

Christy J. Cook

2018 JUL -9 P 1:55

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
JULY 10, 2018

TOWN CLERK
EAST HARTFORD

REVISED 07-09-18

6:45 P.M. Executive Session

=====

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

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
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 19, 2018 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. EHFD: Public Protection Classification Survey
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Setting a Public Hearing Date of August 7, 2018 @ 7PM in Council Chambers re:
 1. Resolution Appropriating ~~\$2,000,000~~ **\$4,500,000** for the Planning, Design, Replacement, Construction and Reconstruction of Improvements to the Town Hall and Authorizing the Issuance of ~~\$2,000,000~~ **\$4,500,000** bonds of the Town to Meet Said Appropriation and Pending the Issuance Thereof the Making of Temporary Borrowings For Such Purpose
 2. Resolution Appropriating \$15,000,000 for the Planning, Design, Construction and Reconstruction of Town Roads and Parking Lots and Authorizing the Issuance of \$15,000,000 Bonds of the Town to Meet Said Appropriation and Pending the Issuance Thereof the Making of Temporary Borrowings for Such Purpose
 - B. Hartford Foundation for Public Giving Grant: Senior Center Project
 - C. Referral to Real Estate Acquisition & Disposition Committee re: 67 Woodbridge Avenue
 - D. Outdoor Amusement Permit Applications:
 1. The Hartford Steel Symphony Outdoor Concert
 2. Pedal to the Medal as part of the Eversource Hartford Marathon
 3. **Summerfield Summer Bash**
 - a. **Waiver of 30-day Filing Requirement**
 - b. **Approval of Application**

9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
 - A. Jane Boston v. Town of East Hartford, Docket No. CV-15-6057681-S
 - B. Hartford East Elderly Apartments Limited Partnership v. Town of East Hartford, Docket No. CV-17-6037473-S, Assessment Appeal
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
12. ADJOURNMENT (next meeting: August 7th)

Robert J. Pasik

EAST HARTFORD TOWN COUNCIL

2018 JUN 25 A 11: 35

TOWN COUNCIL CHAMBERS

TOWN CLERK
EAST HARTFORD

JUNE 19, 2018

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

ABSENT Councillor Shelby J. Brown

CALL TO ORDER

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

The Chair called for a moment of silence to recognize the life of Bernard "Bernie" Kehoe, a former Town Councillor and the Chair's father. Bernie was elected to the Council in 1953 and served until 1962, when he became the town's first I.T. Director, a job he held for 25 years until his retirement in 1987. An integral part of the growth of East Hartford, he served on the Planning, Ordinance and Development Commissions, experiencing significant changes to the landscape of East Hartford. An active member of the Democratic Party, he was involved in town politics for 65 years, gaining deep respect from people on "both sides of the aisle". Bernie was also a charter member of the East Hartford Lions Club, a charter member of the Knights of Columbus, a loving husband to Dolores and father to Pamela, Richard, Timothy and Christopher. He will be sorely missed.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Mayor Leclerc (1) on behalf of the town expressed her sincere condolences to Chair Kehoe on the passing of his father; (2) the Farmers' Market will begin its 26th year on July 6th on the front lawn of the Raymond Library; (3) the concerts in Great River Park begin July 5th; (4) introduced Keith Chapman, the interim Public Works Director (see below); (5) the permits for the town's transfer station must be renewed on July 1st; (6) the town's pools open tomorrow, June 20th; (7) there will be a Summer Splash party on Sunday, June 24th at Terry Pool from 1pm to 4pm; (8) this month there will be "Ice Cream with a Cop" on Thursday June 21st at Dairy Queen from 12pm to 2pm; (9) the tax bills were mailed out yesterday and are due July 1st, but payable by August 1st; (10) congratulated all of East Hartford's graduates at every level of their educational career; and (11) the Fire Departments promotional ceremony was held today in Council Chambers – 4 firefighters were advancements and a new Assistant Chief was appointed.

Keith Chapman, the newly appointed interim Public Works Director, gave a brief summary of his 40-year career as a municipal employee – mainly in the public works department – for various towns in Connecticut.

APPROVAL OF MINUTES

June 5, 2018 Regular Meeting

MOTION By Ram Aberasturia
seconded by Marc Weinberg
to **approve** the minutes of the June 5, 2018 Regular Meeting.
Motion carried 8/0.

COMMUNICATIONS AND PETITIONS

2018 Proposed Bond Referenda: \$15M Road Program and \$2M Town Hall Improvements

Mayor Leclerc introduced Gregg Verallis, Facilities Manager, who summarized the items that would be repaired under the \$2M Town Hall Improvements bond: (1) roof replacement; (2) masonry repairs; (3) HVAC replacement; (4) electrical system upgrade; (5) solar panels; (6) state-mandated elevator upgrade; (7) cupola renovation; and (8) front exterior renovation (front steps included). Also included in the cost estimates is the fee to retain an architect.

Jeff LeBeau, Town Engineer, and Keith Chapman, Interim Public Works Director, spoke to the Council on the five areas that would be covered under the proposed \$15M bond: (1) Cambridge Drive area; (2) Forest Street; (3) Goodwin Street; (4) McKee Street & Remington Road; and (5) Mohawk Drive Area. The Cambridge Drive area is designated for the 2019 construction year; the other 4 are designated under the 2020 construction year.

NEW BUSINESS

End of Fiscal Year 2017-2018:

Preliminary Year-end Financial Results

Michael Walsh, Finance Director, reviewed the 2017-2018 fiscal year results with the Town Council. He stated that it was a very good close to the year, considering the state's budgetary issues. Of the 122 revenue accounts in the town budget, 5 showed increased revenues: Inspections & Permits, Fire Marshall, Tax Collections, Conveyance Tax, and Police Private Duty. As a percentage of budget, Fund Balance at the end of the year is at 12%.

MOTION By Ram Aberasturia
seconded by Marc Weinberg
to **approve** the interdepartmental transfers for fiscal year 2017-2018 consistent with the transfers listed in a memorandum from Finance Director Michael Walsh to Mayor Marcia Leclerc dated June 19, 2018 totaling \$1,007,000.00 in transfers within the General Fund as follows:

The Town of East Hartford
 For the Fiscal Year Ending June 30, 2018
 Year-End Budget Transfers

19-Jun-18

General Fund To Account Number	Name	Amount
G2200-63230	Corp. Counsel – Legal	135,000
G5317-60141	Fire - Overtime	250,000
G7200-63175	Public Works – Prof. Engineering Services	150,000
G8100-67300	Parks – Golf Course Subsidy	10,000
G9700-63258	Capital Improvement – Debt Service	1,000
C1410-52000	Town – Capital Reserve	461,000
	TOTAL	<u>1,007,000</u>
General Fund From Account Number	Name	Amount
G1300-60135	Registrar of Voters – Election Officials	5,000
G2100-60110	Mayor's Office – Permanent Services	25,000
G2300-63129	Human Resources – Consultant	35,000
G2400-60121	Library – Temp. Services	40,000
G2600-63129	Youth Services – Consultants	5,000
G6100-60141	Inspections and Permits – Overtime	10,000
G9200-60123	Nursing – Part-time Wages	5,000
G9400-63402	Social Services – Emergency Relief	5,000
G3800-63499	Employee Benefits – Severance	225,000
G5203-60141	Police – Overtime	288,000
G9600-60201	Contingency – Reserve for Negotiations	364,000
	TOTAL	<u>1,007,000</u>

The funds being transferred are certified as available and unobligated.

Motion carried 8/0.

Approval of Sale of Individual Tax Liens

MOTION By Joe Carlson
 seconded by Linda Russo
 to **approve** the sale of tax liens as listed on the report attached to a memorandum dated June 8, 2018 from Finance Director Michael Walsh to Mayor Marcia Leclerc which lists and enumerates 38 properties, along with the amount of the tax lien for each property and the high bid for each property, resulting from the request for proposal relevant to the tax

lien sale and to **award** the high bid for the 38 properties which collectively totals \$714,971.80 as follows:

- FIG Capital Investments – 30 bids totaling \$657,130.63
- TLOA of CT, LLC – 8 bids totaling \$120,387.78

Motion carried 8/0.

Recommendation from Real Estate Acquisition & Disposition Committee:1238 Silver Lane

MOTION By Linda Russo
 seconded by Ram Aberasturia
 to recommend that the Town **not** accept the gift of the property known as 1238 Silver Lane from the Lange Trust (established under the Last Will & Testament of Merwin J. Yanner), given the restrictions on the future use of the property and the cost to repair or demolish the existing residence on the property.
 Motion carried 8/0.

Referral to Real Estate Acquisition & Disposition Committee re: 111 Ellington Road

MOTION By Linda Russo
 seconded by Joe Carlson
 to **refer** to the Real Estate Acquisition & Disposition Committee the possible acquisition of a 4.48 acre parcel of land known as 111 Ellington Road, with instructions to investigate the matter and report back to the Town Council with its recommendation if any.
 Motion carried 8/0.

Referral to Real Estate Acquisition & Disposition Committee re: Easement Agreement with13-17 Village Street, LLC – Access to Town Levee

MOTION By Linda Russo
 seconded by Marc Weinberg
 to **refer** to the Real Estate Acquisition & Disposition Committee the consideration of entering into an Easement Agreement with 13-17 Village Street LLC, which would allow the town access across a parking lot at the rear of 13-17 Village Street for repairs to the levee, with instructions to investigate the matter and report back to the Town Council with its recommendation if any.
 Motion carried 8/0.

Referral to Real Estate Acquisition & Disposition Committee re: 41-43Village Street

MOTION By Linda Russo
 seconded by Marc Weinberg

to refer to the Real Estate Acquisition & Disposition Committee the possible acquisition of 41-43 Village Street, which would allow the town more permanent and economical repairs to the levee, with instructions to investigate the matter and report back to the Town Council with its recommendation if any.
Motion carried 8/0.

Refund of Taxes

MOTION By Marc Weinberg
seconded by Linda Russo
to refund taxes in the amount of \$26,814.09
pursuant to Section 12-129 of the Connecticut General Statutes.
Motion carried 8/0.

Bill	Name	Prop Loc/Vehicle Info.	Int Paid	Over Paid
2016-03-0087617	ALLY FINANCIAL LOUISVILLE	2014/1GCNKPEH3EZ151618		-221.28
2016-03-0087625	ALLY FINANCIAL LOUISVILLE	2014/1C6RR7FT9ES147783		-364.13
2016-09-0087625	ALLY FINANCIAL LOUISVILLE	2014/1C6RR7FT9ES147783		-79.65
2016-03-0052349	AYOUB MEGHAN L	2013/5NPDH4AE5DH282446		-113.26
2016-03-0053617	BILODEAU MARC A	2015/1FTEX1EPXFFC81551		-329.60
2016-01-0002332	CORELOGIC TAX SERVICES	23 HERITAGE LN		-4,396.83
2016-01-0006244	CORELOGIC TAX SERVICES	33 GAIL RD		-2,390.85
2016-01-0006885	CORELOGIC TAX SERVICES	1775 MAIN ST		-3,539.34
2016-01-0011268	CORELOGIC TAX SERVICES	235 EAST RIVER DR 904		-6,784.14
2016-01-0014065	CORELOGIC TAX SERVICES	263 TIMBER TR		-4,804.04
2016-04-0082063	DAILEY SKYLEN S	2007/5GZCZ63487S865848		-12.09
2015-01-0004759	DEVIVO JOSEPH S	171 ROXBURY RD		-2,181.79
2016-04-0082800	ENTERPRISE FM TRUST	2017/1FMCU9GD2HUC11991		-428.22
2015-04-0083593	GARCIA KRISTINA M	2003/2HNYD188X3H522667	\$17.10	-71.23
2015-03-0066919	HYUNDAI LEASE TITLING TRUST	2013/KNDPBCA26D7407019		-439.56
2016-03-0072191	MALINOWSKI LUKASZ	2004/YS3ED49A843012357		-74.11
2015-03-0075149	NISSAN INFINITI LT	2013/1N4AL3AP4DN506499		-158.77
2016-03-0088958	WHITE LAURA A	2015/5J8TB4H54FL012062		-275.55
2016-09-0088958	WHITE LAURA A	2015/5J8TB4H54FL012062		-132.55
		SUBTOTAL	17.10	26,796.99
		TOTAL		26,814.09

Appointments to Various Boards/Commissions

MOTION By Esther Clarke
seconded by Pat Harmon
to approve the following appointments:

- Inland/Wetlands – Environmental Commission
John G. Morrison, 34 Jonathan Lane – term to expire December 2021
- Planning & Zoning Commission
Stephen Roczynski, Full Member, 25 Cree Rd – term to expire December 2022
- Beautification Commission
Mary Mourey, 785 Burnham Street – term to expire December 2019
- Commission on Culture & Fine Arts
Joan M. Coates, 508 Oak Street – term to expire December 2021
Judith Okeson, 44 Syracuse Drive – term to expire December 2021
- Historic District Commission
David G. Holmes, 1008 Forbes Street – term to expire December 2022
Travis J. Simpson, 119 Naubuc Avenue – term to expire December 2022
- Commission on Services for Persons with Disabilities
Florence R. Schroeter, 55 Olmsted Street – term to expire December 2019
Bernard A. Corona, 27 Winding Lane – term to expire December 2019

Motion carried 8/0.

Outdoor Amusement Permit Applications:

Sounds of Summer Concert Series – Great River Park

MOTION By Joe Carlson
 seconded by Marc Weinberg
 to **approve** the outdoor amusement permit application, entitled
 “Sounds of Summer Concert Series – Great River Park” submitted by
 Kristine Vincent, Assistant Director, East Hartford Parks & Recreation
 Department, to conduct a series of summer evening concerts at the
 Amphitheater located in Great River Park from 6PM to 8PM on the
 following Thursdays in 2018:

 July 5, 12, 19, 26 and August 2 & 9, with a rain date of August 16

 subject to compliance with adopted codes and regulations of the
 State of Connecticut, the Town of East Hartford, and any other
 stipulations required by the Town of East Hartford or its agencies.
 Motion carried 8/0.

East Hartford Parks & Recreation Car Show

MOTION By Marc Weinberg
 seconded by Linda Russo
 to **approve** the outdoor amusement permit application, entitled
 “East Hartford Parks & Recreation Car Show”, submitted by Sharon

O'Neil, its Recreation Supervisor, to conduct a car show for viewing with awards and musical entertainment at Sunset Ridge School, 450 Forbes Street, on Saturday July 7th from 11AM to approx. 5PM – music from 1PM to 5PM – with a rain date of Sunday, July 8th utilizing the same times for the car show and music; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.
Motion carried 8/0.

Annual Fall Fest

MOTION By Marc Weinberg
seconded by Linda Russo
to **approve** the outdoor amusement permit application submitted by Jonathan Cooper, Recreation Supervisor, for the East Hartford Parks & Recreation Department, to conduct the Annual Fall Fest on the Town Green on Saturday October 13, 2018 from 11AM to 3PM (rain date Sunday, October 14th) with music during the same hours, featuring musical entertainment, pony rides, a petting farm, inflatables, children's activities, arts & crafts, pumpkin painting, contests, civic group booths, commercial vendors and food vendors; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.
Motion carried 8/0.

Mike DelGuidice & Big Shot: The Ultimate Billy Joel Experience

MOTION By Linda Russo
seconded by Pat Harmon
to **approve** the outdoor amusement permit application entitled "Mike DelGuidice & Big Shot: The Ultimate Billy Joel Experience", as submitted by Rachel Gaudette, Advancement Executive Assistant for Goodwin College Foundation, Inc., to conduct a concert to benefit student scholarships to take place on Saturday, August 25th from 5PM to 10Pm at Goodwin College Green, One Riverside Drive, with food trucks and a liquor vendor; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.
Motion carried 8/0.

Head of the Riverfront Regatta – Rescission of Previous Motion

MOTION By Joe Carlson
seconded by Marc Weinberg
to **rescind** the following motion presented and approved at the April 17, 2018 Town Council meeting:

that the Town Council approve the outdoor amusement permit application, entitled "Head of the Riverfront Regatta" submitted by Joshua Urrutia, Director of Events for Riverfront Recapture to conduct a rowing regatta on

the Connecticut River on Sunday, September 30th from 6AM to 5PM, with a flood and rain date of Sunday, November 4th; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to **waive** the permit fee and any associated town expenses for this event pursuant to the resolution passed by the Town Council on June 3, 2014.

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

Head of the Riverfront Regatta – revised application

MOTION By Joe Carlson
seconded by Marc Weinberg
to **approve** the outdoor amusement permit application, entitled “Head of the Riverfront Regatta” submitted by Joshua Urrutia, Director of Events for Riverfront Recapture to conduct a rowing regatta on the Connecticut River on Saturday, September 29th from 6AM to 5PM, with a flood and rain date of Sunday, November 4th; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to **waive** the permit fee and any associated town expenses for this event pursuant to the resolution passed by the Town Council on June 3, 2014.
Motion carried 8/0.

27th Annual Aselton Memorial Snow Dash 5K

MOTION By Ram Aberasturia
seconded by Marc Weinberg
to **approve** the outdoor amusement permit application entitled “27th Annual Officer Brian Aselton Memorial Snow Dash 5K”, submitted by Jonathan Cooper, Recreation Supervisor for the East Hartford Parks & Recreation Department and by the East Hartford Police Department to conduct a 5K road race (Snow Dash), to be held in the vicinity of the Langford School – 61 Alps Drive – on Sunday, January 6, 2019 between the hours of 11:00AM and approximately 3:00PM, with the use of public streets occurring between the hours of 1:30PM and approximately 2:15PM, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.
Motion carried 8/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Pat Harmon reported that an accident on Brewer Street across from Hamilton Road caused extensive damage to a bench at the bus stop. She believes it should be cleaned up before someone gets hurt. *Mayor Leclerc said she would look into it.*

Linda Russo inquired on recent construction activity at 333 East River Drive. *The Mayor stated that American Eagle Federal Credit Union is reconfiguring the land to accommodate new entrance and exit locations and different uses of the land.*

Ram Aberasturia reported that residents on Brook Street (connects Old Main to King Street) have told him of speeding on a regular basis and asked if it would be possible to have a traffic study or to assign additional officers at this location. *The Mayor will look into it.*

Caroline Torres said that there is speeding on Old Main Street as well. *The Mayor agreed that speeding in East Hartford - and throughout the state of Connecticut - is a problem and that the EHPD does the best they can.*

Esther Clarke was told that the Mayor is driving a black car and not the white Ford Explorer that she normally drives. *The Mayor indicated that the Explorer is undergoing minor repairs and will be returned to her soon.*

Joe Carlson asked if the 7-11 on the corner of Brewer and Main Street, which had recently been closed and boarded up, has re-opened. *The Mayor stated that she had contacted the owners after it had closed very suddenly and was told by the owners that the building had already been rented.*

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

None

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

ADJOURNMENT

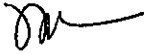
MOTION By Esther Clarke
 seconded by Linda Russo
 to **adjourn** (9:25 p.m.).
 Motion carried 8/0.

The Chair announced that the next meeting of the Town Council would be July 10th.

Attest _____
 Angela M. Attenello
 TOWN COUNCIL CLERK



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 13, 2018
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: COMMUNICATION: Fire Department Public Protection Classification Survey

Please save time for a brief presentation from Fire Chief John Oates on ISO's Public Protection Classification Survey.

Thank you.

C: M. Walsh, Finance Director



1000 Bishops Gate Blvd. Ste 300
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2
f1.800.777.3929

April 23, 2018

Ms. Marcia A. Leclerc, Mayor
East Hartford
740 Main St
East Hartford, Connecticut, 06108

RE: East Hartford, Hartford County, Connecticut
Public Protection Classification: 02
Effective Date: August 01, 2018

Dear Ms. Marcia A. Leclerc,

We wish to thank you and Mr. John Oates for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" – formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."

- Communities graded with single "9" or "8B" classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

Alex Shubert

Alex Shubert
Manager -National Processing Center

cc: Mr. David Banker, Senior Engineer, Metropolitan District Commission
Mr. Jeffrey Vannais, Communications Supervisor, East Hartford Police Dept
Mr. John Oates, Chief, East Hartford Fire Department

**Public Protection Classification
(PPC™)
Summary Report**

East Hartford

CONNECTICUT

Prepared by

**Insurance Services Office, Inc.
1000 Bishops Gate Blvd., Ste. 300
P.O. Box 5404
Mt. Laurel, New Jersey 08054-5404
1-800-444-4554**

Report Created APRIL 2018

Effective August 1, 2018

Summary of PPC Review

for

East Hartford

FSRS Item	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	2.40	3
422. Credit for Telecommunicators	2.00	4
432. Credit for Dispatch Circuits	2.55	3
440. Credit for Emergency Communications	6.95	10
Fire Department		
513. Credit for Engine Companies	5.57	6
523. Credit for Reserve Pumpers	0.42	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	3.96	4
553. Credit for Reserve Ladder and Service Trucks	0.50	0.5
561. Credit for Deployment Analysis	7.36	10
571. Credit for Company Personnel	9.04	15
581. Credit for Training	5.27	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	37.12	50
Water Supply		
616. Credit for Supply System	29.72	30
621. Credit for Hydrants	2.99	3
631. Credit for Inspection and Flow Testing	4.00	7
640. Credit for Water Supply	36.71	40
Divergence	-3.51	--
1050. Community Risk Reduction	4.57	5.50
Total Credit	81.84	105.5

Final Community Classification = 02

DAVID M. PANICO

280 Trumbull Street
Hartford, CT 06103-3597
Main (860) 275-8200
Fax (860) 275-8299
dpanico@rc.com
Direct (860) 275-8390

March 30, 2018

VIA E-MAIL AND U.S. MAIL

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

Re: Resolution Appropriating \$2,000,000 For The Planning, Design, Replacement, Construction And Reconstruction Of Improvements To The Town Hall And Authorizing The Issuance Of \$2,000,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose

Resolution Appropriating \$15,000,000 For The Planning, Design, Construction And Reconstruction Of Town Roads And Parking Lots And Authorizing The Issuance Of \$15,000,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose

Dear Mayor Leclerc:

Enclosed please find the captioned resolutions and proceedings to be followed by the Town in connection with their submission to the voters at the November 6, 2018 general election.

The procedure for the vote on the resolutions pursuant to Town Charter and the Connecticut General Statutes, is as follows:

1. The Town Council sets a date for a public hearing.
2. The Council holds at least one public hearing giving notice at least five (5) days in advance by publication in a newspaper of general circulation in the Town.
3. The Council adopts the resolutions and adopts a resolution providing for submission to the voters in conjunction with the general election on November 6, 2018.
4. The resolutions are submitted to the Mayor for approval.
5. After approval by the Mayor, the resolutions are published in its entirety within ten (10) days thereafter.

Robinson Cole

The Honorable Mayor Marcia A. Leclerc
March 30, 2018
Page 2

6. Per Connecticut General Statutes Section 9-370, all local action taken to submit the resolutions to a vote on November 6, 2018 must be completed at least sixty (60) days prior to the election date, i.e. by September 6, 2018. Therefore, the Town Council must adopt the resolution and the Mayor must approve the resolution no later than September 6, 2018.
7. Per Connecticut General Statutes Section 9-369a, the Town Clerk must file a certificate regarding the local questions to be voted upon (a form thereof is enclosed) with the Secretary of the State at least forty-five (45) days prior to the election, i.e. by September 21, 2018.
8. The election is warned in the usual manner, including the notice of referendum on local questions, absentee ballots are made available, results of vote reported, and all other matters regarding the holding of the election are conducted in the usual manner.
9. In addition, the Town Clerk per Section 8.3 of the Charter is to publish the election and referendum notice in a newspaper of general circulation not less than fifteen (15) days nor more than thirty (30) days prior to November 6, 2018, i.e. between October 7, 2018 and October 22, 2018.

By copy of this letter, I am requesting the Town Clerk to send me one certified copy of all the proceedings as they appear in the Town Record Book and two newspaper affidavits of the publication of the Notices of Public Hearing and the Notice of General Election and Referendum.

Please feel free to call me if you have any questions concerning the enclosed.

Very truly yours,



David M. Panico

DMP/wmj

Enclosures

cc: Michael P. Walsh, Director of Finance
Robert J. Pasek, Town Clerk
Richard F. Kehoe, Chairman, Town Council
Scott Chadwick, Corporation Counsel

RESOLUTION APPROPRIATING \$2,000,000 FOR THE PLANNING,
DESIGN, REPLACEMENT, CONSTRUCTION AND
RECONSTRUCTION OF IMPROVEMENTS TO THE TOWN HALL
AND AUTHORIZING THE ISSUANCE OF \$2,000,000 BONDS OF
THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE
ISSUANCE THEREOF THE MAKING OF TEMPORARY
BORROWINGS FOR SUCH PURPOSE

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF EAST HARTFORD:

Section 1. The Town of East Hartford, Connecticut (the "Town") hereby appropriates \$2,000,000 for the planning, design, replacement, construction and reconstruction of improvements to the Town Hall, including, but not limited to, removal and replacement of heating and cooling system, roof replacement, repair of cupola, and any other related capital improvements, inclusive of administrative, legal and financing costs related thereto (the "Project").

Section 2. To meet said appropriation, \$2,000,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the tenth year after their date. Said bonds may be issued in one or more series as determined by the Mayor, the Treasurer and Director of Finance in the amount necessary to meet the Town's share of the cost of the Project, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, legal and financing costs of issuing said bonds. The bonds shall be in denominations of \$1,000, or any whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the Mayor and the Treasurer, bear the Town seal or a facsimile thereof, be certified by a bank or trust company which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the certifying, registrar and transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds, including approval of the rate or rates of interest, shall be determined by the Mayor, the Treasurer and the Director of Finance in accordance with the General Statutes of Connecticut, Revision of 1958, as amended from time to time (the "Connecticut General Statutes").

Section 3. Said bonds shall be sold by the Mayor, the Treasurer and the Director of Finance in a competitive offering or by negotiation, in their discretion. If sold in a competitive offering, the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, provisions of the purchase agreement shall be approved by the Mayor, the Treasurer and the Director of Finance.

Section 4. The Mayor, the Treasurer and the Director of Finance are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such

borrowings shall be signed by the Mayor and the Treasurer, have the seal of the Town affixed, be payable at a bank or trust company designated by the Mayor, the Treasurer and the Director of Finance, be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut, and be certified by a bank or trust company designated by the Mayor, the Treasurer and the Director of Finance pursuant to Section 7-373 of the Connecticut General Statutes. They shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. The Town hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and anytime after the date of passage of this resolution in the maximum amount of the Project with the proceeds of bonds, notes or other obligations ("Tax Exempt Obligations") authorized to be issued by the Town. The Tax Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his designee is authorized to pay Project expenses in accordance herewith pending the issuance of the Tax Exempt Obligations.

Section 6. The Mayor, the Treasurer and the Director of Finance are hereby authorized, on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of certain events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 7. The Mayor, the Treasurer and the Director of Finance are hereby, authorized, on behalf of the Town, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution. The Mayor, the Treasurer and the Director of Finance are hereby authorized, on behalf of the Town, to apply for and accept any and all Federal and State loans and or grants-in-aid of any Project, to expend said funds in accordance with the terms hereof, and in connection therewith to contract in the name of the Town with engineers, contractors and others.

I HEREBY APPROVE the above action taken by the Town Council on _____, 2018 appropriating \$2,000,000 for the Project, authorizing general obligation bonds and notes to finance the Project and submitting same to the electors for approval or disapproval.

Dated at East Hartford, Connecticut this ____ day of _____, 2018.

MARCIA A. LECLERC, Mayor

Witness

Witness

RESOLUTION APPROPRIATING \$15,000,000 FOR THE PLANNING, DESIGN, CONSTRUCTION AND RECONSTRUCTION OF TOWN ROADS AND PARKING LOTS AND AUTHORIZING THE ISSUANCE OF \$15,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF EAST HARTFORD:

Section 1. The sum of \$15,000,000 is appropriated by the Town of East Hartford, Connecticut (the "Town") for the planning, design, construction and reconstruction of Town roads and parking lots, including rebuilding, resurfacing, drainage, conduits, and related subsurface and infrastructure improvements, and for administrative, legal and financing costs related thereto (the "Project").

Section 2. To meet said appropriation, \$15,000,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the tenth year after their date. Said bonds may be issued in one or more series as determined by the Mayor, the Treasurer and the Director of Finance in the amount necessary to meet the Town's share of the cost of the Project, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, legal and financing costs of issuing said bonds. The bonds shall be in the denominations of \$1,000, or any whole multiple in excess thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the Mayor and the Treasurer, bear the Town seal or a facsimile thereof, be certified by a bank or trust company which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the certifying, registrar and transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds, including approval of the rate or rates of interest, shall be determined by the Mayor, the Treasurer and the Director of Finance in accordance with the General Statutes of Connecticut, Revision of 1958, as amended from time to time (the "Connecticut General Statutes").

Section 3. Said bonds shall be sold by the Mayor, the Treasurer and the Director of Finance in a competitive offering or by negotiation, in their discretion. If sold in a competitive offering, the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, provisions of the purchase agreement shall be approved by the Mayor, the Treasurer and the Director of Finance.

Section 4. The Mayor, the Treasurer and the Director of Finance are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be signed by the Mayor and the Treasurer, have the seal of the Town affixed, be payable at a bank or trust company designated by the Mayor, the Treasurer and the Director of Finance, be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut, and be certified by a bank or trust company designated by the Mayor, the Treasurer and the Director of Finance pursuant to Section 7-373 of the Connecticut General Statutes. They shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes. The notes shall be general obligations of the Town and

each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. The Town hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and anytime after the date of passage of this resolution in the maximum amount of the Project with the proceeds of bonds, notes or other obligations ("Tax Exempt Obligations") authorized to be issued by the Town. The Tax Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his designee is authorized to pay Project expenses in accordance herewith pending the issuance of the Tax Exempt Obligations.

Section 6. The Mayor, the Treasurer and the Director of Finance are hereby authorized, on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of certain events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to MSRB made prior hereto are hereby confirmed, ratified and approved.

Section. 7. The Mayor, the Treasurer and the Director of Finance are hereby authorized, on behalf of the Town, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution. The Mayor, the Treasurer and the Director of Finance are hereby authorized, on behalf of the Town, to apply for and accept any and all Federal and State loans and or grants-in-aid of any Project, to expend said funds in accordance with the terms hereof, and in connection therewith to contract in the name of the Town with engineers, contractors and others.

I HEREBY APPROVE the above action taken by the Town Council on _____, 2018 appropriating \$15,000,000 for the Project, authorizing general obligation bonds and notes to finance the Project and submitting same to the electors for approval or disapproval.

Dated at East Hartford, Connecticut this ____ day of _____, 2018.

MARCIA A. LECLERC, Mayor

Witness

Witness



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 26, 2018
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *MAL*
RE: RESOLUTION: Grant Application to the Hartford Foundation for Public Giving

The Town of East Hartford is eligible to apply to the Hartford Foundation for Public Giving (HFPG) for grant funding to support the construction of the new senior center.

In 2015 the foundation supported the renovation project at Raymond Library in the amount of \$300,000.

Attached is a draft resolution authorizing an application to the HFPG for grant funding. Please place this information on the agenda for the July 10, 2018 meeting. I recommend that the Town Council approve this request as submitted and adopt the attached resolution.

Thank you.

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

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 10th day of July, 2018

R E S O L U T I O N

WHEREAS; the Town is engaged in the creation of a new Senior Center at the former Blessed Sacrament Church, and;

WHEREAS; the Hartford Foundation for Public Giving provides funding to support a variety of broad-based areas that reflect the diverse needs and interests of our region, including health, education and family and social services,

NOW THEREFORE LET IT BE RESOLVED; that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to the Hartford Foundation for Public Giving in an amount not to exceed \$300,000 and to execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the Foundation,

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

IN WITNESS WHEREOF, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the ____ day of July, 2018.

Seal

Signed: _____
Angela M. Attenello, Council Clerk

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc
FROM: Paul O'Sullivan, Grants Manager *PO'S*
SUBJECT: Council Resolution – Grant Application to the Hartford Foundation for Public Giving
DATE: June 22, 2018

Attached is a draft Town Council resolution authorizing you as Mayor to submit an application to the Hartford Foundation for Public Giving for grant funds for the construction of the new senior center at the former Blessed Sacrament Church.

The Foundation's grant making is both responsive to changing community needs and opportunities, and addresses major issues that affect the well-being of the entire Greater Hartford region. The Foundation supports a variety of broad-based areas that reflect the diverse needs and interests of our region, such as:

- Arts and culture
- Education
- Family and social services
- Health
- Housing and economic development

I have attached a description of the Foundation's mission and core values from their website.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on July 10, 2018. Please contact me at extension 7206 if you have any questions.

Attachments (2)

Cc: Eileen Buckheit, Development Director

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: Grant to provide funding for the East Hartford Senior Center Project

Funder: Hartford Foundation for Public Giving

Grant Amount: \$300,000 (maximum)

Frequency: One time Annual Biennial Other _____

First year received:	<u>Not applicable</u>		
Last 3 years received:	_____	_____	_____
Funding level by year:	\$_____	\$_____	\$_____

Is a local match required? Yes No

If yes, how much? Not applicable

From which account? Not applicable

Grant purpose: The Foundation uses its grant-making to support a variety of broad-based areas that reflect the diverse needs and interests of the Greater Hartford region.

Results achieved: Assist in funding the East Hartford Senior Center Project

Duration of grant: Anticipate requesting a two-year grant duration (maximum)

Status of application: Under development

Meeting attendee: Parks and Recreation Director Ted Fravel, x7166

Comments: In 2015, the Foundation provided a \$300,000 grant to support the Raymond Library Renovation Project



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HOME (/) > ABOUT US (/ABOUT-US/) > OUR MISSION AND CORE VALUES

We are driven by what we believe in.



In 2013, the Hartford Foundation adopted a new mission statement to better reflect who we are today and our hopes for our organization and the communities we serve.

The process of redrafting our Mission statement and developing our 2016-2018 Strategic Plan also helped us to craft, refine and affirm a set of Core Values. These statements define how we live our Mission and the principles we believe in.

We feel our new Mission and Core Values are inspirational as well as aspirational; they will serve as guides by which we measure our work today, and provide a vision for our future.

Our Mission

Putting philanthropy into action to create lasting solutions that result in vibrant communities within the Greater Hartford region.

Our Core Values

LEADERSHIP

We listen to the voices of our communities and convene, connect and catalyze positive and enduring social change.

INNOVATION AND RESPONSIVENESS

We promote and explore new ideas and innovative ways of working as we respond to the most pressing needs in the communities we serve.

EQUITY, DIVERSITY AND INCLUSION

We seek and embrace the participation and perspectives of people and communities that reflect who we are as a region and we are committed to ensuring that all residents in the region have the opportunity to thrive.

COLLABORATION

We cannot do this work alone. We are committed to seek partnerships with communities and nonprofit, private and public entities.

LEARNING-FOCUSED

We embrace and promote individual and organizational learning and improvement.

OUTCOME-DRIVEN

We pursue positive community outcomes and use measures of success to set expectations and guide action.

STEWARDSHIP

We uphold the community’s trust by striving to preserve, protect and grow our resources.



✉ (mailto:?subject=From%20the%20Hartford%20Foundation%20for%20Public%20Giving%20website&body=We%20are%20driven%20by%20what%20we%20believe%20in.%20http%3A%2F%2Fwww.hfpg.org%2Findex.php%2Fabout-us%2Fmission-core-values)



Our Endowment

Our perpetuity is our promise.

Our History

Building a vibrant community since 1925.

Our Staff

Every opportunity starts with a conversation. >


HARTFORD FOUNDATION FOR PUBLIC GIVING Together for good ®

We are the community foundation for the Capitol Region of Connecticut - your community foundation - committed to bringing together resources, both human and financial, to improve the lives of all residents. Our work is only possible through the dedication of our partners: donors, nonprofit agencies, professional advisors and community and business leaders.

10 Columbus Boulevard, 8th Floor, Hartford CT 06106 | 860-548-1888



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 26, 2018
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: REFERRAL: Real Estate Acquisition and Disposition Committee

Attached is the property card for 67 Woodbridge Avenue, a property owned by the Town. In addition please see attached letter from Habitat for Humanity expressing interest in the property.

I would like to refer this property to the Town Council's Real Estate Acquisition and Disposition Committee for review and appropriate action.

Please place on the Town Council agenda for the July 10, 2018 Town Council meeting.

Thank you.

C: M. Walsh, Finance Director
R. Gentile, Assistant Corporation Counsel



P.O. Box 1933
Hartford, CT 06144-1933
Phone: 860-541-2208
www.hartfordhabitat.org

April 4, 2018

Honorable Marcia Leclerc
Mayor of the Town of East Hartford
740 Main Street
East Hartford, Connecticut 06108

Dear Mayor Leclerc:

The purpose of this letter is to express our interest in developing 67 Woodbridge Avenue in East Hartford. We are excited for the opportunity to further our partnership and build another home in East Hartford. Thank you again for the opportunity to partner with the Town of East Hartford.

In Partnership,

Karraine Moody
Executive Director

Town of East Hartford Property Summary Report

67 WOODBRIDGE AVE

MAP LOT:	25-414	CAMA PID:	15077
LOCATION:	67 WOODBRIDGE AVE		
OWNER NAME:	TOWN OF EAST HARTFORD		

OWNER OF RECORD
TOWN OF EAST HARTFORD
740 MAIN ST
EAST HARTFORD, CT 06108



LIVING AREA:	null	ZONING:	R4	ACREAGE:	0.21
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SALES HISTORY

OWNER	BOOK / PAGE	SALE DATE	SALE PRICE
TOWN OF EAST HARTFORD	3752/ 10	09-Apr-2018	\$20,341.00
BRAVO ROBERT	2984/ 342	30-Jan-2008	\$0.00
BRAVO ALICIA 1/2 INT BRAVO ROBERT 1/2 INT	2920/ 345	06-Jul-2007	\$0.00
BOGUSZEWSKA ALINA EST OF C/O ALICIA BRAVO EXECUTRIX	2704/ 345	17-Feb-2006	\$0.00
BOGUSZEWSKA ALINA	837/ 284	29-Sep-1983	\$44,000.00

CURRENT PARCEL ASSESSMENT

TOTAL:	\$25,910.00	IMPROVEMENTS:	\$0.00	LAND:	\$25,910.00
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ASSESSING HISTORY

FISCAL YEAR	TOTAL VALUE	IMPROVEMENT VALUE	LAND VALUE
2017	\$25,910.00	\$0.00	\$25,910.00
2016	\$37,520.00	\$11,610.00	\$25,910.00
2015	\$37,770.00	\$11,860.00	\$25,910.00
2014	\$37,770.00	\$11,860.00	\$25,910.00
2013	\$37,770.00	\$11,860.00	\$25,910.00

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

SCOTT M. SANSOM
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

www.easthartfordct.gov

June 28, 2018

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

**Re: Outdoor Amusement Permit Application -
"The Hartford Steel Symphony Outdoor Concert"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by the **Town of East Hartford/East Hartford Public Library by Sarah Kline Morgan, its Library Director**. The applicant seeks to conduct a free concert in connection with the opening of an Art Show at the Library. The Art Show features the works of Stanwyck Cromwell. The concert will take place on the front lawn of the Raymond Library. The event will take place **Saturday, July 14, 2018 from 2:00 pm to 3:30 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 **Offices of Corporation Counsel and Risk Management** approve the application as submitted.

The **Fire, Health, Parks & Recreation Departments** approve the application as submitted and states **there are no anticipated costs to their departments associated with this event.**

The **Public Works Department** approves the application as submitted and has the following comments:

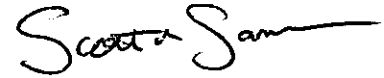
- **Public Works Parks will need to clear debris from lawn after event on overtime to move refuse and recycling receptacles.**
- **Anticipated cost to the department is \$450.00.**

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

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

Respectfully submitted for your information.

Sincerely,

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

Scott M. Sansom
Chief of Police

Cc: Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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



Scott M. Sansom
Chief of Police

OUTDOOR AMUSEMENT PERMIT APPLICATION

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

1. **Name of Event:**
The Hartford Steel Symphony Outdoor Concert
2. **Date(s) of Event:**
Saturday, July 14th, 2018
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):**
Town of East Hartford/East Hartford Public Library
c/o Sarah Morgan, Library Director 860-290-4340 smorgan@easthartfordct.gov
Raymond Library
840 Main Street, East Hartford, CT 06108
4. **If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.**
The Applicant is the Town of East Hartford, a Connecticut 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 Street, East Hartford, 06108.
6. **List the dates and hours of operation for each day (if location changes on a particular day, please list):**
Saturday, July 14th, 2018; 2:00-3:30 p.m.
7. **Provide a detailed description of the proposed amusement:**
This is a free concert in connection with the opening of an Art Show at the Library. The Art Show features the works of Stanwyck Cromwell.

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)? Saturday, July 14th, 2018; 2:00 - 3:30 p.m.

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

T-99

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

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

50-100

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 impact on local roads

d. Noise impact on neighborhood:

Minimal. This is a predominantly business/commercial neighborhood.

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/Town Staff to address trash/litter.

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

None anticipated given short duration, limited scope of the event.

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 their cell phones available. Land lines in the Library.

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

Town EMS will handle medical emergencies. Fire House #1 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/Town Staff will clean property to previous condition.

f. Provision of sanitary facilities:

Available in the adjacent Town 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

(Legal Name of Applicant)


(Applicant Signature)


SARAH KLINE MORGAN

(Printed Name)

6.13.18
(Date Signed)

Library Director

(Capacity in which signing)

 (Click button to send application electronically to 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: L. Fitzgerald

Employee Number: 9080

Date & Time Signed: 6-13-18 11:15 AM PM

Time remaining before event: 32 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.

Police

Fitzgerald, Laurie

From: Hawkins, Mack
Sent: Monday, June 18, 2018 7:47 AM
To: Fitzgerald, Laurie
Subject: RE: "The Hartford Steel Symphony Outdoor Concert"

Laurie,

I have reviewed the Outdoor Amusement Permit Application for "The Hartford Steel Symphony Outdoor Concert" for 2018. I approve the application as submitted. Mark the Worksheets *EXTRA ATTENTION* for the day of the event.

Thank you,

Deputy Chief Mack S. Hawkins

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

Serving Our Community with Pride and Integrity



From: Fitzgerald, Laurie
Sent: Wednesday, June 13, 2018 3:12 PM
To: Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Cruz-Aponte, Marilyn; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Juergens, Timothy; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sassen, Christine; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: "The Hartford Steel Symphony Outdoor Concert"

Good Afternoon,

Attached please find the Directors Review & Notice and Amusement Permit Application for "The Hartford Steel Symphony Outdoor Concert" for Saturday, July 14, 2018 to be held on the Front Lawn of Raymond Library.

Fire



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: **Saturday, July 14, 2018**
Event: **The Hartford Steel Symphony Outdoor Concert**
Applicant: **Town of East Hartford/East Hartford Public Library by Sarah Kline Morgan, its 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 _____

William Perez, Assistant Fire Chief June 21, 2018
Signature _____

Date

Comments:

Health



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: **Saturday, July 14, 2018**

Event: **The Hartford Steel Symphony Outdoor Concert**

Applicant: **Town of East Hartford/East Hartford Public Library by Sarah Kline Morgan, its 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

06/13/2018

Date

Comments:

DPW



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: **Saturday, July 14, 2018**

Event: **The Hartford Steel Symphony Outdoor Concert**

Applicant: **Town of East Hartford/East Hartford Public Library by Sarah Kline Morgan, its 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 \$ 450.00

Marilynn Cruz-Aponte June 28, 2018

Signature

Comments:

Public Works Parks will need to clear debris from lawn after event on overtime to move refuse and recycling receptacles.

Parks



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: **Saturday, July 14, 2018**
Event: **The Hartford Steel Symphony Outdoor Concert**
Applicant: **Town of East Hartford/East Hartford Public Library by Sarah Kline Morgan, its 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

6/27/18

Date

Comments:

Corp

Fitzgerald, Laurie

From: Gentile, Richard
Sent: Thursday, June 14, 2018 11:16 AM
To: Fitzgerald, Laurie
Subject: RE: "The Hartford Steel Symphony Outdoor Concert"

I have no comments or concerns with this event.

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

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: Fitzgerald, Laurie
Sent: Wednesday, June 13, 2018 3:12 PM
To: Chapman, Keith; Cordier, James; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Cruz-Aponte, Marilyn; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Juergens, Timothy; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Sasen, Christine; Vincent, Kristine; Wagner, Justin; Walsh, Mike
Subject: "The Hartford Steel Symphony Outdoor Concert"

Good Afternoon,

Attached please find the Directors Review & Notice and Amusement Permit Application for "The Hartford Steel Symphony Outdoor Concert" for Saturday, July 14, 2018 to be held on the Front Lawn of Raymond Library.

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 **Wednesday, June 27, 2018.**

Laurie Fitzgerald
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

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

Risk

Fitzgerald, Laurie

From: Sasen, Christine
Sent: Tuesday, June 26, 2018 9:02 AM
To: Fitzgerald, Laurie
Subject: RE: The Hartford Steel Symphony Outdoor Concert

Ok with me. Chris

From: Fitzgerald, Laurie
Sent: Tuesday, June 26, 2018 7:16 AM
To: Fravel, Theodore; Cruz-Aponte, Marilyn; Sasen, Christine
Subject: The Hartford Steel Symphony Outdoor Concert

Good Morning,

Just a reminder.

The reviews for "The Hartford Steel Symphony Outdoor Concert" is due tomorrow.

Have a good day.

Laurie Fitzgerald
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

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

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

SCOTT M. SANSOM
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

www.easthartfordct.gov

June 26, 2018

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

**Re: Outdoor Amusement Permit Application -
“Pedal to the Medal as part of Eversource Hartford Marathon”**

Dear Chairman Kehoe:

Attached please find the amusement permit application from **Hartford Marathon Foundation, by Josh Miller, its Technical Director**. The applicant seeks an amusement permit for the purpose of holding a **recreational bike ride along the course of the Hartford Marathon**. The event to be held on **Saturday, October 13, 2018** from **4:00 AM to 7:00 AM**.

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

The **Fire, Health and Parks and Recreation Departments** conducted a review of the application and approved the application as submitted and state there are **no anticipated costs to their departments**.

The **Public Works Department** conducted a review and approves the application as submitted and has the following comment/recommendation:

- **Public works spoke with EHPD to clarify that there will be no need for DPW barricades, cones or detours for this new bike component of the Hartford Marathon. With this understanding the DPW will have no additional expenses and is, therefore, comfortable approving this event.**

The **Office of Corporation Counsel** conducted a review and approves the application as submitted.

The **Risk Management Department** conducted a review of the application and approves the application and has the following comment:

- **I approve subject to receipt of revised Certificate of Insurance from Charlie Scanlon from the Hartford Marathon Foundation, 30 days prior to event.**

The **Police Department** conducted a review of the application and approves the application as submitted and has the following comments:

- **The anticipated cost to Riverfront Recapture for this event is \$546.80 for two officers to assist with escorting the bikes.**
- The Police Department can provide adequate police protection for this event. The proposed site is suitable for the proposed amusement, the crowd is of 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.
- In the event that the police manpower required for this event exceeds the Department's normal patrol complement, some overtime hiring may be necessary. The number of officers and cost of such overtime hiring is yet to be determined. As an event that is not Town sponsored, this expense will have to be borne by the applicant.

Sincerely,



Scott Sansom
Chief of Police

Revised
6/12/18

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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



Scott M. Sansom
Chief of Police

OUTDOOR AMUSEMENT PERMIT APPLICATION

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

1. Name of Event:
Pedal to the Medal as part of the Eversource Hartford Marathon
2. Date(s) of Event:
Saturday, October 13, 2018
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- 41 Sequin Drive, Glastonbury, CT 06033
Josh Miller- Technical Director- (860)-652-8866 x117-
josh@hartfordmarathon.com

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

HARTFORD MARATHON FOUNDATION
41 SEQUIN DRIVE, GLASTONBURY, CT 06033
PLEASE SEE ATTACHED - BOARD OF DIRECTORS

5. List the location of the proposed amusement: (Name of facility and address)
Please see attached course map
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
10/13/18- 4:00 A.M. - 7:00 A.M.
7. Provide a detailed description of the proposed amusement:
Pedal to the medal is a recreational bike ride along the course of the Eversource Hartford Marathon. Please see attached for detailed description.

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?

16-80

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

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

200 riders maximum

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:

Very low due to timing and nature of event

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

HMF to work with police

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

Riders will park in, and ride to and from Hartford

d. Noise impact on neighborhood:

Minimal (no amplified sound)

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

Garbage truck sweeps the route at the end of the Hartford Marathon

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

Roads to remain open. Police escort/tail, assistance at key intersections

g. Other expected influence on surrounding neighborhood:

N/A

12. Provide a detailed plan for the following:

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

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 and Public Safety to be in communication prior to and on event day

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

To be coordinated with public safety officials. Dedicated medical will be present

d. Crowd control plan:

Riders will stay on streets as directed

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

Streets will be used and swept by volunteers and public works

f. Provision of sanitary facilities:

Portable toilets placed along the course

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:


HARTFORD MARATHON FOUNDATION
(Legal Name of Applicant)

Josh Miller
(Applicant Signature)

Josh Miller
(Printed Name)

4/12/18
(Date Signed)

Technical Director
(Capacity in which signing)

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

Hartford Marathon Foundation, Inc.
2018 Board of Directors

Chairman
Christine Andrews
Andrews Benefits

Vice Chairman
Timothy Larson
Tweed New Haven Airport

Treasurer
Robert M. Haggett, 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. Holowesko
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

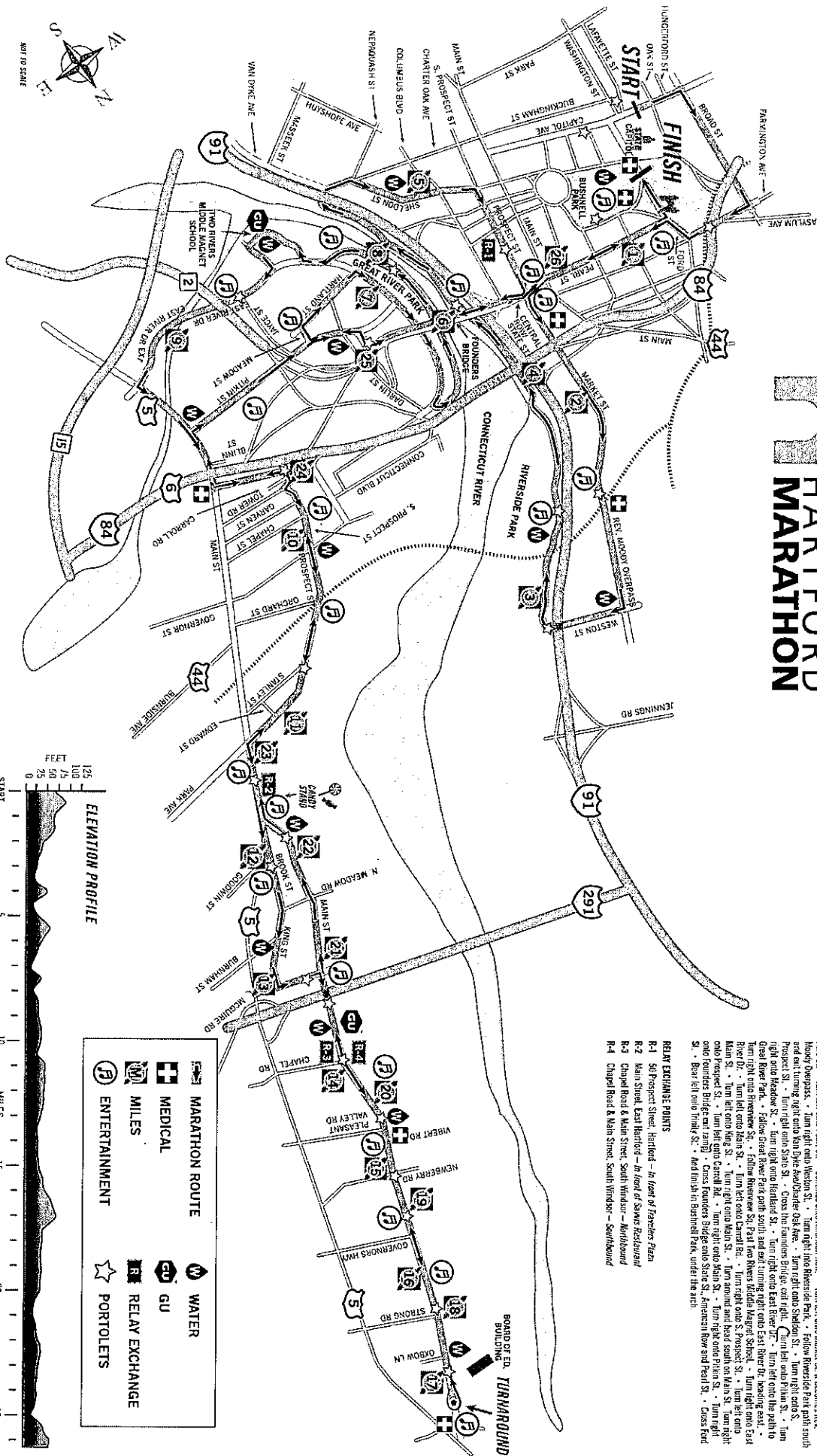
David Polk
The First Tee of CT

Brewster Perkins
Willis Towers Watson

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

Honorary
Oz Griebel
Metro Hartford Alliance

EVERSOURCE HARTFORD MARATHON



RELAY EXCHANGE POINTS

R-1 50 Prospect Street, Hartford - In front of Travenese Plaza
 R-2 Main Street, East Hartford - In front of Sams Restaurant
 R-3 Chapel Road & Main Street, South Windsor - Northbound
 R-4 Chapel Road & Main Street, South Windsor - Southbound

ENTERTAINMENT

★ PORTOLETS

WATER

W WATER

MEDICAL

M MEDICAL

MILES

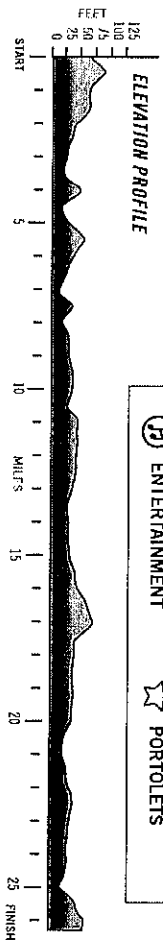
M MILES

RELAY EXCHANGE

R RELAY EXCHANGE

ENTERTAINMENT

★ PORTOLETS





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/13/2018

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 be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Kronholm Insurance a Division of Brown & Brown of CT 55 Capital Blvd., Suite 102 Rocky Hill, CT 06067 Brown & Brown of CT Inc.	CONTACT NAME: Nick Morin
	PHONE (A/C, No, Ext): 860-665-8432 FAX (A/C, No):
	E-MAIL ADDRESS: Nmorin@bbhartford.com
	INSURER(S) AFFORDING COVERAGE NAIC #
INSURED Hartford Marathon Foundation 41 Sequin Drive Glastonbury, CT 06033	INSURER A : Sentinel Insurance Co. LTD 11000
	INSURER B : Foremost Ins Co Grand Rapids
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <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 \$ \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			02UECRO8856	01/21/2018	01/21/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	0526127805	06/28/2017	06/28/2018	<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)

CERTIFICATE HOLDER TOWNEHT The Town of East Hartford 740 Main Street East Hartford, CT 06108	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Nicholas Morin</i>
--	---



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/25/2018

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.

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.

PRODUCER: Fairly Consulting Group, LLC
Fairly Group Certificates
CONTACT NAME: Fairly Group Certificates
PHONE (A/C, No, Ext): (806) 376-4761
FAX (A/C, No): (806) 337-1859
E-MAIL ADDRESS: certs@fairlygroup.com
INSURER(S) AFFORDING COVERAGE: Lexington Insurance Company
NAIC #: 19437

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

Table with 8 columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes Commercial General Liability, Automobile Liability, Umbrella Liab, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Job 2018-2058

Endorsement LEXDOC021 (LX0404) SCHEDULE OF NAMED INSUREDS: Event Organizers and/or Promoters are Named Insureds. It shall be a condition of coverage that all organizers/promoters for whom coverage is afforded under this policy execute a USAC Event Permit Application and coverage will be afforded only for the specific event and date on the permit.

The General Liability policy includes a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder only when there is a written contract between a named insured and the certificate holder that requires such status. Please see attached endorsement LX4309 SEE ATTACHED ACORD 101

CERTIFICATE HOLDER: Town of East Hartford, its Directors, Officers, Employees and Agents
740 Main Street, East Hartford, CT 06108
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE: [Signature]

**ADDITIONAL REMARKS SCHEDULE**

AGENCY Fairly Consulting Group, LLC		NAMED INSURED USA Cycling, Inc. 210 USA Cycling Point, Suite 100 Colorado Springs, CO 80919	
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:
(06/14) - Additional Insured - Designated Person or Organization.

Event Number: 2018-2058
Event Name: Pedal to the Medal
Event Location: Hartford, CT
Event Date(s): 10/13/2018

ENDORSEMENT # 006

This endorsement, effective 12:01 AM 12/31/2017

Forms a part of policy no.: 015375404

Issued to: USA CYCLING, INC.

By: LEXINGTON INSURANCE COMPANY

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

(Based on CG2026 04/13)

This endorsement modifies insurance provided by the following:

COMMERCIAL GENERAL LIABILITY POLICY

SCHEDULE

Name of Additional Insured Person(s) or Organization(s)

AS REQUIRED BY WRITTEN CONTRACT

Information required to complete this Schedule, if not shown above, will be shown in the Declarations

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:

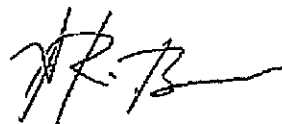
If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations

All other terms and conditions of the policy remain the same.

A handwritten signature in black ink, appearing to be initials followed by a surname, positioned above a horizontal line.

Authorized Representative

FOR OFFICE USE

Insurance Certificate Included:	<input type="checkbox"/> YES	<input 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: L. Starnald

Employee Number: 9080

Date & Time Signed: 6/12/18 11:40 AM PM

Time remaining before event: 60+ 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.

LIMITED LICENSE AGREEMENT

TOWN OF EAST HARTFORD TO HARTFORD MARATHON FOUNDATION, INC.

IN THIS LICENSE AGREEMENT the words "we", "us" and "our" means the Licensor, the Town of East Hartford. The words "you" and "yours" means the Licensee, Hartford Marathon Foundation, Inc. and its agents, servants, employees and volunteers.

We grant you a limited license to utilize Town roads including East River Drive, East River Drive Ext., South Prospect Street, (North of Chapel Street), Prospect Street (South of Route 5), King Street, King Street (South of McGuire Road), Main Street, Prospect Street, South Prospect (South of Tower Road), Pitkin Street (West of Darlin Street). Great River Park and the Town levy system (the "Premises") for the running of the 2018 Greater Hartford Marathon. The following terms shall govern this limited license:

1. TERM. The term of the limited license begins at 4 am and concludes at 11:59 pm on October 13, 2018 the day of the Greater Hartford Marathon.

2. LICENSE FEE. There will be no charge for the grant of this limited license.

3. USE. You will only use the Premises for an event known as the Greater Hartford Marathon. You also may not grant a sublicense for the use of the Premises to any other party. You may not charge the public or any party for use of the Premises. Charging an entry fee to participants will not be considered charging the public or any party for use of the Premises. Your use of the Premises will be subject at all times to the direction and authority of the Town of East Hartford and its Police and Fire Departments.

4. LAWS. You will comply with all laws and regulations regarding the Premises. You will not permit any others to violate any laws or regulations on the Premises. You will pay us the amount of any fines or penalties that we have to pay because you violated any laws or regulations on the Premises.

5. CARE OF PREMISES. You will keep the Premises in a clean and safe condition. You will remove all ashes, garbage, rubbish and other waste daily in a clean and safe manner. You will not destroy or damage any part of the Premises and will

take all reasonable steps to ensure that your invitees do not damage the Premises.

6. ENTERING PREMISES. We may enter on the Premises at all times. You will not unreasonably deny us the right to do so. Should an emergency arise, we will have the right to block or close roadways even if it means stopping or delaying the Greater Hartford Marathon.

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

8. REVOCABLE. This license is revocable, at any time, by us, should an emergency situation arise.

9. INSURANCE AND HOLD HARMLESS. As additional consideration for the use of the Premises you agree to indemnify, defend and hold harmless the Town of East Hartford and its agents, servants, employees and volunteers from any loss or damages as a result of any personal injury, bodily injury, property damage or wrongful death arising out of or in any way related to the use of the Premises by you or any vendor or member of the public, the only exception being loss or damages caused by the sole gross negligence of the Town of East Hartford. This indemnity shall include, but is not limited to, any environmental harm or damage to the Premises as a result of the use of the Premises under this Limited License Agreement. You further agree to obtain general liability and automobile liability insurance with limits of at least \$3,000,000.00 per occurrence that provides coverage for personal injury, property damage, bodily injury and wrongful death during the entire period any person, property, equipment or apparatus is on any portion of the Premises, including set-up times, take down times, times when the Greater Hartford Marathon is in progress, after-hours and overnights. Said policies of insurance shall be specifically endorsed to name the Town of East Hartford and its agents, servants employees and volunteers as additional insureds; and shall be endorsed as primary to any insurance, including self insurance, of the Town of East Hartford. Said policies of insurance shall also be specifically endorsed to provide coverage for the agreement by you to indemnify, defend and hold harmless the Town of East Hartford and its agents, servants, employees and volunteers described above. Your

insurance policies must also provide coverage for environmental spills and/or contamination. A copy of all policies of insurance shall be provided to the Town of East Hartford thirty days before the beginning of the term of this Agreement.

10. NO COST TO TOWN. You agree that all costs associated with the Greater Hartford Marathon, including, but not limited to, advertising, clean-up, trash removal, repair of the Premises and Police, Fire and Public Works services, shall be at your sole expense. You will be asked to execute one or more separate agreements outlining your commitment to pay for Police and Fire services, and will be billed by the Public Works Department for overtime and other labor costs.

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

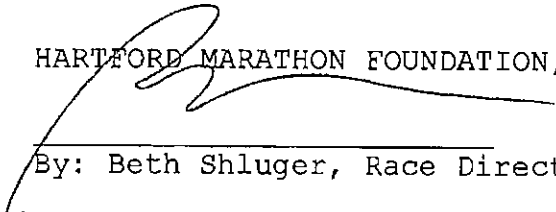
12. BINDING EFFECT. This Limited License Agreement shall be binding upon you and us and our respective successors, heirs, executors and administrators.

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

Dated 6/12 2018
TOWN OF EAST HARTFORD

By: Marcia A. Leclerc, Mayor

HARTFORD MARATHON FOUNDATION, INC.



By: Beth Shluger, Race Director

Police

Fitzgerald, Laurie

From: Hawkins, Mack
Sent: Tuesday, June 12, 2018 10:58 AM
To: Fitzgerald, Laurie
Subject: RE: Pedal to the Medal as part of the Eversource Hartford Marathon

Laurie,

I have reviewed the Outdoor Amusement Permit Application for Pedal to the Medal as part of the Eversource Hartford Marathon 2018. I approve the application as submitted. The anticipated cost to Riverfront Recapture for this event is \$546.80 for two officers to assist with escorting the bikes.

Thanks in advance,

Deputy Chief Mack S. Hawkins

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

Serving Our Community with Pride and Integrity



From: Fitzgerald, Laurie
Sent: Monday, June 11, 2018 2:52 PM
To: Hawkins, Mack; Fravel, Theodore; Gentile, Richard; Sasen, Christine; Cruz-Aponte, Marilyn
Subject: Pedal to the Medal as part of the Eversource Hartford Marathon

Good Afternoon

Just a reminder, reviews are due tomorrow for "Pedal to the Medal as part of the Eversource Hartford Marathon".

Thank You.

Laurie Fitzgerald
East Hartford Police Department
Support Services Bureau

Fire



Scott Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **October 13, 2018**

Event: **Pedal to the Medal as part of the Eversource Hartford Marathon**

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

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

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

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

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

William Perez, Assistant Fire Chief
Signature

May 30, 2018

Date

Comments:

Parks



Scott Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

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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

6/12/2018

Date

Comments:

Heater



Scott Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **October 13, 2018**

Event: **Pedal to the Medal as part of the Eversource Hartford Marathon**

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

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- 1. the application be approved as submitted.
 - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
 - 3. the application be disapproved for the reason(s) set forth in the attached comments.
-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
-
- Anticipated Cost(s) if known \$ _____ 0 _____

Michael T. O'Connell
Signature

05/30/2018
Date

Comments:

DPW



Scott Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **October 13, 2018**
Event: **Pedal to the Medal as part of the Eversource Hartford Marathon**
Applicant: **The Hartford Marathon Foundation by Josh Miller, its Technical Director**

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

- 1. the application be approved as submitted.
 - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
 - 3. the application be disapproved for the reason(s) set forth in the attached comments.
-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
- Anticipated Cost(s) if known \$ None _____

Marilynn Cruz-Aponte
Signature

6-13-2018

Date

Comments:

Public Works spoke with EHPD to clarify that there will be no need for DPW barricades, cones or detours for this new bike component of the Hartford Marathon. With this understanding DPW will have no additional expenses and is, therefore, comfortable approving this event.

Cope

Fitzgerald, Laurie

From: Gentile, Richard
Sent: Monday, June 11, 2018 3:11 PM
To: Fitzgerald, Laurie; Hawkins, Mack; Fravel, Theodore; Sasen, Christine; Cruz-Aponte, Marilyn
Subject: RE: Pedal to the Medal as part of the Eversource Hartford Marathon

Ted. The contract that we do every year with the marathon for the use of the streets will need to be amended to take into account the bike race.

From: Fitzgerald, Laurie
Sent: Monday, June 11, 2018 2:52 PM
To: Hawkins, Mack; Fravel, Theodore; Gentile, Richard; Sasen, Christine; Cruz-Aponte, Marilyn
Subject: Pedal to the Medal as part of the Eversource Hartford Marathon

Good Afternoon

Just a reminder, reviews are due tomorrow for "Pedal to the Medal as part of the Eversource Hartford Marathon".

Thank You.

Laurie Fitzgerald
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

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

Corp

Fitzgerald, Laurie

From: Gentile, Richard
Sent: Monday, June 11, 2018 4:29 PM
To: Sasen, Christine; Fitzgerald, Laurie; Fravel, Theodore
Subject: RE: Pedal to the Medal as part of the Eversource Hartford Marathon
Attachments: Hartford Marathon license 2018.doc

Here is what we would have them sign. The hours of the event would need to change

From: Sasen, Christine
Sent: Monday, June 11, 2018 4:14 PM
To: Fitzgerald, Laurie; Fravel, Theodore; Gentile, Richard
Cc: Gentile, Richard
Subject: RE: Pedal to the Medal as part of the Eversource Hartford Marathon

Laurie: I will be out of the office on behalf of the Town from 7-2. I have a few requests:

1. I cannot approve as additional insured status is subject to written contract. No written contract presently exists between the Town and Applicant. Rich Gentile mentioned that Ted obtains one each year globally for Hartford Marathon and affiliated events. I will need copy of executed contract.
2. I cannot approve Certificate of Insurance as I don't know what limits are required in Item #1 above. If Hartford Marathon Foundation is using any vehicles on the Foundation's behalf for this event, I will require a minimum of \$1,000,000 Combined Single Limit of Auto Liability. There is also nothing in Workers' Compensation section of Certificate of Insurance. If any employee(if any) on behalf of the Hartford Marathon Foundation, Inc. will be working at the event, I will need the Workers' Compensation Insurance limits on the Certificate of Insurance. If there isn't any, I won't need.
3. Under Item #12, the applicant has responded regarding EMS services as, "Dedicated medical is anticipated." Please confirm whether there will be or not.

I understand what an important partner this is of the Town and will do all possible to expedite my responses once you receive a response from Applicant or they may call me directly.

Thank you. Chris

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

From: Fitzgerald, Laurie
Sent: Monday, June 11, 2018 2:52 PM
To: Hawkins, Mack; Fravel, Theodore; Gentile, Richard; Sasen, Christine; Cruz-Aponte, Marilynn
Subject: Pedal to the Medal as part of the Eversource Hartford Marathon

Good Afternoon

Just a reminder, reviews are due tomorrow for "Pedal to the Medal as part of the Eversource Hartford Marathon".

Thank You.

Laurie Fitzgerald
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

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

Cont

Fitzgerald, Laurie

From: Gentile, Richard
Sent: Tuesday, June 12, 2018 4:21 PM
To: Fravel, Theodore
Cc: Fitzgerald, Laurie; Sasen, Christine
Subject: FW: Pedal to the Medal
Attachments: East Hartford License Agreement.pdf; EH events application- Pedal revised.pdf

Please print this out and stop by my office AFTER the Council approves the race. The Mayor can sign the contract after approval is received.

Rich

From: Fitzgerald, Laurie
Sent: Tuesday, June 12, 2018 11:33 AM
To: Gentile, Richard; Sasen, Christine
Subject: FW: Pedal to the Medal

Rich and Chris,

Attached is the signed license agreement from Hartford Marathon Foundation and a updated permit application with change of time and has noted that dedicated medical service will be present throughout the event.

As far as the insurance, Charlie Scanlon has requested changes from their office manager and as soon as he has the documents will pass them along.

Laurie

From: Charlie Scanlon [mailto:Charlie@hartfordmarathon.com]
Sent: Tuesday, June 12, 2018 10:16 AM
To: Fitzgerald, Laurie <lfitzgerald@easthartfordct.gov>
Subject: RE: Pedal to the Medal

Laurie,

Please find attached the signed license agreement and the revised outdoor amusement application for Pedal to the Medal. We have updated the timing of the event to 4AM, and have noted that dedicated medical service will be present throughout the event.

In regards to the insurance information Christine needs, I have requested such from our office manager who will return tomorrow; as soon as I have those documents I will pass them along.

Please let me know if there is anything else I can provide you at this time and I will be happy to send it over!
Thank you again,

CHARLIE SCANLON
OPERATIONS MANAGER

HARTFORD MARATHON FOUNDATION



SATURDAY, OCTOBER 13, 2018

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

From: lfitzgerald@easthartfordct.gov <lfitzgerald@easthartfordct.gov>
Sent: Tuesday, June 12, 2018 9:10 AM
To: Charlie Scanlon <Charlie@hartfordmarathon.com>
Subject: Pedal to the Medal

Good Morning Charlie,

There are a couple responses from Christine Sasen and Rich Gentile regarding "Pedal to the Medal".

First, from Corp. Council, Rich Gentile.

The attached document would need to be signed and the hours of the Event would need to change. The number for Rich Gentile is 860-291-7217 if you have any questions regarding the document that the town will need you to sign.

Second, our Risk Manager Christine Sasen has a few requests:

1. I cannot approve as additional insured status is subject to written contract. No written contract presently exists between the Town and Applicant. Rich Gentile mentioned that Ted obtains one each year globally for Hartford Marathon and affiliated events. I will need copy of executed contract.
2. I cannot approve Certificate of Insurance as I don't know what limits are required in Item #1 above. If Hartford Marathon Foundation is using any vehicles on the Foundation's behalf for this event, I will require a minimum of \$1,000,000 Combined Single Limit of Auto Liability. There is also nothing in Workers' Compensation section of Certificate of Insurance. If any employee(if any) on behalf of the Hartford Marathon Foundation, Inc. will be working at the event, I will need the Workers' Compensation Insurance limits on the Certificate of Insurance. If there isn't any, I won't need.
3. Under Item #12, the applicant has responded regarding EMS services as, "Dedicated medical is anticipated." Please confirm whether there will be or not.

If you have any questions you may contact her directly at 860-291-7244.

If the hours of the event are to change then I would need it changed on the Outdoor Amusement Permit Application. If you decide not to hold this event please let me know.

Risk

Fitzgerald, Laurie

From: Sasen, Christine
Sent: Tuesday, June 26, 2018 7:31 AM
To: Fitzgerald, Laurie
Cc: Gentile, Richard
Subject: RE: Hartford Marathon including Pedal to the Medal

x I approve subject to receipt of revised Certificate of Insurance from Charlie Scanlon 30 days prior to event.

Chris

From: Fitzgerald, Laurie
Sent: Monday, June 25, 2018 1:33 PM
To: Sasen, Christine
Subject: RE: Hartford Marathon including Pedal to the Medal

Hi Chris,

Would you be able to give me your review for "Pedal to the Medal"? Even if you approve but set conditions that they have to provide you with.....and list what you need from them before the event. I really would like to get this packet together and over to the Mayor's office and to Angela.

Thanks
Laurie

From: Sasen, Christine
Sent: Monday, June 25, 2018 12:58 PM
To: Charlie Scanlon <Charlie@hartfordmarathon.com>
Cc: Gentile, Richard <RGentile@easthartfordct.gov>; Fitzgerald, Laurie <lfitzgerald@easthartfordct.gov>
Subject: RE: Hartford Marathon including Pedal to the Medal

Correct, if there could be one COI for Hartford Marathon Foundation, Inc. for both events as a global COI in addition to the COI from other two, it would be perfect. If there are any questions, please check in with me today or tomorrow since Corporation Counsel, Rich Gentile will not be in Wednesday for a few days and I will also be out on Wednesday.

Chris

Chris

From: Charlie Scanlon [<mailto:Charlie@hartfordmarathon.com>]
Sent: Monday, June 25, 2018 11:56 AM
To: Sasen, Christine
Subject: RE: Hartford Marathon including Pedal to the Medal

Hello Chris,
Hope you had a great weekend. Just wanted to give you a heads up on the below request as I have passed along the needs to our insurance provider and am waiting on their response.
Just so I am clear, you need the certificate to note the sections you have circled on the attached, correct?

I am confident we have all the necessary coverage for each event, I just foresee a possible issue due to the fact that the insurance for the marathon and the insurance for the Pedal to the Medal event are coming from 2 different providers (1 insures running events, 1 insures cycling events).

Know Laurie is trying to get everything together by tomorrow so will pass anything I receive along ASAP.
Sorry again for the delay!

CHARLIE SCANLON
OPERATIONS MANAGER

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



SATURDAY, OCTOBER 13, 2018

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

From: CSasen@easthartfordct.gov <CSasen@easthartfordct.gov>
Sent: Thursday, June 21, 2018 10:03 AM
To: Charlie Scanlon <Charlie@hartfordmarathon.com>
Cc: RGentile@easthartfordct.gov; lfitzgerald@easthartfordct.gov
Subject: Hartford Marathon including Pedal to the Medal

Charlie:

As always, enjoyable speaking with you this morning. This is the certificate I am requesting to cover the events.

Thank you.

Chris

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

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

31 School Street

East Hartford, Connecticut 06108-2638

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

www.easthartfordct.gov

SCOTT M. SANSOM
CHIEF OF POLICE

July 3, 2018

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

**Re: Outdoor Amusement Permit Application -
"Summerfield Summer Bash"**

Dear Chairman Kehoe:

Attached please find the amusement permit application from **Summerfield Townhouses by Angela Elder its Property Manager**. The applicant seeks an amusement permit for the purpose of holding a Summerfield Summer Bash event to be held at **Summerfield Townhouses, 66 Plain Drive** on Friday, July 27, 2018 from 12 PM to 4 PM. The event will include bounce houses, food truck and a DJ providing music. They will also be having **six to ten Resource Health Fair Vendors**, which they did not state on the original application, but was marked on a map they provided.

The applicant respectfully **requests a waiver of the associated time requirement** under the provisions of (TO) 5-2 (a). A letter or explanation from Summerfield Townhouses as to the reason for the applications tardiness is attached to the application.

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

The **Fire Department** conducted a review and approves subject to the following conditions:

- **Fire Marshal will have to inspect bounce house, tent and food truck.**
- **There are no anticipated cost to the department.**

The **Health Department** conducted a review and approved the application as submitted and the following comment/recommendation is made:

- **Approval recommended provided any temporary foodservice permit applications are submitted to the Health Department at least two weeks prior to the event (none received to date).**
- **There are no anticipated cost to the department.**

The **Risk Management Department** conducted a review and approved subject to the following conditions:

- I am approving subject to **Police Department approval.**

The **Public Works Department** conducted a review and approved the application as submitted and states **there are no anticipated cost to the department.**

The **Parks and Recreation** has conducted a review of the application and approved the application as submitted.

The **Office of Corporation Counsel** has not conducted a review of the application and will be submitted as soon as it is received.

The **Police Department** conducted a review and approved the application as submitted and the following comment/recommendation is made:

- The Police Department can provide adequate police protection for this event. The proposed site is suitable for the proposed amusement, the crowd is of 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.
- In the event that the police manpower required for this event exceeds the Department's normal patrol complement, some overtime hiring may be necessary. The number of officers and cost of such overtime hiring is yet to be determined. As an event that is not Town sponsored, this expense will have to be borne by the applicant.

Sincerely,


Scott Sansom
Chief of Police

cc:
Applicant

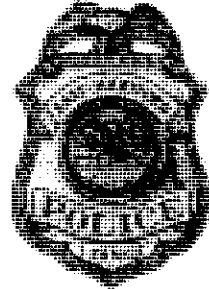
TOWN OF EAST HARTFORD POLICE DEPARTMENT



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: Summerfield Summer Bash
2. Date(s) of Event: JULY 27, 2018
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):
Summerfield Townhouses
66 Plain Drive
EAST HARTFORD, CT 06118
800-569-0330
AEIDER@hallkeen.com
4. If Applicant is a partnership, corporation, limited liability company, club, or association, list the names of all partners, members, directors and officers AND provide their business address.
SEE ATTACHED
5. List the location of the proposed amusement: (Name of facility and address)
Summerfield Townhouses
66 Plain Drive, EAST HARTFORD, CT 06118
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
JULY, 27, 2017 Time: 12pm - 4pm
7. Provide a detailed description of the proposed amusement:
Bounce Houses, Food Truck, DJ-Music,

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)? 12pm - 4pm July 22, 2017

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

0-100 yoa - Residents only of Summerfield Townhomes

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

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

300

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:

NO IMPACT = ALL CROWD IN AREA OF 60-70 Plain Drive

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

None - Using Parking Lot 1 behind 70 Plain Drive

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

PRIVATE PARK LOT -

d. Noise impact on neighborhood:

None

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

MANAGEMENT STAFF

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

None

g. Other expected influence on surrounding neighborhood:

None

12. Provide a detailed plan for the following:

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

NO BLOCKED ACCESSIBILITY

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

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

None

d. Crowd control plan:

MANAGEMENT STAFF

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

N/A

f. Provision of sanitary facilities:

Yes - Resident own Apartment + Community Room

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

NOT SOLD

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

Department Yes No.

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

Yes No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

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

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

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

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

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

a. False Statement is a Class A Misdemeanor.

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

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

Summerfield Townhouses

(Legal Name of Applicant)

[Signature]

(Applicant Signature)

Angela Elder

(Printed Name)

6/29/18

(Date Signed)

Property Manager

(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Rec COF 7/2/18

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Rec 7/3/18

Fee Waiver Request Included:

YES

NO



SUMMERFIELD TOWNHOUSES

NAMES AND ADDRESS OF PRINCIPALS

NAME	POSITION	ADDRESS	PHONE#
Andrew P. Burnes	President	1400 Providence Highway, Suite 1000, Norwood, MA 02062	781-762-4800
John L. Hall II	2000 Trust	20 University Road, Cambridge, MA 02138	617-523-1710
Denison M. Hall		40 Beach Street, Suite 203, Manchester, MA 01944	978-526-8120
Steven Wheeler		4509 Spring Island, Cokatie, SC 29909	843-987-0486
Mark Hess		1400 Providence Highway, Suite 1000, Norwood, MA 02062	781-762-4800
William Hoffman		10 Richards Road, Lynnfield, MA 01940	617-966-7733

Received By: [Signature]
Employee Number: 980
Date & Time Signed: 6/29/18 11:00 AM PM
Time remaining before event: 27 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.



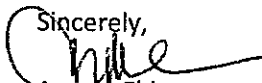
7/2/2018

Town of East Hartford Police Department
31 School Street
East Hartford, CT 06108

To Whom It May Concern:

Please accept this letter as a Time Waiver request due to not completing the Outdoor Amusement Permit within 30 days. We were only notified that we needed the permit on June 27, 2018 by Deputy Chief Hawkins whom sent us the form.

Thank you in advance for your time and patience in this matter.

Sincerely,

Angela Elder
Property Manager



Police

Fitzgerald, Laurie

From: Hawkins, Mack
Sent: Tuesday, July 03, 2018 2:26 PM
To: Fitzgerald, Laurie
Subject: Re: Summerfield Summer Bash

Laurie,

I have reviewed the Outdoor Amusement Permit Application for "Summerfield Summer Bash" for 2018. I approve the application as submitted. Mark the Worksheet *EXTRA ATTENTION* for the day of the event.

Thank you,

Mack S. Hawkins

Deputy 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"



On Jul 3, 2018, at 7:03 AM, Fitzgerald, Laurie <lfitzgerald@easthartfordct.gov> wrote:

Good Morning,

Just a reminder, I need your reviews this morning.

Thank you.

Laurie

Laurie Fitzgerald
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

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

<Amusement Application & names of principals.pdf>

Fire



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

OUTDOOR AMUSEMENT PERMIT
APPLICATION

Administrative Review of Amusement Permit

Event Date: Friday, July 27, 2018

Event: Summerfield Summer Bash

Applicant: Summerfield Townhouses, by Angela Elder it's Property 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
- Police Department

Anticipated Cost if known \$ 0

William Perez, Assistant Fire Chief July 3, 2018
Signature _____ Date

Comments:

Fire Marshal will have to inspect bounce house, tent, and food truck.

Health



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

OUTDOOR AMUSEMENT PERMIT
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- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel
- Police Department

Anticipated Cost if known \$ 0

Michael T. O'Connell
Signature

07/02/2018
Date

Comments:

Approval recommended provided any temporary foodservice permit applications are submitted to the Health Dept. at least two weeks prior to the event (none received to date).

Park & Rec

Fitzgerald, Laurie

From: Vincent, Kristine
Sent: Tuesday, July 03, 2018 9:06 AM
To: Fitzgerald, Laurie
Subject: RE: Summerfield Summer Bash

Park & Rec approves the request.

From: Fravel, Theodore
Sent: Tuesday, July 03, 2018 8:39 AM
To: Vincent, Kristine
Subject: Fwd: Summerfield Summer Bash

I just got this can you approve and send back

Ted

Sent from my iPhone

Begin forwarded message:

From: "Fitzgerald, Laurie" <lfitzgerald@easthartfordct.gov>
To: "Hawkins, Mack" <MHawkins@easthartfordct.gov>, "Fravel, Theodore" <tfravel@easthartfordct.gov>
Cc: "Vincent, Kristine" <kvincent@easthartfordct.gov>
Subject: Summerfield Summer Bash

Good Morning,

Just a reminder, I need your reviews this morning.

Thank you.
Laurie

Laurie Fitzgerald
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

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

DPW



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

OUTDOOR AMUSEMENT PERMIT
APPLICATION

Administrative Review of Amusement Permit

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

Anticipated Cost if known \$ None

Marilynn Cruz-Aponte 7-2-2018

Signature Date

Comments:

Risk

Fitzgerald, Laurie

From: Sasen, Christine
Sent: Monday, July 02, 2018 11:34 AM
To: Fitzgerald, Laurie
Subject: RE: Summerfield Permit request

I am approving subject to police department approval.

Thx. Chris

From: Fitzgerald, Laurie
Sent: Monday, July 2, 2018 9:30 AM
To: Sasen, Christine
Subject: FW: Summerfield Permit request

Chris,

Attached is the COI that Angela Elder from Summerfield Townhomes just sent over and her contact information is in the email below.

Laurie Fitzgerald
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

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

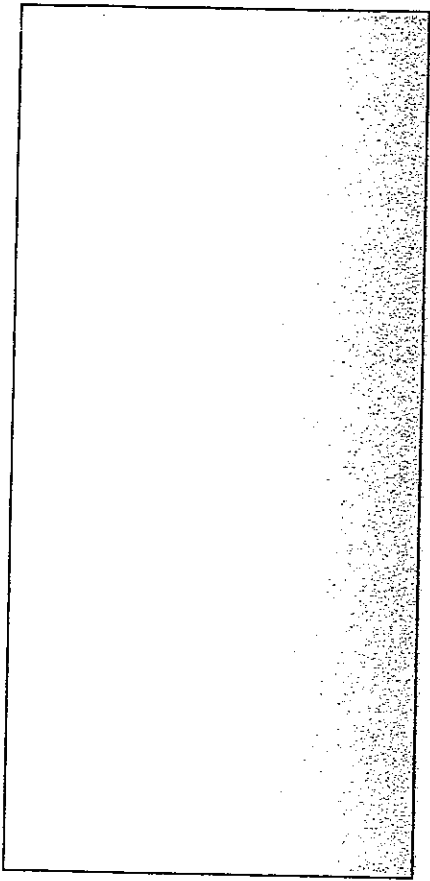
From: Angela Elder [mailto:aelder@HallKeen.com]
Sent: Monday, July 02, 2018 7:40 AM
To: Fitzgerald, Laurie <lfitzgerald@easthartfordct.gov>
Subject: RE: Summerfield Permit request

Good Morning,

You will find the COI attached. Health Department has been notified. Please let me know if you need anymore information.

Angela Elder, ARM, CPO, BOS, MORS, HCCP
Property Manager
Hallkeen Management

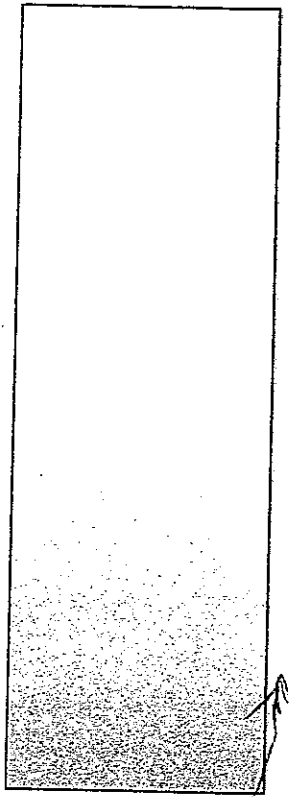
Summerfield Townhomes
66 Plain Drive, East Hartford, CT 06118
Phone: (860) 569.0330 | Fax: (860) 568.9108



TRUCKING LOT
→

Resource
Health Fair
Vendors
60 to 10
Vendors

Police and Principle
Photo Station
70
Klein
Dine
Face Paint



Basketball
Hoop Inflatable

Zumba & Games

DJ

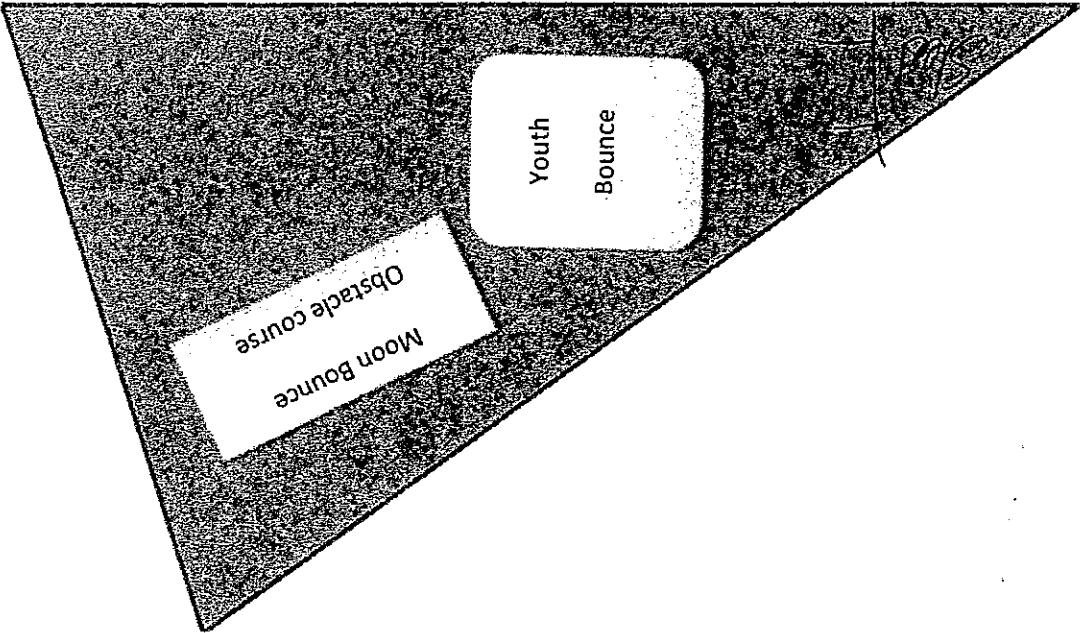
30x30 Tent
Tent and Registration Tables
Tables and chairs
2- Table games

ICE
Cream

FOOD
1

106 PLAIN VIEW

Game Truck



Moon Bounce
Obstacle course

Youth
Bounce



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/29/2018

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

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

PRODUCER Risk Strategies Company 160 Federal St. 2nd Floor Boston, MA 02110	CONTACT NAME: _____ PHONE (A/C, No, Ext): 617-330-5700 FAX (A/C, No): 617-439-3752 E-MAIL ADDRESS: _____													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Philadelphia Indemnity Insurance Company</td> <td></td> </tr> <tr> <td>INSURER B: Federal Insurance Company</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Philadelphia Indemnity Insurance Company		INSURER B: Federal Insurance Company		INSURER C:		INSURER D:		INSURER E:		INSURER F:
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INSURER C:														
INSURER D:														
INSURER E:														
INSURER F:														
INSURED HallKeen Management, Inc. 1400 Providence Highway Suite 1000 Norwood MA 02062														

COVERAGES

CERTIFICATE NUMBER: 42915457

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
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER: _____			PHPK1819056	5/15/2018	5/15/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/>			PHPK1819056	5/15/2018	5/15/2019	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000			PHUB628752	5/15/2018	5/15/2019	EACH OCCURRENCE \$25,000,000 AGGREGATE \$25,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Excess Liability			79861076	5/15/2018	5/15/2019	Excess Liability \$25,000,000

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

CERTIFICATE HOLDER**CANCELLATION**

Town of East Hartford Police Department
 31 School Street
 East Hartford CT 06108

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

Michael Christian

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AGENCY CUSTOMER ID: _____
LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page ____ of ____

AGENCY Risk Strategies Company		NAMED INSURED HallKeen Management, Inc. 1400 Providence Highway Suite 1000 Norwood MA 02062	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability (03/16)

HOLDER: Town of East Hartford Police Department

ADDRESS: 31 School Street East Hartford CT 06108

Location:

East Hartford Estates/Summerfield
66 Plain Drive, East Hartford, CT 06118

Description of Operations/Locations/Vehicles:

SCHEDULE OF ADDITIONAL NAMED INSUREDS

DATE ISSUED
6/29/2018

NAMED INSURED:

HallKeen Management, Inc.
1400 Providence Highway Suite 1000
Norwood MA 02062

CERTIFICATE HOLDER:

Town of East Hartford Police Department
31 School Street
East Hartford CT 06108

Named Insured 1

Named Insured dba

HallKeen East Hartford, LP

HallKeen Management, Inc.

HK East Hartford, Inc.

The Community Development Trust LP

DATE: July 5, 2018

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: **Tuesday, July 10, 2018 6:45 p.m. Town Council Majority Office**

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

Tuesday, July 10, 2018

6:45 p.m.

Town Council Majority Office

The purpose of the meeting is to meet in executive session to discuss:

- The pending Superior Court action known as Jane Boston v. Town of East Hartford, Docket No. CV-15-6057681-S; and
- The pending assessment (tax) appeal known as Hartford East Elderly Apartments Limited Partnership v. Town of East Hartford, Docket No. CV-17-6037473-S, involving real property located at 886 Main Street.

cc: Mayor Leclerc
Scott Chadwick, Corporation Counsel
Brian Smith, Assessor
Christine Sasen, Risk Manager