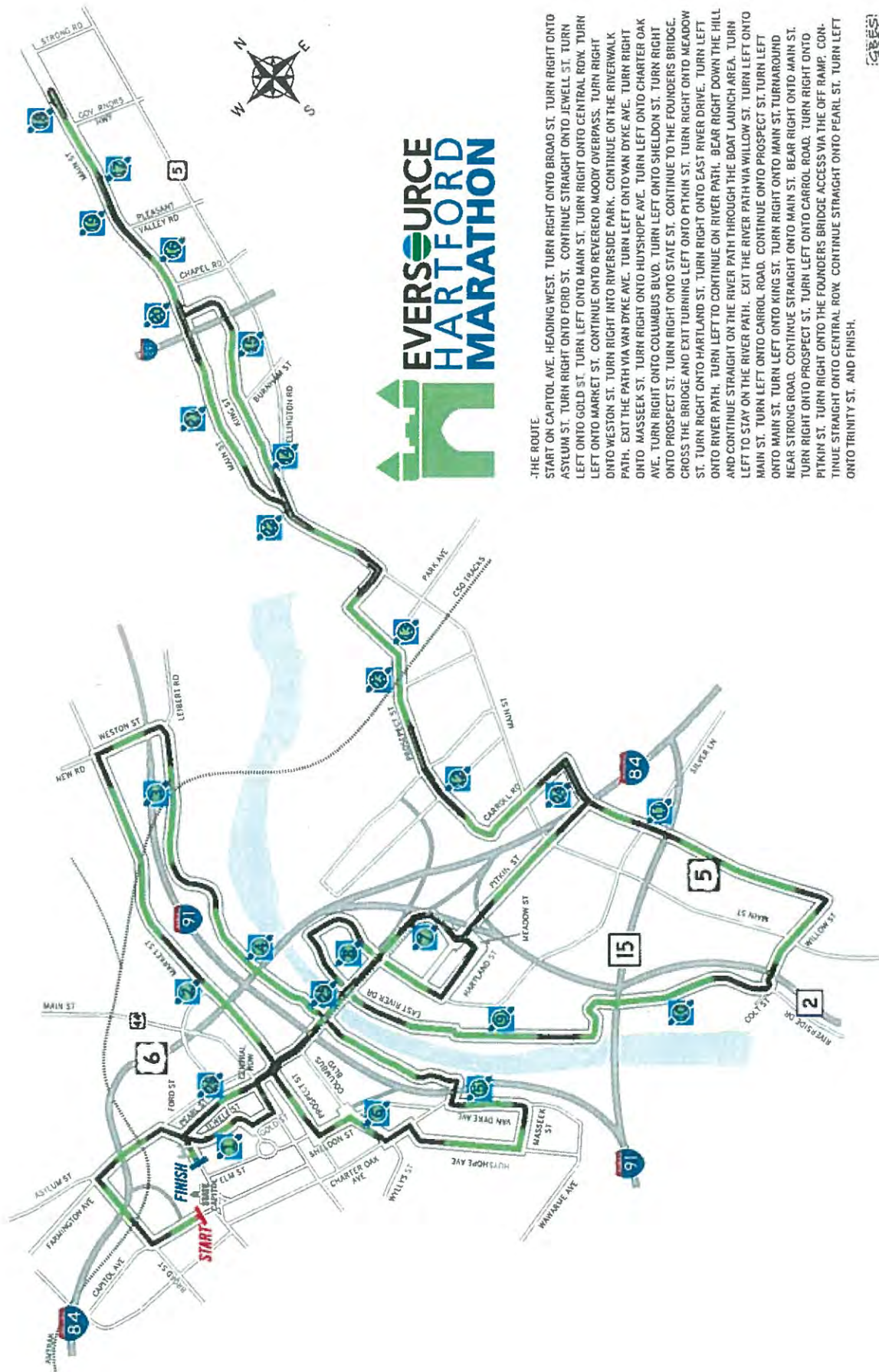
Cc: Applicant



# EVERSOURCE HARTFORD HALF MARATHON

**-THE ROUTE-**  
 START ON CAPITOL AVE. HEADING WEST. TURN RIGHT ONTO BROAD ST. TURN RIGHT ONTO ASYLUM ST. TURN RIGHT ONTO FORD ST. CONTINUE STRAIGHT ONTO JEWELL ST. TURN LEFT ONTO GOLD ST. TURN LEFT ONTO MAIN ST. TURN RIGHT ONTO CENTRAL ROW. TURN LEFT ONTO MARKET ST. CONTINUE ONTO REVEREND MOODY OVERPASS. TURN RIGHT ONTO WESTON ST. TURN RIGHT INTO RIVERSIDE PARK. CONTINUE ON THE RIVERWALK PATH. EXIT THE PATH VIA VAN DYKE AVE. TURN LEFT ONTO VAN DYKE AVE. TURN RIGHT ONTO MASSEK ST. TURN RIGHT ONTO HUYSHOPE AVE. TURN LEFT ONTO CHARTER OAK AVE. TURN RIGHT ONTO COLUMBUS BLVD. TURN LEFT ONTO SHELDON ST. TURN RIGHT ONTO PROSPECT ST. TURN RIGHT ONTO STATE ST. CONTINUE TO THE FOUNDERS BRIDGE. CROSS THE BRIDGE AND EXIT TURNING LEFT ONTO PITKIN ST. TURN RIGHT ONTO MEADOW ST. TURN RIGHT ONTO HARTLAND ST. TURN RIGHT ONTO EAST RIVER DRIVE. TURN LEFT ONTO RIVER PATH. TURN LEFT TO CONTINUE ON RIVER PATH. BEAR RIGHT DOWN THE HILL AND CONTINUE STRAIGHT ON THE RIVER PATH THROUGH THE BOAT LAUNCH AREA. TURN LEFT TO STAY ON THE RIVER PATH. EXIT THE RIVER PATH VIA WILLOW ST. TURN LEFT ONTO MAIN ST. TURN LEFT ONTO CARROLL ROAD. CONTINUE ONTO PROSPECT ST. TURN LEFT ONTO MAIN ST. TURN LEFT ONTO PITKIN ST. TURN RIGHT ONTO THE FOUNDERS BRIDGE ACCESS VIA THE OFF RAMP. CONTINUE STRAIGHT ONTO CENTRAL ROW. CONTINUE STRAIGHT ONTO PEARL ST. TURN LEFT ONTO TRINITY ST. AND FINISH.





# EVERSOURCE HARTFORD MARATHON

**-THE ROUTE**  
 START ON CAPITOL AVE. HEADING WEST. TURN RIGHT ONTO BROAD ST. TURN RIGHT ONTO ASYLUM ST. TURN RIGHT ONTO FORD ST. CONTINUE STRAIGHT ONTO JEWELL ST. TURN LEFT ONTO GOLD ST. TURN LEFT ONTO MAIN ST. TURN RIGHT ONTO CENTRAL ROW. TURN LEFT ONTO MARKET ST. CONTINUE ONTO REVEREND MOODY OVERPASS. TURN RIGHT ONTO WESTON ST. TURN RIGHT INTO RIVERSIDE PARK. CONTINUE ON THE RIVERWALK PATH. EXIT THE PATH VIA VAN DYKE AVE. TURN LEFT ONTO VAN DYKE AVE. TURN RIGHT ONTO MASSEEK ST. TURN RIGHT ONTO HUYSHOPE AVE. TURN LEFT ONTO CHARTER OAK AVE. TURN RIGHT ONTO COLUMBUS BLVD. TURN LEFT ONTO SHELDON ST. TURN RIGHT ONTO PROSPECT ST. TURN RIGHT ONTO STATE ST. CONTINUE TO THE FOUNDERS BRIDGE. CROSS THE BRIDGE AND EXIT TURNING LEFT ONTO PITKIN ST. TURN RIGHT ONTO MEADOW ST. TURN RIGHT ONTO HARTLAND ST. TURN RIGHT ONTO EAST RIVER DRIVE. TURN LEFT ONTO RIVER PATH. TURN LEFT TO CONTINUE ON RIVER PATH. BEAR RIGHT DOWN THE HILL AND CONTINUE STRAIGHT ON THE RIVER PATH THROUGH THE BOAT LAUNCH AREA. TURN LEFT TO STAY ON THE RIVER PATH. EXIT THE RIVER PATH VIA WILLOW ST. TURN LEFT ONTO MAIN ST. TURN LEFT ONTO CARROLL ROAD. CONTINUE ONTO PROSPECT ST. TURN LEFT ONTO MAIN ST. TURN LEFT ONTO KING ST. TURN RIGHT ONTO MAIN ST. TURN AROUND NEAR STRONG ROAD. CONTINUE STRAIGHT ONTO MAIN ST. BEAR RIGHT ONTO MAIN ST. TURN RIGHT ONTO PROSPECT ST. TURN LEFT ONTO CARROLL ROAD. TURN RIGHT ONTO PITKIN ST. TURN RIGHT ONTO THE FOUNDERS BRIDGE ACCESS VIA THE OFF RAMP. CONTINUE STRAIGHT ONTO CENTRAL ROW. CONTINUE STRAIGHT ONTO PEARL ST. TURN LEFT ONTO TRINITY ST. AND FINISH.



**Rivera, Augustina**

---

**From:** Sasen, Christine  
**Sent:** Monday, May 24, 2021 9:56 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Addendum to Eversource Hartford Marathon 2021

No comment.

**From:** Rivera, Augustina  
**Sent:** Thursday, May 20, 2021 9:01 AM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; 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>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Trzetzziak, Linda <Ltrzetzziak@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>  
**Subject:** Addendum to Eversource Hartford Marathon 2021

Good morning,

Josh Miller from the Hartford Marathon Foundation has made adjustments to the Eversource Hartford Marathon regarding the route and time. Attached you will find the Directors Review and Notice, a copy of the approved permit, and the updated plans for the race course and half marathon race course. They are also requesting to add an additional hour **changing the time from 7:30 AM – 1:30 PM to 7:30 AM – 2:30 PM.**

Please review the updated plans as an addendum to the 2021 permit and submit comments back to me by next week, **Thursday, May 27.**

Thank you.

Tina

Augustina Rivera  
Administrative Clerk 3  
Support Services Bureau  
East Hartford Police Department  
31 School Street  
East Hartford, CT 06108  
[arivera@easthartfordct.gov](mailto:arivera@easthartfordct.gov)

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

**Rivera, Augustina**

---

**From:** Gentile, Richard  
**Sent:** Thursday, May 27, 2021 11:04 AM  
**To:** Rivera, Augustina; Fravel, Theodore; Hawkins, Mack  
**Subject:** RE: Addendum to Eversource Hartford Marathon 2021

I am OK with this change. They will need to sign a license agreement for use of Town roads. Ted has coordinated this in the past.

Rich

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

THIS MESSAGE AND ANY OF ITS ATTACHMENTS ARE INTENDED ONLY FOR THE USE OF THE DESIGNATED RECIPIENT OR THE RECIPIENT'S DESIGNEE, AND MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL AND/OR COVERED BY THE ATTORNEY /CLIENT PRIVILEGE. 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:** Rivera, Augustina  
**Sent:** Thursday, May 27, 2021 10:54 AM  
**To:** Fravel, Theodore <[tfravel@easthartfordct.gov](mailto:tfravel@easthartfordct.gov)>; Gentile, Richard <[RPGentile@easthartfordct.gov](mailto:RPGentile@easthartfordct.gov)>; Hawkins, Mack <[MHawkins@easthartfordct.gov](mailto:MHawkins@easthartfordct.gov)>  
**Subject:** FW: Addendum to Eversource Hartford Marathon 2021

Good morning,

Just a friendly reminder that today is the deadline for returning your Director's Review Addendum for Eversource Hartford Marathon.

Thank you so much.

Tina

---

**From:** Rivera, Augustina  
**Sent:** Thursday, May 20, 2021 9:01 AM  
**To:** Burnsed, Laurence <[lburnsed@easthartfordct.gov](mailto:lburnsed@easthartfordct.gov)>; Fravel, Theodore <[tfravel@easthartfordct.gov](mailto:tfravel@easthartfordct.gov)>; Lawlor, John <[JLawlor@easthartfordct.gov](mailto:JLawlor@easthartfordct.gov)>; Oates, John <[Joates@easthartfordct.gov](mailto:Joates@easthartfordct.gov)>  
**Cc:** Alsup, Steve <[SAIsup@easthartfordct.gov](mailto:SAIsup@easthartfordct.gov)>; Cohen, Bruce <[BCohen@easthartfordct.gov](mailto:BCohen@easthartfordct.gov)>; Cruz-Aponte, Marilyn <[mcruzaponte@easthartfordct.gov](mailto:mcruzaponte@easthartfordct.gov)>; Davis, Robert <[RDavis@easthartfordct.gov](mailto:RDavis@easthartfordct.gov)>; Drouin, Darrell <[Ddrouin@easthartfordct.gov](mailto:Ddrouin@easthartfordct.gov)>; Dwyer, Sean <[SDwyer@easthartfordct.gov](mailto:SDwyer@easthartfordct.gov)>; Ficacelli, Joseph <[JFicacelli@easthartfordct.gov](mailto:JFicacelli@easthartfordct.gov)>; Gentile, Richard <[RPGentile@easthartfordct.gov](mailto:RPGentile@easthartfordct.gov)>; Grew, Greg <[mggrew@easthartfordct.gov](mailto:mggrew@easthartfordct.gov)>; Hawkins, Mack <[MHawkins@easthartfordct.gov](mailto:MHawkins@easthartfordct.gov)>; Neves, Paul <[Pneves@easthartfordct.gov](mailto:Pneves@easthartfordct.gov)>; O'Connell, Michael <[Moconnell@easthartfordct.gov](mailto:Moconnell@easthartfordct.gov)>; Sansom, Scott



Fire Dept



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: October 9, 2021  
Event: "Eversource Hartford Marathon"-Addendum  
Applicant: The Hartford Marathon Foundation by Josh Miller, its Technical Director

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

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

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

Anticipated cost(s) if known \$ 4027.17

Signature

5/24/2021  
Date

Comments: Stephen Klup  
Asst. Fire Chief

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

**DATE:** May 20, 2021

**APPLICATION FOR:** Eversource Hartford Marathon - Revised

**APPLICANT:** Hartford Marathon Foundation by Josh Miller, its  
Technical Director  
W 860-8866 C 860-338-1781

**ADDRESS:** Various Roads

**DATE(S) OF EVENT:** Saturday, October 9, 2021 from 7:30 am to 2:30 pm

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

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

**COMMENTS:**



JUSTIN WAGNER  
FIRE MARSHAL  
TOWN OF EAST HARTFORD



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: **October 9, 2021**

Event: **“Eversource Hartford Marathon”-Addendum**

Applicant: **The Hartford Marathon Foundation by Josh Miller, its Technical Director**

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

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- 3. the application be disapproved for the reason(s) set forth in the attached comments.

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

Anticipated cost(s) if known \$ \_\_\_\_\_

Laurence Burnsed, MPH  
Signature

May 23, 2021  
Date

Comments:

The Health Department has no concerns about the course changes submitted by the Hartford Foundation. The East Hartford Director of Health is a participant in the Hartford Foundation race health and safety committee. COVID-19 precautions are implemented in event plans.



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: **October 9, 2021**

Event: **“Eversource Hartford Marathon”-Addendum**

Applicant: **The Hartford Marathon Foundation by Josh Miller, its Technical Director**

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- 3. the application be disapproved for the reason(s) set forth in the attached comments.

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

Anticipated cost(s) if known \$0.00

Ted Fravel

Signature

5/27/21

Date

Comments:

Ted to get the annual Licensing Agreement, to Josh Miller



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: **October 9, 2021**

Event: **"Eversource Hartford Marathon"-Addendum**

Applicant: **The Hartford Marathon Foundation by Josh Miller, its Technical Director**

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

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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 \$ 9,389.69

Marilynn Cruz-Aponte  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments:

Please note cost above does not reflect the results of Collective Bargaining negotiations that may increase salary rates.

Rivera, Augustina

---

**From:** Hawkins, Mack  
**Sent:** Tuesday, June 1, 2021 7:01 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Addendum to Eversource Hartford Marathon 2021

Tina,

I have reviewed the adjustment to the Eversource Hartford Marathon. I approve the adjustments as submitted. The additional *anticipated* cost for this adjustment is approximately \$3,723.36 for six (extra) officers, which **does not** include a potential contractual raise.

Thanks,

*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:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Thursday, May 20, 2021 9:01 AM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; 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>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Trzetzziak, Linda <Ltrzetzziak@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>  
**Subject:** Addendum to Eversource Hartford Marathon 2021



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

DATE: June 3, 2021  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc *ML*  
RE: REFERRAL: Refund of Taxes

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I recommend that the Town Council approve a total refund of taxes in the amount of \$25,105.53 as detailed in the attached listing from our Assistant Collector of Revenue.

Please place this item on the Town Council agenda for the June 15, 2021 meeting.

C: I. Laurenza, Tax Collector  
L. Trzetzziak, Finance Director  
K. Foran, Assistant Collector of Revenue

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**INTEROFFICE MEMORANDUM**

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**TO:** MARCIA A LECLERC, MAYOR ✓  
LINDA TRZETZIAK, DIRECTOR OF FINANCE

**FROM:** KRISTY FORAN, ASSISTANT COLLECTOR OF REVENUE

**SUBJECT:** REFUND OF TAXES

**DATE:** 6/3/2021



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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 \$25,105.53. Please see attached listing. Please place this item on the Town Council agenda for June 15, 2021.



Bill	Name	Address	City/State/Zip	Prop Loc/Vehicle Info.	Over Paid
2019-03-0050358	ADAMS DAVID P	156 CHIPPER DR	EAST HARTFORD, CT 06108-2779	2008/4T1BE46K78U215417	-180.45
2019-03-0051516	ANSAH WILLIAMS O	805 BREWER ST	EAST HARTFORD, CT 06118-2343	2015/5TDDKRFHXFS087019	-209.47
2019-01-0011100	CORELOGIC TAX SERVICES CENTRALIZED REFUNDS	PO BOX 9202	COPPELL, TX 75019	6 WESTERLY TER	-2,231.43
2019-01-0004874	CORELOGIC TAX SERVICES CENTRALIZED REFUNDS	PO BOX 9202	COPPELL, TX 75019	414 BREWER ST	-2,440.59
2019-01-0015673	CORELOGIC TAX SERVICES CENTRALIZED REFUNDS	PO BOX 9202	COPPELL, TX 75019	40 FARNHAM DR	-3,218.10
2019-01-0015466	CORELOGIC TAX SERVICES CENTRALIZED REFUNDS	PO BOX 9202	COPPELL, TX 75019	211 ARBUTUS ST	-2,242.91
2019-01-0005069	CORELOGIC TAX SERVICES CENTRALIZED REFUNDS	PO BOX 9202	COPPELL, TX 75019	169 LANGFORD LN	-4,706.71
2019-01-0005802	DARNIC LLC	24 LINDSAY LN	GLASTONBURY, CT 06033	58 TIMBER TR	-370.15
2019-01-0015833	DARNIC LLC	24 LINDSAY Ln	GLASTONBURY, CT 06033	135-137 PORTER ST	-756.54
2019-03-0064434	GONCALVES MARIA A	192 MONROE ST	EAST HARTFORD, CT 06118	2013/5J6RM4H77DL029286	-7.05
2019-01-0005893	GONCALVES MARIA A	192 MONROE ST	EAST HARTFORD, CT 06118	192 MONROE ST	-89.00
2019-04-0083131	GYASI VICTORIA A	956 TOLLAND ST	EAST HARTFORD, CT 06108-1533	2001/2HKRL18521H563575	-49.55
2019-03-0067507	HYUNDAI LEASE TITLING TRUST	4100 WILDWOOD PKWY	ATLANTA, GA 30339-8400	2017/KNDPRCA6XH7264337	-179.54
2019-03-0067511	HYUNDAI LEASE TITLING TRUST	4100 WILDWOOD PKWY	ATLANTA, GA 30339-8400	2017/KM8J3CA24HU342483	-250.33
2019-01-0016467	KEOSAVANG SOUNTHONE & ATSALIN	361 KING ST	EAST HARTFORD, CT 06108	361 KING ST	-37.00
2019-03-0071150	LINDO KEITH A	50 HILLSIDE ST APT B18	EAST HARTFORD, CT 06108-3663	2008/2HJYK16368H505192	-13.83
2019-04-0085061	MURRAY JACQUELINE	91 ROLLING MEADOW DR	EAST HARTFORD, CT 06118-1742	2009/WVGBV75N89W510741	-51.80
2019-03-0075876	NISSAN INFINITI LT	PO BOX 254648	SACRAMENTO, CA 95865-4648	2016/JN8AT2MV7GW153855	-420.49
2019-03-0075949	NISSAN INFINITI LT	PO BOX 254648	SACRAMENTO, CA 95865-4648	2018/KNMAT2MV2JP556042	-48.28
2019-03-0075974	NISSAN INFINITI LT	PO BOX 254648	SACRAMENTO, CA 95865-4648	2017/1N4AA6APXHC368136	-534.38
2019-03-0075990	NISSAN INFINITI LT	PO BOX 254648	SACRAMENTO, CA 95865-4648	2017/JN8AT2MV3HW261410	-339.49
2019-03-0075993	NISSAN INFINITI LT	PO BOX 254648	SACRAMENTO, CA 95865-4648	2017/1N4AA6AP2HC422268	-194.05

2019-01-0011167	PASQUARELLI SABRINA C & VENERE	24 FLORADALE DR	EAST HARTFORD, CT 06108	24 FLORADALE DR	-22.50
2002-03-0078779	PAUL STEPHEN	89 HUNTERS XING	BURLINGTON CT 06013	1988/ 2G3AJ51W9J9320460	-244.84
2019-01-0013318	PENNY MAC LOAN SERVICES	PO BOX 514387	LOS ANGELES, CA 90051	290 OAK ST	-2,921.82
2019-01-0006310	PETRIE DANIEL & MELISSA LIN	103 SHERWOOD DR	EAST HARTFORD, CT 06118	103 SHERWOOD DR	-116.55
2019-03-0078600	PIERCE GERALYN F	910 OAK ST	EAST HARTFORD, CT 06118-3582	2013/1HGCR3F86DA007277	-35.28
2019-01-0013654	POPOVIC KRISTINA & BLANKA	137 MILBROOK DR	EAST HARTFORD, CT 06118	137 MIL8ROOK DR	-2,030.75
2019-03-0079811	REED TAHMARA L	29 PURDUE LN	EAST HARTFORD, CT 06108-1323	2015/SYMKT6C59F0C88825	-754.43
2019-04-0087365	VALENCIA MARTA A	70 OLD TOWN RD UNIT 360	VERNON, CT 06066	2017/5N1AT2MVXHC772492	-103.00
2019-03-0088515	WALKER NICOLA A	61 MURRAY ST	EAST HARTFORD, CT 06108-1634	2014/5FRYD4H45EB003585	-32.55
2019-01-0006008	WELLS FARGO REAL ESTATE TAX ATTN: REFUNDS/FINANCIAL SUPPORT	PO BOX 14506	DES MOINES, IA 50306	30 SHADYCREST DR	-68.84
2019-03-0089052	WIGGINSJENKINS VANESSA A	26 SUFFOLK DR	EAST HARTFORD, CT 06118-2652	2010/2G1WBS1A1252781	-119.79
2019-01-0015520	WILMES HOWARD P	81 DEEPWOOD DR	EAST HARTFORD, CT 06118	81 DEEPWOOD DR	-84.04
<b>TOTAL</b>					<b>\$ (25,105.53)</b>