

*Robert J. Peck*

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

2019 JUN 14 A 9:11

TOWN CLERK  
EAST HARTFORD

JUNE 18, 2019

REVISED 06-14-19

=====

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

=====

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
5. APPROVAL OF MINUTES
  - A. June 4, 2019 Executive Session
  - B. June 4, 2019 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
  - A. Resignation of Susan Skowronek from the Planning & Zoning Commission
7. OLD BUSINESS
8. NEW BUSINESS
  - A. End of Fiscal Year 2018-2019:
    1. Preliminary Year-end Financial Results
    2. Interdepartmental Budget Transfers
    3. Supplemental Budget Appropriation and Fund Balance Transfer
  - B. Board of Education Capital Reserve Fund Transfer FY2018-2019
  - C. Approval of Sale of Individual Tax Liens
  - D. Referral to Real Estate Acquisition & Disposition Committee re: 78 North Meadow Lane
  - E. Appointments to Boards/Commissions:
    1. Veterans Commission  
Tia Woods; term to expire December 2019
    2. Commission on Services for Persons with Disabilities  
Veronica Rosario; term to expire December 2019
  - F. Refund of Taxes
  - G. Outdoor Amusement Permit Applications:
    1. Island Time in East Hartford
    2. RiMaConn Relay
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 16<sup>th</sup>)

*Robert J. Pasick*

2019 JUN 10 A 8:30

TOWN CLERK  
EAST HARTFORD

TOWN COUNCIL MAJORITY OFFICE

JUNE 4, 2019

EXECUTIVE SESSION

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

ABSENT Councillor Joseph R. Carlson

ALSO PRESENT Scott Chadwick, Corporation Counsel

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:07 p.m.

MOTION By Esther Clarke  
seconded by Linda Russo  
to **go into** Executive Session to discuss the pending tax appeal cases of:

1. Costa East, LLC v. Town of East Hartford, Docket No. HHB-CV-17-6038268-S, involving real property located at 1008-1010 Main Street and 1016 Main Street
2. Jakiram, LLC v. Town of East Hartford, Docket No. HHB-CV-17-6037708-S, involving real property located at 160 Governor Street and 182 Governor Street

Motion carried 8/0.

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

ADJOURNMENT

MOTION By Esther Clarke  
seconded by Linda Russo  
to **adjourn** (7:16 p.m.)  
Motion carried 8/0.

Attest

*Richard F. Kehoe*

Richard F. Kehoe  
Town Council Chair

*Robert J. Paset*

EAST HARTFORD TOWN COUNCIL

2019 JUN 10 A 8:30

TOWN COUNCIL CHAMBERS

TOWN CLERK  
EAST HARTFORD

JUNE 4, 2019

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

ABSENT Councillor Joseph R. Carlson

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:31 p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Michael Walsh, Finance Director, addressed the Council on behalf of Mayor Leclerc: (1) the town will start the reconstruction of Brewer Street and all residents are invited to attend the informational meeting on Thursday June 13<sup>th</sup> at 7PM in the Welling Conference Room; (2) June is Dog License Renewal month; (3) the EHPD is working on its accreditation from CALEA with a public information session at the Raymond Library today June 4<sup>th</sup> at 7PM; (4) the Special Olympics Torch run will be Thursday June 6<sup>th</sup> @ approximately 12:24PM; (5) Ice Cream with a Cop will take place on Wednesday June 19<sup>th</sup> at the Dairy Queen, 435 Main Street from Noon to 2PM; (6) EHPD's Youth Basketball Program is coming back for another season – the first game will be Tuesday June 18<sup>th</sup> @ 9:30AM; (7) the town's five outdoor pools are scheduled to open on Sunday June 16<sup>th</sup> @ 1PM; (8) the Library will participate in the 15<sup>th</sup> Annual Connecticut Open House Day on Saturday June 8<sup>th</sup>; and (9) the Library invites all residents to participate in their annual summer reading program which begins on June 12<sup>th</sup>.

APPROVAL OF MINUTES

May 21, 2019 Executive Session

MOTION By Ram Aberasturia  
seconded by Caroline Torres  
to **approve** the minutes of the May 21, 2019 Executive Session.  
Motion carried 8/0.

May 21, 2019 Regular Meeting

MOTION By Ram Aberasturia  
seconded by Pat Harmon

to **approve** the minutes of the May 21, 2019 Regular Meeting.  
Motion carried 8/0.

NEW BUSINESS

Recommendation from Personnel & Pensions Subcommittee:

Library Specialist

MOTION      By Linda Russo  
                  seconded by Caroline Torres  
                  to **approve** the following recommendations from the Personnel & Pensions  
                  Committee made at their meeting held on May 29, 2019: (1) not refill the  
                  vacant non-union Library Specialist position in the Circulation/Cataloging  
                  Division; (2) approve the upgrade of the non-union Library Specialist job  
                  description from a grade 2 to a grade 4; and (3) promote two employees in  
                  the Library to the Library Specialist job classification, such job description  
                  is outlined and attached to an email dated May 30, 2019 from Santiago  
                  Malave, Human Resources Director to Mayor Marcia Leclerc.  
                  Motion carried 8/0.

Food Bank Coordinator

MOTION      By Linda Russo  
                  seconded by Marc Weinberg  
                  to **approve** the upgrade of the job description entitled "Food Bank  
                  Coordinator/Social Service Clerk" from a grade 3 to a grade 5, as outlined  
                  and attached to an email from Santiago Malave, Human Resources  
                  Director to Mayor Marcia Leclerc dated May 30, 2019 and as  
                  unanimously approved at the Personnel & Pensions Committee meeting  
                  held May 29, 2019.  
                  Motion carried 8/0.

GIS Analyst

MOTION      By Linda Russo  
                  seconded by Marc Weinberg  
                  to **approve** the new job description entitled "GIS Analyst" in the Information  
                  Technology Department, as outlined and attached to an email from  
                  Santiago Malave, Human Resources Director to Mayor Marcia Leclerc  
                  dated May 30, 2019 and as unanimously approved at the Personnel &  
                  Pensions Committee meeting held May 29, 2019.  
                  Motion carried 8/0.

2019-2020 Neighborhood Assistance Act

MOTION By Ram Aberasturia  
seconded by Caroline Torres  
to **adopt** the following resolution:

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

**WHEREAS**, twenty-nine proposals have been received from area agencies, listed on the 2019 State of Connecticut Neighborhood Assistance Act Proposal Summaries sheet as attached, and have requested to be included in the 2019 State of Connecticut tax credit program through the Town of East Hartford, and;

**WHEREAS**, a Public Hearing to present these applications was held on May 22, 2019, as required by the State of Connecticut.

**NOW, THEREFORE, LET IT BE RESOLVED:** That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to forward these applications to the State of Connecticut Department of Revenue Services for their review and inclusion into the 2019 Neighborhood Assistance Act Tax Credit Program.

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

Suspense List: Grand List Year 2015 – Personal Property and Motor Vehicle

MOTION By Shelby Brown  
seconded by Linda Russo  
to **transfer** the uncollected personal property and motor vehicle – including motor vehicle supplemental – taxes on the 2015 Grand List as referenced in a memo dated May 28, 2019 from Iris Laurenza, Collector of Revenue, to Marcia Leclerc, Mayor to the suspense rate book in the total amount of \$413,834.47 as follows:

Personal Property	Grand List Year 2015	\$ 83,898.72
Motor Vehicle	Grand List Year 2015	\$329,935.75

Motion carried 8/0.

Appointments to Various Boards and Commissions

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

- Redevelopment Agency:  
Ellen McCreery, 39 Greene Terrace term to expire December 2023
- Public Building Commission:  
Henry Pawlowski, Jr. 48 Oxford Drive term to expire December 2023

Motion carried 8/0.

Bid Waiver: East Hartford Fire Department EMS Training

MOTION By Linda Russo  
seconded by Ram Aberasturia  
to **waive** the bidding requirements in accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances and permit the East Hartford Fire Department to utilize the Harford Hospital Center for Education, Simulation and Innovation (CESI) as a training location for the Fire Department's emergency medical staff, as outlined in a memo from Fire Chief John Oates to Mayor Marcia Leclerc dated May 30, 2019 as it is in the best interests of the town.

MOTION By Linda Russo  
seconded by Ram Aberasturia  
to **amend** the motion as follows:  
"...and permit the East Hartford Fire Department to utilize the Harford Hospital Center for Education, Simulation and Innovation (CESI) as a training location for the Fire Department's emergency medical staff, up to a period of 3 years, as outlined in a memo...".  
Motion carried 8/0.

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

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

None

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

Costa East, LLC v. Town of East Hartford, Docket No. HHB-CV-17-6038268-S, re: real property located at 1008-1010 Main Street and 1016 Main Street

MOTION By Ram Aberasturia  
seconded by Marc Weinberg  
to **accept** the recommendation of Corporation Counsel to settle the pending assessment (tax) appeal known as Costa East, LLC v. Town of East Hartford, Docket No. HHB-CV-17-6038268-S, re: real property located at 1008-1010 Main Street and 1016 Main Street, from the fair market value of \$1,283,040 to the fair market value of \$840,000, which shall generate a reduction of \$15,139.02 in property taxes, for the Grand List Year of 2016.  
Motion carried 8/0.

Jakiram, LLC v. Town of East Hartford, Docket No. HHB-CV-17-6037708-S, re: real property located at 160 Governor Street and 182 Governor Street

MOTION By Ram Aberasturia  
seconded by Caroline Torres  
to **accept** the recommendation of Corporation Counsel to settle the pending assessment (tax) appeal known as Jakiram, LLC v. Town of East Hartford, Docket No. HHB-CV-17-6037708-S, re: real property located at 160 Governor Street and 182 Governor Street from the fair market value of \$872,230 to the fair market value of \$650,000, which shall generate a reduction of \$7,691.55 in property taxes, for the Grand List Year of 2016.  
Motion carried 8/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

Ram Aberasturia wished his son, Maseo, a Happy 4<sup>th</sup> Birthday!

ADJOURNMENT

MOTION By Esther Clarke  
seconded by Linda Russo  
to **adjourn** (8:16 p.m.).  
Motion carried 8/0.

The Chair announced that the next meeting of the Town Council would be June 18<sup>th</sup>.

Attest




Richard F. Kehoe

TOWN COUNCIL CHAIR





## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 13, 2019  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESIGNATION: Boards and Commissions

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Attached is a letter received by my office from Susan Skowronek who is resigning from her position as an alternate on the Planning and Zoning Commission.

Please place this resignation on the June 18, 2019 Town Council Agenda and share our appreciation as a community for the valuable service she has provided by volunteering her time on the above mentioned Commission.

Thank you.

C: R. Pasek, Town Clerk

## Tchelidze, Ekaterine

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**From:** Marcialeclerc@comcast.net  
**Sent:** Wednesday, June 12, 2019 5:49 PM  
**To:** Pasek, Robert; Carrero, Jessica; Tchelidze, Ekaterine  
**Subject:** Fwd: Planning and Zoning

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

 **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.**

Marcia Leclerc

Begin forwarded message:

**From:** SUSAN SKOWRONEK <[skowms@comcast.net](mailto:skowms@comcast.net)>  
**Date:** June 12, 2019 at 2:41:25 PM EDT  
**To:** [marcialeclerc@comcast.net](mailto:marcialeclerc@comcast.net), [richardf.kehoe@gmail.com](mailto:richardf.kehoe@gmail.com), John Ryan  
<[jryan06@snet.net](mailto:jryan06@snet.net)>  
**Cc:** Merry Bajana <[merrybajana@hotmail.com](mailto:merrybajana@hotmail.com)>, Craig Stevenson  
<[notification@facebookmail.com](mailto:notification@facebookmail.com)>  
**Subject: Planning and Zoning**  
**Reply-To:** SUSAN SKOWRONEK <[skowms@comcast.net](mailto:skowms@comcast.net)>

To All,

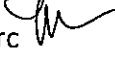
This is to inform you of my resignation as alternate on the Planning and Zoning Commission. If I were a fully fledged member and not an alternate I could justify continuing my term on P & Z. Unfortunately my responsibilities on East Hartford C.E.R.T. continue to increase and as a result, finding time to attend to my personal life is almost impossible. I have enjoyed my time on P & Z and thank you for the opportunity to serve the community in this capacity. I will continue to work hard for the citizens of East Hartford in my role as Deputy Coordinator on East Hartford C.E.R.T. I wish everyone a successful future.

Sincerely,

Susan P. Skowronek



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 7, 2019  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: Year-end Results, Transfers and other 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, 2019. Finance Director, Mike Walsh, 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 information on the Town Council Agenda for the June 18, 2019 meeting.

Thank you.


C: M. Walsh, Director of Finance



## MEMORANDUM

**DATE:** June 7, 2019

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

**FROM:** Michael P. Walsh, Director of Finance 

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

**RE:** **Year-end Financial Results, Interdepartmental Transfers, Year-end Narratives, a Supplemental Budget Appropriation, and 2 Explanation Narrative Memos**

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

1. Preliminary Fiscal Year 19 Year-End Financial Results
2. Fiscal Year 19 Interdepartmental Budget Transfers
3. Fiscal Year 19 Year-end Transfer Narratives
4. Supplemental Budget Appropriation
5. 2 Explanation Narrative Memos

The Town Council needs to approve the Interdepartmental Budget Transfers and the Supplemental Budget Appropriation 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 18<sup>th</sup> meeting.

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



## MEMORANDUM

**DATE:** June 7, 2019

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

**FROM:** Michael P. Walsh, Director of Finance *Omelt*

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

**RE:** **Preliminary Fiscal Year 19 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 19	\$ 188.4M
Fund Balance and Other Revenue Transfers:	3.6M
Revised - Fiscal Year 19	<u>\$ 192.0M</u>

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

Tax Collections, Tax Lien Sale, Supplemental MV Taxes (1)	1.0M
Interest	575k
Miscellaneous	500k
PILOT State Property	362k
Fire Marshall Fee	230k
Conveyance Tax	225k
MV Mill Rate Grant	175k
Special Education	(564k)
Building Permit Fees	(400k)
Education Cost Sharing Grant	(281k)
Paramedic Billing and Police Private Duty	<u>(200k)</u>
Net Favorable (Unfavorable) Revenue Adjustments to Budget	<u>\$ 1.6M</u>

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Net Favorable Expense Adjustments to Budget	<u>\$ 0.2M</u>
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(1) Contingent on the successful completion of a Tax Lien sale by August 31, 2019.

**Fund Balance: (000's Omitted)**

Assigned and Unassigned Fund Balance at June 30, 2018	\$ 21.2
Less: Supplemental Fund Balance transfers	3.6
Add: Favorable projected revenue variance	1.6
Add: Expenditure surplus	<u>0.2</u>
Projected Assigned and Unassigned Fund Balance at June 30, 2019	<u>\$ 19.4</u>

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As a percentage of budget, Fund Balance is at 10.1%. 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.

The Town of East Hartford  
For the Fiscal Year Ending June 30, 2019  
Year-End Budget Transfers

7-Jun-19

<b>General Fund To</b>		
<b>Account Number</b>	<b>Name</b>	<b>Amount</b>
G1200-62360	Town Clerk - Election Day Expenses	12,000
G2300-60110	HR - Permanent Services	11,000
G3800-63499	Employee Benefits - Severance	310,000
G9300-63138	Health - Environmental Control - Contractual	17,000
G9600-63492	Contingency - Reserve	11,000
	TOTAL	<u>361,000</u>
<b>General Fund From</b>		
<b>Account Number</b>	<b>Name</b>	<b>Amount</b>
G5203-60110	Police - Permanent Services	300,000
G8100-60110	Parks and Rec. - Permanent Services	61,000
	TOTAL	<u>361,000</u>

The funds being transferred are certified as available and unobligated.

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Michael P. Walsh, Director of Finance

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Marcia A. Leclerc, Mayor

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Angela Attenello, Town Council Clerk


Dated this 18th day of June, 2019



## MEMORANDUM

**DATE:** June 7, 2019

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

**FROM:** Michael P. Walsh, Director of Finance 

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

**RE:** **Interdepartmental Transfers and a Resolution Concerning a Supplemental Budget Appropriation for the Fiscal Year Ending June 30, 2019**

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Attached please find a list of interdepartmental transfers as well as a Resolution Concerning a Supplemental Budget Appropriation to be approved by the Town Council by June 30, 2019 to allow the town to end the fiscal year "in the black" by department.

**General Fund - Transfers To:**

**Town Clerk - \$12k:** This transfer will provide funding for Election Day expenses incurred for both an unbudgeted Primary and Special Election held during the fiscal year.

**Human Resources - \$11k:** This transfer will provide funding for the retirement related payout of the shared HR/Corp. Counsel Secretary as well as HR consultant related employee testing.

**Employee Benefits - Severance - \$310k:** This transfer will provide funding for retirement severance paid predominately to a variety of retiring firefighters, some who entered DROP.

**Health - \$17k:** This transfer will provide funding for additional mosquito spraying due to the extraordinary wet spring.

**Contingency Reserve - \$11k:** This transfer will provide funding for Election Day expenses due to both a Primary and Special Election - funds sent to Registrar of Voters already.

**General Fund - Transfers From:**

**Police - \$300k:** This transfer is available due to lower expenditures throughout the department predominately in Permanent Services due to vacant positions.

**Parks and Rec. - \$61k:** This transfer is available due to lower expenditures throughout the department.

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



**RESOLUTION CONCERNING A SUPPLEMENTAL BUDGET APPROPRIATION AND FUND BALANCE TRANSFER TO FUND A YEAR-END DEFICIT IN THE GENERAL FUND FOR THE FISCAL YEAR ENDING JUNE 30, 2019**

**WHEREAS**, the Town of East Hartford has experienced higher than budgeted costs in the Information Technology line for unplanned software and infrastructure needs, in the Assessor’s Department for legal costs to defend the Pratt revaluation lawsuit, in the Fire Department Overtime, Holiday, and Permanent Services accounts as a result of vacancies, minimum staffing provisions in the collectively bargained labor agreement, and pending retirements, and in a variety of Public Works accounts for tank removal, overtime, utility costs, rising vehicle maintenance, higher refuse disposal fees due to a MIRA mid-year turbine breakdown, as well as funding for unbudgeted capital projects at the Community Cultural Center and Second North School, and

**WHEREAS**, these expenses have been or will be paid from the Town’s General Fund by June 30, 2019, and

**WHEREAS**, as a result of the aforementioned, it is necessary for the Town of East Hartford to set aside additional budget contributions to fund a projected General Fund deficit in fiscal year 2018-19.

**NOW THEREFORE BE IT RESOLVED**, that the East Hartford Town Council does hereby approve this Supplemental Budget Appropriation of funds in the amount of \$2,000,000 from the Town’s Undesignated Fund Balance for the purpose of funding a fiscal year 2018-19 deficit as listed below and does hereby amend the current 2018-19 fiscal year Operating Budget to reflect the attached Supplemental Revenue Appropriation and Expenditure Appropriation.

G0320-55900	Fund Balance Appropriation	2,000,000
G3300-64500	IT - Capital Equipment	200,000
G3600-63138	Assessor - Contract Services	100,000
G5317-60141	Fire Suppression - Overtime	725,000
G7200-63175	Public Works - Engineering - Prof. Services	100,000
G7300-60141	Public Works - Highway Overtime	210,000
G7400-63410	Public Works - Waste - Tipping Fees	50,000
G7700-60110	Public Works - Fleet - Permanent Services	266,000
G7800-65252	Public Works - Buildings - Electricity	75,000
G7800-65254	Public Works - Buildings - Water	40,000
G7807-63489	Public Works - Center School Roof	76,000
G7807-69273	Public Works - EHCCC - HVAC	158,000

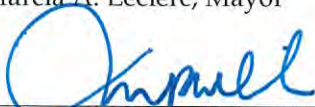
I, Angela Attenello, Clerk of the Town Council of the Town of East Hartford, certify that the above resolution was approved at a meeting of the Town Council held on June 18, 2019.

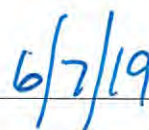
\_\_\_\_\_  
Angela Attenello, Clerk of the Town Council

Funds certified as unobligated and available.

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

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

Signed:  \_\_\_\_\_  
Michael P. Walsh, Director of Finance

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

MARCIA A. LECLERC  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7274



East Hartford, Connecticut 06108

INFORMATION TECHNOLOGY

WWW.EASTHARTFORDCT.GOV

**TO:** Roberta Pratt, Chief Information Officer

**FROM:** Ken Sayers, IT Manager

**Date:** May 16, 2019

**Re:** **End of Year budget projection for G3300 lines**

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Per Mike's request for clarification on any overspending we have had the following non-planned expenditures from the IT department in FY 2019.

Item	Cost	Impacted Account
Office 365 (300 users)	\$ 67,932	G3300-62349
Public Safety Complex Camera and Access Control	\$108,398.73	G3300-64500

**Total Amount of unexpected overage: \$176,330.73**

Office 365 was driven by a requirement to move to modern Office software and provide training to the Town as we pushed forward into Windows 10. Total investment year 1, unplanned was \$67,932.

The Public Safety Complex Camera and Access Control system was driven unexpectedly due to failures on cameras in critical areas of the building, possibly extending risk to the Town in the form of legal challenges. The Access Control system (locks) has been upgraded as much as possible and was original to the building construction, making it 15 years old and experiencing hardware failures. Information Technology was engaged by Facilities to determine steps and leveraged a vendor's expertise to identify the most impactful option as system replacement. The resulting bill to prevent critical failure was \$108,398.73 and swapping cameras on the verge of failure. 58 Cameras and one access control system that provides controlled access to 32 doors had to be swapped or integrated to protect the security of the Public Safety Complex. Day 2 expenses should return to the Department of Facilities, who has had responsibility of system maintenance and replacement budgeting since the building was constructed.

Additional planned expenditures include the replacement of the town-wide phone system comprised of around 550 phones, 5 control units to operate the phones and connect with the outside world, 1 voicemail system and 1 call accounting and reporting product.

Information Technologies funds will cover the planned asbestos abatement of the Chief Information Officers suite, which also houses a GIS analyst, using funds found through proactive swaps on desktop hardware which have resulted in savings from the 62326 line items.

## Walsh, Mike

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**From:** Walsh, Mike  
**Sent:** Thursday, May 02, 2019 9:04 AM  
**To:** O'Sullivan, Paul; Trzetzziak, Linda  
**Cc:** Leclerc, Marcia  
**Subject:** LOCIP  
**Attachments:** 20190502093513545.pdf

Folks –

Here's the explanation of how the budget process over a few years approved a higher level of capital projects using LOCIP funding than the level of funding provided by the State.

Generally speaking, the Town budget over allocated about a year's worth of State LOCIP funding due primarily to the State reporting out a FY 17 allocation (see page one of the attached PDF) but due to pressure on the State bond cap, not paying that out until FY 18 which the Town budget captured as a higher allocation (see page two of the attached PDF).

The transfer of surplus from other completed LOCIP projects also partially masked the issue until now.

The solution is to find a different funding source for the PBX phone system (\$306,000) so I will attempt to run it through the books using June 30<sup>th</sup> transfers.

Michael P. Walsh, Director of Finance  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108  
Telephone: (860) 291-7246  
Facsimile: (860) 289-0831  
E-Mail: [MWalsh@easthartfordct.gov](mailto:MWalsh@easthartfordct.gov)

# OPM Document

## Estimates of Statutory Formula Grants for FY 2015, FY 2016, and FY 2017

Grantee	Town Aid Road Fund Grant			Local Capital Improvement Program (LoCIP)			Public School Pupil Transportation		
	FY 2015	FY 2016	FY 2017	FY 2015	FY 2016	FY 2017	FY 2015	FY 2016	FY 2017
Andover	190,165	190,310	190,310	28,185	28,185	28,185	15,665	16,176	16,380
Ansonia	318,737	317,316	317,316	176,587	176,587	176,587	119,302	113,703	114,723
Ashford	291,170	292,107	292,107	49,252	49,252	49,252	40,862	35,349	37,894
Avon	311,737	312,344	312,344	108,884	108,884	108,884	15,555	12,953	11,264
Barkhamsted	195,865	195,772	195,772	35,653	35,653	35,653	18,806	17,982	18,016
Beacon Falls	188,588	188,446	188,446	37,461	37,461	37,461	0	0	0
Berlin	332,340	333,145	333,145	125,683	125,683	125,683	87,417	88,871	93,952
Bethany	211,211	211,130	211,130	46,761	46,761	46,761	11,375	9,364	10,764
Bethel	318,762	319,352	319,352	118,708	118,708	118,708	98,478	97,571	99,350
Bethlehem	214,442	214,612	214,612	34,326	34,326	34,326	0	0	0
Bloomfield	337,076	335,425	335,425	126,327	126,327	126,327	117,386	129,653	108,970
Bolton	200,448	200,349	200,349	37,644	37,644	37,644	31,652	29,842	27,198
Bozrah	181,856	181,846	181,846	26,545	26,545	26,545	19,872	20,011	21,541
Branford	399,296	398,046	398,046	154,428	154,428	154,428	76,579	65,415	65,540
Bridgeport	1,383,106	1,387,630	1,387,630	2,413,992	2,413,992	2,413,992	1,168,616	1,101,788	1,096,462
Bridgewater	178,861	178,866	178,866	23,655	23,655	23,655	0	0	0
Bristol	665,128	663,976	663,976	471,380	471,380	471,380	413,344	392,824	387,411
Brookfield	303,840	304,309	304,309	103,800	103,800	103,800	8,106	31,782	35,892
Brooklyn	241,660	242,371	242,371	72,385	72,385	72,385	116,093	119,601	115,418
Burlington	259,536	259,547	259,547	74,005	74,005	74,005	0	0	0
Canaan	169,401	169,913	169,913	19,394	19,394	19,394	1,989	3,636	2,294
Canterbury	224,492	224,629	224,629	55,431	55,431	55,431	84,731	83,266	80,719
Canton	261,055	261,161	261,161	68,569	68,569	68,569	45,142	44,739	42,642
Chaplin	189,072	189,102	189,102	27,157	27,157	27,157	26,780	26,890	26,705
Cheshire	404,067	402,408	402,408	180,905	180,905	180,905	171,003	161,615	150,248
Chester	190,075	191,241	191,241	28,576	28,576	28,576	3,747	4,201	4,115
Clinton	269,158	268,843	268,843	84,464	84,464	84,464	43,985	45,156	44,314
Colchester	348,769	349,420	349,420	116,846	116,846	116,846	174,928	169,747	163,616
Colebrook	200,862	201,187	201,187	24,968	24,968	24,968	2,919	2,837	4,050
Columbia	205,576	205,510	205,510	39,504	39,504	39,504	43,249	40,239	38,180
Cornwall	223,417	224,174	224,174	32,618	32,618	32,618	287	270	271
Coventry	297,200	295,186	295,186	101,904	101,904	101,904	148,039	131,714	125,443
Cromwell	277,817	277,297	277,297	83,041	83,041	83,041	34,465	44,877	59,691
Danbury	855,534	861,735	861,735	557,492	557,492	557,492	484,825	474,645	466,822
Darien	335,085	336,590	336,590	111,194	111,194	111,194	287	270	271
Deep River	198,719	198,560	198,560	30,364	30,364	30,364	8,284	6,092	6,367
Derby	265,911	265,491	265,491	106,011	106,011	106,011	72,194	68,066	69,721
Durham	222,769	222,641	222,641	52,321	52,321	52,321	0	0	0
Eastford	174,957	175,010	175,010	22,868	22,868	22,868	24,643	21,047	17,579
East Granby	201,944	202,108	202,108	34,522	34,522	34,522	18,819	15,878	21,502
East Haddam	329,648	331,311	331,311	88,338	88,338	88,338	60,987	53,994	60,260
East Hampton	322,948	320,189	320,189	89,318	89,318	89,318	77,562	72,232	68,721
East Hartford	587,141	585,805	585,805 ✓	448,528	448,528	448,528 ✓	492,483	464,319	461,962 ✓
East Haven	402,897	401,912	401,912	214,564	214,564	214,564	222,073	206,022	209,774
East Lyme	318,395	318,528	318,528	118,828	118,828	118,828	56,623	49,596	53,488
Easton	227,805	227,879	227,879	66,516	66,516	66,516	287	270	271
East Windsor	267,394	267,564	267,564	78,232	78,232	78,232	110,724	107,510	106,693
Ellington	339,904	336,233	336,233	105,415	105,415	105,415	150,526	140,297	145,397
Enfield	534,951	535,091	535,091	320,305	320,305	320,305	343,059	328,593	324,061
Essex	215,183	214,980	214,980	40,043	40,043	40,043	382	542	908
Fairfield	711,140	712,467	712,467	370,404	370,404	370,404	7,615	7,178	7,192

Used for FY

2017-18

54

# OPM Document

Estimates of Statutory Formula Grants for FY 2017, FY 2018, and FY 2019

Grantee	Local Capital Improvement (LOCIP)			Adult Education			Education Cost Sharing			Special Educat	
	FY 2017	FY 2018	FY 2019	FY 2017	FY 2018	FY 2019	FY 2017	FY 2018	FY 2019	FY 2017	FY 2018
East Hartford	0	818,900	521,118	208,572	217,830	217,830	49,075,156	45,770,129	45,770,129	0	7,133,197

Used For FY  
2018-19

①  
\$306,000

Due to Bonding cap pressure on the State level, FY 2017 Estimates were not paid. Instead, the State "Doubled up" the LOCIP allocations in FY2018.

② However, due to the early timing of our budget cycle vs. the State's adoption and the way the State reported the catch-up, it appeared the Town received a higher LOCIP allocation in 2018-19.


The impact basically boils down to finding a new funding source for the Town Pse/PBX Phone System. ①



## MEMORANDUM

**DATE:** June 3, 2019

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

**FROM:** Michael P. Walsh, Director of Finance 

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

**RE:** **Board of Education Capital Reserve Fund Recommendation - FY 19**

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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 1% of the BOE budget, or \$906,914 or such lesser amount as deposited by the Board of Education into the Board of Education Capital Reserve Fund as part of the FY 19 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 Business Services Manager Paul Mainuli with the priority being a new district-wide telephone system.

These infrastructure projects and equipment purchases 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 \$906,914 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: Paul Mainuli, BOE Business Services Manager  
Ben Whittaker, BOE Facilities Manager



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 6, 2019  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc *Ma*  
RE: Board of Education Capital Reserve Fund Recommendation 2018-2019

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Per Town Ordinance article 7, section 10-38, Finance Director Mike Walsh requests the approval of the Town Council to release \$906,914, deposited by the Board of Education as part of their 2018-2019 year-end close into their Capital Reserve Fund, back to them for various capital improvement projects.

Finance Director Mike Walsh has provided a list of projects using the \$906,914, which the Board of Education has approved as part of a year-end spending plan.

Please place this on the agenda for the June 18, 2019 meeting.

Thank you.

Cc: M. Walsh, Director of Finance



East  
Hartford  
Public  
Schools

## Office of Business Services Memorandum

**TO:** Nathan Quesnel, Superintendent of Schools  
**FROM:** Paul Mainuli, Director of Business Services  
**DATE:** June 3, 2019  
**RE:** Capital Reserve Fund Year End Transfer for FY 2018-19

The following is in accordance with Article 7 sec. 10-38 of the Town of East Hartford Code of Ordinances. The Board of Education with the approval of the Town Council can transfer up to 1% of its current operating budget to the Town's Capital Reserve account. Therefore, we are recommending a year end fund transfer of up to \$906,914 to the capital reserve fund. The transfer is predicated on the availability of a general budget fund balance at year end. We are projecting that there will be a general fund budget balance at fiscal year end. Our request to transfer year end funds to the town will be presented to the Board at their regular meeting scheduled for Monday, June 3, 2019. Per Board approval, our request to transfer the balance of any year end funds to the Town's Capital Reserve Account will be forwarded to the Town Council for their consideration and approval.

The Capital Reserve funds will be used to complete the following building and technology infrastructure projects.

<u>Project Estimate</u>	<u>Description</u>	<u>Cost</u>
New phone system	Shared project with town	\$ 300,000
Virtual storage (Cloud)	Storage of district records	30,000
PC Replacement	Replace (100) aging devices	60,000
CIBA Boiler	Replacement	76,000
Silver Lane Roof	Shingle replacement (local share)	60,000
EHHS Cooling Tower	Replacement	80,000
Sunset Ridge Water System	Domestic water system modification	40,000
Norris School	Security upgrades	42,000
O'Connell West Ceiling Grid	Replace ceiling grid and lighting	70,000
EHHS elevator	1C modernization	138,000
Bldg. Contingency/Unallocated	Unanticipated projects	<u>10,914</u>
		<b>\$ 906,914</b>

.cc Mayor Marcia A. Leclerc  
All Board Members  
All Town Council Members  
M. Walsh, Town Finance Director  
Ben Whittaker, EHPS Facilities Director





East  
Hartford  
Public  
Schools

**Transfer of General Budget Funds to the Town of East  
Hartford's Capital Reserve Fund for Building & Technology  
Improvements**

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**DATE:** June 3, 2019

**DEPARTMENT:** Business Services

**PREVIOUS ITEM:** None

**ENCLOSURES:** See Attached

**REASON:** To approve the transfer of year end, general budget fund balance to the Town of East Hartford's Reserve Fund for building improvements. With the Board's approval, funds will be set aside from year end balances and placed within the Town's "Reserve Fund" in accordance with Section 10-38 Town Code Ordinance. This section of the Town Ordinance allows the Board of Education to set capital and non-recurring expenditures, in this Reserve Fund for use under the jurisdiction of the Board of Education. The Town Council must approve the use of these funds for building improvements.

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**BACKGROUND:** East Hartford Public Schools has a major projects planned for building improvements and technology infrastructure. The Capital Reserve Fund will be used as the funding source for the following building and technology improvement projects.

A year end fund balance by state statute cannot exceed 1.0% of the current year adopted budget or \$906,914. The school administration recommends the transfer of any remaining general budget funds, up to this amount, into the Town's Capital Reserve Fund. The amount of the general budget funds available to be transferred is determined at the close of the fiscal year. A memo listing the building and technology infrastructure projects to be completed is included with this agenda item.

**ACCOUNT AFFECTED BY TRANSACTION:** There is no impact on the general budget. Funding will come from the accumulation of year end balances from all general budget accounts.

**ACTION:** *Accept or Reject*

**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



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 11, 2019  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: Approval of the Sale of Individual Tax Liens

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On April 2, 2019 the Town Council approved a motion to allow the Town to undertake certain actions to prepare a number of tax liens for sale to third parties. These actions included, notifying the record owner of each property that their property is subject to a lien to be included in a tax sale, establishing minimum qualifications for a repayment plan, notifying the property owner that the purchasers of the liens will have the right of foreclosure on their property, and that the Administration shall return to the Town Council with the results of the request for proposal and request approval for sale of the tax liens.

Attached are the results of the RFP and a list of tax liens needing approval for sale.

Please place this on the Town Council agenda for the June 18, 2019 Town Council meeting.

Thank you.


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



## MEMORANDUM

DATE: June 11, 2019

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, Director of Finance 

TELEPHONE: (860) 291-7246

RE: Town Council Approval of the Sale of Individual Tax Liens

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At the April 2, 2019 Town Council Meeting, a motion was approved by the Town Council as it relates to tax liens the town is interested in selling including the following provisions:

1. The Collector of Revenue shall notify the record owner of each property subject to a lien that is to be included in the tax lien sale, by certified mail, that the lien is being included in the request for proposal and invitation to bid, and that the owner should contact the Town immediately to pay the taxes or seek a payment plan if they wish to keep the Town's tax liens on their property from being sold;
2. In order to qualify for a payment plan, the property owner must meet the following three criteria:
  - They must remit 25% of the outstanding amount due
  - They cannot have defaulted on a prior payment arrangement
  - Their property must not have active property code violations;
3. The letters from the Collector of Revenue to each property owner shall notify the property owner that the purchaser of the tax lien on their property shall have the right to foreclose on that property; and
4. The Administration shall return to the Town Council with the results of the request for proposal and that the proposal for each tax lien must be approved by the Town Council before it is sold.

With respect to the aforementioned motion, having satisfied the conditions of the process articulated by the Town Council and now need to return to the Town Council to seek approval to sell tax liens where the bids received by the Town through the request for proposal (RFP) process were satisfactory.

Know that the initial list acted on by the Town Council on February 15, 2019 totaled 113 properties with \$2,168,953.18 due to the town in delinquent taxes.

As of today, 10 properties did not receive a bid while 61 properties either paid in full or entered into a payment plan with the town leaving 42 properties totaling \$620,876.46 set to go to lien sale.

Based on the bids received (and attached), we are requesting these 42 properties be sold to the following bidders:

Bidder # 1	FIG Capital Investments, LLC	37 bids totaling	\$539,135.10
Bidder # 2	RTLF-CT, LLC	3 bids totaling	\$ 50,486.05
Bidder # 3	60 Wooster, LLC	1 bid totaling	\$ 50,000.00
Bidder # 4	M. Cruickshank Co, LLC	1 bid totaling	\$ 25,467.94

It should be noted that all bids being recommended for approval were higher than the tax and interest due to the town producing a premium of \$44,212.63.

Once these liens are sold, the property owner will have the opportunity to redeem these liens from the new owner based on a time period established by Connecticut General Statutes.

Based on these recommendations, I would respectfully request that this package of information be forwarded along to the Town Council for their approval. Should you have any questions or problems on the aforementioned, please feel free to let me know.

Town of East Hartford Lien Sale Bid Sheet 2019

Interest through 8/31/19

BILL#	UNIQUE ID	NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	TOTAL	BIDS
2017-01-0008576	13057	CP PLAZA HOLDINGS LLC	940 SILVER LN	300,248.95	36,029.87	24	336,302.82	RTLF-G, LLC
TOTAL	1	13057	940 SILVER LN				336,302.82	PAID ∅
2011-01-0016539	17156	IGLESIA FUENTE DE SALVACION MISIONERA	306 TOLLAND ST	6,153.64	7,661.28	24	13,838.92	
2012-01-0016539	17156	IGLESIA FUENTE DE SALVACION MISIONERA	306 TOLLAND ST	6,313.26	6,723.62	24	13,060.88	
2013-01-0016539	17156	IGLESIA FUENTE DE SALVACION MISIONERA	306 TOLLAND ST	6,528.98	5,778.15	24	12,331.13	
2014-01-0016539	17156	IGLESIA FUENTE DE SALVACION MISIONERA	306 TOLLAND ST	6,595.14	4,649.58	24	11,268.72	
2015-01-0016539	17156	IGLESIA FUENTE DE SALVACION MISIONERA	306 TOLLAND ST	7,254.64	3,808.68	24	11,087.32	
2016-01-0016539	17156	IGLESIA FUENTE DE SALVACION MISIONERA	306 TOLLAND ST	8,282.88	2,857.59	24	11,164.47	

C = Crauckshank Co. LLC  
W = 60 Woodster St. LLC

F16, LLC

2017-01-0016539	17156	IGLESIA FUENTE DE SALVACION MISIONERA	306 TOLLAND ST	8,390.26	1384.4	24	9,798.66	
TOTAL	7	17156	306 TOLLAND ST				82,550.10	✓
2010-01-0012135	14065	IGLESIA FUENTE DE SALVACION MISIONERA IN	302-306 TOLLAND ST	4,059.84	5,602.58	24	9,686.42	
2011-01-0012135	14065	IGLESIA FUENTE DE SALVACION MISIONERA IN	302-306 TOLLAND ST	4,748.42	5,911.78	24	10,684.20	
2012-01-0012135	14065	IGLESIA FUENTE DE SALVACION MISIONERA IN	302-306 TOLLAND ST	4,871.58	5,188.24	24	10,083.82	
2013-01-0012135	14065	IGLESIA FUENTE DE SALVACION MISIONERA IN	302-304 TOLLAND ST	5,038.04	4,458.67	24	9,520.71	
2014-01-0012135	14065	IGLESIA FUENTE DE SALVACION MISIONERA IN	302-304 TOLLAND ST	5,089.08	3,587.81	24	8,700.89	
2015-01-0012135	14065	IGLESIA FUENTE DE SALVACION MISIONERA IN	302-304 TOLLAND ST	5,089.08	2,671.77	24	7,784.85	
2016-01-0012135	14065	IGLESIA FUENTE DE SALVACION MISIONERA IN	302-304 TOLLAND ST	5,208.44	1,796.92	24	7,029.36	
2017-01-0012135	14065	IGLESIA FUENTE DE SALVACION MISIONERA IN	302-304 TOLLAND ST	5,275.96	870.54	24	6,170.50	
TOTAL	8	14065	302-304 TOLLAND ST				69,660.75	✓
2016-01-0014315	1451	THE EAST HARTFORD EQUIPMENT CORP	101 BROOKSIDE LN	15,780.21	2,840.44	24	18,644.65	

(2)

2017-01-0014315	1451	THE EAST HARTFORD EQUIPMENT CORP	101 BROOKSIDE LN	26,619.84	4,392.27	24	31,036.11	
TOTAL	2	1451	101 BROOKSIDE LN			✓	49,680.76	50,000.00
2016-01-0002320	11003	CARON DAVID A	115 PARK AVE	16,240.26	5,602.89	24	21,867.15	
2017-01-0002320	11003	CARON DAVID A	115 PARK AVE	16,450.80	2,714.38	24	19,189.18	
TOTAL	2	11003	115 PARK AVE			✓	41,056.33	41,466.89
2016-01-0004959	6417	FELLOWS GEORGE A & RONALD J	20 HIGHLAND ST	13,233.76	4,565.64	24	17,823.40	
2017-01-0004959	6417	FELLOWS GEORGE A & RONALD J	20 HIGHLAND ST	13,405.34	2,211.88	24	15,641.22	
TOTAL	2	6417	20 HIGHLAND ST			✓	33,464.62	
2013-01-0006480	4838	HARRISON RICHARD J	275 FOREST ST	327.47	260.34	24	611.81	
2014-01-0006480	4838	HARRISON RICHARD J	275 FOREST ST	1,834.04	1,155.45	24	3,013.49	
2015-01-0006480	4838	HARRISON RICHARD J	275 FOREST ST	5,659.58	2,971.28	24	8,654.86	
2016-01-0006480	4838	HARRISON RICHARD J	275 FOREST ST	5,672.36	1,956.96	24	7,653.32	



2017-01-0006480	4838	HARRISON RICHARD J	275 FOREST ST	5,745.90	948.07	24	6,717.97	
TOTAL	5	4838	275 FOREST ST	26,651.45	0		26,651.45	26,651.45
2016-01-0011933	8775	R R A PROPERTIES LLC	1251-1265 MAIN ST	2,633.66	711.09	24	3,368.75	
2017-01-0011933	8775	R R A PROPERTIES LLC	1251-1265 MAIN ST	18,948.66	3,126.53	24	22,099.19	
TOTAL	2	8775	1251-1265 MAIN ST	25,467.94	0		25,467.94	0
2017-01-0011760	2029	FGE ENTERPRISE LLC	1227 BURNSIDE AVE	16,849.34	1516.44	24	18,389.78	
TOTAL	1	2029	1227 BURNSIDE AVE	18,389.78	0		18,389.78	PAID 0
2017-01-0000034	11014	EAST HARTFORD INDUSTRIAL PARK LLC	171-221 PARK AVE	9,582.83	892.45	24	10,499.28	
TOTAL	1	11014	171-221 PARK AVE	10,499.28	0		10,499.28	PAID 0
2016-01-0009487	14191	MCCIELLAN ROBERT L	776 TOLLAND ST	9,567.96	3,300.94	24	12,892.90	
2017-01-0009487	14191	MCCIELLAN ROBERT L	776 TOLLAND ST	8,810.90	1453.79	24	10,288.69	
TOTAL	2	14191	776 TOLLAND ST	23,181.59	0		23,181.59	24,352.26

2017-01-0000015	11678	21 GEORGE PROSPECT STREET	133 PROSPECT ST	17,508.38	2,874.56	24	20,406.94		
TOTAL	1	11678	133 PROSPECT ST				20,406.94	Ø	PA Ø
2016-01-0016404	17010	CASSADY JAMES & JUNE	7 STRAWBERRY LN	7,817.84	2,697.16	24	10,539.00		
2017-01-0016404	17010	CASSADY JAMES & JUNE	7 STRAWBERRY LN	7,919.20	1306.67	24	9,249.87		
TOTAL	2	17010	7 STRAWBERRY LN			✓	19,788.87	Ø	19,986.76 21,975.54
2016-01-0001810	8102	BROWN RONALD F EST OF	70 LEVERICH DR	7,081.98	2,443.29	24	9,549.27		
2017-01-0001810	8102	BROWN RONALD F EST OF	70 LEVERICH DR	7,173.78	1183.68	24	8,381.46		
TOTAL	2	8102	70 LEVERICH DR			✓	17,930.73	Ø	18,110.04 19,912.08
2016-01-0003082	108	CORBETT PENNY A	10-12 AMY DR	6,978.46	2,407.57	24	9,410.03		
2017-01-0003082	108	CORBETT PENNY A	10-12 AMY DR	7,068.94	1166.38	24	8,259.32		
TOTAL	2	108	10-12 AMY DR			✓	17,669.35	Ø	17,846.24 19,621.81

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2015-01-0005640	5057	GAUTHIER DAWN D & HOWARD A	9-91/2 GARDEN ST	4,132.00	2,169.30	24	6,325.30	
2016-01-0005640	5057	GAUTHIER DAWN D & HOWARD A	9-91/2 GARDEN ST	4,244.86	1,464.48	24	5,733.34	
2017-01-0005640	5057	GAUTHIER DAWN D & HOWARD A	9-91/2 GARDEN ST	4,299.90	709.48	24	5,033.38	
TOTAL	3	5057	9-91/2 GARDEN ST			✓	17,092.02	18,461.93
2015-01-0015589	5295	WOJNILO EUGENE JOSEPH	267 GOODWIN ST	2,501.44	1200.69	24	3,726.13	
2016-01-0015589	5295	WOJNILO EUGENE JOSEPH	267 GOODWIN ST	5,074.34	1,750.60	24	6,848.94	
2017-01-0015589	5295	WOJNILO EUGENE JOSEPH	267 GOODWIN ST	5,140.14	848.12	24	6,012.26	
TOTAL	3	5295	267 GOODWIN ST			✓	16,587.33	17,756.14
2015-01-0009288	11000	MASON ALBERT C & EUNICE A	95 PARK AVE	2,398.71	1151.38	24	3,574.09	
2016-01-0009288	11000	MASON ALBERT C ESTATE OF	95 PARK AVE	4,930.84	1,701.14	24	6,655.98	
2017-01-0009288	11000	MASON ALBERT C ESTATE OF	95 PARK AVE	4,994.78	824.14	24	5,842.92	
TOTAL	3	11000	95 PARK AVE			✓	16,072.99	17,640.11

2015-01-0001835	2784	BROWN WILLIAM SHANNON	139 CHRISTINE DR	3,844.90	2,018.58	24	5,887.48
2016-01-0001835	2784	BROWN WILLIAM SHANNON	139 CHRISTINE DR	3,895.74	1344.03	24	5,263.77
2017-01-0001835	2784	BROWN WILLIAM SHANNON	139 CHRISTINE DR	3,946.26	651.14	24	4,621.40
TOTAL	3	2784	139 CHRISTINE DR			✓	15,772.65
							15,930.38
2016-01-0004074	5261	149 GOODWIN STREET LLC	149 GOODWIN ST	6,019.21	722.31	24	6,765.52
2017-01-0004074	5261	149 GOODWIN STREET LLC	149 GOODWIN ST	7,749.10	1278.61	24	9,051.71
TOTAL	2	5261	149 GOODWIN ST			✓	15,817.23
							15,975.40
2015-01-0000402	12560	BROOKES MCKENZIE	23 SCOTT CIR	444.33	39.99	24	508.32
2016-01-0000402	12560	BROOKES MCKENZIE	23 SCOTT CIR	3,886.34	1340.8	24	5,251.14
2017-01-0000402	12560	BROOKES MCKENZIE	23 SCOTT CIR	3,936.72	649.56	24	4,610.28
TOTAL	3	12560	23 SCOTT CIR			✓	10,369.74
							10,473.44
2015-01-0003185	11662	RAHMAN OMAR & HOQUE FARZANA	109 PROSPECT ST	2,253.79	1081.82	24	3,359.61

2016-01-0003185	11662	RAHMAN OMAR & HOQUE FARZANA	109 PROSPECT ST	4,678.66	1,614.14	24	6,316.80	
2017-01-0003185	11662	RAHMAN OMAR & HOQUE FARZANA	109 PROSPECT ST	4,739.32	781.99	24	5,545.31	
TOTAL	3	11662	109 PROSPECT ST	✓ 15,221.72	✓ 0	✓ 0	16,447.07	
2016-01-0003130	206	CORRADO GIOVANNI & CONSIGLIA	18-20 ANN ST	5,951.84	2,053.39	24	8,029.23	
2017-01-0003130	206	CORRADO GIOVANNI & CONSIGLIA	18-20 ANN ST	6,029.00	994.79	24	7,047.79	
TOTAL	2	206	18-20 ANN ST	✓ 15,077.02	✓ 0	✓ 0	16,743.03	
2016-01-0007334	8816	JOJIN SUSAN A	1539 MAIN ST	5,800.45	1305.1	24	7,129.55	
2017-01-0007334	8816	JOJIN SUSAN A	1539 MAIN ST	6,413.62	1058.25	24	7,495.87	
TOTAL	2	8816	1539 MAIN ST	✓ 14,625.42	✓ 0	✓ 0	14,771.67	14,625.42
2017-01-0014426	11762	WELDON RENEE C & DEANDRE L	11 RECTOR ST	7,913.00	1292.97	24	9,229.97	
TOTAL	2	11762	11 RECTOR ST	0	0	0	9,229.97	PAID 0

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2015-01-0003802	5281	DERENCH CATHARINE	232 GOODWIN ST	1,118.53	83.89	24	1,226.42
2016-01-0003802	5281	DERENCH CATHARINE	232 GOODWIN ST	3,158.56	1089.7	24	4,272.26
2017-01-0003802	5281	DERENCH CATHARINE EST OF	232 GOODWIN ST	4,668.30	770.27	24	5,462.57
TOTAL	3	5281	232 GOODWIN ST			✓	10,961.25
							11,070.86
							12,027.97
2016-01-0010893	1864	RANGASAMMY EDWIN AS GUARDIAN	551-553 BURNSIDE AVE	5,649.76	1,949.16	24	7,622.92
2017-01-0010893	1864	RANGASAMMY EDWIN AS GUARDIAN	551-553 BURNSIDE AVE	5,723.02	944.3	24	6,691.32
TOTAL	2	1864	551-553 BURNSIDE AVE			✓	14,314.24
							PAID 0
2015-01-0015730	3538	ZADROZNY EILEEN C	202 CRESCENT DR	2,904.23	217.81	24	3,146.04
2016-01-0015730	3538	ZADROZNY EILEEN C & ZADROZNY JOHN E	202 CRESCENT DR	3,825.64	1319.85	24	5,169.49
2017-01-0015730	3538	ZADROZNY EILEEN C & ZADROZNY JOHN E	202 CRESCENT DR	3,875.24	639.41	24	4,538.65
TOTAL	3	3538	202 CRESCENT DR			✓	12,854.18
							PA
2017-01-0000693	12944	8 NEW BRITAIN PIZZA LLC	300 SILVER LN	12,403.99	1488.48	24	13,916.47

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TOTAL	1	12944	300 SILVER LN					13,916.47	✓	14,055.03	15,123.33
2015-01-0002669	2098	CHRISTENSEN KURT	135 CAMBRIDGE DR	2,136.62	1025.58	24	3,186.20				
2016-01-0002669	2098	CHRISTENSEN KURT	135 CAMBRIDGE DR	4,143.22	1,429.41	24	5,596.63				
2017-01-0002669	2098	CHRISTENSEN KURT	135 CAMBRIDGE DR	4,196.94	692.5	24	4,913.44				
TOTAL	3	2098	135 CAMBRIDGE DR					13,696.27	✓	13,823.82	14,740.82
2016-01-0006690	9728	BAEZ MANUEL	65 MILWOOD RD	5,401.34	1,863.46	24	7,288.80				
2017-01-0006690	9728	BAEZ MANUEL	65 MILWOOD RD	5,471.38	902.77	24	6,398.15				
TOTAL	2	9728	65 MILWOOD RD					13,686.95	✓	13,823.82	15,199.36
2016-01-0013343	1309	OBRIEN JOSEPH A	139 BRITT RD	3,451.62	310.65	24	3,786.27				
2017-01-0013343	1309	OBRIEN JOSEPH A	139 BRITT RD	4,780.30	788.74	24	5,593.04				
TOTAL	3	1309	139 BRITT RD					9,379.31	✓	0	10,134.34

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2015-01-0013929	5894	STEELE MARYANNE	119 GREENWOOD ST	1,570.88	0	0	1,570.88
2016-01-0013929	5894	STEELE MARYANNE	119 GREENWOOD ST	4,015.26	1,385.27	24	5,424.53
2017-01-0013929	5894	STEELE MARYANNE	119 GREENWOOD ST	4,067.30	671.11	24	4,762.41
TOTAL	3	5894	119 GREENWOOD ST	11,875.44	0	0	11,875.44
2015-01-0010478	16518	WHITT WENDY E	50 SCOTLAND RD 1-A	1,019.40	91.72	24	1,135.12
2016-01-0010478	16518	WHITT WENDY E	50 SCOTLAND RD 1-A	4,541.28	1,566.74	24	6,132.02
2017-01-0010478	16518	WHITT WENDY E	50 SCOTLAND RD 1-A	4,600.14	759.02	24	5,383.16
TOTAL	3	16518	50 SCOTLAND RD 1-A	10,160.82	2,317.48	0	12,650.30
2017-01-0007333	11696	JOJIN OZREN	187 PROSPECT ST	11,237.52	1844.19	24	13,105.71
TOTAL	1	11696	187 PROSPECT ST	13,105.71	0	0	13,105.71
2015-01-0001253	10868	BEST GAIL D	12 ORCHARD TER	1,930.25	173.72	0	2,103.97
2016-01-0001253	10868	BEST GAIL D	12 ORCHARD TER	4,138.94	1,427.93	24	5,590.87
TOTAL	2			6,069.19	1,601.65	24	7,691.04
PA 0							
13,882.70							

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2017-01-0001253	10868	BEST GAIL D	12 ORCHARD TER	4,204.92	693.82	24	4,922.74	
TOTAL	3	10868	12 ORCHARD TER			✓	12,617.58	12,713.76
2016-01-0007659	1594	KENT WILLIAM F EST OF	90 BURNBROOK RD	5,112.46	1,763.80	24	6,900.26	
2017-01-0007659	1594	KENT WILLIAM F EST OF	90 BURNBROOK RD	5,178.74	854.49	24	6,057.23	
TOTAL	2	1594	90 BURNBROOK RD			✓	12,957.49	13,081.06
2016-01-0016412	16925	MILLER THEREASA K	42 JOANNE DRIVE	4,743.12	1,636.38	24	6,403.50	
2017-01-0016412	16925	MILLER THEREASA K	42 JOANNE DRIVE	4,804.60	792.76	24	5,621.36	
TOTAL	2	16925	42 JOANNE DRIVE				12,024.86	12,116.11
					Paid			13,353.61
2016-01-0012355	1607	RIZZUTO ALBERT S	21 BURNHAM ST	4,170.30	1,438.76	24	5,633.06	
2017-01-0012355	1607	RIZZUTO ALBERT S	21 BURNHAM ST	5,439.92	897.59	24	6,361.51	
TOTAL	2	1607	21 BURNHAM ST			✓	11,994.57	12,114.52

2017-01-0010505	8744	NEW LIFE IN CHRIST HOUSE OF PRAYER	990 MAIN ST	10,726.10	1287.13	24	12,037.23	
TOTAL	1	8744	990 MAIN ST		<i>Paid</i>		<del>12,037.23</del>	<del>12,037.23</del>
2017-01-0006415	1632	HANSEN REALTY LLC	239 BURNHAM ST	10,682.30	1245.41	24	11,951.71	
TOTAL	1	1632	239 BURNHAM ST			✓	<del>11,951.71</del>	<del>12,011.23</del>
2016-01-0001033	4659	BEAULIEU REED & ANTOINETTE M	1092 FORBES ST	4,654.20	1,605.70	24	6,283.90	
2017-01-0001033	4659	BEAULIEU REED & ANTOINETTE M	1092 FORBES ST	4,714.54	777.9	24	5,516.44	
TOTAL	2	4659	1092 FORBES ST			✓	<del>11,800.34</del>	<del>11,918.34</del>
2016-01-0005278	3076	FRALEIGH CARL F & NANCY N	27 COLLIMORE RD	4,649.02	1,603.91	24	6,276.93	
2017-01-0005278	3076	FRALEIGH CARL F & NANCY N	27 COLLIMORE RD	4,709.28	777.03	24	5,510.31	
TOTAL	2	3076	27 COLLIMORE RD			✓	<del>11,787.24</del>	<del>11,905.11</del>
2016-01-0006413	6200	HANSEN LORI J & HANSEN CHRIS E &	5 HEIM RD	4,645.26	1,602.62	24	6,271.88	

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2017-01-0006413	6200	HANSEN LORI J & HANSEN CHRIS E &	5 HEIM RD	4,705.48	776.41	24	5,505.89		
TOTAL	2	6200	5 HEIM RD				11,777.77	Ø	PAID Ø
2017-01-0003959	9255	DION JOSEPH H & JOAN E	256 MAPLE ST	6,429.82	1060.92	24	7,514.74	Ø	PA Ø
TOTAL	9255	9255	256 MAPLE ST				7,514.74	Ø	Ø
2017-01-0003959	9256	DION JOSEPH H & JOAN E	257 MAPLE ST	5,896.98	973	24	6,893.98	Ø	PA Ø
TOTAL	1	9256	257 MAPLE ST				6,893.98	Ø	Ø
2017-01-0011622	755	ESCOBAR TULIO FRANCISCO VELIZ	36-38 BISSELL ST	5,683.94	937.85	24	6,645.79		
TOTAL	2	755	36-38 BISSELL ST				6,645.79	Ø	PA Ø
2016-01-0010677	13180	WILSON RENA D	45 SIMMONS RD	4,651.18	837.21	24	5,512.39		
2017-01-0010677	13180	WILSON RENA D	45 SIMMONS RD	5,089.62	839.79	24	5,953.41		
TOTAL	2	13180	45 SIMMONS RD				11,465.80	Ø	PA Ø

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2016-01-0007239	848	JOBES EDWARD & PATRICIA C	98-100 BLISS ST	3,996.68	299.76	24	4,320.44	
2017-01-0007239	848	JOBES EDWARD & PATRICIA C	98-100 BLISS ST	5,454.22	899.94	24	6,378.16	
TOTAL	2	848	98-100 BLISS ST				10,698.60	PA
2016-01-0008835	696	MVC HOME LLC	31 BIDWELL AVE	3,072.84	921.85	24	4,018.69	
2017-01-0008835	696	MVC HOME LLC	31 BIDWELL AVE	6,225.36	1027.18	44	7,296.54	
TOTAL	2	696	31 BIDWELL AVE				11,315.23	11,428.38 (7,226.11)
2016-01-0006399	9504	HANCOX RONALD D & NYDIA E	39 MELODY LN	1,872.43	280.86	24	2,177.29	
2017-01-0006399	9504	HANCOX RONALD D & NYDIA E	39 MELODY LN	7,702.82	1270.97	24	8,997.79	
TOTAL	2	9504	39 MELODY LN				11,175.08	11,286.58 (7,449.61)
2015-01-0011876	16757	QUANSAH EDITH	190 WAKEFIELD CIR	2,661.69	239.56	24	2,925.25	
2016-01-0011876	16757	QUANSAH EDITH	190 WAKEFIELD CIR	2,680.44	924.76	24	3,629.20	
2017-01-0011876	16757	QUANSAH EDITH	190 WAKEFIELD CIR	2,715.20	448.01	24	3,187.21	

Paid

TOTAL	3	16757	190 WAKEFIELD CIR	9,741.66	9,839.08	10,691.97	✓	PAID
2016-01-0006938	1735	171 BURNSIDE AVENUE LLC	171 BURNSIDE AVE	4,738.99	3,982.56	732.43	24	
2017-01-0006938	1735	171 BURNSIDE AVENUE LLC	171 BURNSIDE AVE	4,296.57	3,667.44	605.13	24	
TOTAL	3	1735	171 BURNSIDE AVE	9,035.56			✓	PAID
2016-01-0000956	4326	RIR INVESTMENTS LLC	7 FERNCREST DR	2,714.35	2,069.50	620.85	24	
2017-01-0000956	4326	RIR INVESTMENTS LLC	7 FERNCREST DR	4,908.45	4,192.66	691.79	24	
TOTAL	2	4326	7 FERNCREST DR	7,622.80			✓	PAID
2016-01-0015053	6579	RIR INVESTMENTS LLC	128 HILLS ST	2,550.35	1,941.82	584.53	24	
2017-01-0015053	6579	RIR INVESTMENTS LLC	128 HILLS ST	4,606.95	3,933.86	649.09	24	
TOTAL	2	6579	128 HILLS ST	7,157.30			✓	PAID
2016-01-0007398	10717	RIR INVESTMENTS LLC	193 OCONNELL DR	2,512.50	1,914.23	574.27	24	

2017-01-0007398	10717	RIR INVESTMENTS LLC	193 OCONNELL DR	3,878.10	639.89	24	4,541.99
TOTAL	2	RIR INVESTMENTS LLC	193 OCONNELL DR				7,054.49
2013-01-0013158	10522	SCHULTZ JOSEPH W	418 OAK ST	790.42	699.53	24	1,513.95
2014-01-0013158	10522	SCHULTZ JOSEPH W	418 OAK ST	798.42	562.89	24	1,385.31
2015-01-0013158	10522	SCHULTZ JOSEPH W	418 OAK ST	798.42	419.17	24	1,241.59
2016-01-0013158	10522	SCHULTZ JOSEPH W	418 OAK ST	837.96	289.09	24	1,151.05
2017-01-0013158	10522	SCHULTZ JOSEPH W	418 OAK ST	848.82	140.06	24	1,012.88
TOTAL	5	10522	418 OAK ST				6,304.78
2013-01-0013156	6657	SCHULTZ JOSEPH W	418 HILLS ST	149.82	139.33	24	313.15
2014-01-0013156	6657	SCHULTZ JOSEPH W	418 HILLS ST	151.34	113.51	24	288.85
2015-01-0013156	6657	SCHULTZ JOSEPH W	418 HILLS ST	151.34	86.26	24	261.60
2016-01-0013156	6657	SCHULTZ JOSEPH W	418 HILLS ST	155.27	60.56	24	239.83

PAID

✓ PAID

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2017-01-0013156	6657	SCHULTZ JOSEPH W	418 HILLS ST	157.28	33.03	24	214.31	✓	∅	∅
TOTAL	5			1,317.74				✓	∅	∅
2013-01-0007487	1098	SCHULTZ JOSEPH W	179 BREWER ST REAR	521.66	461.67	24	1,007.33			
2014-01-0007487	1098	SCHULTZ JOSEPH W	179 BREWER ST REAR	526.94	371.49	24	922.43			
2015-01-0007487	1098	SCHULTZ JOSEPH W	179 BREWER ST REAR	526.94	276.65	24	827.59			
2016-01-0007487	1098	SCHULTZ JOSEPH W	179 BREWER ST REAR	617.3	212.97	24	854.27			
2017-01-0007487	1098	SCHULTZ JOSEPH W	179 BREWER ST REAR	625.3	103.18	24	752.48			
TOTAL	5	1098		4364.1				✓	∅	∅
2013-01-0007489	1119	SCHULTZ JOSEPH W	263 BREWER ST REAR	1,114.58	986.4	24	2,124.98			
2014-01-0007489	1119	SCHULTZ JOSEPH W	263 BREWER ST REAR	1,125.86	793.73	24	1,943.59			
2015-01-0007489	1119	SCHULTZ JOSEPH W	263 BREWER ST REAR	1,125.86	591.08	24	1,740.94			

2016-01-0007489	1119	SCHULTZ JOSEPH W	263 BREWER ST REAR	1,317.88	454.67	24	1,796.55		
2017-01-0007489	1119	SCHULTZ JOSEPH W	263 BREWER ST REAR	1,334.96	220.27	24	1,579.23		
TOTAL	5	1119					9,185.29	✓	∅
NAMES									
2017-01-0003003	11035	CONNECTICUT FREEZERS INC	241 PARK AVE	33,362.00	4,003.44	24	37,389.44		
TOTAL	1	CONNECTICUT FREEZERS INC	241 PARK AVE				37,389.44	∅	PA
2016-01-0005446	13022	THE BLUE ARMY TRUST	709 SILVER LN	4,545.74	1363.72	24	5,933.46		
2017-01-0005446	13022	THE BLUE ARMY TRUST	709 SILVER LN	9,209.34	1519.54	24	10,752.88		
TOTAL	2		709 SILVER LN				16,686.34	✓	∅
2016-01-0005444	13014	THE BLUE ARMY TRUST	675 SILVER LN	138.33	53.95	24	216.28		
2017-01-0005444	13014	THE BLUE ARMY TRUST	675 SILVER LN	140.12	29.43	24	193.55		
TOTAL	2		675 SILVER LN				409.83	✓	∅



2016-01-0005447	13126	THE BLUE ARMY TRUST	1377 SILVER LN	15.06	5.87	24	44.93					
2017-01-0005447	13126	THE BLUE ARMY TRUST	1377 SILVER LN	15.25	3.2	24	42.45					
	2		1377 SILVER LN				87.38	Ø			PAID	Ø
2017-01-0005445	13016	THE BLUE ARMY TRUST	695 SILVER LN	4,674.98	771.37	24	5,470.35					
TOTAL	1	THE BLUE ARMY TRUST	695 SILVER LN				5,470.35	✓	Ø		Ø	Ø
2017-01-0003717	14055	MS PROPERTY ASSOCIATES LLC	272 TOLLAND ST	6,099.06	1006.34	24	7,129.40					
	1		272 TOLLAND ST				7,129.40	✓	Ø		7,200.69	7,824.82
2017-01-0003718	14058	MS PROPERTY ASSOCIATES LLC	284 TOLLAND ST	10,608.16	1750.35	24	12,382.51					
TOTAL	1	MS PROPERTY ASSOCIATES LLC	284 TOLLAND ST				12,382.51	✓	Ø		12,504.31	13,589.80
2017-01-0003165	8748	COSTA EAST LLC	1016 MAIN ST	6,105.00	457.88	24	6,586.88					
	1						6,586.88					

2017-01-0003164	8746	COSTA EAST LLC	1008-1010 MAIN ST	8,000.00	720	24	8,744.00	Ø	PAID	Ø
TOTAL	1	COSTA EAST LLC					8,744.00	Ø		Ø
2017-01-0013386	12467	SECRETARY OF HOUSING & URBAN DEVELOPMENT	40 SCHOOL ST	2,642.75	317.13	24	2,983.88	Ø	PAID	Ø
	1		40 SCHOOL ST				2,983.88	Ø		Ø
2017-01-0012178	12553	SECRETARY OF HOUSING & URBAN DEVELOPMENT	145 SCOTLAND RD	3,497.08	577.01	24	4,098.09	Ø	PAID	Ø
	1		145 SCOTLAND RD				4,098.09	Ø		Ø
2017-01-0015540	9594	SECRETARY OF HOUSING & URBAN DEVELOPMENT	135 MERCER AVE	1,963.83	235.66	24	2,223.49	Ø	PAID	Ø
	1		135 MERCER AVE				2,223.49	Ø		Ø
2016-01-0010869	4112	ORSINI LORRAINE M	47 ELM ST	505	68.18	24	597.18			
2017-01-0010869	4112	ORSINI LORRAINE M	47 ELM ST	4,319.44	712.71	24	5,056.15	Ø	PAID	Ø
	2		47 ELM ST				5,653.33	Ø		Ø

2017-01-0010868	4119	ORSINI LORRAINE M	65 ELM ST	4,342.26	550	24	4,916.26	Ø	PAID	Ø
	1		65 ELM ST				4,916.26	Ø		Ø
2015-01-0014790	13993	URBAN SUBURBAN AFFORDABLES INC	60 TOLLAND ST REAR	1,236.84	649.34	24	1,910.18			
2016-01-0014790	13993	URBAN SUBURBAN AFFORDABLES INC	60 TOLLAND ST REAR	1,268.94	437.78	24	1,730.72			
2017-01-0014790	13993	URBAN SUBURBAN AFFORDABLES INC	60 TOLLAND ST REAR	1,285.40	212.09	24	1,521.49			
	3		60 TOLLAND ST REAR				5,162.39	Ø	PAID	5065.72
2017-01-0014784	9591	URBAN SUBURBAN AFFORDABLES INC	109 MERCER AVE LAND	1,203.90	198.64	24	1,426.54	Ø		
			109 MERCER AVE LAND			✓	1,426.54	Ø		1565.63
2017-01-0014796	16814	URBAN SUBURBAN AFFORDABLES INC	99 PROSPECT ST LAND	1,210.10	199.67	24	1,433.77	Ø		
	1		99 PROSPECT ST LAND				1,433.77	Ø	PAID	Ø
2017-01-0014797	16836	URBAN SUBURBAN AFFORDABLES INC	97 PARK AVE LAND	1,203.90	198.64	24	1,426.54	Ø		
TOTAL	1		97 PARK AVE LAND				1,426.54	Ø	PAID	Ø

2017-01-0003000	8420	DAL HOLDINGS LLC	10-12 LYNN ST	1,082.36	178.59	24	1,284.95
	1		10-12 LYNN ST		<i>Paid</i>		<del>1,284.95</del>
2017-01-0002999	3273	DAL HOLDINGS LLC	34 CONNECTICUT BLVD	11,080.24	1828.24	24	12,932.48
TOTAL	1	DAL HOLDINGS LLC	34 CONNECTICUT BLVD		<i>Paid</i>		<del>12,932.48</del>
2017-01-0009481	536	LARACUENTE SHERRIE	58 BARBONSEL RD	2,541.23	304.95	24	2,870.18
	1		58 BARBONSEL RD				<del>2,870.18</del>
2017-01-0000939	14704	LARACUENTE SHERRIE	123 WHITEHALL DR	3,295.23	396.13	24	3,715.36
	1		123 WHITEHALL DR				<del>3,715.36</del>
2017-01-0003630	15473	SIXTY-SEVEN BURNSIDE AVENUE LLC	67 BURNSIDE AVE 3	3,140.84	518.24	24	3,683.08
	1		67 BURNSIDE AVE 3				<del>3,683.08</del>

23

2017-01-0015061	15472	SIXTY-SEVEN BURNSIDE AVENUE LLC	59 BURNSIDE AVE 2	3,047.86	502.9	24	3,574.76	✓	3,574.76	3,610.51	3,923.30
	1		59 BURNSIDE AVE 2								
2017-01-0003631	15476	SIXTY-SEVEN BURNSIDE AVENUE LLC	67 BURNSIDE AVE 6	3,411.88	562.96	24	3,998.84	✓	3,998.84	4,038.83	4,320.75
	1		67 BURNSIDE AVE 6								
2016-01-0006938	1735	171 BURNSIDE AVENUE LLC	171 BURNSIDE AVE	3,982.56	732.43	24	4,738.99				
2017-01-0006938	1735	171 BURNSIDE AVENUE LLC	171 BURNSIDE AVE	3,667.44	605.13	24	4,296.57				
TOTAL	3	171 BURNSIDE AVENUE LLC	171 BURNSIDE AVE				9,035.56	✓	∅	PA	∅
PA's - Default											
2015-01-0014423	15843	MITA REAL ESTATE II LLC	235 EAST RIVER DR 1102	4,296.30	708.88	24	5,029.18				
2016-01-0014423	15843	MITA REAL ESTATE II LLC	235 EAST RIVER DR 1102	6,037.46	2,082.92	24	8,144.38				
2017-01-0014423	15843	MITA REAL ESTATE II LLC	235 EAST RIVER DR 1102	6,115.74	1009.09	24	7,148.83				
TOTAL	3	MITA REAL ESTATE II LLC	235 EAST RIVER DR 1102			✓	20,322.39	✓	∅	20,525.61	22,253.02

24

2017-01-0001306	1798	POWER TABERNACLE MINISTRIES	360 BURNSIDE AVE	8,079.38	605.95	24	8,709.33	
TOTAL	1	POWER TABERNACLE MINISTRIES	360 BURNSIDE AVE				8,709.33	8,796.42
2017-01-0016464	17053	WEBHART LLC	227 MAIN ST	7,950.17	553.06	24	8,527.23	
TOTAL	1		227 MAIN ST					PAID 0
2017-01-0016465	17054	WEBHART LLC	16 WADSWORTH ST	7,950.17	553.06	24	8,527.23	
TOTAL	1	WEBHART LLC	16 WADSWORTH ST					PAID 0
2016-01-0006815	11863	KELLER BRIAN L	135 RIDGEWOOD RD	5,118.10	1,765.75	24	6,907.85	
2017-01-0006815	11863	KELLER BRIAN L	135 RIDGEWOOD RD	5,184.46	855.44	24	6,063.90	
TOTAL	2	KELLER BRIAN L	135 RIDGEWOOD RD				12,971.75	13,010.47

25


113 - 2,168,953.18

2015-01-0012053	7907	RAYE NANCY A	27 LATIMER ST	2,910.75	85.65	24	3,020.40			
2016-01-0012053	7907	RAYE NANCY A	27 LATIMER ST	3,620.50	1249.08	24	4,893.58			
2017-01-0012053	7907	RAYE NANCY A	27 LATIMER ST	3,667.44	605.13	24	4,296.57			
TOTAL	3	RAYE NANCY A	27 LATIMER ST (PA - Short)			✓	12,210.55	0	12,332.66	1340.08
2016-01-0013271	14513	LEWIS J B JR & PIERSON CHERYL	77 WASHINGTON AVE	3,890.56	968.71	24	4,883.27			
2017-01-0013271	14513	LEWIS J B JR & PIERSON CHERYL	77 WASHINGTON AVE	3,941.02	650.27	24	4,615.29			
TOTAL	2	LEWIS J B JR & PIERSON CHERYL	77 WASHINGTON AVE			✓	9,498.56	0	9,533.55	10,548.15
2015-01-0007096	876	JACKSON CLAIRE & PRINCE BRIDGITTE ANN	41 BODWELL RD	439.17	39.53	24	502.70			
2016-01-0007096	876	JACKSON CLAIRE EST OF & PRINCE BRIDGITTE	41 BODWELL RD	4,781.70	1,649.69	24	6,455.39			
2017-01-0007096	876	JACKSON CLAIRE EST OF & PRINCE BRIDGITTE	41 BODWELL RD	4,843.70	799.21	24	5,666.91			
TOTAL	3	JACKSON CLAIRE EST OF & PRINCE BRIDGITTE	41 BODWELL RD		PA		12,825.00	0	0	13,641.21
GRAND TOTAL					93 =		1,560,029.30		1,560,029.30	
		41 PA or Bond	Wooster LLC		1		49,680.76	50,000	319.24	
		10 No Bond	Cruickshank LLC		1		25,467.94	25,467.94	0	
			RTL F-C T, LLC		3		49,886.20	50,486.05	599.85	394,226
			FID		37		495,841.56	39,135.10	43,243.59	

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## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 6, 2019  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: REFERRAL: Real Estate Acquisition and Disposition Committee

---

Please see the attached letter and accompanying documents for referral to the Real Estate Acquisition and Disposition Committee.

The property at 78 North Meadow Lane is currently listed under the Estate of Lois H. Petersen, c/o Russell Petersen and Elaine Campbell, co-executors. The co-executors would like to discuss the sale of the property to the Town of East Hartford.

Thank you.

C: R. Gentile, Assistant Corporation Counsel



May 23, 2019

Mayor Marcia Leclerc  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

Dear Mayor Leclerc,

We are interested in selling a parcel of land along the Connecticut river in East Hartford and the Town of East Hartford is one of the abutting property owners.

Attached is a copy of the Property Summary Report for 78 North Meadow Lane and the GIS map of the property's location.

Please let us know if the Town of East Hartford is interested in obtaining this property. Joseph A. Campbell will serve as our contact person. His contact information is:

Joseph A. Campbell  
385 Foster Road  
South Windsor, CT 06074      Cell # 860-414-5006

The property is currently listed under the Estate of Lois H. Petersen, c/o Russell Petersen and Elaine Campbell, co-executors. It is expected that the property will pass through probate and the owners of record will be assigned to Russell H. Petersen and Elaine P. Campbell.

Sincerely,

  
Russell H. Petersen

  
Elaine P. Campbell

# Town of East Hartford Property Summary Report

## 78 NO MEADOW LN

MAP LOT:	16-4	CAMA PID:	10359
LOCATION:	78 NO MEADOW LN		
OWNER NAME:	LYONS SHIRLEY & PETERSEN LOIS EST OF / C/O RUSSELL PETERSEN & ELAINE CAMPBELL		



Interior lot. No photo available.

<b>OWNER OF RECORD</b>
LYONS SHIRLEY & PETERSEN LOIS EST OF C/O RUSSELL PETERSEN & ELAINE CAMPBELL 125 BURGESS RD SOUTH WINDSOR, CT 06074

LIVING AREA:	null	ZONING:	R1	ACREAGE:	3.00
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### SALES HISTORY

OWNER	BOOK / PAGE	SALE DATE	SALE PRICE
LYONS SHIRLEY & PETERSEN LOIS EST OF C/O RUSSELL	3808/ 231	22-Jan-2019	\$0.00
LYONS SHIRLEY & PETERSEN LOIS EST OF C/O RUSSELL	3764/ 281	07-Jun-2018	\$0.00
LYONS SHIRLEY & PETERSEN LOIS	625/ 13	05-Apr-1977	\$0.00
LYONS SHIRLEY & PETERSEN LOIS	625/ 11	05-Apr-1977	\$0.00
LYONS SHIRLEY & FISCHER JEAN & PETERSEN LOIS	621/ 39	15-Feb-1977	\$0.00

### CURRENT PARCEL ASSESSMENT

TOTAL:	\$5,290.00	IMPROVEMENTS:	\$0.00	LAND:	\$5,290.00
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### ASSESSING HISTORY

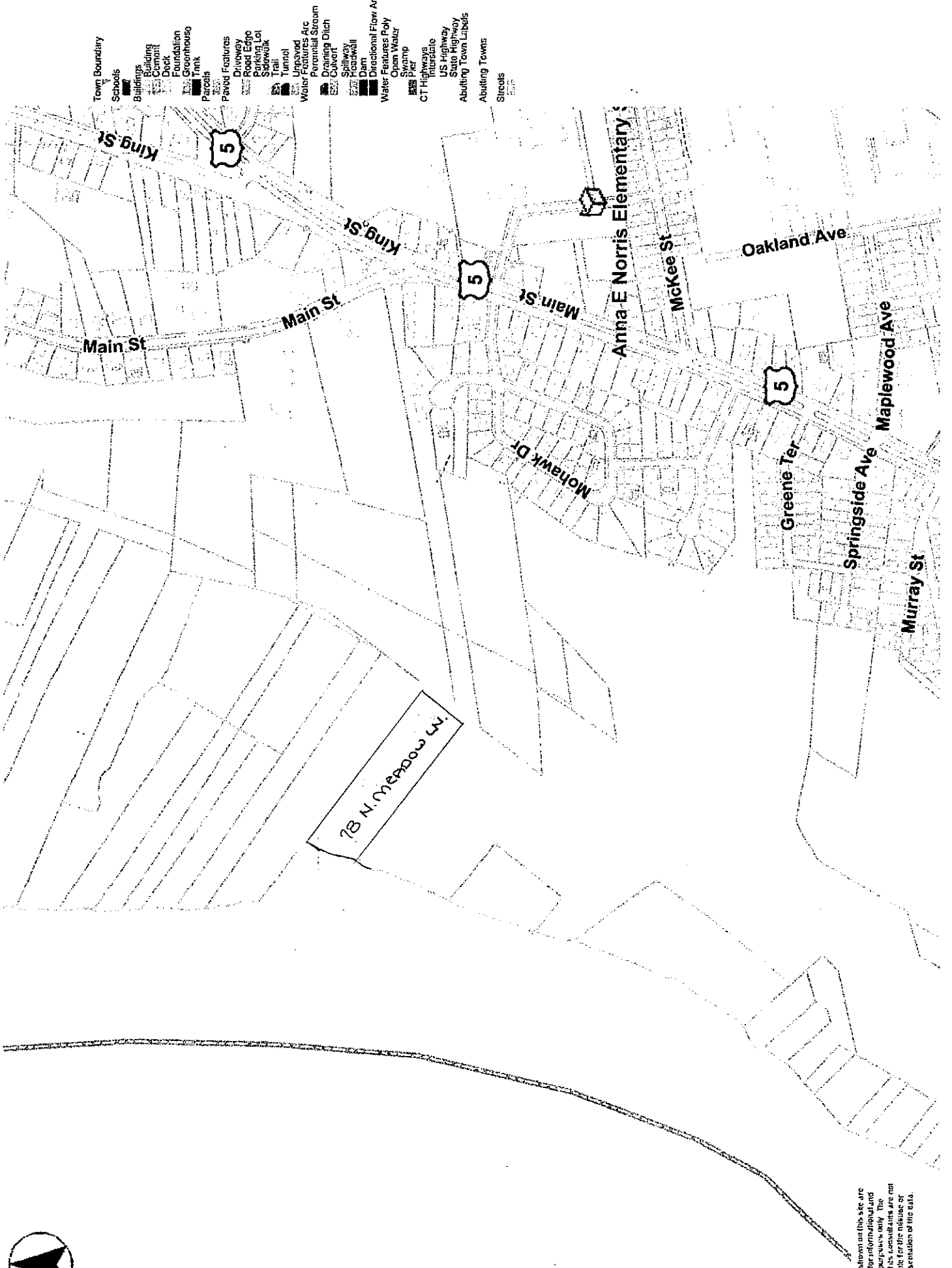
FISCAL YEAR	TOTAL VALUE	IMPROVEMENT VALUE	LAND VALUE
2018	\$5,290.00	\$0.00	\$5,290.00
2017	\$5,290.00	\$0.00	\$5,290.00
2016	\$5,290.00	\$0.00	\$5,290.00
2015	\$5,290.00	\$0.00	\$5,290.00
2014	\$5,290.00	\$0.00	\$5,290.00



The data shown on this site are provided for informational purposes only. The user assumes all responsibility for the use or misrepresentation of the data.

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- Town Boundary
- Schools
- Buildings
- Cemeteri
- Deck
- Foundation
- Greenhouse
- Trunk
- Parcels
- Paved Features
- Driveway
- Road Edge
- Parking Lot
- Spurwalk
- Trail
- Turnoff
- Water Features Arc
- Water Features Arc
- Paramental Stream
- Drawing Ditch
- Spillway
- Headwall
- Dam
- Directional Flow Ar
- Water Features Poly
- Open Water
- Swamp
- Pier
- CT Highways
- Interstate
- US Highway
- State Highway
- Abutting Town Labels
- Abutting Towns
- Streets



## Town of East Hartford

Town of East Hartford
PO BOX 150424
HARTFORD, CT 06115
(860) - 291 - 7250

### Bill Information



#### Taxpayer Information

Bill #	2017-1-0011476 (REAL ESTATE)	Town Benefit	
Unique ID	00010359	Elderly Benefit	
District/Flag			
Name	LYONS SHIRLEY & PETERSEN LOIS EST OF	Assessment	5,290
Care of/DBA	C/O RUSSELL PETERSEN & ELAINE	Exemption	0
Address		Net	5,290
Detail Information	78 NO MEADOW LN		
Volume/Page		Mill Rate	Town 47.66

#### Bill Information As of 06/06/2019

Installment	Due Date	Town	District	Total Due	
Inst #1	07/01/2018	252.12		Tax/ Princ/ Bond Due	0.00
Inst #2	01/01/2019			Interest Due	0.00
Inst #3				Lien Due	0.00
Inst #4				Fee Due	0.00
Total Adjustments		0.00		<b>Total Due Now</b>	0.00
Total Installment + Adjustment		252.12		<b>Balance Due</b>	0.00
Total Payments		252.12			

**\*\*\* Note: This is not a tax form, please contact your financial advisor for information regarding tax reporting. \*\*\***

#### Payment History

Payment Date	Type	Tax/Principal/Bond	Interest	Lien	Fee	Total
07/31/2018	PAY	252.12	0.00	0.00	0.00	252.12

<b>*** Total payments made to taxes in 2018</b>	<b>\$252.12</b>
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# Town of East Hartford

Town of East Hartford
PO BOX 150424
HARTFORD, CT 06115
(860) - 291 - 7250

## Bill Information



### Taxpayer Information

Bill #	2016-1-0011476 (REAL ESTATE)	Town Benefit	
Unique ID	00010359	Elderly Benefit	
District/Flag			
Name	LYONS SHIRLEY & PETERSEN LOIS EST OF	Assessment	5,290
Care of/DBA	C/O RUSSELL PETERSEN & ELAINE	Exemption	0
Address		Net	5,290
Detail Information	78 NO MEADOW LN		
Volume/Page		Mill Rate	Town 47.05

### Bill Information As of 06/06/2019

Installment	Due Date	Town	District	Total Due
Inst #1	07/01/2017	248.89		Tax/ Princ/ Bond Due 0.00
Inst #2	01/01/2018			Interest Due 0.00
Inst #3				Lien Due 0.00
Inst #4				Fee Due 0.00
Total Adjustments		0.00		<b>Total Due Now</b> 0.00
Total Installment + Adjustment		248.89		<b>Balance Due</b> 0.00
Total Payments		248.89		

**\*\*\* Note: This is not a tax form, please contact your financial advisor for information regarding tax reporting. \*\*\***


### Payment History

Payment Date	Type	Tax/Principal/Bond	Interest	Lien	Fee	Total
07/25/2017	PAY	248.89	0.00	0.00	0.00	248.89

*** Total payments made to taxes in 2018	\$0.00
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## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 6, 2019  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: APPOINTMENT: Boards and Commissions

---

The following names were submitted by the Democratic Town Committee Chairman for appointment to the below boards and commission. Please place these nominations on the agenda for the June 18, 2019 meeting.

<b>Veterans Commission – Full Member</b>		(2-Year Term)	
D	Tia Woods	4 Simmons Road	12/19
<b>Commission on Services for Persons with Disabilities</b>		(2-Year Term)	
D	Veronica Rosario	210 Plain Drive	12/19
C:	R. Pasek, Town Clerk		



May 31, 2019

The Honorable Marcia A. Leclerc, Mayor  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

**Re: Endorsements to Veterans' Commission**

Dear Mayor Leclerc:

The District Chairs and Vice Chairs of the East Hartford Democratic Town Committee met on May 16, 2019 to consider the endorsement the following candidates for appointment:

Tia Woods to the Veterans' Commission	4 Simmons Road	tialwoods@yahoo.com	860-881-8191
Veronica Rosario to the Commission on Persons with Disabilities	210 Plain Drive	<a href="mailto:v.rosario.correa@gmail.com">v.rosario.correa@gmail.com</a>	860-776-7496

In accordance with our guidelines the above were interviewed, their credentials reviewed and a vote to endorse their appointment was held. The appropriate attachments are herewith for your convenience.

Please contact me if you have questions or need additional information.

Respectfully,

Craig Stevenson, Chair



Town of East Hartford
Boards and Commissions
Application

Date: 5/16/19

Name: Tia Woods
Your name exactly as it appears on the E. Hfd. Voter Registration List

Address: 4 Simmons Rd East Hartford Ct Apt.# Zip: 06118

Home Phone: Email: tialwoods@yahoo.com

Cell Phone: 8608818191 Years as an E.Hartford Resident: 24

Occupation: Self Employed Employer: Employer/Work Address

Formal Education/Certifications:

Party Affiliation: Unaffiliated [ ] Democrat [x] Republican [ ] Minority Party [ ]
As it appears on the E. Hfd. Voter Registration List

Name of board or commission you wish to serve on: Veterans Commission

Interest statement:
Your reason for being interested in serving our Town in this capacity
I would like to serve the Town of East Hartford in whatever capacity I can.

List of qualifications that you believe will be an asset to the board/commission on which you wish to serve:
My 2 children are veterans and I feel I can provide some current insight on the veterans community.

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements:
[x] understand the commitment required for this appointment and have attended at least one meeting of the board/commission I am applying to serve on, and i understand that members who are absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.
[x] understand that I may be required to complete training and/or continuing education.
[x] understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.
By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.
Signature: Tia Woods Date: 5/16/19
Please return completed and signed form to: BCpost@easthartfordct.gov or mail to: Town of East Hartford Office of the Mayor 740 Main Street East Hartford CT 06108

For internal use only:
Mandatory Qualifications:
Resident T/O C/R T/C



Town of East Hartford  
Boards and Commissions  
Application



Date: June 7, 19

Name: Veronica N. Rosario

Your name exactly as it appears on the E. Hfd. Voter Registration List

Address: 210 Plain Dr

Apt.#

Zip:

Home Phone: 860-776-7496

Email: V.ROSARIO.CORREA@gmail.com

Cell Phone: 860-776-7496

Years as an E.Hartford Resident: 4 yrs

Occupation: Community Liaison Employer: East Hartford CONNECTS (Volunteer)

Employer/Work Address

Formal Education/Certifications: BA Communications / MS Organizational Leadership

Party Affiliation: Unaffiliated

Democrat

Republican

Minority Party

As it appears on the E. Hfd. Voter Registration List

Name of board or commission you wish to serve on: Persons with Disabilities

Interest statement:

Your reason for being interested in serving our Town in this capacity

To be connected to the town and help the community enjoy a fulfilling life with ease of accessibility.

List of qualifications that you believe will be an asset to the board/commission on which you wish to serve:

Parent of a child with Duchenne Muscular Dystrophy and caregiver of senior family members.

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements;

Understand the commitment required for this appointment and have attended at least one meeting of the board/commission I am applying to serve on, and I understand that members who are absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.

Understand that I may be required to complete training and/or continuing education.

Understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.

Signature: Veronica Rosario

Date: June 7, 19

Please return completed and signed form to:

BCpost@easthartfordct.gov

or mail to:

Town of East Hartford  
Office of the Mayor  
740 Main Street  
East Hartford CT 06108


For internal use only:

Mandatory Qualifications:

Resident \_\_\_\_\_ T/O \_\_\_\_\_ C/R \_\_\_\_\_ T/C \_\_\_\_\_



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

DATE: June 6, 2019  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: REFERRAL: Refund of Taxes

---

I recommend that the Town Council approve a total refund of taxes in the amount of \$14,566.09 as detailed in the attached listing from our Assistant Collector of Revenue.

Please place on the Town Council Agenda for the June 18, 2019 Town Council meeting.

Thank you.

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

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**INTEROFFICE MEMORANDUM**

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

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

**SUBJECT:** REFUND OF TAXES

**DATE:** 6/4/2019

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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 \$14,556.09 Please see attached listing.

Bill	Name	Address	City/State/Zip	Prop Loc/Vehicle Info.	Over Paid
2017-03-0050233	ACAR LEASING LTD	4001 EMBARCADERO DR	ARLINGTON, TX 76014-4106	2016/1G11BSSA1GF125865	-253.93
2017-01-0016070	CORELOGIC TAX SERVICES CENTRALIZED REFI PO BOX 9202		COPPELL TX 75019	478 BURNSIDE AVE	-11,874.50
2017-03-0067005	HONDA LEASE TRUST	600 KELLY WAY	HOLYOKE, MA 01040-9681	2016/19UDE2F3XGA015532	-239.44
2017-03-0068900	JULMISSE PIERRE A	49 RUSSELL DR	EAST HARTFORD, CT 06108	2006/3VWVRG71K96M752133	-20.83
2017-04-0089956	NISSAN INFINITI LT	PO BOX 254648	SACRAMENTO, CA 95865-4648	2015/1N4AL3AP2FN900537	-34.78
2019-99-001449	SYKES COLLETTE	64 WALNUT RD	ROCKY HILL CT 06067	PARKING TICKET	-45.00
2017-03-0088531	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2015/1VWAT7A32FC010238	-291.24
2017-01-0005143	WELLS FARGO MORTGAGE	1 HOME CAMPUS MAC X2302-04D	DES MOINES IA 50328	33 MELTON DR	-1,796.37
<b>TOTAL</b>					<b>-\$14,556.09</b>

MARCIA A. LECLERC  
MAYOR

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

31 School Street  
East Hartford, Connecticut 06108-2638

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

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

SCOTT M. SANSOM  
CHIEF OF POLICE

June 11, 2019

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

**Re: Outdoor Amusement Permit Application  
"Island Time in East Hartford"**

Dear Mr. Kehoe:

Attached please find a copy of the amusement permit application submitted by the **East Hartford Public Library by Sarah Kline Morgan, Library Director**. The applicant seeks to conduct an event that will feature dance and music in honor of Caribbean Heritage Month. The event will take place at the **East Hartford Public Library located at 840 Main Street on Saturday, June 29, 2019 from 1:00 PM to 4:30 PM**. There will be a dance performance at 1:00 PM and a performance by the Hartford Steel Symphony at 3:00 PM.

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

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

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

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

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

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

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

Respectfully submitted for your information.

Sincerely,

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

Scott M. Sansom  
Chief of Police

Cc: Applicant

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
Island Time in East Hartford
2. Date(s) of Event:  
Saturday, June 29, 2019
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):  
Sarah Kline Morgan, library director  
East Hartford Public Library  
840 Main St., East Hartford, CT 06108  
860.290.4340, smorgan@easthartfordct.gov
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.  
  
The applicant is the Town of East Hartford, a CT Municipal Corporation, acting through its Director of Libraries, Sarah Kline Morgan.
5. List the location of the proposed amusement: (Name of facility and address)  
Front lawn of Raymond Library, 840 Main St.
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
Saturday, June 29, 2019, 1:00 - 4:30 PM
7. Provide a detailed description of the proposed amusement:  
  
The event will feature dance and music in honor of Caribbean Heritage Month. Grace Wright Dance @ 1:00 PM, and the Hartford Steel Symphony @ 3:00.

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)? 1:00 - 2:15, 3:00 - 4:00

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

0 - 100

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

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

100 - 150

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

a. Crowd size impact:

Minimal. The lawn can easily accommodate the estimated crowd.

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

Traffic patterns will be sufficiently controlled by the light at Rt 5/Central Ave.

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

Parking at library. Overflow parking at Town Hall. No impacts on local roads.

d. Noise impact on neighborhood:

Minimal.

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

Trash receptacles will be available. Library staff to address trash/litter.

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

None anticipated.

g. Other expected influence on surrounding neighborhood:

None.

12. Provide a detailed plan for the following:

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

This is a Town facility with proper accessibility for public safety response.

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

Employees will have cell phones. Landlines in the library.

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

Town EMS will handle medical emergencies. Fire House #1 is close by.

d. Crowd control plan:

Library staff will handle necessary crowd control.

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

Library staff will clean property to previous condition.



f. Provision of sanitary facilities:

Available in the adjacent library.

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:

Town of East Hartford

*Sarah Kline Morgan*  
(Legal Name of Applicant)  
Sarah Kline Morgan

(Applicant Signature)

Sarah Kline Morgan

(Printed Name)

05.23.19

(Date Signed)

Library Director

(Capacity in which signing)



(Click button to send application electronically to Ifitzgerald@easthartfordct.gov)

**FOR OFFICE USE**

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

Received By: Paulyna Pham

Employee Number: 9084

Date & Time Signed: 5/28/19 8 : 33 (AM) PM

Time remaining before event: 31 days.

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

**Pham, Paulyna**

---

**From:** Gentile, Richard  
**Sent:** Wednesday, May 29, 2019 9:38 AM  
**To:** Pham, Paulyna  
**Subject:** RE: Island Time in EH Application

I have no issues or concerns with this application

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

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

**From:** Pham, Paulyna  
**Sent:** Tuesday, May 28, 2019 8:50 AM  
**To:** Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Cruz-Aponte, Marilynn; Davis, Robert; Drouin, Darrell; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sassen, Christine; Wagner, Justin; Walsh, Mike  
**Subject:** Island Time in EH Application

Good morning –

Please see attached for the application of Island Time in EH.

Date: June 29, 2019

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than **Tuesday, June 11, 2019.**

*Paulyna Pham*

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

**Pham, Paulyna**

---

**From:** Sasen, Christine  
**Sent:** Thursday, June 6, 2019 9:03 AM  
**To:** Pham, Paulyna  
**Subject:** RE: Island Time in EH Application

Ok Risk Management. Chris

**From:** Pham, Paulyna  
**Sent:** Tuesday, June 4, 2019 1:58 PM  
**To:** Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Drouin, Darrell; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sasen, Christine; Wagner, Justin; Walsh, Mike  
**Subject:** RE: Island Time in EH Application

All –

There was an error on the second page of the Directors Review and Notice attachment in my first email from May 28<sup>th</sup>. If you already submitted your review, please resubmit it with the corrected attachment. This is due by June 11, 2019.

Thank you and I apologize for any inconveniences.

*Paulyna Pham*

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

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

**From:** Pham, Paulyna  
**Sent:** Tuesday, May 28, 2019 8:50 AM  
**To:** Chapman, Keith <KChapman@easthartfordct.gov>; Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>  
**Cc:** Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>; Walsh, Mike <MWalsh@easthartfordct.gov>  
**Subject:** Island Time in EH Application

Good morning –



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

Administrative Review of Amusement Permit

Event Date: **June 29, 2019**  
Event: **Island Time in East Hartford**  
Applicant: **East Hartford Public Library by Sarah Kline Morgan, Library 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 \$ 0

Assistant Chief Kevin Munson 6/4/2019

Signature \_\_\_\_\_ Date

Comments:



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

Administrative Review of Amusement Permit

Event Date: **June 29, 2019**  
Event: **Island Time in East Hartford**  
Applicant: **East Hartford Public Library by Sarah Kline Morgan, Library 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 \$ None

Marilynn Cruz-Aponte  
Signature

May 31, 2019  
Date

Comments:



Scott M. Sansom  
Chief of Police

Health  
Outdoor Amusement Permits  
31 School Street  
East Hartford, CT 06108  
(860) 528-4401



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **June 29, 2019**  
Event: **Island Time in East Hartford**  
Applicant: **East Hartford Public Library by Sarah Kline Morgan, Library 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 \$                   0                  

Michael T. O'Connell  
Signature

05/28/2019  
Date

Comments:



Scott M. Sansom  
Chief of Police

Outdoor Amusement Permits *PARKS*  
31 School Street  
East Hartford, CT 06108  
(860) 528-4401



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **June 29, 2019**  
Event: **Island Time in East Hartford**  
Applicant: **East Hartford Public Library by Sarah Kline Morgan, Library 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 \$0.00

Ted Fravel

Signature

6/11/19

Date

Comments:



**Pham, Paulyna**

---

**From:** Hawkins, Mack  
**Sent:** Monday, June 10, 2019 2:32 PM  
**To:** Pham, Paulyna  
**Subject:** RE: Island Time in EH Application

Paulyna,

I have reviewed the Outdoor Amusement Permit Application for "Island Time In EH" for 2019. I approve the application as submitted. Please mark the worksheet "Extra Attention" for the day of the event.

Thank you,

*Deputy Chief Mack S. Hawkins*

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

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



**From:** Pham, Paulyna  
**Sent:** Tuesday, June 4, 2019 1:58 PM  
**To:** Chapman, Keith <KChapman@easthartfordct.gov>; Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>  
**Cc:** Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>; Walsh, Mike <MWalsh@easthartfordct.gov>  
**Subject:** RE: Island Time in EH Application

MARCIA A. LECLERC  
MAYOR

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

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

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

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

June 10, 2019

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

**Re: Outdoor Amusement Permit Application  
"RiMaConn Relay"**

Dear Chairman Kehoe:

Attached please find the amusement permit application from **The Hartford Marathon Foundation by Charlie Scanlon, its Operations Manager**. The applicant seeks to conduct a team relay event that invites participants to complete a ninety-five (95) mile trek from Lincoln, Rhode Island to Hartford, Connecticut on **Saturday, August 24, 2019 from 5:30 PM – 9:30 PM**.

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

The **Risk Management** approves the application as submitted subject to the receipt of Certificate of Insurance one month prior to the event.

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

The **Office of Corporation Counsel** states it has no issues with this application and that the applicant will need to work with the Parks & Recreation Department to execute a License Agreement with the Town for the use of Town roads and facilities.

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 states **there are no anticipated costs to their Department**.

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

- There will be significant detours for several hours. Traffic on the adjacent streets can be maintained with a near-normal flow of traffic.

- 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 **anticipated** cost to the Department for this event is **\$1,878.08** which includes a 1% contractual raise.

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black 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:  
RiMaConn Relay
2. Date(s) of Event:  
Saturday, August 24, 2019
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):

HARTFORD MARATHON FOUNDATION  
(w) (860)-652-8866 x123 (c) (860)-860-878-7997  
41 Sequin Drive, Glastonbury, CT 06033  
Charlie Scanlon, Operations Manager

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.

Hartford Marathon Foundation  
41 Sequin Drive  
Glastonbury, CT 06033

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

Please see attached race course map

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

Saturday, August 24, 2019 - 5:30 PM - 9:30 PM  
DUE TO NATURE OF THE EVENT, PARTICIPANTS WILL  
RUN THROUGH EAST HARTFORD BETWEEN THESE TIMES.  
RUNNERS WILL BE SPACED OUT BASED ON PACE OF TRAVEL.

7. Provide a detailed description of the proposed amusement:

The RiMaConn Relay is a team relay event that invites participants to complete a 95 mile trek from Lincoln, RI to Hartford, CT using the East Coast Greenway.

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

Yes  No

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

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

14-85

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 teams- 1 member of each team will complete this "section" of the event

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:

Runners will run on local roads, obeying traffic laws

- b. Traffic control and flow plan at site & impact on surrounding / supporting streets: **EVENT HAS BEEN DESIGNED WITH THE UNDERSTANDING**  
HMF to work with local police/DOT on traffic impact/control
- c. Parking plan on site & impact on surrounding / supporting streets: **THAT ROADS WILL NOT BE CLOSED, AND ATHLETES WILL BE REQUIRED TO OBEY**  
Participants will park in Hartford, CT **RULES OF THE ROAD AS NORMAL.**
- d. Noise impact on neighborhood: **SOME POLICE PRESENCE MAY BE REQUIRED AT ROAD CROSSINGS, AS SEEN**  
Minimal- no amplified sound anticipated
- e. Trash & litter control plan for the amusement site and surrounding community during and immediately **FT BY P.D.** after the proposed amusement:

HMF to handle any needed trash removal due to limited # of participants

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

Minor traffic impact as runners pass by due to nature of event

g. Other expected influence on surrounding neighborhood:

This is a great opportunity for residents to participate and/or volunteer

12. Provide a detailed plan for the following:

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

Roads will be accessible for emergency personnel to access all areas

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

HMF staff to remain in communication with public safety officials during event

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

HMF to develop medical plan as needed in conjunction with medical services

d. Crowd control plan:

Staff and volunteers to direct runners along roads

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

HMF staff/volunteers to handle removal of signage, waste, etc. as needed

f. Provision of sanitary facilities:

Portable toilets to be placed at each "exchange zone"

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):

Attached materials: overall course map/East Hartford course map/request letter

---

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:

Hartford Marathon Foundation

(Legal Name of Applicant)

Charles Scanlon

(Applicant Signature)

Charles Scanlon

(Printed Name)

3/28/19

(Date Signed)

Operations Manager

(Capacity in which signing)



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

**FOR OFFICE USE**

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

Received By: Paulyna Pham

Employee Number: 9084

Date & Time Signed: 4/18/19 10 : 07 AM PM

Time remaining before event: 127 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.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/28/2019

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

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

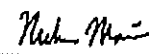
<b>PRODUCER</b> Kronholm Insurance Services, a division of Brown & Brown of CT, Inc. 55 Capital Boulevard, Ste 102 Rocky Hill CT 06067	<b>CONTACT NAME:</b> Nicholas Morin <b>PHONE (A/C, No, Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> nmorin@bbhartford.com
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Hartford Financial Services Group Inc <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> Hartford Marathon Foundation 41 Sequin Drive Glastonbury CT 06033	

**COVERAGES**      **CERTIFICATE NUMBER:** CL1942863417      **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 INSD	SUBR/ WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			0528127806	08/28/2018	08/28/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

<b>CERTIFICATE HOLDER</b> Town of East Hartford 740 Main St. East Hartford CT 06108	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/24/2019

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

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

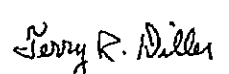
<b>PRODUCER</b> Insurance Management Group 959 E. 4th St P.O. Box 1800 Marion IN 46952	<b>CONTACT NAME:</b> Margaret Mayers <b>PHONE (A/C, No, Ext):</b> (260) 338-2925 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> mmayers@insmg.com
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> National Casualty Company HAIC # 11891 <b>INSURER B:</b> Nationwide Life Insurance Co. 88889 <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> Road Runners Club of America/2019 and its Member Clubs 1501 Lee Highway, Suite 140 Arlington VA 22209	

**COVERAGES**      **CERTIFICATE NUMBER:** 2019 S1M A.I.      **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		KRO000007654500	12/31/2018	12/31/2019	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input checked="" type="checkbox"/> Legal Liability to Participant \$1,000,000					MED EXP (Any one person) \$ 5,000
	GEN L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PERSONAL & ADV INJURY \$ 1,000,000
	OTHER:					GENERAL AGGREGATE \$ Unlimited
A	<b>AUTOMOBILE LIABILITY</b>		KRO000007654500	12/31/2018	12/31/2019	PRODUCTS - COMP/OP AGG \$ 1,000,000
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY					Abuse and Molestation \$ 600,000
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
						BODILY INJURY (Per person) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB					BODILY INJURY (Per accident) \$
	DED RETENTION \$					PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					EACH OCCURRENCE \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			AGGREGATE \$
						PER STATUTE OTHER
B	Excess Medical & Accident (\$250 Deductible/Claim)		SPX0000030282400	12/31/2018	12/31/2019	E.L EACH ACCIDENT \$
						E.L DISEASE - EA EMPLOYEE \$
						E.L DISEASE - POLICY LIMIT \$
						Excess Medical \$10,000
						AD & Specific Loss \$2,500

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 The Town of East Hartford, its directors, officers, employees and agents are NAMED AS AN ADDITIONAL INSURED AS RESPECTS THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSURED. DATE OF EVENT(S): 8/24/19 RiMaConn Relay INSURED RRCA CLUB/EVENT MEMBER: Hartford Marathon Foundallon, Attn: Beth Shluger, 41 Sequin Drive, Glastonbury, CT 06033

<b>CERTIFICATE HOLDER</b> 08/24/19 Town of East Hartford 740 Main Street East Hartford CT 06108	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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**Hartford Marathon Foundation, Inc.  
2018 Board of Directors**

**Chairman**  
**Christine Andrews**  
**Andrews Benefits**

**Vice Chairman**  
**Timothy Larson**  
**Tweed New Haven Airport**

**Treasurer**  
**Robert M. Haggatt, C.P.A.**  
**Newman's Own Foundation**

**Secretary**  
**Peter A. Gutermann, Esq.**  
**The Barnes Group**

**Susan D. Albano**  
**Prime HealthCare, PC**

**Sivasenthil Arumugam, M.D.**  
**Woodland Anesthesiology**  
**Associates, P.C.**

**Cynthia Costanzo**  
**University of Connecticut**

**Brian Foley**  
**Hartford Police Department**

**Irvin C. Girard**  
**East Hartford Public Schools**

**Ray Hassett**  
**Hassett & George**

**Peter A. Holowasko**  
**United Technologies**

**Christopher A. Montross**  
**Aetna**

**Nicole Mule**  
**Robinson & Cole**

**Andrea Donovan Napp, Esq.**  
**Pratt & Whitney Aircraft**

**Diane Perry**  
**United Healthcare**

**Jennifer Wislocki**  
**Travelers**

**CEO/President**  
**Elizabeth G. Shluger**  
**Hartford Marathon Foundation**

**Emeritus**  
**The Honorable Kenneth L. Shluger**  
**Connecticut Superior Court**

**David Polk**  
**The First Tee of CT**

**Brewster Perkins**  
**Willis Towers Watson**

**James Sullivan, Esq.**  
**Howard, Kohn, Sprague & Fitzgerald**

**Honorary**  
**Oz Griebel**  
**Metro Hartford Alliance**

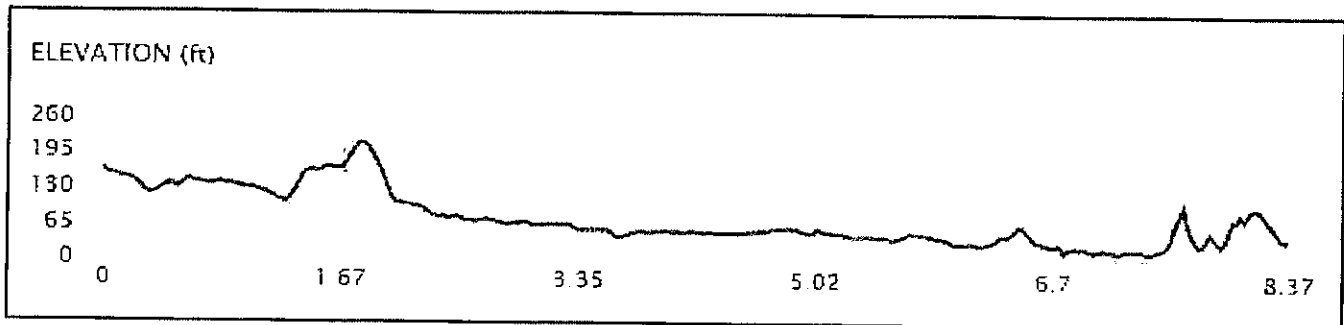
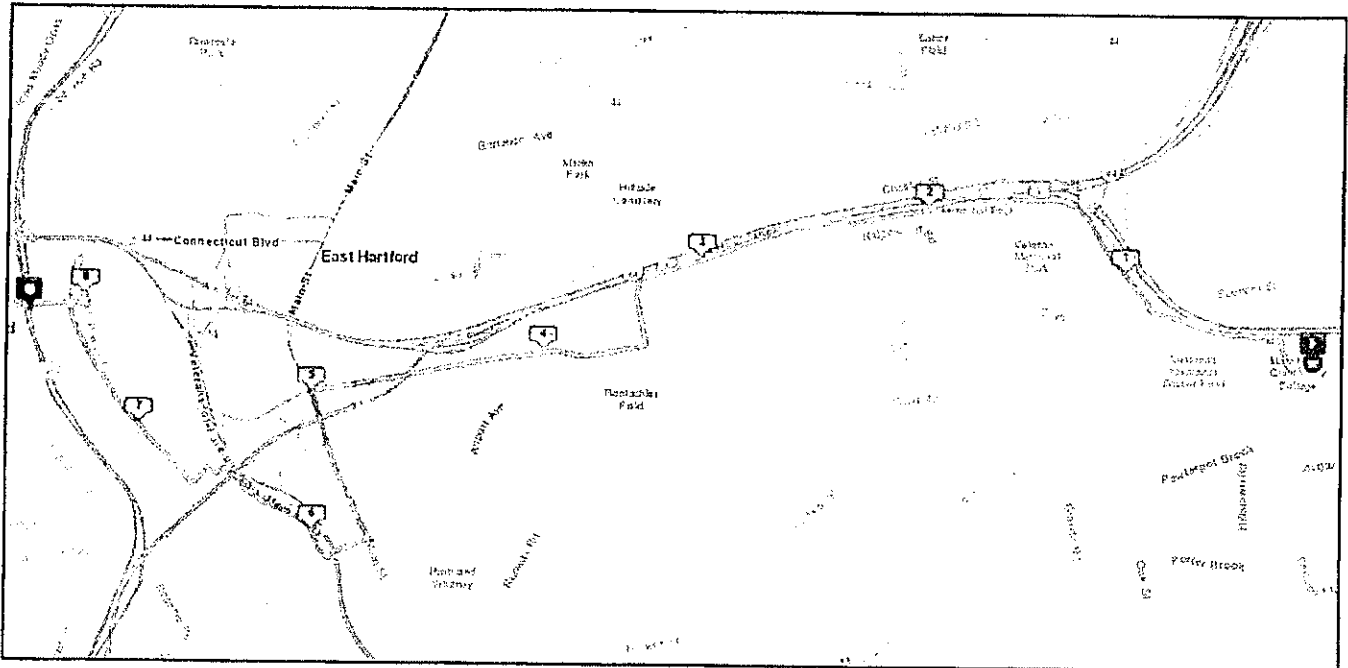
**Tristate Endurance Relay Run: East Hartford, Connecticut- Enlarged Map**

Blue = On Road | Green = On Trail



**Proposed route of travel on East Hartford streets:**

Exit Charter Oak Greenway - Left onto Simmons Road - Right onto Silver Lane - Left onto Main Street - Right onto Charter Oak Greenway



DISTANCE	START ELEVATION	MAX ELEVATION	ELEVATION GAIN	DIFFICULTY	TERRAIN
8.3 MILES	165 FT	212 FT	247 FT	HARD	PAVED TRAIL/ROAD

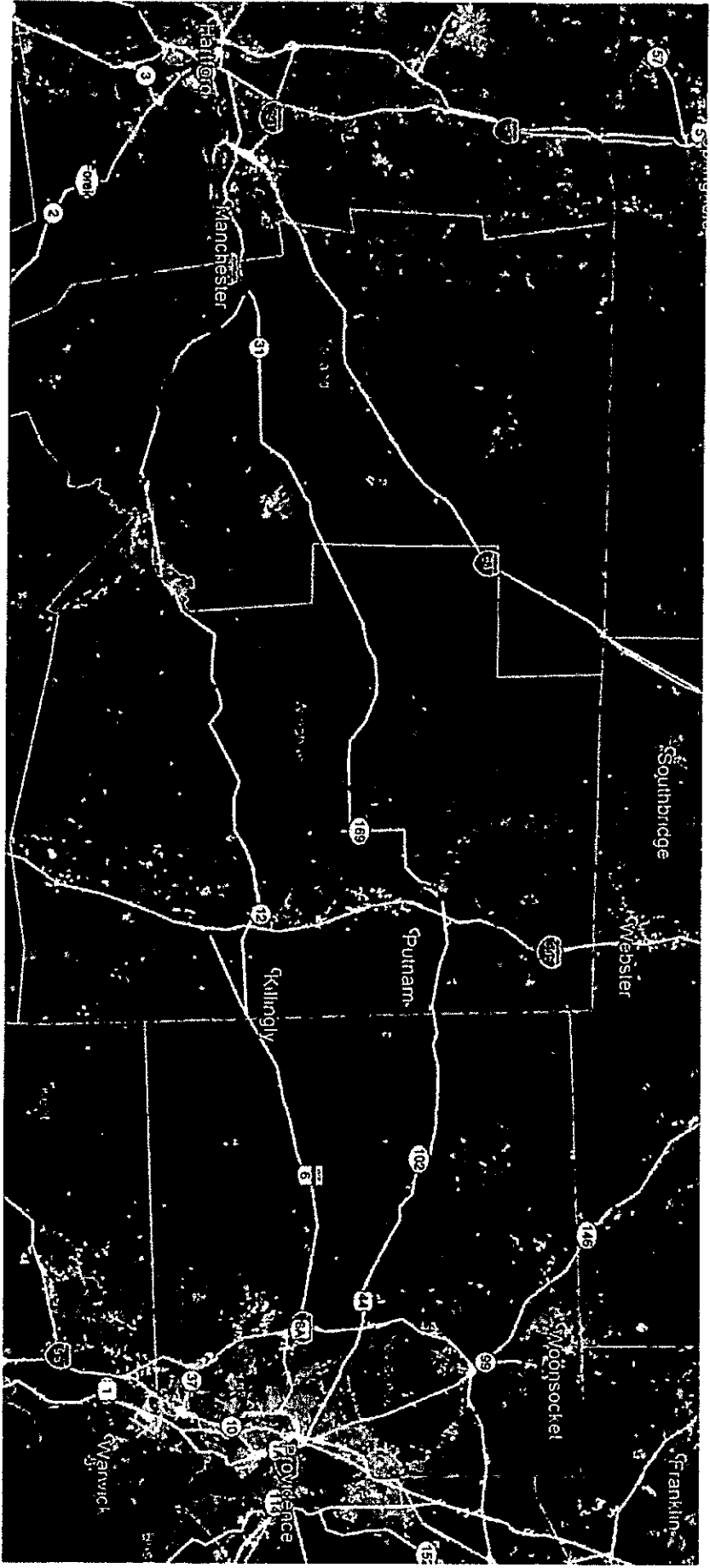
Start: Manchester Community College, 60 Bidwell St. Manchester, CT

Finish: Mortenson Riverfront Plaza, Hartford, CT

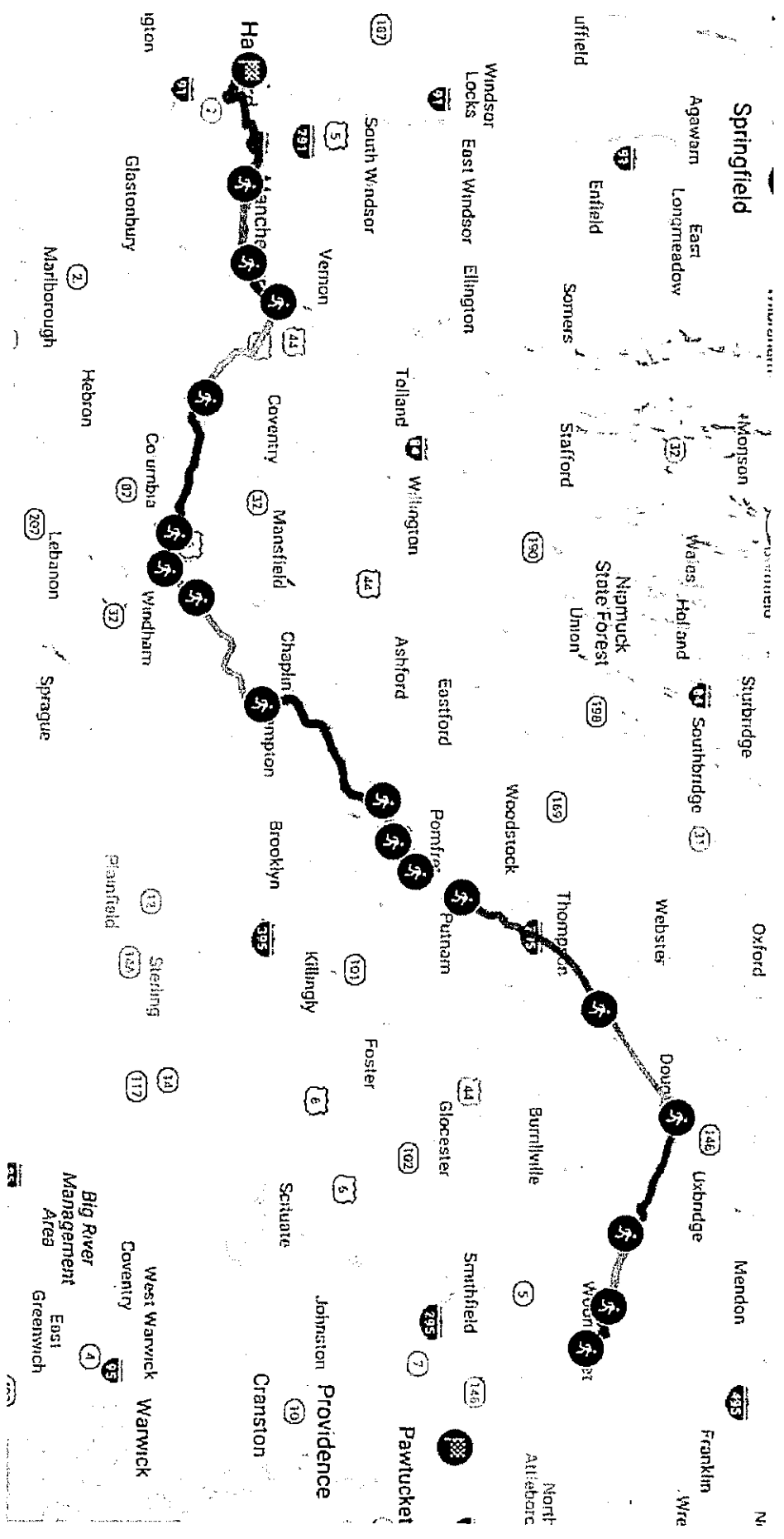
Driving Directions to Next Parking Location: CT Science Center Parking (LAZ Parking Garage) Grove Street, Hartford, CT 06103

1. Head west on Founders Drive North (towards Great Path)
2. Turn right on Great Path
3. Turn right on Hillstown Road
4. Turn left on Spencer Street (Hwy. S02)
5. Turn right onto Cemetery Rd (signs for Interstate 84/Interstate 291/Hartford)
6. Take ramp on left towards Hartford
7. Merge onto Highway I-84
8. Use left 3 lanes to take Exit 54 towards Downtown/Hartford
9. At the end of the bridge/ramp, use left lane to take left onto Columbus Boulevard
10. Turn left onto Grove Street, parking Garage will be on left
11. Exit garage and make your way to the top of the plaza and finish line!

Tristate Endurance Relay Run: Proposed Overall Route  
Blue = On Road | Green = On Trail



**Overall Course Map**



**Pham, Paulyna**

---

**From:** Hawkins, Mack  
**Sent:** Monday, June 10, 2019 2:49 PM  
**To:** Pham, Paulyna  
**Subject:** RE: RiMaConn Relay Application

Paulyna,

I have reviewed the Outdoor Amusement Permit Application for 2019 RiMaConn Relay. I approve the application as submitted. The anticipated cost for this event is \$1,878.08 for three officers, which includes a possible 1% 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:** Pham, Paulyna  
**Sent:** Thursday, April 18, 2019 10:42 AM  
**To:** Chapman, Keith <KChapman@easthartfordct.gov>; Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>  
**Cc:** Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>; Walsh, Mike <MWalsh@easthartfordct.gov>  
**Subject:** RiMaConn Relay Application

Good morning –





Scott Sansom  
Chief of Police

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

Fire



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **August 24, 2019**

Event: **RiMaConn Relay**

Applicant: **The Hartford Marathon Foundation by Charles Scanlon, its  
Operations Manager**

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

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

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

Anticipated Cost(s) if known \$ 0

Kevin Munson, Assistant Fire Chief  
Signature

4/18/2019  
Date

Comments:



Scott Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

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

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

Michael O'Connell

Signature

04/22/2019

Date

Comments:



Scott Sansom  
Chief of Police

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

Parks



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **August 24, 2019**

Event: **RiMaConn Relay**

Applicant: **The Hartford Marathon Foundation by Charles Scanlon, its  
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- 
- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- 
- Anticipated Cost(s) if known \$0.00

Ted Fravel

Signature

5/1/19

Date

Comments:

PW



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: **August 24, 2019**

Event: **RiMaConn Relay**

Applicant: **The Hartford Marathon Foundation by Charles Scanlon, its  
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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

Marilynn Cruz-Aponte  
Signature

May 2, 2019  
Date

Comments:

**Pham, Paulyna**

---

**From:** Gentile, Richard  
**Sent:** Thursday, April 18, 2019 10:50 AM  
**To:** Pham, Paulyna  
**Subject:** RE: RiMaConn Relay Application

As with the marathon, if this event requires use of Town roads there will need to be a license agreement signed. Rich

**From:** Pham, Paulyna  
**Sent:** Thursday, April 18, 2019 10:42 AM  
**To:** Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Drouin, Darrell; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sassen, Christine; Wagner, Justin; Walsh, Mike  
**Subject:** RiMaConn Relay Application

Good morning –

Please see attached for the application of RiMaConn Relay.

**Date:** August 24, 2019

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than **Thursday, May 2, 2019.**

*Paulyna Pham*

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

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

**Pham, Paulyna**

---

**From:** Sasen, Christine  
**Sent:** Wednesday, April 24, 2019 9:07 AM  
**To:** Pham, Paulyna  
**Subject:** FW: RiMaConn Relay

Risk Management approves subject to receipt of Certificate of Insurance.

Chris

---

**From:** Charlie Scanlon [mailto:Charlie@hartfordmarathon.com]  
**Sent:** Wednesday, April 24, 2019 8:57 AM  
**To:** Sasen, Christine  
**Subject:** RE: RiMaConn Relay

 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.

Good Morning Chris,  
Apologies for the delay, I have submitted the request for the COI and got a bunch returned to me yesterday afternoon which makes me think they may be working to get them all done. When our insurance provider completes it, they will send the certificate directly to you via email but I will follow up just to be sure you receive it.  
Sorry about that!

**CHARLIE SCANLON**  
OPERATIONS MANAGER

HARTFORD MARATHON FOUNDATION  
P 860.652.8866 x123 F 860-652-8145  
41 SEQUIN DRIVE • GLASTONBURY • CT • 06033



SATURDAY, OCTOBER 12, 2019

*Think GREEN. Please consider the environment before printing this email.*

**From:** CSasen@easthartfordct.gov <CSasen@easthartfordct.gov>  
**Sent:** Tuesday, April 23, 2019 4:36 PM  
**To:** Charlie Scanlon <Charlie@hartfordmarathon.com>  
**Cc:** PPham@easthartfordct.gov  
**Subject:** RiMaConn Relay

Hi Charlie,

**Pham, Paulyna**

---

**From:** Grew, Greg  
**Sent:** Thursday, April 18, 2019 10:57 AM  
**To:** Pham, Paulyna  
**Subject:** RE: RiMaConn Relay Application

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

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

---

**From:** Pham, Paulyna  
**Sent:** Thursday, April 18, 2019 10:42 AM  
**To:** Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Drouin, Darrell; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sassen, Christine; Wagner, Justin; Walsh, Mike  
**Subject:** RiMaConn Relay Application

Good morning –

Please see attached for the application of RiMaConn Relay.

**Date:** August 24, 2019

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than **Thursday, May 2, 2019.**

*Paulyna Pham*

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

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