

TOWN COUNCIL AGENDA
COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"
50 Chapman Place
EAST HARTFORD, CONNECTICUT
September 5, 2023

6:00 PM Executive Session
7:15 Public Hearing re: Process for Naming Town Buildings and Establishment of Tree Board

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This Town Council meeting is accessible through "**Microsoft Teams**" [929-235-8441](tel:929-235-8441)
Conference ID: 415 015 43# **or** [Click here to join the meeting](#)

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. August 15, 2023 Executive Session
 - B. August 15, 2023 Public Hearing
 - C. August 15, 2023 Regular Meeting
 - D. August 24, 2023 Special Meeting
6. COMMUNICATIONS AND PETITIONS
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Allocation of 2016 Town Bond Funds re: Infrastructure Projects at Concourse Park
 - B. Establishment of East Hartford K-9 Academy and Setting of Associated Fees
 - C. Bid Waiver Request re: Paramedic Training with New Britain EMS Academy
 - D. Revised Bid Waiver Request from Fire Department re: Vehicle Rescue class from Spec. Rescue International, Inc.
 - E. Bid Waiver Request from Fire Department re: Arrow EZ IO Intraosseous Vascular Access System supplies through Teleflex, LLC.
 - F. Bid Waiver re: 5310 Program Purchase of ADA-Accessible Van via Greater New Haven Transit District Consortium
 - G. Memorandum of Understanding with Operation Fuel, Inc. re: Emergency Energy and Utility Assistance Grants
 - H. Application to CT Department of Public Health re: Public Health Workforce Development and Infrastructure Grant
 - I. Application to CT Department of Public Health re: Reimbursement of Funds for Childhood Blood Lead Level Investigations

- J. State Bond Commission Grant Application re: Replacement of Elementary School Playscapes
- K. Grant Application to State Department of Energy and Environmental Protection (DEEP) re: Appropriation for Town Youth Athletic and Recreational Facilities Study
- L. Recommendations from Ordinance Committee
 - 1. Process for Naming Town Buildings
 - 2. Establishment of Tree Board
- M. Referral to Ordinance Committee re: Establishment of Tobacco and Cannabis Free Areas at Town-owned and operated recreation areas.
- N. Recommendations from Personnel and Pensions Subcommittee
 - 1. Proposed Revision of Job Description for Network Systems Administrator
 - 2. Proposed Revision of Job Description, Change in Pay Grade and Title for Accounts Clerk III (Tax)
- O. Referral to Personnel and Pensions Subcommittee re: Proposed Revision of Job Description and Title for Counseling Coordinator and Creation of Job Description for New Position of Program Supervisor, Crisis Intervention Division
- P. Amusement Permit Applications
 - 1. Wickham Library Grand Re-Opening Celebration
 - 2. East Hartford Latin Festival
 - 3. Believe 208 – Run for the Brave and Finest
 - 4. East Hartford Fall Festival
 - 5. Thunderbird American Indian Dance Troupe

9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

- A. The pending Workers' Compensation claims of former Town employee, Mark Losty.
- B. The pending Superior Court action known as Albertina Arbisi v. Town of East Hartford, Docket No. HHD-CV-19-6119113-S.
- C. The pending tax assessment tax appeal known as GOODWIN COLLEGE 417 MAIN, LLC v. TOWN OF EAST HARTFORD Et Al, Docket No: HHB-CV20-6061740-S, regarding the real property located at 417 Main Street, East Hartford, CT for Grand List Years 2019, 2020, 2021, and 2022.
- D. The pending tax assessment tax appeal known as GOODWIN UNIVERSITY, INC. v. TOWN OF EAST HARTFORD Et Al, Docket No: HHB-CV20-6061739-S, regarding real property located at 120 Colt Street, East Hartford, CT for the Grand List Years, of 2019 and 2020.
- E. The pending tax assessment tax appeal known as RIVER CAMPUS, INC. v. TOWN OF EAST HARTFORD Et Al, Docket No: HHB-CV19-6053341-S, regarding the real property located at 247 Riverside Drive, East Hartford, CT for Grand List Years 2018, 2019, 2020, 2021, and 2022.
- F. The pending notice to quit against and claim for relocation costs by Raisa Protas d/b/a Raisa Hair Salon regarding 848 Silver Lane, East Hartford, CT.
- G. The pending notice to quit against and claim for relocation costs by Splinting Solution, LLC regarding 800 Silver Lane, Ste. 210, East Hartford, CT.

11. OPPORTUNITY FOR RESIDENTS TO SPEAK

- A. Other Elected Officials
- B. Other Residents
- C. Mayor

12. ADJOURNMENT (next meeting: September 19, 2023 at Community Cultural

Center)

Community Cultural Center Room 111

August 15, 2023

EXECUTIVE SESSION

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

ABSENT Awet Tsegai

ALSO PRESENT Robert Fitzgerald, Assistant Corporation Counsel
Attorney Beatrice Jordan, Maccini Voccio & Jordan, LLC

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:01 p.m.

MOTION By John Morrison
seconded by Don Bell

to **go into** Executive Session to discuss:

A. The pending Superior Court Action known as Li Duo Zeng v Matthew Barrera, et al., Docket No. HHD-CV-22-6158016-S.

Motion carried 8/0

MOTION By John Morrison
seconded by Don Bell

to **go back to** Regular Session.

Motion carried 8/0

ADJOURNMENT

MOTION By John Morrison
seconded by Don Bell

to **adjourn** at 7:15 p.m.

Motion carried 8/0

Attest _____
Richard F. Kehoe
Town Council Chair

COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"

50 CHAPMAN PLACE

EAST HARTFORD, CONNECTICUT

August 15, 2023

PUBLIC HEARING- Town Building Renovations Bond Referendum

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

ABSENT Councillor Awet Tsegai

The following is a copy of the legal notice published in the East Hartford Gazette on Thursday, August 10, 2023

LEGAL NOTICE

Public notice is hereby given that the Town Council of the Town of East Hartford will hold a Public Hearing in the Community Cultural Center Auditorium, and via the Teams platform, on Tuesday, August 15, 2023 at 7:15 p.m. for the purpose of obtaining public comment on the proposed bond resolution Authorizing the Issuance of \$6,200,000 Bonds of the Town for the Planning, Design, Acquisition, Reconstruction, and Equipping of Improvements to Town Buildings and Pending the Issuance Thereof the Making of Temporary Borrowings for Such Purpose. Any person(s) wishing to express an opinion on this matter may do so at this meeting.

Jason Marshall
Town Council Clerk

Chair Kehoe called the public hearing to order at 7:23 pm.

The Chair stated that the purpose of this meeting is to hear public comment regarding a proposed bond referendum for voters to consider at the November 7th Election. A ballot question will be presented that would allow the Town to borrow a total of \$6.2 million to be used for the improvement of Town buildings. \$2.6 million would be focused on renovations at the Town's Public Works transfer station, \$2.7 million would be used for upgrades to the Veteran's Memorial Clubhouse to allow for improved community use, and the remaining dollars borrowed would be used for smaller renovations to a number of Town owned buildings.

No one from the public came forward to speak.

ADJOURNMENT

MOTION By John Morrison
seconded by Don Bell
to adjourn at 7:30 p.m.

Motion carried 8/0.

Attest _____
Jason Marshall
Town Council Clerk

EAST HARTFORD TOWN COUNCIL

COMMUNITY CULTURAL CENTER AUDITORIUM

August 15, 2023

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

ABSENT Councilor Awet Tsegai

ALSO Mayor Michael P. Walsh
PRESENT Laurence Burnsed, Director of Health and Social Services
Paul O’Sullivan, Grants Administrator
Ken Sayers, Director of Information Technology
Cephus Nolen, Director of Youth Services
Tyron Harris, Director of Human Resources (via Teams)
Theodore Fravel, Director of Parks and Recreation (via Teams)
Jay Silver, Assistant Fire Chief (via Teams)

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:31 pm. The Chair stated that this meeting was also available to the public through the “Teams” platform.

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

AMENDMENTS TO THE AGENDA

RECOGNITIONS AND AWARDS

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Steve Segarra, 132 Appletree Drive, spoke on behalf of East Hartford’s American Legion baseball program in support of the naming of McAuliffe Park Field #4 for Richard Beaulieu.

Sylvester Frazier, 86 Olmsted Street, also is in favor of naming Field #4 for Mr. Beaulieu to recognize his dedication to East Hartford’s youth.

Mayor Walsh

- wished all a good evening
- A single bid has come in on the Church Corners Inn redevelopment project and a dialogue has begun with the developer, Parker Benjamin, Inc. The Mayor feels that the bid is qualified and is encouraged based on the bidder’s previous work on similar projects.
- The relocation of Silver Lane Plaza tenants continues to progress.

- East Hartford Senior Center invites residents 55 and over to their Second Anniversary and Carnival on Wednesday, September 20 from 12-2 PM.
- East Hartford Senior Center invites all residents to a Pancake Breakfast & Bingo on Saturday, September 23 at 9 AM. Registration is required.
- Hartford Healthcare Cancer Institute's Mobile Mammography van is coming to Raymond Library Thursday September 14th. Appointments are required.
- The Department of Energy and Environmental Protection (DEEP) will hold a public information meeting on Monday August 21, 2023, concerning air quality monitoring projects to be conducted in Hartford and East Hartford.
- Goldstar and Terry Pools are closed as of August 13th. Drennan Pool is also closed. Lord Pool and Martin Pool will close for the season on August 20th.
- The Commission on Aging invite all East Hartford seniors and guests to the 36th Annual Senior Picnic at Goodwin University on September 12th at Noon. Tickets must be purchased in advance at the Senior Center.
- The Historical Society of East Hartford invites residents to tour the Selden Brewer House, 165 Main Street. Tours are conducted on Saturdays from 10:00 am - 1:00 pm.
- The Latin Festival at Alumni Park has been rescheduled to Saturday, September 23rd from Noon - 6 pm.
- Connecticut Department of Transportation has milled and paved Main Street from Pitkin Street to Sterling Road. Lane markings have been revised.

APPROVAL OF MINUTES

August 1, 2023 Executive Session

MOTION By Sebrina Wilson
seconded by John Morrison

to **approve** the minutes of the August 1, 2023 Executive Session.

Motion carried 8/0

August 1, 2023 Regular Meeting

MOTION By Sebrina Wilson
seconded by John Morrison

to **approve** the minutes of the August 1, 2023 Regular Meeting.

Motion carried 8/0

COMMUNICATIONS AND PETITIONS

OLD BUSINESS

NEW BUSINESS

Town Building Renovations Bond Referendum

MOTION By Sebrina Wilson
seconded by Tom Rup

to waive the reading of Sections 2 through 7.

Motion carried 8/0

MOTION By Sebrina Wilson
seconded by Tom Rup

to **adopt** the following resolution:

RESOLUTION AUTHORIZING THE ISSUANCE OF \$6,200,000 BONDS OF THE TOWN FOR THE PLANNING, DESIGN, ACQUISITION, RECONSTRUCTION, AND EQUIPPING OF IMPROVEMENTS TO TOWN BUILDINGS 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") authorizes the issuance of \$6,200,000 bonds of the Town, the proceeds of which are to be used for one or more of the following: the planning, design, acquisition, reconstruction, and equipping of improvements to Town Buildings, including, but not limited to, the Veteran's Memorial Clubhouse and the Public Works Facility, and for administrative, legal and financing costs related thereto (the "Project").

Section 2. The bonds, or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the end of 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 any time 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.

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

Explanatory Text Publication and Payment Thereof for Bond Referenda

MOTION By Sebrina Wilson
 seconded by John Morrison

that the Town Clerk prepare for publication the explanatory text regarding the bond referendum and that those costs be paid for by the Town Clerk.

Motion carried 8/0

Placement on the Ballot

MOTION By Sebrina Wilson
seconded by Don Bell

to approve the following:

RESOLVED: That the resolution entitled “RESOLUTION AUTHORIZING THE ISSUANCE OF \$6,200,000 BONDS OF THE TOWN FOR THE PLANNING, DESIGN, ACQUISITION, RECONSTRUCTION, AND EQUIPPING OF IMPROVEMENTS TO TOWN BUILDINGS AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE”, adopted by the Town Council on August 15, 2023, be submitted to the Town electors for approval or disapproval at a referendum in conjunction with the general election to be held on Tuesday, November 7, 2023 between the hours of 6:00 a.m. and 8:00 p.m. (E.T.), and that the warning of said referendum shall state the question to be voted upon as follows:

“Shall the resolution entitled ‘RESOLUTION AUTHORIZING THE ISSUANCE OF \$6,200,000 BONDS OF THE TOWN FOR THE PLANNING, DESIGN, ACQUISITION, RECONSTRUCTION, AND EQUIPPING OF IMPROVEMENTS TO TOWN BUILDINGS AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE’, adopted by the Town Council on August 15, 2023, be approved?”

The ballot label for said question shall read as follows:

“Shall the \$6,200,000 bond authorization for the planning, design, construction and reconstruction, and equipping of improvements to Town Buildings be approved?”

YES _____ NO _____

The warning shall also state that the full text of the aforesaid resolutions is on file, open to public inspection, in the office of the Town Clerk, that the vote on the aforesaid bond resolutions is taken under the authority of Chapter 6, Section 10 of the Charter of the Town of East Hartford, and Chapter 152 of the Connecticut General Statutes, as amended, and that absentee ballots will be available in accordance with law in the office of the Town Clerk.

Motion carried 8/0

Memorandum of Understanding with CT Judicial Branch re: State of Connecticut Youth Services Prevention Grant

MOTION By Don Bell
seconded by John Morrison

to **adopt** the following resolution:

WHEREAS the Town of East Hartford (Youth Task Force) has been identified in Public Act 23-204, to be a recipient of a \$73,800 per year grant from the State of Connecticut for the provision of preventive youth services for fiscal year 2024; and

WHEREAS as a condition of the grant, the Town is required to provide documentation that details a plan for spending, monitoring, and reporting on these funds in a manner that is consistent with the intent of the Public Act,

NOW THEREFORE LET IT BE RESOLVED; that Michael P. Walsh, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the State of Connecticut Judicial Branch, Office of the Chief Court Administrator as they pertain to this Youth Services Prevention grant.

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

Hartford Judicial District Local Interagency Services Team (LIST) Grant

MOTION By Angie Parkinson
seconded by John Morrison

to **adopt** the following resolution:

WHEREAS; the Town of East Hartford Youth Services Department serves as the administrator of the Hartford Judicial District Local Interagency Services Team (LIST); and

WHEREAS; the Hartford LIST is a collaboration among area youth service bureaus, the Connecticut Judicial Branch Court Support Services Division and the Connecticut Department of Children & Families; and

WHEREAS; the purpose of the LIST is coordinate local stakeholders in raising awareness about the needs of children and youth involved in the juvenile justice system, as well as planning, evaluating, and supporting juvenile justice services in each juvenile court catchment area,

NOW THEREFORE LET IT BE RESOLVED; that Michael P. Walsh, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the Connecticut Youth Services Association as they pertain to this LIST grant.

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

Agreement with State of CT and the University of Connecticut re: Strategic Prevention Framework for Prescription Drug (SPF Rx) Initiative

MOTION By Harry Amadasun
seconded by John Morrison

to **adopt** the following resolution:

WHEREAS; the state Department of Mental Health and Addiction Services (DMHAS) and the University of Connecticut have approached the East Hartford Health Department about hosting two students for a grant-supported safe prescription initiative; and

WHEREAS; the focus of the grant program is to reduce the non-medical use of prescription drugs and prevent opioid overdoses in the community,

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

1. Pursuant to East Hartford Town Charter, Chapter III, Sec. 3.4(c) that Mayor, Michael P. Walsh, is hereby authorized to execute and deliver any and all contracts, amendments, or necessary documents required to enter into an agreement with the University of Connecticut and/or the State of Connecticut Department of Mental Health and Addiction Services to participate in the grant-supported safe prescription initiative. Such documents shall be in a form acceptable by the Corporation Counsel

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

Department of Emergency Services and Public Protection (DESPP) Federal Fiscal Year 2022 State Homeland Security Grant Program

MOTION By Angie Parkinson
seconded by John Morrison

to **adopt** the following resolution:

BE IT RESOLVED, that the Town of East Hartford may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Michael P. Walsh, as Mayor of the Town of East Hartford, is authorized and directed to execute and deliver any and all documents on behalf of the Town of East Hartford and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

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

US Department of Justice 2023 Justice Assistance Grant Program Application

MOTION By Harry Amadasun
seconded by Tom Rup

to **adopt** the following resolution:

WHEREAS, the U.S. Department of Justice, Bureau of Justice Assistance, has made funding available to the Town of East Hartford under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program; and

WHEREAS, these funds may be used to improve or enhance Law Enforcement Programs with no cash match required by the Town of East Hartford;

NOW THEREFORE LET IT BE RESOLVED; That Michael P. Walsh, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required as they pertain to this Justice Assistance Grant.

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

Bid Waiver: OpenGov Inc., Citizen Self Services Record Keeping Software Contract

MOTION By Angie Parkinson
seconded by Tom Rup

pursuant to Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council **waive** the bidding requirements of Section 10-7(a) of the Town of East Hartford Code of Ordinances to **authorize** the Town to enter into a contract with OpenGov Inc. for a period of one year in the amount not to exceed \$45,460.67. Said Contract is in the best interest of the Town as it will allow the Town to continue use of its present software for processing all permitting transactions and record keeping.

Motion carried 8/0

Amusement Permit Application: Dad Hero Community Day

MOTION By Harry Amadasun
seconded by Don Bell

to **approve** the outdoor amusement permit application entitled “Dad Hero Community Day” as submitted by Scott Sansom, Chief of Police, scheduled for Saturday September 9, 2023 from 11:00 am to 3:00 pm at Alumni Park, 1021 Main Street with set up to begin at 9:30 am, and **waive the associated permit fees** 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

Setting Public Hearing Date: Recommendations from Ordinance Committee

Process for Naming Town Buildings

MOTION By Sebrina Wilson
seconded by John Morrison

to set a public hearing date of September 5, 2023 @ 7:15 pm in the Community Cultural Center Auditorium as well as via the Teams platform to hear public comment on the new Naming of Town Facilities Ordinance and to amend to add a new section 1-17 to Town Ordinances with language that is consistent with the draft dated August 6, 2023 as recommended at the August 9, 2023 Ordinance Committee meeting.

Motion carried 8/0

Establishment of Tree Board

MOTION By Sebrina Wilson
seconded by John Morrison

to set a public hearing date of September 5, 2023 @ 7:15 pm in the Community Cultural Center Auditorium as well as via the Teams platform to hear public comment on the establishment of a Tree Board and revisions to Section 2-106 of the Code of Ordinances with language that is consistent with the draft dated August 9, 2023 as recommended at the August 9, 2023 Ordinance Committee meeting.

Motion carried 8/0

Naming of McAuliffe Park Field #4 for Richard Beaulieu

MOTION By Don Bell
seconded by Tom Rup

to adopt the following resolution:

WHEREAS, Richard Beaulieu served as a dedicated member of the East Hartford Parks and Recreation Staff for many years; and

WHEREAS, Richard Beaulieu started the East Hartford Men's Softball League in 1982, serving as an administrator and providing endless amounts of service to the community; and

WHEREAS, Richard Beaulieu has been recognized by the Connecticut Recreation and Park Association with its "ABCD" award in 2015 for his efforts going 'Above and Beyond the Call of Duty'; and

WHEREAS, the naming of a field at McAuliffe Park is an appropriate recognition for such a distinguished person;

NOW THEREFORE BE IT RESOLVED, that the Town of East Hartford hereby names Field #4 at McAuliffe Park as Richard Beaulieu Field in recognition of his longstanding commitment to his community of East Hartford and the promotion of sporting opportunity for East Hartford residents.

On call of the vote, motion carried 8/0

MICROSOFT "TEAMS"

August 24, 2023

RoyalHouse Chapel Annual Picnic Amusement Permit

- PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson, Minority Leader John Morrison, Councillors Angela Parkinson and Travis Simpson
- ABSENT Councillors Tom Rup, Awet Tsegai, Harry Amadasun, Jr.
- ALSO Connor Martin, Chief of Staff
- PRESENT Reverend Thomas Brew, Senior Pastor, RoyalHouse Church

CALL TO ORDER

Chair Kehoe called the meeting to order at 8:33 am. The purpose of this meeting is to approve the outdoor amusement permit application submitted by RoyalHouse Chapel for their upcoming annual picnic which is scheduled for this Saturday. The application was not submitted in advance of the August 15th regular Council Meeting, so the Town Council is holding a special meeting in order to review and approve the permit application prior to the event.

Reverend Thomas Brew of RoyalHouse Church thanked the Council for accommodating the church's request for the public to attend their annual picnic on their premises. The church has recently relocated from South Windsor and is looking forward to building a relationship with East Hartford and its residents.

RoyalHouse Chapel Annual Picnic

- MOTION By Angie Parkinson
seconded by John Morrison

to **approve** the outdoor amusement permit application entitled "RoyalHouse Chapel Annual Picnic" as submitted by Scott Sansom, Chief of Police, scheduled for Saturday August 26, 2023 from 11:00 am to 7:00 pm with a rain-date of Saturday September 2nd, at their location on 1120 Silver Lane, and **waive the associated permit fee and time requirement** 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 6/0

ADJOURNMENT

- MOTION By John Morrison
seconded by Don Bell

to **adjourn** at 8:42 am

Motion carried 6/0

Attest _____

Jason Marshall
Town Council Clerk



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 23, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: Concourse Park – Town Bond Allocation

Please find the enclosed request from Development Director Eileen Buckheit for town bond fund allocation for the Concourse Park project, as outlined in the supporting packet for this request.

Please place this item on the town council agenda for September 5, 2023.

C: E. Buckheit, Development Director
R. Fitzgerald, Corporation Counsel



TO: Mayor Mike Walsh

FROM: Eileen Buckheit, Development Director

DATE: August 8, 2023

RE: Concourse Park – Town Bond Fund Allocation

I am respectfully requesting an item in reference to the above stated address be placed on the September 5th agenda.

As you know, we have new MOUs with CRDA to manage the aforementioned construction oversight as well as manage the financial piece of the \$10 million. The breakdown is \$7m state funds and \$3m town funds. In order to proceed we must approve the general appropriation which is for infrastructure.

The language is as follows:

Section 1. The sum of \$3,000,000 is appropriated by the Town of East Hartford, Connecticut (the “Town”), **subject to Town Council approval of such appropriations**, for land acquisition and infrastructure improvements for redevelopment of the Silver Lane corridor (bounded on the east by Forbes Street, on the north by Interstate 84, on the south by a line drawn parallel to Silver Lane from the southerly extension of any parcel with access to Silver Lane and to the west by Mercer Avenue and the high occupancy vehicle exit from Interstate 84 to Silver Lane, provided that such corridor shall not include the property known as Rentschler Field), including, but not limited to, environmental testing and remediation, acquisition, demolition and improvement of land and existing buildings for resale to developers or retained for open space, **and installation of roads, sidewalks, sewers, drainage, lighting, landscaping, and other public improvements**, and for administrative, legal and financing costs related thereto (the “Project”).

The attached memo from Jasko Zelman outlines the scope of the infrastructure projects that will be undertaken with the \$3 million town bond allocation from 2016. I have consulted with Corporation Counsel and also David Panico who serves as our bond counsel, and they both agree that these outlined activities comply with the approved bond resolution.

I am also attaching the full bond language for your review.

Thank you and let me know if you have any questions or concerns.

RESOLUTION APPROPRIATING \$3,000,000 FOR LAND ACQUISITION AND INFRASTRUCTURE IMPROVEMENTS FOR REDEVELOPMENT OF THE SILVER LANE CORRIDOR AND AUTHORIZING THE ISSUANCE OF \$3,000,000 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 \$3,000,000 is appropriated by the Town of East Hartford, Connecticut (the "Town"), subject to Town Council approval of such appropriations, for land acquisition and infrastructure improvements for redevelopment of the Silver Lane corridor (bounded on the east by Forbes Street, on the north by Interstate 84, on the south by a line drawn parallel to Silver Lane from the southerly extension of any parcel with access to Silver Lane and to the west by Mercer Avenue and the high occupancy vehicle exit from Interstate 84 to Silver Lane, provided that such corridor shall not include the property known as Rentschler Field), including, but not limited to, environmental testing and remediation, acquisition, demolition and improvement of land and existing buildings for resale to developers or retained for open space, and installation of roads, sidewalks, sewers, drainage, lighting, landscaping, and other public improvements, and for administrative, legal and financing costs related thereto (the "Project").

Section 2. To meet said appropriation, \$3,000,000 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 denominations of \$1,000, or any whole multiple thereof, be issued 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 _____, 2016 appropriating \$3,000,000 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 _____, 2016.

MARCIA A. LECLERC, Mayor

Witness

Witness

Jasko Zelman 1, LLC
114 West Main Street - Suite 206
New Britain, CT 06051

August 14, 2023

Eileen Buckheit
Director of Development
Town of East Hartford
740 Main Street
East Hartford, CT 06108

RE: Concourse Park Bond Allocation

Eileen,

Please consider this request for allocation of bond funds to develop the Concourse Park project at Silver Lane and Forbes Street. The funds will be used for the following infrastructure items and related soft costs.

1. Sitework/Earthwork
 - a. Demolition of all existing paving onsite.
 - b. Demolition of all existing light poles/bollards and associated subsurface electrical.
 - c. Demolition of all existing fire hydrants with subsurface piping
 - d. New Stormwater subsurface detention system
 - i. including subsurface roof drainage piping
 - ii. all hardscape drainage manholes and drainage vaults
 - e. Site security fencing and demolition of obsolete fencing sections
2. Installation and protection of 30" MDC water line as per MDC approval includes bridging and all taps into Main.
3. Electrical Subsurface Infrastructure
 - a. Building subsurface electrical supplies
 - b. All building subsurface inter connection.
 - c. All new site Subsurface light poles and bollards
 - d. All new subsurface walking path lighting
4. Plumbing Subsurface Infrastructure
 - a. New waterlines to all buildings into new building foundations.
 - b. Fire/Sprinkler System Subsurface Infrastructure into new building foundations.
 - c. New sewer lines to all required building foundations
 - d. Include all pits and associated vaults as required into new building foundations.
5. Fiber Optic/Cable Subsurface Infrastructure
6. EV Charging Subsurface Infrastructure
7. All site wide Light poles and bollards Subsurface Infrastructure
8. Subsurface Gas line to Central Gatehouse
9. Site Geo Technical Subsurface Testing
10. Hazmat Testing
11. All soft costs related to the line items listed above as well as:
 - a. Civil Engineering design costs
 - b. Architectural/Site Planning design costs
 - c. MEP Design costs
 - d. Other related soft costs

Regards,



Brian Zelman
Jasko Zelman 1, LLC

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAST
HARTFORD, CONNECTICUT APPROVING APPROPRIATIONS UNDER 2016,
\$3,000,000 BOND AUTHORIZATION**

WHEREAS, the Town of East Hartford, Connecticut (the “Town”) is the owner of certain real property and all appurtenances thereto known as 936 Silver Lane, 942 Silver Lane, 944 Silver Lane, 960 Silver Lane, 285 Forbes Street (a/k/a 285 Forbes Street Rear) and 291 Forbes Street (the “Property”); and

WHEREAS, Jasko Zelman 1, LLC (“Jasko”) has been selected as the developer of the Property, which development will include not fewer than 300 multifamily market-rate apartment units (the “Project”); and

WHEREAS, pursuant to Town Council approval, the Town and Jasko are parties to an Agreement for Private Development for the Property with an effective date of February 28, 2022, which agreement was amended by a First Amendment to The Agreement for Private Development for the Property with an effective date of March 24, 2023 (the “Development Agreement”) with respect the development and construction of the Project on the Property; and

WHEREAS, paragraph 4.1 of the Development Agreement references a Development Grant to Jasko of \$10,000,000; and

WHEREAS, in 2016 the Town Council voted for the Town to appropriate the sum of \$3,000,000, subject to Town Council approval of such appropriations, for land acquisition and infrastructure improvements for redevelopment of the Silver Lane corridor (bounded on the east by Forbes Street, on the north by Interstate 84, on the south by a line drawn parallel to Silver Lane from the southerly extension of any parcel with access to Silver Lane and to the west by Mercer Avenue and the high occupancy vehicle exit from Interstate 84 to Silver Lane, provided that such corridor shall not include the property known as Rentschler Field), including, but not limited to, environmental testing and remediation, acquisition, demolition and improvement of land and existing buildings for resale to developers or retained for open space, and installation of roads, sidewalks, sewers, drainage, lighting, landscaping, and other public improvements, and for administrative, legal and financing costs related thereto, and to issue \$3,000,000 in bonds to meet such appropriation; and

WHEREAS, the Town’s electors approved such Town Council action in November 2016 (Silver Lane Corridor Authorization”); and

WHEREAS, \$3,000,000 of the \$10,000,000 Development Grant will be funded by the Silver Lane Corridor Authorization; and

WHEREAS, Jasko has asked the Town Council to approve the appropriation of \$3,000,000 from the Silver Lane Corridor Authorization, subject to the express terms and conditions of the Development Agreement, for infrastructure improvements;

NOW, THEREFORE, BE IT HEREBY RESOLVED:

That the East Hartford Town Council approve the appropriation of \$3,000,000 from the Silver

Lane Corridor Authorization, to provide financial assistance for all or a portion of the cost of the following infrastructure improvements, provided that such financial assistance be made available to Jasko in accordance with the terms and conditions of the Development Agreement, including Schedule 4.1 thereto:

1. Sitework/Earthwork
 - a. Demolition of all existing paving onsite.
 - b. Demolition of all existing light poles/bollards and associated subsurface electrical.
 - c. Demolition of all existing fire hydrants with subsurface piping
 - d. New Stormwater subsurface detention system
 - i. including subsurface roof drainage piping
 - ii. all hardscape drainage manholes and drainage vaults
 - e. Site security fencing and demolition of obsolete fencing sections
2. Installation and protection of 30" MDC water line as per MDC approval includes bridging and all taps into Main.
3. Electrical Subsurface Infrastructure
 - a. Building subsurface electrical supplies
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 - d. All new subsurface walking path lighting
4. Plumbing Subsurface Infrastructure
 - a. New waterlines to all buildings into new building foundations.
 - b. Fire/Sprinkler System Subsurface Infrastructure into new building foundations.
 - c. New sewer lines to all required building foundations
 - d. Include all pits and associated vaults as required into new building foundations.
5. Fiber Optic/Cable Subsurface Infrastructure
6. EV Charging Subsurface Infrastructure
7. All site wide Light poles and bollards
8. Subsurface Gas line to Central Gatehouse
9. Site Geo Technical Subsurface Testing
10. Hazmat Testing
11. All soft costs related to the above items as well as:
 - a. Civil Engineering design costs
 - b. Architectural/Site Planning design costs
 - c. MEP Design costs
 - d. Other related soft cost

MICHAEL P. WALSH
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

DATE: August 28, 2023

TO: Michael P. Walsh, Mayor

FROM: Scott M, Sansom, Chief of Police
Robert Fitzgerald, Assistant Corporation Counsel

RE: **Council Resolution regarding the East Hartford K-9 Academy by the East Hartford Police Department.**

The East Hartford Police Department is requesting that this Council approve the East Hartford K-9 Academy by the East Hartford Police Department (hereinafter "EHPD K9") and authorize the Chief of Police for the Town of East Hartford to enter into agreements with participating municipalities in the amount of a two thousand five-hundred (\$2,500.00) dollar training fee per each participating dog handler and dog team.

The East Hartford Police Department desires to ensure that its Officer and K-9 teams the among the most distinguished in the State of Connecticut. Therefore, the Police Department seeks to work collaboratively with the law enforcement divisions of other local municipalities to help train their Officer and K-9 teams. Engaging in this effort will help to ensure that East Hartford Police K-9 teams remain the top in the State while assisting neighboring municipal law enforcement agencies.

The goal of the EHPD K9 Academy will be to prepare canines and their handlers to receive the North American Police Work Dog Association (hereinafter "NAPWDA") and the Connecticut Police Work Dog Association ("CPWDA") certifications. The EHPD K9 Academy is designed to give both the handler and canine the proper foundation and meet or exceed minimum requirements for certification to be deployed on patrol. EHPD K9 Academy strives to achieve these goals by administering a course as is more fully outlined in the attached Course Manual.

The EHPD K9 Academy will be instructed by Sergeant Todd Mona. Sgt. Mona was selected as a member of the POSTC 'Use of Force' Sub Committee for the new statewide U.O.F policy following the CT Police Accountability Act bill in 2021. Sgt. Mona was elected Vice President of CPWDA in 2021 and he tested and obtained his NAPWDA Trainer certificate in 2022.

The East Hartford Police Department desires to invite any interested municipal police department in the State of CT to participate in the EHPD K9 Academy. The Town desires to enter into agreements with participating municipalities in the amount of a one-time, \$2,500.00-dollar fee for each participating dog handler and dog team to help defray associated costs.

EAST HARTFORD POLICE DEPARTMENT

K-9 Academy



Revised August 2023

EAST HARTFORD POLICE DEPARTMENT K-9 ACADEMY

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1. TRAINER BIO
Sergeant Todd Mona K-9 Handler
East Hartford Police Department

Sergeant Mona began his career as an officer with the East Hartford Police Department (“EHPD”) in 2002. In 2006, Sgt. Mona attended the Connecticut State Police Canine Academy with his first partner, K-9 Primo. During their time together, they amassed approximately one hundred fifty finds on tracks, area searches and building searches including fifty-one contact apprehensions from 2006 through 2015. K-9 Primo also won top obedience, top criminal apprehension, and first place overall in the Connecticut Police K-9 Olympics over the years. This K-9 team was also a three-time Daniel Wasson Memorial Award winner, which is awarded to the most productive dangerous K-9 call of the year throughout the state of Connecticut. During one incident, K-9 Primo was stabbed in the head and back, requiring multiple surgeries, and eventually returned to full duty. During the same incident, Sgt. Mona was struck by gunfire and required emergency surgery and months of rehabilitation and unfortunately had to shoot the suspect.

In 2014, Sgt. Mona was urged by several Connecticut Police Work Dog Association and North American Police Work Dog Association Trainers, to take the CPWDA Maintenance Trainer test. After successfully completing the testing process, Sgt. Mona began conducting on-going in-service training for the East Hartford K-9 Unit and several other Connecticut agencies. Sgt. Mona conducted regional trainings in 2015 and 2016 and shortly thereafter obtained his CPWDA Trainer title and began to log hours towards his NAPWDA trainer certificate.

Sgt. Mona bred and raised his second K-9 partner, Casus Belli, from ten weeks old and is currently still working with him today. As with K-9 Primo, K-9 Casus has won numerous awards including the top team obedience award twice, and top team tactical obedience at the Connecticut Police K-9 Olympics; he took second place at the Cabela’s Police K-9 competition, and he took first place once and second place twice at the Dreamride Police K-9 Challenge. In 2022, Casus won top team obedience at the United States Police Canine Association Trails. Casus also is a three-time Daniel Wasson Memorial Award Winner. Casus has approximately one hundred and twenty non-contact apprehensions through tracks, building searches, and area searches; as well as twenty-nine contact apprehensions, two of which were for murder suspects. In 2018, Casus was cross- trained by Sgt. Mona in firearm detection, and he has recovered fifteen firearms including one that was buried.

Sgt. Mona was selected as a member of the POSTC ‘Use of Force’ Sub Committee for the new statewide U.O.F policy following CT’s Police Accountability Act in 2021. Sgt. Mona was elected Vice President of CPWDA in 2021 and he tested and obtained his North American Police Work Dog Association Trainer certificate in 2022. Sgt. Mona tested and was promoted to the rank of Sergeant in 2023. Sgt. Mona is the primary instructor for the EHPD K-9 Training Academy (“Academy” or “EHPD K-9 Academy”) and on-going in-service training and is responsible for the on-going training of approximately twenty-five K-9 teams across Connecticut. Sgt. Mona also instructs at a National level at different seminars, workshops, and conferences across the Country. Sgt. Mona is currently preparing for his Master Trainer test, which is the most difficult distinction in the country to earn in the field of police K-9 training. Sgt. Mona has worked with Special Operations groups from the military and has implemented what police K-9 handlers can use in both their day-to-day operations and high-risk deployments.

2. HANDLER SELECTION

Local Police departments (“Departments” or “Agency (ies)”) preparing to select a new K-9 officer should consider certain factors when making their decision. The EHPD K-9 Unit and many others around the country use similar criteria during this process. A few examples include the officer’s disciplinary history and not having any discipline within a certain time frame from the testing period. Work ethic, use of force history, time off/sick leave and being a well-rounded proactive officer are some of the main areas of focus during the selection process.

There is a list of beneficial qualities a good handler should have aside from their work performance. Since being a canine handler is a 24/7 job, it is just as important to look at the candidate’s home life, passion for working with a dog, working well with other handlers, and if they are aware of the amount of dedication and effort it takes to be a good handler.

It is the Agency’s sole responsibility to ensure the best-qualified candidate is chosen and then supported through the process. EHPD requires a written memo from the applicant to apply for the job posting. This memo should include the reasons why the applicant is interested and what sets them apart from other officers. Following the memo all qualified applicants must pass a physical agility test (Cooper Standards at 60th percentile) to help ensure handlers can meet the physical demands of the job. Those who pass will then have an oral board test with either Connecticut Police Work Dog Association Trainers or North American Police Work Dog Association Trainers.

Agencies can choose which test they prefer to administer to their applicants and in which order. While the EHPD K-9 Unit can provide feedback and documentation of test results to help ensure the process was done correctly, fairly, and impartially, final responsibility for testing rests solely with the Agency. During the oral board-testing phase, EHPD elects to present questions pertaining to use of force, decision-making scenarios, what the candidate has done to prepare for the position and questions related to their agency’s General Orders and/or operating procedures. EHPD does not expect each candidate to answer all situational questions correctly without actually handling a dog yet, but EHPD does pay attention to the thought process going in the direction of airing on the side of caution, safety of everyone involved, de-escalation and proportionality to the scope of the incident.

3. CANINE SELECTION

The EHPD Trainer and his designee(s) will be available to help Agencies assess and test prospective canines (hereinafter, "canines," "dogs" or "K-9's"). Final responsibility for testing and selecting canines, however, rests solely with Agencies. The EHPD has no affiliation with any vendor licensed or unlicensed for selling canines.

Each canine vendor has his or her own price and guarantee. EHPD can provide a list of vendors that have a record of accomplishment of providing police canines. Once an Agency selects a vendor, testing will be conducted. Some of the tests that are conducted include hunt drive tests, environmental stability tests, bite tests and sociability tests.

Hunt drive is of the utmost importance when selecting a dog. Hunt drive refers to a canine's determination to find, obtain or achieve an object/item of value. If a canine quits, gives up or does not desire the item in question (e.g., toy, man) the canine will fail the test. Canines selected for police work should exhaust themselves when searching, chasing, or hunting for an item of value.

Environmental testing refers to placing the canine into different environments, preferably new or unseen before, and having the canine in a neutral state, meaning no toys or food aiding the canine. The canine is introduced to dark rooms, slippery surfaces, different flooring types and loud noises including gunfire. The goal is to ensure there is not a negative change in behavior when experiencing these new environments. Once the canine has succeeded and passed this step, a ball will be used to see his ball drive; the ball will be hidden so the canine can hunt for it and then hunt for it in demanding environmental areas.

Finally, the canine's bite will be tested using a bite suit and hidden sleeve and include different body parts. The goal is to have the dog have a full mouth bite and hold style grip on different bite equipment and different parts of the body. If the dog succeeds in this step on grass, the next step would be to repeat those types of bites indoors on slippery floors and tight spaces.

It is also critical to test a canine's sociability. A good canine must have what EHPD refers to as the light switch, meaning the canine is able to turn on and off drive and aggression based on the task or what is asked of him. A good canine must be able interact with people and not be aggressive towards them or see every person as an adversary. A canine that is able to manage their aggression on their own will significantly reduce any liability down the road and most importantly will be more suitable for demonstrations with the public.

There are other tests within and outside these categories mentioned above and depending on how a canine performs will determine if further testing is needed or if the canine should be disqualified.

4. REQUIRED EQUIPMENT

The equipment utilized at the EHPD K-9 Academy is as follows:

PATROL EQUIPMENT

- Tracking harness and 15-foot tracking line
- Bite harness
- Flat collar
- Pinch collar
- Six-foot patrol leash
- Muzzle
- E-Collar (Garmin or Dogtra)
- Two canvass tugs and two balls on a rope

DETECTION EQUIPMENT

- 5-foot thin leash
- Jute reward toy
- Thin flat collar

Each piece of equipment mentioned above has a specific purpose when properly training a canine. Equipment association plays a large role in conveying to the canine through repetitions what exercise they will be doing before they even exit the cruiser. It's part of the handler's way to communicate to the canine prior to commands being given. Establishing this clarity in the canine's mind allows the canine to focus on the task at hand and not cross over into different functions of his duties.

Most of the items mentioned above come down to handler preference but at the EHPD K-9 Academy, new handlers can view the training group's equipment before placing an order to help ensure they choose the correct brands and styles. Furthermore, new handlers should have the trainer review their choices before placing an order to ensure they are suitable for patrol work.

Having a large group, may mean sharing the cost of larger pieces of equipment such as SIM guns, ammo, blank guns, bite suits and bungees. This regional contribution benefits everyone in the group.

5. OBEDIENCE COMMANDS

Obedience is the foundation to this program and consists of multiple commands. They are as follows:

Heel - Walking with the canine on your non gun side

Down - Canine must be in a laying position

Sit - Canine must be in a seated position

Come/Here - Canine must race to the handler's location

Break/Out - Canine must release from a physical apprehension of an object or suspect

Packen - Bite command

Fetch it up - To retrieve an item of evidence or a toy

Search - To hunt for a person on an area search or building search

Find him/Zoo - To track a person

Seek - Gun or narcotic detection command

Carry - An over the support side shoulder dog carry will be taught

Hup - Jumping

Through - Going through a door or tunnel

Over - Used for stairs

Apprehension - Physical bite of a person

Non-Contact Apprehension: A peaceful surrender without physical apprehension

Note: Where a canine was purchased, or the level of training a particular canine has, will determine if EHPD recommends that an agency continue to utilize the canine's foreign commands (some dogs have training for sport work and are trained to use European commands). In most cases however, canines will use the commands listed above.

6. AREAS OF OPERATION

Canine teams consist of a canine and its handler. Canine teams should be trained, certified and have ongoing maintenance training in the functions set forth below. In some instances, canines may be considered less lethal force. The release or use of a canine must always be justified in light of the circumstances and consistent with a handler's training and current case law.

The following are the functions of a patrol canine team.

Criminal Apprehension: Use of a canine to apprehend a suspect in order to effect an arrest and/or protect officers or third parties. Training will focus on teaching canines to apprehend a subject in non-vital areas. Should any injuries result from an apprehension, the canine handler will summon medical attention as soon as practical. Canine handlers will follow their General Orders when this occurs, and it should include immediately notifying a supervisor, documentation of the use of the canine and photographs of any injuries.

Tracking/Trailing: The canine will be trained in tracking or trailing human odor from a starting point (last known location of who is being tracked) to an end point. The difference between tracking and trailing is based on both the canines' capabilities and training. Generally speaking, a tracking canine tends to follow a footstep-to-footstep behavior of the actual path the person took. A trailing canine tends to air scent more and may cut corners if the canine is downwind of the trail. Trailing canines follow human odor while tracking dog follows ground disturbance. EHPD canine teams trains in both tracking and trailing as well as in directed area online searches. This occurs when physical barriers do not allow for tracking or trailing to occur and therefore a grid pattern search of an area is conducted. Tracking, trailing and directed on line area searches all have the same end goal of locating the person being tracked. The canines will be trained to final response of a 'sit' when locating a person on a track to indicate it is the correct person.

Area Search: Canines will be trained both on and off leash to search an area with numerous places to hide. Most area searches are reserved apprehension situations where it is unsafe for an officer to physically search areas because it would place them at a tactical disadvantage and expose themselves to danger. The canines are taught to search for a person hiding and make the apprehension. If the canine is unable to physically apprehend the suspect due to a physical barrier the canine is trained to alert or bark at the source of the human odor so officers can make a safe approach.

Building Search: Canines will be trained both on and off leash to search the interior of a building or dwelling. Situations such as those where is an active burglary or a felon who is hiding within structure are typically trained with the canine off leash. Again, like area searches, when officers are at a tactical disadvantage the canine will be sent into the structure off leash to apprehend the suspect. If there is a physical barrier such as the suspect hiding behind a door the canine is to alert or bark to allow officers to make a safe approach. On leash searches are typically conducted when there is no signs of forced entry to a building. On leash searches still allow the canine to operate in a slower more handler directed manner.

Evidence Recovery/Article Search: The canines are trained to locate items touched by a person or those that contain human odor. Upon finding an item, the canine's final response is to 'down' with the

item between their paws to allow the handler to identify the item the K-9 recovered. As an example, canines training in gun detection will locate spent shell casing in this manner.

Gun Detection (cross-trained): When selected as a cross training option, canines can be trained to indicate passively on the source of a firearm, ammunition or spent shell casings. The parts of a gun and gunshot residue all contribute to the scent that can be detected by a canine.

Narcotics Detection (cross-trained): Heroin, Fentanyl, Cocaine, MDMA and Methamphetamines are the most common narcotics. When selected as a cross training option, canines will be trained in detecting these scents. Opioids and prescription narcotics are also detectable by the canine as long as they are included in the trained odors.

Obedience and Obstacles: As previously mentioned, obedience is the foundation to a solid canine program and obstacles transfer over to field operations to help the canine navigate over, under and through different obstacles. It allows the K-9 to understand and grow their environmental capabilities.

7. CROSS TRAINING

Departments will have the option to cross train their canine in either **narcotics** or **firearm detection** during the twelve-week course.

Narcotics training includes Heroin, Fentanyl, Cocaine, Methamphetamines and MDMA. As mentioned earlier, the training group will shares in purchasing items needed including pseudo narcotic training aids. The pseudo narcotics come from a company that produces its pseudo narcotics in a laboratory making the scent almost identical to the chemical composition of real narcotics absent cutting agents.

The goal is to work on bonding between handler and canine using, basic obedience through food and narcotic towel throws. The narcotic towel throws are simply white hand towels rolled up and placed in a five-gallon bucket with each narcotic scent separated into different bucket. A lid is placed on the bucket and the towels are baked inside for twenty-four hours to build up the scent. Once the towels are baked the towels are tossed into high weeds, woods, or other areas for the canine to hunt for and retrieve back to the handler. Approximately fifty tosses of each narcotic are completed to imprint that odor on the canine.

Firearm detection is trained in a similar fashion. Several brands of single base and double base powders are combined and set into the five-gallon buckets with the same white towels. Once the towels are baked the towel throws are completed and typically one hundred tosses per dog helps to imprint the odor on the canine. The basis behind starting with powders is to have the K-9 locate shell casings after shootings versus just gun parts.

After the imprinting is completed, guns are to be fired, disassembled, and used as our training aids along with spent shell casings. A recent M.I.T. study showed there is a difference between shell casings fired within a twenty-four-hour period and outside of a twenty-four-hour period. Both time frames will be used during training due to the science behind the study.

8. EHPD K-9 ACADEMY EXAMPLE SYLLABUS

The following is an example of what a typical training schedule might look like. It should be noted that although training will be conducted in a scheduled manner, changes may be made occasionally to accommodate trainers, locations, holidays, etc.

WEEK #1

Day 1: Camp Hartell, Windsor Locks 1000-1800

Ball play around and in the boxes for environmental training. Box searches were conducted in a straight line with six boxes where the alert/bark command was trained. Three repetitions of box searches in the straight line. Hot box with person hiding was in box three. Hot start of showing and hearing suspect fleeing conducted on leash and detailing each box. A total of three sets of three repetitions for hot starts. All dogs barking/alerting properly for positive indication of human odor. Three items for article recovery (metal, leather, and plastic) on grass. Obedience, walking heel for food along with heel, sit and down trained. Gunfire, sixteen rounds of simunition blanks at seventy-five-yard distance away from dog. A track with two turns about fifty yards in distance on grass and gravel.

Day 2: Camp Hartell, Windsor Locks 1000-1800

Obstacles learned were jumps, low crawl and staircases. Three items of article recovery including plastic, plastic and metal done on grass. Three repetitions of box searches on leash using Hot and warm starts. Fourteen rounds of simunition blanks at seventy-five yards with food reward. One track with two turns about fifty yards in distance on grass and gravel.

Day 3: Camp Hartell, Windsor Locks 1500-2230

Obstacles trained were walls, tubes, low crawl, and staircases. Outwork was introduced, ball for ball, and tug for tug. Nine repetitions of box searches on leash using warm and cold starts, tug reward. Fourteen rounds of simunition blanks at seventy-five yards with the dogs at a sit and down position. Three items for article recovery in grass at night (metal, leather, plastic).

Day 4: Camp Hartell, Windsor Locks 1000-1600

Two items for article recovery in higher grass (metal, plastic). Two sets of three repetitions for box searches for tug reward. This was the first time we introduced stagnate human odor in another box. Out work on a tie out going ball for ball and tug for tug.

Day 5: Camp Hartell, Windsor Locks 1000-1800

Obstacles trained were stairs, low crawl, tubes, and walls. Three items for article recovery including metal, leather, and plastic. Fourteen rounds of simunition blanks at fifty yards in a sit and down for food. Verbal quiz for chapters one through six in academy book. Two tracks with two turns on grass and gravel. First time of placing an article on a track and having the dog down on the item. One-minute delays.

WEEK #2

Day 6: Farmington Polo Grounds 1530-2330

Obstacles trained were four different walls and low crawls. All obstacles were done three times. Box searches were a warm start with audible only on the first two and the third rep was a cold start. Directional commands (left/right) were introduced as well. Right directional command was hand and voice. Repetition four was a cold start with left directional. Fifth repetition was a right directional, all done on box searches with the introduction of a high find box search (box was up on pallets). Two article tracks conducted on grass, four-minute delay with two turns. Seventeen rounds of simunition blanks, food reward and dogs were in sit or down position.

Day 7: Farmington Polo Grounds 1000-1800

Intro to E-collar, class was for the handlers on why and how I use the collar to teach the dog in different quadrants of Operant Conditioning including a silent page recall. Dogs were taught tone on the collar followed up with silent page for their here or come commands. Obedience was conducted with walking heel along with left and right turns and about faces both left and right. Three box searches in cold start phase conducted with the boxes position three by three set up. Both directionals, left and right and high find incorporated. Article recovery on grass for three items (metal, leather, and plastic). Two tracks with four-minute delays, two turns and article recovery at the end. Ball reward on article.

Day 8: Farmington Polo Grounds 1530-2330

Box searches, three repetitions with cold starts, high find and left and right directional used. E-collar work conducted with tone followed by page for ball reward. All dogs are understanding what is being asked. Obedience walking phase with left and rights along with about faces each direction. Distance obedience introduction at five feet. Ten rounds of simunition blanks while dog is walking in a heel position for food reward at fifty yards. Three items for article recovery (metal, metal and plastic) in high grass. Two tracks conducted with five-minute delay with two turns, one article. All dogs are now being trained to have a final response of sitting and barking at the end of the track for the track layer.

Day 9: Farmington Polo Grounds 1530-2330

Box searches, three repetitions with warm start and audible alert for high find with bites. Article recovery (metal, plastic, and plastic) done in grass. Obedience walking heel for food and ball, right, left and about faces conducted. Distance obedience at five feet with trainer assisting/reinforcing dogs behavior. Two tracks with five-minute delays, man at the end with sit/alert when found. All tracks had two turns and two surface changes (grass to pavement back to grass).

Day 10: Farmington Polo Grounds 1000-1800

Box searches conducted with staggered boxes for introduction to area searches with doors facing different directions. Three repetitions, warm starts with high find used. Obstacles done three times through including four walls and a low crawl. Three repetitions of area searches in East Hartford, Bite sleeve used and all were hot starts (first real area searches). Two article tracks with two turns and two surface changes, five-minute delays.

WEEK #3

Day 11- Farmington Polo Grounds 1530-2330

Four repetitions of box searches, T formation, two warm starts and two cold starts. Directionals left and right conducted. One box search set up for area search with a warm start and doors facing all different directions. Two sets of obstacles with four walls and a low crawl. Three items of article recovery in high grass using all metal items. First real building search at New Britain Reservoir house. Bite reward on an alert/bark. Bite sleeve used and the out was done with tug or ball, transfer reward.

Day 12: New Britain 1000-1800

Three items for article recovery (metal, leather, and plastic) in high grass. Two building searches, cold starts with four doors. Ascending start, bite sleeve used with a transfer reward for the out. Eighteen rounds of simunition blanks, dogs were at a heel or down at twenty-five feet away. Two more articles for recovery (plastic and leather) in very high grass. Intro to narcotics, ten towel throws of PCP in woods. Track in Southington business park. Two turns, six-minute delay, man at the end with two surface changes.

Day 13: East Hartford 1500-2330

Obedience conducted walking heel, two left, two right and two about faces conducted. Ten rounds of simunition blanks at twenty-five feet with food reward. Two areas searches with bite reward using hot starts. Building search at Veterans Memorial Clubhouse, alert (bark) using bite sleeve. Ball or tug transfer out reward paired with out command. Three items for article recovery (metal, plastic, plastic) in high grass for two items and the third was hanging about two feet off the ground on a tree branch. Ten towel throws of PCP. Two tracks with six minutes delays, two turns, two surface changes and a man at the end. Alert by sitting/barking for toy.

Day 14: East Hartford 1500-2330

Obedience conducted with walking heel, two left, two right and two about faces each direction. Ten rounds of simunition blanks fifteen feet away from the dog. Three area searches with bite on the bite sleeve, warm and cold starts used. Three items of article recovery (metal, plastic, and leather) in high grass. Ten towel throws of PCP in woods.

Day 15: Farmington Polo Grounds 1000-1600

Obedience conducted with two left and right turns and about faces in each direction. Distance obedience done at five feet away using hand and voice from sit and down positions. Introduction to recalls and chase termination. Dog is sent after the decoy on a long line, slowed line paired with down command, once executed the tug reward was given at the down position (three repetitions). Three box searches all warm starts in T formation, directional utilized and high find for a bite. Article recovery (metal plastic and plastic). Two items were in the grass on item (plastic) was buried under a rock. Article tracks all on grass. One turn was at one hundred yards and another at fifty yards, two articles were just before each of the turns. This track was for environmental disturbance training with twelve-

minute delays. Seven simunition rounds from ten feet away and seven rounds fired with the handler firing for the first time for food reward, down position.

WEEK #4

Day 16- New Haven 1530-2330

Article recovery, three items including metal, plastic, and plastic in high grass. Building environmental, food/ball reward to doing well on slippery floors, dark rooms, and loud noises. Two building searches conducted in a hallway with six doors, large room with four doors. Focus was on hitting door seams. Alert/bark door was popped. Area search with directional (left/right) commands with bite sleeve. Ten PCP towel throws. Two tracks, first track was setting the dog in prey by running away, second track was with the man at the end. Time delay of two minutes and ten minutes with at least two surface changes and two turns.

Day 17- Farmington/New Britain 1530-2330

Three repetitions of box searches, two rows with three boxes, warm, and cold starts. Article recovery, metal, plastic, and shotgun shell. Metal was on a tree branch for a high find and the others were stuffed in a drainage pipe and rock wall. Walking heel obedience conducted with two left and two right turns along with two about faces. Both double time and slow paces were conducted. Obstacles were done two times through which included jumps, low crawl, and bridge. Two building searches with and alert/bark for the door being popped with bite sleeve with a total of five doors to search. Twenty rounds of simunitions, ten by back up handler and ten by officer. One-track, ten-minute delay, two turns and two surface changes with a high find for tracklayer.

Day 18- Farmington/New Britain 1500-2300

Obstacles two times through. Out work paired with e-collar, ball for ball reward. U-shaped box searches, three repetitions using directional hand and voice command. Bite rewards in including a high find on the box search. Article recovery with three items, metal, metal, plastic in grass and in retaining wall. Two building searches in 800 square foot house with four doors. Bite reward on alert.

Day 19- Farmington/New Britain 1500-2330

Obstacles two times through. Three box searches with two rows of three, stagnate odor introduced to make the dog understand hot bleeding odor. Article recovery with four items, metal, plastic, plastic, and leather in high grass. Two building searches in 1400 square foot house, bite reward on alert. Fifteen rounds of simunitions while doing walking obedience and back up officer shooting next to dog. NAPWDA obedience mock test conducted. Ten towel throws of Cocaine. Round two of article recovery with three items, metal, leather, and plastic in high grass. Two tracks with fifteen-minute delays, one turn and article at the end, ball reward.

Day 20- East Hartford 1000-1800

NAPWDA obedience mock test conducted. Bite table work conducted, out command paired e-collar and quick reward. Article recovery, three items, metal, metal and plastic in high grass. Eight rounds of simunitions with multiple dogs on the field. All gunfire is always working towards neutrality. Ten towel

throws of Cocaine. Twenty towel throws of firearm detection. One track with three turns, three surface changes, tracklayers hid inside sani-can. Dog had to alert to get ball reward.

WEEK #5

Day 21 Southington 1530-2330

Building search two floors, 8 doors. Bite sleeve, alert (bark), bite and pairing bite command with loud noises and tactile from handler to drive in. 20 towel throws 10 pcp, 10 cocaine, 20 towels throws of black powders. Tube searches (first time) 2 sets of 4 with pcp (5 tubes). 2 tracks with 2 turns, 2-3 surface changes, article halfway through the track. High find with man at the end, alert/bark for indication, ball reward. Evidence, 3 items, leather, metal, plastic in grass.

Day 22 East Hartford 1000-1800

12 pcp towel throws. 8 rounds of .22 blanks (neutrality and back up officer desensitization) NAPWDA walking obedience, 2 right, 2 left, 2 about faces, down in motion. Done twice. 18 tubes with pcp, immediately followed by small walking obedience. Distance obedience conducted twice with helper at 10 feet. Out work on bite table paired with e-collar using tone avoidance. False start several times conducted, ball reward upon remaining still after decoy ran.

Day 23 East Hartford/Rocky Hill 1030-2330

10 towel throws of pcp, 10 firearm throws. Evidence, 3 items, plastic, metal, small roll of tape, thrown from moving car alongside of roadway in grass. 4 sets of 4 with tubes on pcp. 3 building searches at Rocky Hill Veterans Home. First search was hallway with 5 doors, alert/bark bite with bite suit. Search 2, 9 doors with hallway about 800 sq ft, alert, bite with bite suit. Search 3, 16 doors about 1400 sq ft alert, bite on bite suit. All bites were paired with loud noise and tactile to drive in. Out work done with e-collar tone avoidance paired with reward toy.

Day 24 East Hartford 1000-1800

10 towel throws cocaine. Evidence recovery 3 items, metal, metal, plastic, thrown from car on the side of the roadway. 2 shots of gunfire by decoy wearing a bite sleeve. Dog must remain still-upon completing it ball reward. 3 sets of 3 reps on tubes for pcp and firearms. Distance obedience with helper at 10 feet. NAPWDA walking obedience 2 times through with 2 left, 2 right, 2 about faces, down in motion. Prep for dog carry, dog is on top of boxes above handler feeding the dog over his shoulder. All dogs should be able to get their front legs over their handler's shoulders and handlers should be able to hold onto their collar while feeding them food.

WEEK #6

Day 25- New Haven 1530-2330

Ten towel throws of Cocaine and two sets of lockers with Cocaine and firearm detection. Building search using a hallway with eight doors, alert/bark using bite suit paired with tactile and loud noise. Article recovery, three items in extremely high vegetation (waist high). Building search two, hallway with eight doors, alert/bark using hidden sleeve paired with tactile and loud noise. Area search, thirty by thirty yards using a tree for a high find. Tug reward. Tracking at Southern CT State University, three turns, three surface changes and twelve-minute delays.

Day 26- New Haven 1530-2330

Ten towel throws of Cocaine, twenty for firearm detection. Building search with high find, alert/bark and tug reward. Two sets of three locker searches for Cocaine and firearm detection. Three items for article recovery in high grass (metal, plastic, plastic). Walking obedience (NAPWDA mock cert test), distance obedience (NAPWDA mock cert test) and suspect pat downs (NAPWDA mock cert tests). Building search hallway with eight doors, alert/bark using hidden sleeve paired with tactile and loud noise. Tracks at SCSU, three turns at least two surface changes and twelve-minute delays.

Day 27- East Hartford 1000-1800

Eight towel throws of Cocaine, twenty firearm throws. Eight shots of .22 blank rounds at fifteen feet from handler and dog, food reward. Two sets of tubes, four repetitions each set of Cocaine and firearms. Four box searches with PCP. Distance obedience done at ten feet away. Building search with alert/bark, then into a hot trail or secondary search where the dog had to push through the door after going up a staircase. Hidden sleeve used, tactile and loud noise paired. PCP search in kitchen of real home in lower cabinet. Area search fifty by fifty yards in wooded area. Three articles for recovery (metal, leather, plastic). Ground disturbance only tracks for article find. Two turns at one hundred yards.

Day 28- East Hartford/Rocky Hill

Three repetitions of tubes for Heroin, three sets of tubes with Cocaine and eight tubes with firearms. Article recovery with shell casing, nylon, and plastic in grass. Building search with bite suit, alert/bark, dog had to go through stack of boxes to get to decoy, tactile and loud noises paired. Three live narcotics searches using Heroin, Cocaine and Heroin inside real home. Firearm detection in home as well (cabinet and radiators). Building search, high find in attic, bark/alert with tug reward. Tracks with high finds, ball reward with three turns and two surface changes, fifteen-minute delays.

Day 29- East Hartford 1000-1800

Ten Heroin towel throws, ten firearm throws. Two sets of four tubes with Heroin and Cocaine and firearms. Two sets of four with PCP in boxes. Decoy fires gun twice with bite sleeve on and has to stay still. Dog carry second phase, food reward, dog is over handlers shoulders and dog is lifted off the ground. Two items for article recovery, metal, and plastic. NAPWDA walking and distance obedience. Three false start recalls. Decoy is down field, dog is sent for bite on long line, tone on collar, recall command given, page button used by collar and returns to handler for tug reward.

WEEK #7

Day 30- East Hartford 1530-0000

Ten Heroin towel throws and ten firearm detection towel throws. Two sets of tubes with three finds (heroin, cocaine and pcp). NAPWDA walking obedience and distance obedience at ten feet. False start recall with two sets of three using the e-collar. Building search conducted with approximately two thousand two hundred square feet, alert, and bite on suit. Urban area search with bite suit in bus yard at night. Article recovery with three items (metal, leather, and plastic).

Day 31- New Britain 1530-2330

Two tracks during daylight with heavy contamination and pedestrian traffic. Narcotics and firearms detection, four on exterior (meth, crack, cocaine, heroin), three firearm detection (grs, pyrodex, powders). Article recovery (metal, high find metal, plastic). Building search, hidden sleeve with alert and obstacles in the way while pairing loud noises with tactile drive in. Two additional tracks with fifteen-minute delays and two turns with one half mile distance with several surface changes.

Day 32- East Hartford 1000-1930

Firearm tubes, narcotic tubes with cardboard packages (crack, cocaine, heroin, meth), two sets of three. NAPWDA walking obedience and distance obedience at about fifteen feet. K-9 demonstration at Stanley Golf Course in New Britain. The tournament raised money for two ballistic K-9 vests for East Hartford K-9 Lycan and New Haven K-9 Sandler. Four exterior car searches with heroin, cocaine, crack, and meth. Firearms had three exterior finds with gsr, powder, and pyrodex. Out work was done on a tie out, e-collar reward bites. First session each dog had approximately ten outs. False start recall three times through each dog with e-collar. Article recovery with four items (three items high, plastic, plastic, and metal).

Day 33- New Haven 1400-2330

Article recovery with three items including plastic, plastic and metal (high). Ten towel throws of Fentanyl and ten towel throws of gsr. Building search with high find and tug reward in two thousand six hundred square foot building. Two sets of two on lockers with cocaine and heroin. Black powder for firearm dogs. Building search with about six thousand square feet on the second floor of a school, alert, bite hidden sleeve and pairing tactical with noise. NAPWDA walking obedience and distance obedience at about fifteen feet. Pat down walk off conducted for the first time. Real room search for narcotics and firearms, cocaine, heroin, gsr and powder. Two tracks at SCSU with three turns and fifteen-minute delay.

Day 34- East Hartford 1000-1800

Two sets of tubes with cocaine, crack and gsr. Two sets of boxes with heroin, two sets of cardboard boxes with pcp and three real room finds with pcp, heroin cocaine and gsr. NAPWDA walking obedience and distance obedience at about twenty feet. Pat down walk off conducted twice. Building search with alert and tug reward from handler paying at source. False start recall done three time through. Article recovery with three items (metal, leather, plastic) in garbage area. Out work on tie out approximately ten bites per dog. Mock certification track with a twenty-minute delay, three turns and two surface changes with cross track.

Week #8

Day 35- New Britain 1530-0000

Article recovery, three items (two high), glove, gun and magazine. Building search (hidden sleeve) with alert, bite with twelve doors. Three narcotic finds (meth, cocaine and heroin) two firearm finds with rifle and gsr. Pat down walk off exercise two times. Three more narcotic finds including meth, crack, and heroin, one pistol find. NAPWDA walking obedience mock cert.

Day 36- New Britain 1530-2330

NAPWDA walking obedience and distance obedience (twenty-five feet) with bite sleeve out. Pat down walk off two times through. Article recovery with glove, plastic, glasses, and plastic in grass. Four real narcotic finds including heroin, meth, crack, and fentanyl. Two rounds of out and down with pat downs walk offs. Four rounds of .22 blanks with dog at heel. Building search on bite suit passive with verbal out in shower stall. Narcotic search in vehicle with heroin, meth, crack and two gun finds. Two tracks with three turns at twelve-minute delay and two surface changes.

Day 37- East Hartford 1200-2130

False start recalls, NAPWDA walking obedience and distance obedience at twenty-five feet. Out and downs with pat down walk offs three times. Narcotic tubes and boxes and firearm tubes and boxes with three finds. Bite box with out work on slippery floors. Round two of out and down with pat down walk offs two times. Article recovery in high grass, plastic metal, and gun. Real room finds with narcotics (heroin, crack and mdma), firearms with gsr and powders. Area search with bite suit in wooded area with verbal out. Two tracks with three turns with fifteen-minute delay and two surface changes.

Day 38- East Hartford/New Britain 1530-0000

Mock certification test conducted for all dogs for patrol cert. Article recovery with three items (metal, leather, plastic) in high grass. Building search with secondary search two alerts in a fire trail with passive bite in bite suit. Building search with twelve doors, alert and tug reward. Two narcotics finds (fentanyl and crack) along with two firearm finds (gsr and powder). Box searches at Eversource lot with approximately one hundred fifty boxes. Tracks with twelve-minute delays, three turns and three surface changes with high find.

Day 39- East Hartford 1000-1830

Narcotic boxes, tubes, lockers and two rooms with cocaine, meth, crack, and heroin. Firearms with tubes, lockers, boxes and one room for gsr powders and gun. Distance obedience on tie out line at fifty feet. NAPWDA mock cert for aggression portion. NAPWDA mock cert of walking obedience and distance obedience. Article recovery with three items (metal, leather, and plastic) in woods. Two tracks with three turns, ten-minute delays and three surface changes.

WEEK #9

Day 40- New Britain/East Hartford 1530-2330

Exterior and interior motor vehicle searches, three outside and three inside with meth, coke, crack, heroin, mdma and fentanyl. Black powder, gsr and black powder. False start recalls with handler rewards three times each dog. Bite building for K-9 Duke and Kay due to being certified. Both dogs taught proper grip, drive building, lifting dog off the ground on the bite and how to shut off decoy pressure. Mock certification for uncertified dogs for obedience and aggression control three times through. Article recovery including poker chip, magazine, and metal in grass. Two tracks with two turns with fifteen-minute delay and two surface changes.

Day 41- East Hartford/Rocky Hill 1530-2330

Narcotic (mdma) towel throws and firearm towel throws (ten each). Mock certification for obedience and aggression control, three times each dog. Area search with a low find underground underneath a metal grate. Narcotic and firearm detection on vehicle exteriors, three finds on two cars (two interior and one interior). Heroin, coke, and crack. Firearm was gsr and black powder. Building search about two thousand four hundred square feet with sixteen doors, alert, and bite on hidden sleeve. Building search about eleven hundred square feet, high find with attic hatchway cracked ajar, tug reward. Two tracks with three turns, ten-minute delay and two surface changes.

Day 42- New Haven 1000-1830

Article recovery with three items (one high with key ring, metal, and plastic) in thick brush. Narcotic finds with three rooms (heroin, coke and fentanyl), firearms finds with black powder, gsr, black powder. Mock cert for obedience and aggression control two times each dog. Bite building with K-9s Kay and Duke with proper grip work, lifting up on shoulder, shutting decoy pressure. Mock cert for obedience and aggression control two times each dog. Track with three turns, two surface changes and ten-minute delay. Urban area search of NHPD impound yard with approximately fifty cars.

Day 43- East Hartford/New Britain 1530-2330

Master Trainer Pete Ozweicki- narcotics training with three interior vehicle finds, and two firearm finds. Proper leash control and detailing procedures taught. Narcotic exterior finds with five hides (heroin, fentanyl, mdma, coke and crack). Five exterior firearm finds. Mock cert for obedience and aggression control three times each dog. Two tracks with two turns, two surface changes and one article on the track with a twelve-minute delay.

Day 44- East Hartford 0830-1630

Five narcotic finds, tubes, boxes, lockers, packages and room finds (heroin, meth, coke, crack, mdma). Firearm finds with tubes, cans, lockers, packages, room finds (powders, gsr and gun).

WEEK #10

Day 45- East Hartford 0700-1400

Article recovery three items (metal, plastic, plastic) in high grass. Mock certification test in NAPWDA obedience and aggression control (two times). Six firearm finds and five narcotic finds (meth, heroin, crack, cocaine). Tubes, boxes, lockers, cans, packages, and a mock room. Ten towel throws for fentanyl. Area search in woods in bite suit. Two tracks with two turns, two surface changes and fifteen-minute delay.

Day 46- East Hartford/New Britain

Mock certification for obedience, aggression control and building search. Six narcotic searches with tubes, boxes, cans, walls, packages, and luggage. Firearm detection done the same two times. Bite building with K-9 duke and K-9 Kay, picked up off the ground, rolled over on the ground two times each dog. Area search at Eversource lot with approximately one hundred fifty boxes. Two tracks with fifteen-minute delay, three turns and two surface changes.

Day 47- East Hartford/New Britain 0830-1630

Fifteen towel throws with mdma. Five finds with mdma in mock room, boxes, car seat, cans, and tubes. Three firearm finds in tubes, boxes, and cans. Mock certification test in obedience and aggression control three times through. Vehicle searches with four interior finds and three exterior finds using meth, coke, crack, mdma and heroin. Firearms had two interior finds and two exterior finds. Article recovery with two quarters lying flat on pavement.

Day 48- east Hartford/New Britain/Farmington 1000-2100

NAPWDA narcotics certification test. All dogs passed. Gunfire ten rounds with sim blanks, six rounds .22 blanks, both handler and back up officer fired. K-9 was off leash. Gun fire neutrality and desensitization to back up officer firing. Box searches, straight line, high find in staggered set up. Track with twelve-minute delay, three turns, two surface changes and one article on the track.

Day 49- East Hartford 0800-1600

NAPWDA obedience walking and distance phases, three times each dog. Aggression control mock certification, two times each dog. Article recovery on railroad tracks, three items (plastic, plastic, metal). Narcotics in tubes, boxes, cans, and packages. Firearms in mock rooms, tubes, cans, and packages. Two tracks with three turns, four surface changes, one hundred fifty yards long with four-minute delay.

WEEK #11

Day 50 – East Hartford/New Britain 1530-2330

NAPWDA walking obedience and distance obedience will be completed twice for each dog. The down/stay drill is completed for three minutes. Article recovery utilizing three items to include metal, leather, and plastic. Building search conducted with the bark alert and a tug reward. Narcotics detection using boxes, lockers, and luggage and utilizing methamphetamine, heroin, and crack cocaine. Two tracks will be done with ten-minute delays, two turns, and three surface changes.

Day 51 – East Hartford/New Britain 1530-2330

NAPWDA walking obedience and distance obedience will be completed twice for each dog. The down/stay drill is completed for three minutes. Article recovery utilizing three items to include metal, leather, and plastic. Building search conducted with the bark alert and a tug reward. Narcotics detection using boxes, lockers, and luggage and utilizing methamphetamine, heroin, and crack cocaine. Two tracks will be done with twenty-minute delays, two turns, and three surface changes.

Day 52 – East Hartford 1300 – 2330

NAPWDA walking obedience and distance obedience will be completed twice for each dog. The down/stay drill is completed for three minutes. Article recovery utilizing three items to include metal, leather, and plastic. Building search conducted with the bark alert and a tug reward. Narcotics detection using boxes, lockers, and luggage and utilizing methamphetamine, heroin, and crack cocaine. Two tracks will be done with twenty-minute delays, four turns, and three surface changes.

Day 53 – East Hartford 0830-1530

****NAPWDA CERTIFICATION TEST****

Day 54 – East Hartford 0800-1500

NAPWDA walking obedience and distance obedience will be done for each dog. The long stay at a distance will be done three times for each dog where another handler will reward at the dog. Shedding drills to be completed twice for each dog where the K-9 is sent on decoy holding a bite pillow while also using a sleeve over the bite suit. K-9 is commanded to out on each piece of equipment and stay on the decoy. Firearms detection is done using full gun and gun parts and utilizing lockers, walls, and packages. Article recovery done inside high grass and bushes with one item placed high utilizing two plastics and metal. Bite drills twice for each dog on staircases in bite suit where bite is descending and pushing the decoy back on each drive. Aggression work done in muzzle. One track to be done with twenty-minute delay, four turns, and three surface changes. Firearm detection in open area with high grass.

WEEK #12

Day 55 – East Hartford 1530-2330

NAPWDA walking obedience and distance obedience will be completed twice for each dog. Long stays will be done at a distance of 100ft twice for each dog where another handler will reward the dog at the stay. Bite table work with proper grip development on frontals as well as decoy teaching. Handlers will be provided with a legal update followed by a scenario discussion. Article detection will be done using three items to include two plastics and a metal item hidden in thick brush. Firearm detection will also be done in thick brush using a full gun. Water bites will be done using a long line. Compass drill will also be done using the door popper on cruisers from six points (calling dog from four sides of the vehicle and two out-of-sight locations).

Day 56 – East Hartford 1530-2330

NAPWDA walking obedience and distance obedience will be completed twice for each dog. Long stays will be done at a distance of 125ft twice for each dog where another handler will reward the dog at the stay. Firearm detection using a full gun and gun parts utilizing cans, lockers, and packages. Bite suit sleeve drills twice for each dog with intentionally try to avoid being bit. Fend off drills twice for each dog preventing the dog from getting the bite on the bite suit using larger detergent bottles. Leg bite drills are done twice for each dog, set in pray, where the dog chases to the prone position and the legs are the only thing on decoy exposed. Building search drills four times for each dog where the immediate threat is to either the left or right of doorway, using tactics, and the handler has to call out to dog which side of wall the bite is on. Long line utilized and explained. Tracks are set using fences which the handler can't get their dog over, forcing them to run around the block and reacquire the scent to finish the track which ends in a bite.

Day 57 – New Haven (1100-2030)

Narcotics will be hidden in school classrooms to include cocaine, methamphetamine, heroin, and crack. Firearm detection will be done using a full gun and gun parts hidden in classrooms. Building search four drills for each dog using the long line entry and having handler call out to back up units what side the bite is on. Long line utilized and explained. Bites on hoods of vehicles and roof of vehicle, twice each for each dog. Bite hits in driver and passenger seats using the long line and teaching how to pull suspect out. Firearm detection to be completed in open area of woods.

Day 58 – East Hartford/New Britain

NAPWDA walking obedience and distance obedience will be completed twice for each dog. Long stays will be done at a distance of 150ft twice for each dog where another handler will reward the dog at the stay. Four rooms were set up for narcotics to include cocaine, Methamphetamine, heroin, and crack. Three rooms are set up for firearms detection using a full gun and gun parts. Bite drills over fences will be completed.

Day 59 – New Britain/East Hartford

The Firearm Detection Certification will be completed. NAPWDA walking obedience and distance obedience will be completed twice for each dog. Long stays will be done at a distance of 125ft twice for each dog where another handler will reward the dog at the stay. There will be a legal update and a

scenario-based quiz on when to deploy and when not to deploy. There will also be a narcotics legal update. There will be two rounds of obstacles for each dog as well as two rounds of box searches for each dog. Class to finish with fetch for floating toy in water.

*****TRAINING COMPLETE*****

9. CURRENT CASE LAW PERTAINING TO CANINE TEAMS

Laws concerning use of force, search and seizure, and the use of police canines will be discussed during the training for awareness purposes only.

1. Use of Force:
 - a. Graham v. Connor- three- prong test focusing on the severity of the crime, does the suspect pose a threat to officers or third parties and is the suspect resisting arrest through fight or flight.
 - b. Robinette v. Barnes- the use of a properly trained and certified police canine does not constitute deadly force.
 - c. Chew v. Gates- departmental policy should be looked at and refined to properly dictate when and how a police canine should be deployed.
 - d. Vathekan v Prince George County MD.- verbal warnings prior to canine usage should be loud, clear and given three times as well as moving to a new location or floor (environment dependent).
 - e. Canton v. Ohio-administering proper first aid and medical attention regardless of the suspect's decision.
 - f. Kerr v. City of West Palm Beach- police K-9 must be subjected to ongoing and continuous maintenance training and documenting such training by a K-9 trainer. A unit must assign a supervisor to review and maintain records and usages.
2. Narcotics:
 - a. Florida v. Harris- reliability of police canine sniffs establish probable cause for a search upon a positive indication.
 - b. Rodriguez v. United States- reasonableness regarding the duration of time to conduct a motor vehicle stop and allow for a police K-9 sniff.
 - c. Illinois v Caballes- allowing a police canine to sniff the exterior of a vehicle.

NOTE: In all instances, participants and their departments should rely solely on the legal advice and direction given to them by their Town Attorney/ Corporation Counsel concerning current law and law enforcement best practices.

10. CERTIFICATION, STANDARDS, AND RECORD KEEPING

The goal of the EHPD K-9 Academy will be to prepare canines and their handlers to receive the North American Police Work Dog Association and the Connecticut Police Work Dog Association certifications. Training may also be helpful for K-9 Teams hoping to gain additional certification through the United States Police Canine Association Trials. In order to be certified, handlers will have to join each organization (N.A.P.W.D.A requires a fifty-dollar yearly membership fee and C.P.W.D.A. requires a two-hundred-dollar lifetime fee). There are many benefits to joining each organization, for example in the line of duty K-9 deaths, medical expense supplements, and equipment grants.

Canine teams will be certified in aggression control (bite work), tracking/trailing, building search, area search, article search, obedience and their choice of narcotics or firearms detection. The certification will occur during weeks nine or ten of the academy, leaving the last two to three weeks to focus on scenario deployments and preparing the handlers for deployment. Each team is required to re-certify once a year to renew their certification. If a team is not certified, it is recommended that they not be deployed on the street.

During the academy each handler will be provided a booklet as a reference guide which includes information on everything from house breaking to identifying medical issues and providing basic treatments. During the academy an eight-hour training block will be dedicated towards medical/field trauma and how to treat those injuries. This training is done at Hartford Hospital and includes K-9 'Axel,' one of the very few mechanical dogs in the country that simulates real injuries such as bleeding, breathing issues and other medical issues handlers may face in the real world.

During the academy each handlers will be required to document any and all training and have their trainer review the training logs. A binder is to be kept by each handler to keep for their own record which is ongoing throughout their K-9 career. EHPD K-9 Academy Training logs have carbon copies when handlers fill them out. Typically, all copies go to the respective departments' training Officer or Supervisor to be kept in their file. The other copy will be kept in the handler's binder for reference, court purposes, and oversight by training supervisors.

11. IN-SERVICE TRAINING

The EHPD K-9 Academy is designed to give both the handler and canine the proper foundation and meet or exceed minimum requirements for certification to be deployed on patrol. In-service training is needed following the training to stay current on case law requirements and ensure required skills are maintained and the growth of a K-9 team is occurring. For these reasons, industry and minimum standards are set at sixteen training hours per month for each team. Compliance with these standards and documentation are to be reviewed by the departments respective K-9 Unit supervisor or training supervisor. This training will be hosted by the EHPD K-9 Academy.

Training will be conducted throughout the capital region area in the towns that encompass the training group. Numerous buildings, sites and locations are utilized allowing for the canine to train in multiple environments and most importantly the types of environments in which the canine serve. Each year canine teams will recertify over a three-day period typically during the month of October. Once recertified the handler will receive their certificate to add to their training file and ongoing training log binder. These binders and files should be reviewed periodically by a supervisor to confirm with C.A.L.E.A. standards.

Once a year the training group chooses a specialty training course to host in our capital region area. Examples include a three-day urban tracking class, apprehension course or building search class. The idea is to focus on one area of expertise and fine tune it with a national trainer. The cost of this additional training will be the responsibility of the attending K-9 teams and their agencies.

During regular in-service training, K-9 teams work on tracking, building searches, article recovery, apprehension's, obedience, area searches, agility, narcotics, and gun detection. Currently the training group is working on laser pointer directed searches and targeting along with directional commands of left, right and go (forward). Silent recalls from the canine to the handler is also trained by using the page button on the e-collar in order to keep the handler's location unknown during tactical or high-risk deployments. Having worked with Special Operations groups from the military, the EHPD trainers have implemented what police K-9 handlers can use in their day-to-day operations and high-risk deployments. This is another reason our training sets us apart from most in the country.

THE EHPD K-9 ACADEMY IS HAPPY TO WORK WITH K-9 TEAMS AS THEY PREPARE TO RECEIVE NECESSARY TRAINING AND CERTIFICATIONS. THESE MATERIALS ARE PROVIDED FOR INFORMATION PURPOSES, DO NOT DESCRIBE THE FULL TRAINING AND CERTIFICATION REQUIREMENTS, AND MAY OMIT CRITICAL INFORMATION. THESE MATERAILS SHOULD NOT BE RELIED UPON AS A 'STAND ALONE' TRAINING OR CERTIFICATION GUIDE AND ARE NOT A SUBSTITUTE FOR ATTENDANCE AND SUCCESSFUL COMPLETION OF THE EHPD K-9 ACADEMY AND RECEIPT OF CERTIFICATIONS. THE TOWN OF EAST HARTFORD ASSUMES NO LIABILITY FOR LOSS, INJURY, DEATH OR DAMAGE TO ATTENDEES, CANINES, OR MEMBERS OF THE PUBLIC INJURED IN ANY MANNER BY ATTENDEES OR THEIR CANINES.

INDEMNIFICATION AGREEMENT

This Indemnification Agreement is made the ____ day of ____, 202_ by and between, the Town of East Hartford, acting through the East Hartford Police Department (collectively the "Town of East Hartford"), with an address of 740 Main Street, East Hartford, Connecticut, and the _____, acting through the _____ Police Department (collectively "Attendee") with an address of _____. Connecticut.

Whereas, the Town of East Hartford is conducting a K9 Training Academy (the "Academy"); and

Whereas, Attendee has asked to send one or more of its police officers and canines to attend such academy with the eventual goal of obtaining one or more certifications from the Connecticut Police Work Dog Association and the North American Police Work Dog Association; and

Whereas, in consideration of the ability of Attendee to attend such training, Attendee hereby agrees to the following:

1. INDEMNITY

To the fullest extent permitted by law, ATTENDEE, on behalf of itself and its successors and assigns, covenants and agrees at its sole cost and expense, to protect, defend, indemnify, release and hold the Town of East Hartford, its agents, servants, officials, employees, canines, volunteers and members of its boards and commissions harmless from and against any and all Losses (defined below) imposed upon or incurred by or asserted against the Town of East Hartford its agents, servants, officials, employees, canines, volunteers or members of its boards and commissions by reason of bodily injury, personal injury, death, or property damage of whatsoever kind or nature, to any individuals or parties (including, but not limited to the Town of East Hartford, its agents, servants, officials, employees, canines, volunteers or members of its boards and commissions, Attendee, or any other third party including but not limited to members of the public and Attendee's agents, servants, officials, employees, canines, volunteers and members of its boards and commissions) arising out of or resulting from, or alleged to arise out of or arise from: (i) the Academy; (ii) training, information, assistance or course content received at the Academy; (iii) in-service training; and (iii) certifications received in connection with the Academy. The term "Losses" includes any losses, damages, costs, fees, expenses, claims, suits, judgments, awards, liabilities (including, but not limited to, strict liabilities), obligations, debts, fines, penalties, charges, amounts paid in settlement, foreseeable and unforeseeable consequential damages, litigation costs, attorneys' fees, expert's fees, and investigation costs, of whatever kind or nature, and whether or not incurred in connection with any judicial or administrative proceedings, actions, claims, suits, judgments or awards.

2. DEFENSE

Upon written request by the Town of East Hartford, Attendee shall defend and provide legal representation to the Town of East Hartford with respect to any of the matters referenced above. Notwithstanding the foregoing, the Town of East Hartford may, in its sole and absolute discretion, engage its own attorneys and other professionals to defend or assist it with respect to such matters and, at the option of the Town of East Hartford, its attorneys shall control the resolution of such matters. Upon demand, Attendee shall pay or, in the sole and absolute discretion of the Town of East Hartford, reimburse, the Town of East Hartford for the payment of reasonable fees and disbursements of attorneys and other professionals in connection with this contract.

3. INSURANCE

a. GENERAL REQUIREMENTS

Attendee shall be responsible for maintaining insurance coverage of the kinds, and in the amounts, set forth on Exhibit A attached hereto and made a part hereof.

The Town of East Hartford, its officials, employees, volunteers, boards and commissions must be included as an Additional Insured on Attendee’s Insurance Policies (except Workers’ Compensation and Professional Errors & Omissions).

Attendee must provide, upon inception of this agreement and upon renewal of insurance, evidence of this coverage.

4. JURISDICTION

The laws of the State of Connecticut, as amended, shall govern this Agreement from time to time. Any action brought hereunder may be brought in the Superior Court, Judicial District of Hartford at Hartford, Connecticut and the parties hereto agree to the jurisdiction of such court.

5. COUNTERPARTS

This Agreement may be executed in any number of counterparts, which, when taken together, shall constitute the same instrument. Transmission by email of a .pdf copy of the signed counterpart of this Agreement shall be deemed the equivalent of the delivery of the original, and any party so delivering a .pdf copy of the signed counterpart of this Agreement by email transmission shall in all events deliver to the other party an original signature promptly upon request.

In Witness Whereof, the parties hereto have executed this agreement as of the date set forth above.

Town of East Hartford

Town of _____

It’s Mayor, duly authorized

It’s _____, duly authorized *

*Must be signed by Mayor or Chief Elected Official.

EXHIBIT A

EHPD K9 Training Academy

MINIMUM LIMITS OF INSURANCE COVERAGE

Commercial General Liability – Minimum Limits

- \$1,000,000 Each Occurrence
- \$100,000 Damage to Rented Premises (Each occurrence)
- \$10,000 Medical Expense (any one person)
- \$1,000,000 Personal & Advertising Injury
- \$3,000,000 General Aggregate
- \$3,000,000 Products Completed Operations Aggregate

Commercial Auto Liability – Minimum Limits

- \$1,000,000 Combined Single Limit
- Including owned vehicles, non-owned vehicles and employee non-ownership.

Commercial Umbrella/Excess Liability- Minimum Limits

- \$10,000,000 Each Occurrence
- \$10,000,000 Aggregate

Workers' Compensation: Statutory Limit

Employer's Liability: \$500,000 bodily injury for each accident
\$500,000 bodily injury by disease for each employee
\$500,000 bodily injury disease aggregate

Law Enforcement Liability – Minimum Limits

- \$1,000,000 Each Wrongful Act
- \$1,000,000 Aggregate

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

SCOTT M. SANSOM
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

www.easthartfordct.gov

_____, 2023

Chief _____
_____ Police Department

_____, CT _____

Dear Chief _____,

On Tuesday _____, 2023, the Town of East Hartford Police Department will begin a Patrol/Dual Purpose K-9 Training program here in East Hartford. Our primary instructor, Sergeant Todd Mona, has advised me that your agency may be interested in sending a K-9 team through this program. If so, you will join several other agencies throughout the State that have expressed an interest in taking part in this year's program. This twelve-week intensive course will prepare your K-9 team for police patrol work and will allow K-9 teams to prepare to test for a dual certification from both the Connecticut Police Work Dog Association and the North American Police Work Dog Association. Additionally, teams that attend can elect to be cross-trained in either narcotics or firearms detections during the training program. Each attendee will receive a training binder to track their progress and a binder that contains materials to assist your K-9 teams' policies meet current CALEA Tier 1 standards. Continuing education is also coordinated throughout the year following the initial training program to keep your teams' certifications current.

As you can imagine, the costs associated with facilitating this program have continued to increase year over year. In order to make the canine academy successful, we are asking agencies who attend to pay a one-time, \$2,500.00 dollar training fee per handler to help defray the costs. Because the training is local, there are no costs associated with travel and lodging making this training opportunity affordable. If you have any questions or require any additional information, please let me know.

All Town's sending attendees will need to have their chief elected official sign the attached indemnity and hold harmless agreement, and name the Town of East Hartford as an additional insured on its insurance policies.

Respectfully,

Scott M. Sansom
Chief of Police
East Hartford Police Department

PROPOSED RESOLUTION TO APPROVE THE EAST HARTFORD K-9 ACADEMY

WHEREAS, the Police Department of the Town of East Hartford is responsible for the preservation of the public peace, prevention of crime, apprehension of criminals, regulation of traffic, protection of rights of persons and property and enforcement of the laws of the state, and the ordinances of the town and all rules and regulations made in accordance therewith.

WHEREAS, the use of trained police K-9 assists the Police Department with officer safety, crime scene skills, and search and rescue skills.

WHEREAS, the Police Department of the Town of East Hartford began incorporating police K-9 teams in 1990.

WHEREAS, the East Hartford Police Department trains its own officer and K-9 teams for certification by Connecticut Police Work Dog Association.

WHEREAS, the East Hartford Police Department desires to assist neighboring municipalities in certifying their officer and K-9 teams because doing so will benefit the Town of East Hartford help to ensure that East Hartford Police K-9 teams remain the top in the State.

WHEREAS, the East Hartford Police Department desires to conduct a training academy for Connecticut police officer and K-9 teams.

WHEREAS, the goal of the East Hartford K-9 Academy will be to prepare canines and their handlers to receive the North American Police Work Dog Association and the Connecticut Police Work Dog Association certifications.

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

1. The Town of East Hartford, is authorized and approved to enter into contracts with participating municipalities in the amount of a one-time, \$2,500.00-dollar fee for each participating dog handler and dog team; and
2. That Mayor, Michael P. Walsh, is hereby authorized to make, execute and deliver all agreements, additional and supplemental documents, and to do and perform such acts and to take such actions as may be necessary or required for the consummation of the transactions provided for and contemplated by this Resolution.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 23, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: BID WAIVER: New Britain EMS Academy

In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, please see the enclosed bid waiver request submitted by Assistant Fire Chief Alsup to purchase initial paramedic training for our current Hero to Hero Firefighter/EMT hire.

Class starts in November and costs \$11,800. Funds are available in our training budgets. NBEMSA currently officer the best schedule to meet our needs.

Please place this information on the Town Council agenda for the September 5, 2023 meeting.

C: K. Munson, Fire Chief
S. Alsup, Assistant Fire Chief
M. McCaw, Finance Director
M. Enman, Purchasing Agent

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7200

KEVIN MUNSON
FIRE CHIEF

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

August 25, 2023

TO: Mayor Michael P. Walsh

FROM: Stephen Alsup, Assistant Fire Chief

RE: Request for Bid Waiver – New Britain EMS Academy

In accordance with Section 10-7 (c) of the Town of East Hartford Code of Ordinances, I respectfully request a bid waiver for New Britain EMS Academy to permit the purchase of initial paramedic training.

The Fire Department, in conjunction with Human Resources, seeks to provide a pathway to hire certified Firefighter/Emergency Medical Technicians and send them to Paramedic School as a condition of full employment. This additional hiring pathway offers an opportunity to reach a larger pool of candidates with more diversity than the traditional method of hiring candidates who already hold a paramedic license. The Fire Department currently has one hire that is eligible for this program and we intend to continue pursuing this additional recruiting method.

New Britain EMS Academy offers a successful, established and accredited year-long paramedic program that currently fits the department's needs. There are other programs nearby that offer paramedic training. Capital Community College and Hartford Healthcare offer good programs at comparable costs. However, New Britain EMS Academy's November class best meets our current scheduling requirements.

The department would like to purchase this training class for the November 13, 2023 start date. The purchase price for the class is \$11,800. The fire department currently has the funds in the Emergency Medical Services division budget to purchase the training. The 2023 class academic catalog is attached for reference.

Purchasing this class from New Britain EMS Academy is in the best interest of the Town and the Fire Department. I respectfully ask that this request be placed on the agenda for the next Town Council meeting. I appreciate your consideration and am available for any questions.

Respectfully Submitted,



Stephen Alsup
Assistant Fire Chief

cc: Josh Recker, Chief Medical Officer
Michelle Enman, Purchasing Agent
Tyron Harris, Human Resource Director



2023

ACADEMIC CATALOG

A partnership between The Hospital of Central Connecticut and New Britain EMS.

Central Connecticut Paramedic Education Program Consortium

At the New Britain EMS Academy



CCPEPC at The New Britain EMS Academy
1 Herald Square Suite 202
New Britain Ct, 06051
860.351.0180

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Background

New Britain EMS: An Overview

The Common Council of the City of New Britain determined in 1977 that it was in the best interest of the residents to create a separate organization to manage the emergency medical service needs of the community. As a result, New Britain EMS was organized and incorporated as a not-for-profit under the Connecticut General Statutes. It was the first EMS system of its kind in Hartford County and the New England region.

New Britain EMS replaced New Britain Police Department as the primary 9-1-1 emergency care provider for the City of New Britain. EMS acquired two new ambulances. The service employed seventeen full and part-time employees and twenty-two volunteers who responded to 4616 emergency calls and transported 3979 patients. In 1988, the first seven EMS staff members graduated from a four-month paramedic training program.

Today, New Britain EMS continues to be a leader in the prehospital arena. New Britain EMS continues to respond to advances in technology, the reduction of healthcare reimbursement, and economic challenges within the community without compromising care. New Britain EMS, with its modern fleet of well-equipped ambulances and special operations vehicles, staffed by highly trained EMTs and paramedics, responds to 16,000 patient incidents and provides medical standby coverage at 250+ community events each year.

NBEMS is always on the leading edge of EMS practice. Opened in 2006, the NBEMS Academy provides educational services and support to the greater New Britain community, healthcare providers and general business and industry.

The Hospital of Central Connecticut -New Britain *consortium sponsor*

The Hospital of Central Connecticut (THOCC) is a 414-bed, 32-bassinets, acute-care community teaching hospital with campuses in New Britain and Southington. The hospital was created with the 2006 merger of the former New Britain General and Bradley Memorial hospitals.

Part of the Hartford Healthcare Network, THOCC provides comprehensive inpatient and outpatient services in general medicine and surgery and a wide variety of specialties with a staff of more than 400 physicians. Specialty centers include the Endocrine and Bone Health Center, Cancer Services, Cardiology, Clinical Research, Family Birthplace, Joslin Diabetes Center Affiliate, Joint and Spine Center, Psychiatry and Behavioral Health, Sleep Disorders Center, Vascular Center, Center for Bariatric Surgery, Weigh Your Options Weight Loss Center, Wolfson Palliative Care Consult Services, & Wound Care Center.

In partnership with the UCONN School of Medicine, THOCC participates in residency programs for primary care internal medicine, obstetrics and gynecology, otolaryngology, and general surgery.

THOCC is a member of the Central Connecticut Health Alliance, a system of healthcare affiliates providing a wide array of services within the region, caring for patients from birth through end of life.

The Hospital of Central Connecticut is accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) as both a Hospital and for Behavioral Health Care. It holds additional advanced certifications through JCAHO as a primary stroke center and core certifications in heart failure, and joint replacement. In addition to these advanced certifications THOCC -New Britain is a percutaneous coronary intervention (PCI) capable facility with its cardiac catheterization lab providing lifesaving intervention for those experiencing an ST-elevation myocardial infarction.

Background

The New Britain EMS Academy

Since its inception in 2006, the New Britain Emergency Medical Services Academy (NBEMSA) has provided exceptional emergency medical service education to its citizens, students and first responders.

The NBEMSA continues to monitor, evaluate, and improve upon its course delivery to ensure its programs meet and exceed requirements and expectations. New Britain Emergency Medical Services Academy's history is filled with constant growth and development in its programming areas.

In 2006, New Britain Emergency Medical Services, the sole 9-1-1 emergency medical service provider in the City of New Britain opened a community training center to deliver American Heart Association (AHA) courses to its community. In just its first year, the training center issued hundreds of CPR certifications and conducted many classes per month. With the training center's collaboration with a Public Access AED Program, the City of New Britain was recognized as an American Heart Association Heart Safe Community in just 2 years' time.

The success of the AHA Community Training Center, led to New Britain Emergency Medical Services hosting its first Emergency Medical Technician course in 2007. The course was quite unique as its content was delivered full time over the course of just four weeks during the summer. It was dubbed the high performance EMT program with nearly all of its students achieving national certification. Its overall success can also be measured with many of its students gaining employment, joining volunteer ambulance services, or attending other allied health educational programs. Due to the program's overwhelming success, the course continues to this day, in 2018 adding a second summer high performance class, with a number of other training centers mirroring its schedule. The following year Spring and Fall EMT courses were added to the academic calendar, satisfying the increasing demand for EMT programs. Simultaneously the NBEMSA delivered Emergency Medical Responder Refresher Training to over 100 members of the New Britain Fire Department.

In January 2010, the New Britain EMS Academy opened its doors to the community and began enrolling students. Shortly thereafter planning began for the development of a Paramedic Education Program. The Paramedic Education Program has quickly become our flagship program, drawing national attention with its "flipped classroom" approach to education using high fidelity simulation and a student centric philosophy bringing a new look to problem-based learning.

In 2017 the Academy's success and continued positive growth led to a new facility being built at 1 Herald Square. The building designed to meet the needs of all three programs including growing EMT program capacity, a new high-fidelity simulation center with multiple break out rooms, and a dedicated class for American Heart Association Programming and CCPEPC.

Background

The Central Connecticut Paramedic Education Program Consortium at The New Britain EMS Academy

In January 2012, the NBEMSA enrolled its first Paramedic Program. In preparation for CoAEMSP accreditation, we began the process of creating a consortium to meet the accreditation requirements. With an articulation agreement in place from Charter Oak State College, a sponsorship from The Hospital of Central Connecticut and membership from New Britain EMS, the Central Connecticut Paramedic Education Program Consortium (CCPEPC) was created on April 15, 2013.

During the didactic phase students learn to function as leaders in the EMS field through a patient centric approach that ensures they have what it takes to be competent responders in any emergency situation. Students dress in uniforms and address their instructors with proper titles instilling respect from day one. Students receive training and certification above and beyond a typical paramedic program including: Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Prehospital Trauma Life Support (PHTLS), Neonatal Resuscitation Program (NRP), Tactical Emergency Casualty Care Course, and Mental Health First

CCPEPC strives to be on the cutting edge of technology and equipment. Students are issued iPads that contain all of their course materials, books and documentation tools. Imbedded in the didactic portion of the course is constant training with high fidelity patient manikins. The adult and infant manikins reside in our high-fidelity simulation center, a strategic venture, made possible by private donations and New Britain EMS, Inc. Our simulation center consists of a fully functional ER, a simulation ambulance, and five other rooms that can be set up as apartments, bedrooms, skilled nursing facilities etc. Students are able to “Train as They Fight” with instructors often taking them outside the classroom to work through simulation scenarios around the city and in ambulances.

In concert with the didactic phase students have the option to participate in a physical fitness and a healthy eating program. In collaboration with licensed physical trainers the CCPEPC has developed a physical fitness program to track and improve physical competency with exercises based on the duties of a paramedic. Students also participate in number of innovative initiatives including leadership training, teambuilding activities, and Defensive Tactics for EMS.

Following the didactic phase students begin their clinical rotations at sites where CCPEPC has developed outstanding and sustainable relationships. These clinical sites total three acute care hospitals including two acute care community teaching hospitals, a long-term acute care hospital, and a nationally recognized Children’s hospital, as well as various other clinical opportunities. Successful completion of the clinical phase allows students to enter their field internships. Internships take place at varying EMS agencies including 911, intercept, hospital based and fire department services.

In January of 2017 the CCPEPC was awarded accreditation by the Commission on Accreditation of Allied Health Education Programs under the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession.

Background

Mission Statement

The Central Connecticut Paramedic Education Program Consortium at the New Britain EMS Academy will provide extraordinary emergency medical service education by integrating highly qualified instructors, innovative instructional tools, and first-class clinical and internship opportunities. These courses of study will create the most clinically competent, compassionate, workforce ready EMS professionals in the state of Connecticut.

Vision

To be innovative in creating the highest quality paramedic program that enhances the caliber of the graduating paramedic student.

Values

The foundation and success of The New Britain EMS Academy is based upon five important values:

Caring:	The virtue of providing a compassionate and quality experience.
Excellence:	The hallmark of New Britain EMS's commitment to rendering care.
Service:	The cornerstone of New Britain EMS's business, which strives to meet and exceed customers' expectations.
Teamwork:	The collaboration of individuals working towards a common goal.
Community:	The recipients of New Britain EMS's commitment to improving the quality of life.

Program Goals

In accordance with CoAEMSP standards, our goal is "To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels."

Program Overview

The Central Connecticut Paramedic Education Program Consortium at the New Britain EMS Academy is designed to create and foster the most highly qualified paramedics in the country. The program will meet or exceed all National EMS Educational Standards. The program is intended to educate students in the topics of EMS systems, documentation, communications, legal issues, anatomy and physiology, pharmacology, airway management, medical and trauma emergencies, pediatrics, ambulance operations, psychomotor skills, leadership skills and countless others.

Accreditation / Outcomes

“The Central Connecticut Paramedic Education Program Consortium at the New Britain EMS Academy is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).”

Commission on Accreditation of Allied Health Education Programs
727-210-2350
www.caahep.org

To contact CoAEMSP:
214-703-8445
www.coaemsp.org

In addition to the review of our mission, program goals & objectives and desired learning outcomes our performance is monitored by annual reporting to our accrediting body based on data in several categories.

Three of those categories are reported on this site and include Retention, National Registry Pass Rate, and Job Placement.

Registry Pass Rate

The National Registry (written and/or practical) rate is the percentage of graduates for a given cohort that pass the National Registry Exam both cognitive and psychomotor.

Year Graduating	2019	2020	2021	Three Year Average
Cognitive Exam Pass	96.7%	93.3%	100%	96.7%
Psychomotor Exam Pass	100%	100%	100%	100%

Job Placement

Positive (Job) Placement means that the graduate is employed full or part-time or volunteers in the profession or in a related field. A related field is one in which the individual is using cognitive, psychomotor, and affective competencies acquired in the educational program.

Year Graduating	2019	2020	2021	Three Year Average
Positive Placement	93.3%	100%	100%	97.8%

Retention

The Retention threshold is based on the percentage of students who started on the enrollment date (who began Paramedic coursework) who are enrolled and graduated. Retention is affected by student attrition and includes attrition secondary to academic reasons (withdrawal/dismissed due to grades) and non-academic reasons (financial/medical/personal/other).

Year Graduating	2019	2020	2021	Three Year Average
Retention	76.9%	68.2%	63.2%	69.4%

Academic Information and Curriculum

Course of Study

The Central Connecticut Paramedic Education Program Consortium is divided into three phases: didactic (classroom), clinical (hospital), and field internship. The program is designed to be completed within one calendar year. Two programs are conducted annually: One beginning in May and one beginning in November.

Didactic

Didactic instruction is the first phase of the program, consisting of three modules and 624 hours. Cognitive, affective, and psychomotor learning occurs through lecture, interactive presentations, skills labs, simulation, and physical training. During this phase, the student will develop a core foundation in anatomy, physiology, pathophysiology, assessment, pharmacology, trauma and medical complaints, and treatment modalities in order to be prepared to interface with live patients in the remainder of the program. Successful completion of this phase requires a minimum final grade of 75% in each of the three modules, passing scores on all summative exams, achieving all required minimums in skills and patient interactions, and successful completion of all certificate programs.

Most didactic instruction will take place on Mondays, Wednesdays, and Fridays from 0800-1600 hours at the New Britain EMS Academy, located at 1 Herald Square Suite 202, New Britain, CT. Parking is available in the municipal garage on Chestnut Street adjacent to our building. All classrooms are located adjacent to the main office of the academy and are equipped with computers, projectors, electronic overheads, and A/V recording equipment. Exceptions to the locations and times of class will be outlined by the Lead Instructor.

Clinical Rotations

Clinical rotations constitute the second phase of the program, totaling 336 hours of instruction completing the fourth module. Cognitive, affective, and psychomotor learning occurs

through interaction with live patients, group discussion and case presentations, and

simulation. During this phase, students develop skills in establishing patient rapport, performing an array of ALS level interventions, and integrating assessment and critical thinking in clinical practice. Successful completion of this phase requires a minimum final grade of 75%, passing scores on all summative exams, and achievement of all required minimums in skills and patient interactions, including submission of all required supporting documentation.

Clinical instruction occurs on most days of the week, but varies by clinical site. Students build their own schedules within a set of parameters as outlined by the Clinical & Field Coordinator. Most clinical shifts can still be selected on Mondays, Wednesdays, and Fridays, but selected clinical opportunities require availability evenings and weekends. Clinical shifts are typically eight hours in length. All clinical rotation sessions are mandatory, and the ability to participate in clinical rotations is a prerequisite to continued participation in, and completion of, the paramedic program.

Students shall understand that a preceptor at any clinical site is in control of all medical processes. The student must comply with all orders and directions during clinical experiences. If a student does not follow direction, he/she may be disciplined or dismissed from the clinical site or program. Students will be provided a clinical handbook outlining all necessary information for a successful clinical experience.

For a complete listing of our clinical partners see the clinical affiliate section.

Field Internship

Field internship, the final phase of the program, is completed in one module and a minimum of 360 hours. Cognitive, affective, and psychomotor learning occurs primarily through interaction with live patients in the pre-hospital arena and is accompanied by periodic reviews of progress in clinical care and documentation with program faculty. During this phase, students refine skills in establishing patient rapport, performing an array of ALS level interventions, and integrating

Academic Information and Curriculum

assessment and critical thinking in clinical practice. Successful completion of this phase requires a minimum final grade of 75%.

During this module the student must demonstrate proficiency as team lead on 50 calls. To be counted as a Team Lead the student must conduct a comprehensive assessment, establish a field impression, determine patient acuity, formulate a treatment plan, direct the treatment, and direct and participate in the transport of the patient to a medical facility, transfer of care to a higher level of medical authority, or termination of care in the field.

Field internship operates on a variable schedule, with available shifts Sunday through Saturday between the hours of six am and midnight. Students are expected to provide availability for a variety of days extending beyond the typical Monday, Wednesday, and Friday schedule maintained for the first two phases of the program. Students are also expected to provide availability that begins at six am. A minimum of thirty-six hours per week is expected for a timely completion of this phase.

NBEMSA has partnered with a number of private, not for profit, and municipal ambulance providers to bring the highest quality internship experience to program participants. Students shall understand that a preceptor at any internship site is in control of all medical processes. The student must comply with all orders and directions during internship experiences. If a student does not follow direction, he/she may be dismissed from the internship site or program. Students will be provided an internship handbook outlining all necessary information for a successful internship experience.

For a complete listing of our field internship partners see the field affiliate section.

Physical Fitness

Emergency medical service providers are most effective in peak physical condition. Program participants may voluntarily participate in a physical training program. Academic incentives may be provided to participants. Workout will include cardio, strength, and other conditioning

exercises. Physical fitness trainers will be accommodating to ability levels and will assist student in achieving physical fitness goals. Fitness instruction will take place from 1630-1730 hours following class at SIN Fitness, 37 Mill St, Berlin, CT.

Advanced Placement/Experiential Learning/Transfer Credit

We do not transfer credits from any previously acquired education or offer advanced placement for previous education or experiential learning.

Graduation Requirements

Students must complete all requirements set forth during their classroom, clinical, and internship experiences including all certification classes offered during their respective modules.

Students must complete the program with a grade average of 75% or above in each module and passing scores greater than or equal to the cut score for each component of each summative exam. Students must also complete all practical skills and team leads based on required minimums in accordance with NREMT and CoAEMSP. Students must faithfully complete 336 hours of clinical experience and 360 hours of field internship with their respective field agencies. Students also need to complete several academic advising sessions at the discretion of paramedic faculty. With the above complete, students may apply for graduation from the paramedic program. After graduation, program participants are eligible to sit for the National Registry Exams.

Academic Information and Curriculum

Orientation (1 Week)	Didactic Instruction			Clinical Rotations	Field Internship
	Module I	Module II	Module III	Module IV	Module V
	Anatomy & Physiology for Paramedics II (7 weeks)	Anatomy & Physiology for Paramedics II (7 weeks)	Foundations in Paramedicine III (5 weeks)	Clinical Rotations (14 weeks)	Internship Rotations (11 weeks)
	Foundations in Paramedicine I (11 weeks)	Foundations in Paramedicine II (9 weeks)		Independent Research Project	Grand Rounds Lecture Series Presentation
	8a-4p MWF with optional physical training 4:30p-5:30p			Self Schedule 24 hrs/wk	Self Schedule 36 hrs/wk

A & P for Paramedics I (7 weeks)

Three two-hour class periods. Fundamental concepts of human anatomy and physiology as they apply to paramedicine including structure and function of cells, tissues, nervous system, respiratory system, and cardiovascular system presented in lecture and laboratory settings.

Charter Oak CCAP.....4 credits

A & P for Paramedics II (7 weeks)

Three two-hour class periods. *Prerequisite: Anatomy and Physiology for Paramedics I and Foundations in Paramedicine I.* Fundamental concepts of human anatomy and physiology as they apply to paramedicine including structure and function of the endocrine system, gastrointestinal system, renal system, lymphatic system, reproductive system, and musculoskeletal system presented in lecture and lab settings.

Charter Oak CCAP.....4 credits

Foundations in Paramedicine I (11 weeks)

Three six-hour class periods. *Corequisite: Anatomy and Physiology for Paramedics I.* Concepts in pre-hospital medicine including assessment of the medical patient, pharmacology, neurology, pulmonology, and cardiology presented in lecture and lab settings.

Charter Oak CCAP.....6 credits

Foundations in Paramedicine II (9 weeks)

Three six-hour class periods. *Prerequisite: Anatomy and Physiology for Paramedics I and Foundations in Paramedicine I. Corequisite: A&P for Paramedics II.* Concepts in pre-hospital medicine including endocrinology, gastroenterology, urology, psychiatry, toxicology, gynecology, obstetrics, neonatology, pediatrics, geriatrics, and chronic illness given in lecture and lab settings.

Charter Oak CCAP.....6 credits

Foundations in Paramedicine III (5 weeks)

Three eight-hour class periods. *Prerequisite: Anatomy and Physiology for Paramedics II and Foundations in Paramedicine II.* Concepts in pre-hospital medicine including assessment of the trauma patient, mechanisms of blunt and penetrating trauma, hemorrhage and shock, trauma of the nervous, respiratory, cardiovascular, gastrointestinal, genitourinary, and musculoskeletal systems, triage and MCI management, and tactical emergency care presented in lecture and laboratory settings.

Charter Oak CCAP.....6 credits

Clinical Rotations (14 weeks)

Three eight & some twelve-hour clinical rotations. *Prerequisite: Foundations in Paramedicine III and current Connecticut EMT Certification.* Clinical rotations at the affiliated hospital and other partner clinical areas may include emergency department, anesthesiology, labor & delivery, intensive care unit, and respiratory care. Students function on a one to one basis under direct supervision of a respiratory therapist, nurse, mid-level practitioner or physician. Students meet with instructors regularly during post-clinical conference to discuss experiences and facilitate learning in the hospital setting.

Charter Oak CCAP.....6 credits

Field Internship (11 weeks)

36 hours per week. *Prerequisite: Clinical Rotations.* Students are assigned to an active affiliate paramedic and perform within the full scope of practice of a paramedic, under the direct supervision of at least one licensed paramedic. Field internships are arranged under the auspices of, in conjunction with, and are monitored by the Paramedic Program Faculty. Students meet with instructors regularly during field internship to discuss experiences, progress, and performance in the pre-hospital setting.

Charter Oak CCAP.....8 credits

Admissions

Admissions Requirements:

Candidates MUST:

- be able to read, write, and speak the English language.
- be 18 years of age by the start date of the program.
- be a high school graduate by the start date of the program.
- be free from all physical or mental impairments which would hamper his or her ability to complete all tasks assigned during the course of study. See Essential Functions.
- must have and maintain a current American Heart Association CPR Certification.
- must have and maintain a current CT Emergency Medical Technician Certification.
- must submit to a background investigation.
- must submit a Medical Documentation Form, completed by a physician, indicating the candidate is in good health and has up-to-date vaccines as required by Clinical Affiliates.
- must complete the CCPEPC Online Application, and complete the CCPEPC Shadow Day Experience
- Must provide evidence of COVID vaccination

Essential Functions

The following information represents vital qualities and technical requirements for the paramedic student and entry-level paramedic graduate of the Central Connecticut Paramedic Education Program Consortium:

Ability to demonstrate compassion and emotional support for patients experiencing extreme physical and/or mental illness.

Ability to display respect for patients of all ages, ethnic or socioeconomic backgrounds, religions, & sexual orientations.

Ability to interview patients, families, and bystanders to obtain information pertaining to illness and injury.

Ability to demonstrate speaking skills necessary to explain procedures to patients, give orders, and relay information to others.

Ability to aggregate, organize, and interpret all components of patient illness or injury, including a description of patient problem, additional health information available by healthcare facility record or home health record, and presenting physical findings.

Ability to utilize interpersonal skills to coordinate care plans and extrication activities with partner or healthcare team.

Ability to demonstrate problem-solving skills to adjust assessment and care plan for difficult or unforeseen circumstances.

Ability to maintain composure and good judgment in stressful situations.

Ability to converse by radio, phone, and in person with other healthcare professionals regarding status of a patient.

Ability to read and comprehend healthcare information in English.

Ability to document in English, by handwriting & typing, all relevant patient information in a patient care report.

Ability to perform all psychomotor skills requiring good manual dexterity & fine motor control.

Ability to demonstrate physical strength to lift, carry, and balance patients of varying size and shape on ground level, uneven terrain, & stairs.

Ability to function in all environmental conditions including extreme heat, cold, and all forms of precipitation.

Ability to conform to appropriate standards of dress, appearance, language, behavior and all elements of professional demeanor.

Admissions

Paramedic Overview

Paramedics, the highest-ranking emergency medical providers, assume the leadership role in the pre-hospital environment and have the largest scope of practice. In addition to fundamental care provided by all levels, paramedics can perform advanced airway management including endotracheal intubation, interpret electrocardiograms, administer oral and intravenous medications, and provide other life-saving interventions. The specific responsibilities of each paramedic vary by service, local medical direction, and state legislation.

Although the EMS profession has prestige and excitement, it is not without certain occupational hazards. EMTs and paramedics are at risk for exposure to communicable diseases such as Hepatitis B and AIDS, as well as violence from mentally unstable or combative patients. They must work in unfavorable conditions including poor weather and dim lighting. Physical injuries are probable, as there is considerable heavy lifting and moving of patients, as well as chronic exposure to loud noise. Finally, the emotional impact from dealing with distressed patients and life or death situations may be severe.

Many people find their place in healthcare in the streets of emergency medicine. The prospect of lending a helping hand to a lonely elderly man or saving the life of a child is remarkable. The profession is extremely rewarding, and as the educational expectations grow, the capabilities of paramedics are infinite.

References: US Department of Labor - Bureau of Labor Statistics - EMTs and Paramedics

ADA Compliance and Reasonable Requests

NBEMSA complies with the Americans with Disabilities Act and applicable state and local laws providing for nondiscrimination against qualified individuals with disabilities. NBEMSA also provides reasonable accommodations for such individuals in accordance with these laws.

The Americans with Disabilities Act (ADA) of 1990 has implications that pertain to licensure or certification.

The law permits testing that requires the use of sensory, manual or speaking skills where the tests are intended to measure essential functions of the profession. For example, an applicant with reading difficulties is required to take a written exam since the ability to read is an essential function of EMS. Exams are designed at least in part to measure the student's ability to read. A second example is one dealing with skills proficiency validations that must be performed within established time frames. Performing a skill within established time frames is required because speed of performance is an integral part of patient care. Both the ability to read and the ability to perform skills within time frames are essential functions for an EMS provider. Therefore, in EMS, a person with a disability may not be denied the opportunity to take an examination, but this person shall be required to take a written exam and pass the skills proficiency validations within established criteria.

The following specific points pertain to those involved in EMS training and education programs:

- Students cannot be discriminated against on the basis of a disability in the offering of educational programs or services.
- There can be no accommodation during screening, evaluation or course examinations that will compromise or fundamentally alter the evaluation of skills that are required to function safely and efficiently in the profession.
- Students who have received an accommodation during the course need to fully understand that there is a separate process for requesting an accommodation for the written licensure exam and eligibility for an accommodation is determined on a case-by-case basis. In other words, because a student was allowed an accommodation during the course does not guarantee an accommodation for the National Registry Paramedic Licensing Exam.

Admissions

Certain accommodations are not allowed at NBEMSA as they conflict with the essential job functions of an EMT or Paramedic. These include, but are not limited to:

- Students are not allowed additional time for skills with specific time frames.
 - Patients would suffer due to life threatening conditions in emergency situations if treatment were delayed.
- Students are not allowed unlimited time to complete a written exam.
 - This request is not considered reasonable because a candidate should be able to complete a test within a finite amount of time.
 - Students will be allowed a maximum of 1.5 times the normal duration to complete written exams.
- Students are not allowed to have written exams given by an oral reader.
 - The ability to read and understand small English print is an essential function of the profession, and written exams are designed, at least in part, to measure that ability.
- Student must take all exams during the scheduled time, as a member of the enrolled class.
 - The ability to utilize knowledge on the spur of the moment is an essential task for EMTs and paramedics.
 - Exams are given to elicit immediate recall and understanding of emergency situations.
 - Students will be permitted a private space to take the exam.
 - Refer to the Grades, Exams, Assignments section of the Student Handbook for information regarding missed exams due to absences.
- Students must answer all written test questions as written by the test maker. No explanation of the question can be provided

by the test proctor or any other individual.

- Additional descriptions of test questions would not be a reasonable accommodation because reading and understanding written English is an essential part of EMS communication.
- Student must be able to understand and converse in medical terms appropriate to the profession.

Because of the critical nature of the tasks needed in emergency situations, accommodation requests are considered very carefully, on a case by case basis. The safety and welfare of the community must be insured while providing full protection of the certification applicant's right. The main question to be considered is: with the accommodation being requested, can this individual perform the essential functions of the job safely and efficiently?

Qualified individuals with disabilities may make requests for reasonable accommodation to the Program Director. On receipt of an accommodation request, the Program Director will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that NBEMSA might make to help overcome those limitations.

The Program Director, in conjunction with the Program Dean, and if necessary, appropriate management representatives identified as having a need to know, will determine the feasibility of the requested accommodation. NBEMSA will inform the student of the final decision on the accommodation request or on how to make the accommodation.

Tuition and Finances

The CCPEPC offers two payment options for the Paramedic Program

Option 1

The first option is an all-inclusive pricing structure, which gives students the ability to pay for the entire program in advance. This approach allows a student to plan ahead and budget accordingly without stressing over unanticipated expenses. This option includes an “unsuccessful clause” that allows a student who is unsuccessful in any module to return to the next program and restart at that module for a \$500.00 fee. Upon acceptance into the program a non-refundable \$1,600.00 fee is due.

Option 1 Cost Table

ITEM	COST
Tuition¹	\$9,285.00
Texts/Resources	\$1,365.00
Lab/Sim Fees	\$500.00
Uniforms	\$650.00
Grand Total	\$11,800.00
Non-Refundable Deposit	(\$1,600.00)
Due First Day of Class	\$10,200.00

1- Tuition includes certification in Advanced Cardiac Life Support, Pediatric Advanced Life Support, Neonatal Resuscitation Program, Prehospital Trauma Life Support, Tactical Emergency Casualty Care, Mental Health First Aid.

**Does not include any licensure or testing fees.*

*** Students are required to provide their own tablet device or laptop*

Option 2

The second option is a flexible payment plan, which allows students the ability to spread the cost of their education over their time at the CCPEPC. This option allows for payments to be divided over a bi-weekly, or monthly schedule. Students must provide a credit or debit card that may be automatically charged as each payment becomes due. If a student is unsuccessful in any module, he/she is welcome to return to the next program at the same module but must re-pay the total weekly tuition amount equal to the number of weeks in the module to be repeated. This total will be added to the remaining balance owed. Upon

acceptance into the program a non-refundable deposit of \$1,600.00 will be required.

Option 2 Cost Table

ITEM	COST
Tuition¹	\$9,285.00
Texts/Resources	\$1,365.00
Lab/Sim Fees	\$500.00
Uniforms	\$650.00
Non-Refundable Payment Plan Fee	\$250.00
Grand Total	\$12,050.00
Non-Refundable Deposit	(\$1,600.00)
Non-Refundable Payment Plan Fee	(\$250.00)
Remaining Balance	\$10,200.00

1- Tuition includes certification in Advanced Cardiac Life Support, Pediatric Advanced Life Support, Neonatal Resuscitation Program, Prehospital Trauma Life Support, Tactical Emergency Casualty Care, Mental Health First Aid.

**Does not include any licensure or testing fees*

*** Students are required to provide their own tablet device or laptop*

Option 2 Payment Plan

Frequency	Amount
Bi-Weekly Auto-Draft	\$425.00 24 payments
Monthly Auto-Draft	\$850.00 12 payments

**For purposes of tuition calculation, a weekly (51 weeks) payment equals \$200.00, but may only be made on a bi-weekly or monthly schedule.*

Students in the past have successfully utilized Achieve Financial Credit Union to facilitate financing of their education. This process is completely independent of the Central Connecticut Paramedic Education Program Consortium. For additional information, contact Achieve Financial Credit Union at: (860)828-2790.

Tuition and Finances

Financial Aid

The CCPEPC does not offer financial aid through Sallie Mae or other traditional student aid lenders. We accept cash, credit card (MasterCard, VISA, American Express, Discover), Purchase Orders from a municipality, personal checks and bank checks. The CCPEPC is aware of the following resources which may help in financing your education with us.

Bound Tree Medical Legacy Scholarship

Bound Tree Medical offers educational funding to those continuing a family tradition in the field of EMS through the Legacy Scholarship Program. Children of career or volunteer EMTs, Paramedics or Firefighters can apply for financial support to ease the financial burden associated with the EMT or Paramedic education process.

Learn More Here:

<https://www.boundtree.com/scholarship-program>

Platinum Educational Group Annual EMS Scholarship Program

Platinum Educational Group understands the struggles and obstacles that are presented to the EMS community – especially when it pertains to education. Platinum’s goal is to provide students entering the Emergency Medical Services field with assistance in funding his or her education.

Learn more here:

<http://platinumed.com/platinum-educational-group-announces-annual-ems-scholarships-program/>

Hunters Ambulance Memorial Scholarship

The Hunter’s Scholarship Fund in memory of Bill Lawton and Carol Gillooly has been established in memory of William R. Lawton of Killingworth, Connecticut and Carol A. Gillooly of Middlefield, Connecticut, who lost their lives in the line of duty as Emergency Medical Technicians when struck by a drunk driver on September 2, 1989.

The Memorial Fund has been established for the purposes of providing educational programs, training programs, and financial awards for educational related expense to individuals pursuing or furthering their education or training in the fields of emergency medical services, healthcare, and related fields in their communities, including but not limited to physicians, physician’s assistants, nurses, certified nursing assistants, and police and fire personnel.

Learn more here:

<https://www.huntersamb.com/About-Us/Events-and-Initiatives/Memorial-Scholarship/>

Termination or Voluntary Course Withdrawal

CCPEPC students who terminate enrollment (including voluntary resignation, illness, suspension, or involuntary resignation or dismissal) may be eligible for a refund. Refunds will be determined based on the schedule below, and will be made 60 days from the date of termination from the program. Any notice of termination must be in writing and submitted to the Director. The termination date is the date that the notice in writing is either received or postmarked, if mailed.

Students who drop prior to the first day of class are eligible for a full refund minus the deposit.

Each week is based Sunday to Saturday:

- Termination during 1st week: 80% refund
- Termination during 2nd week: 60% refund
- Termination during 3rd week: 40% refund
- Termination during 4th week: 20% refund
- Termination During 5th week: 0% refund

Students who have enrolled in a payment plan program will have their refund amount deducted from the total balance due on the account. The student will be responsible for any remaining balance once the refund is applied.

Tuition and Finances

	Pay in Full	Payment Plan
Total Tuition	\$11,800.00	\$11,800.00
Non-Refund Deposit	(\$1600.00)	(\$1600.00)
Eligible for Refund	\$10,200.00	\$10,200.00
1st week	\$8160.00	\$8160.00
2nd week	\$6120.00	\$6120.00
3rd week	\$4080.00	\$4080.00
4th week	\$2040.00	\$2040.00
5th week	\$0.00	\$0.00

Students who have enrolled in a payment plan program will have their refund amount deducted from the total balance due on the account. The student will be responsible for any remaining balance once the refund is applied.

Insurance

Students are provided coverage under the schools McNeil Accident and Sickness Program. This coverage is intended to provide financial security to our students in the event of an injury or illness occurring while participating in normal school functions.

We encourage each student to purchase an individual Professional Liability Insurance Policy Healthcare Provider Service Organization (www.hpsso.com). Students get up to \$1,000,000 each claim, up to \$3,000,000 aggregate professional liability coverage plus many value-added coverage features included in the policy.

Students remain responsible for their actions during treatment even though they are not certified or licensed medical providers. The NBEMSA assumes no liability or financial responsibilities following negligence or malpractice at clinical or internship sites. The NBEMSA is not responsible for hospitalization costs or other costs incurred while attending educational opportunities related to the paramedic program. The academy is not responsible for illness or injury incurred during any portion of the course.

Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. While the New Britain EMS Academy is not legally required to comply with the FERPA, we make every reasonable attempt to meet the standard. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the New Britain EMS Academy (“School”) receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing

procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the [School] who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

For a complete list of permissible disclosure without consent as well as our entire student code of conduct and Academy policies see the Student Handbook

Program Affiliates

Clinical Affiliates

During the clinical module our students are partnered with preceptors at our various clinical affiliates where they experience live patient encounters in which they perform assessment, treatment and interventions. While the bulk of live patient encounters takes place in the emergency department, students are required to undergo rotations in anesthesia, intensive care, labor and delivery, behavioral health, and more.

The Hospital of Central Connecticut -New Britain Campus **consortium sponsor*

The Hospital of Central Connecticut (THOCC) is a 414-bed, 32-bassinets, acute-care community teaching hospital with campuses in New Britain and Southington. The hospital was created with the 2006 merger of the former New Britain General and Bradley Memorial hospitals.

Affiliated with the University of Connecticut School of Medicine, The Hospital of Central Connecticut provides comprehensive inpatient and outpatient services in general medicine and surgery and a wide variety of specialties. Specialty centers include the Endocrine and Bone Health Center, Cancer Services, Cardiology, Clinical Research, Family Birthplace, Joslin Diabetes Center Affiliate, Joint and Spine Center, Psychiatry and Behavioral Health, Sleep Disorders Center, Vascular Center, Center for Bariatric Surgery, Weigh Your Options Weight Loss Center, Wolfson Palliative Care Consult Services, and Wound Care Center.

The Hospital of Central Connecticut has a medical staff of more than 400 physicians and is a member of the Central Connecticut Health Alliance, a system of healthcare affiliates that provides a wide array of services throughout the region, caring for patients from birth through the end of life.

Bristol Hospital

At Bristol Hospital, our recruits spend time with clinical providers assessing and treating the over 40,000 patients their department sees annually. This includes a wide array of clinical situations such as, behavioral health emergencies, along

with cardiac, respiratory & other acute medical emergencies.

Connecticut Children's Hospital- Emergency Department

Connecticut Children's has a 35-bed emergency department, providing comprehensive medical services to treat a wide range of medical conditions. Connecticut Children's is designated as a Level 1 Pediatric Trauma Center that evaluates and treats more than 60,000 children each year. It is one of only two free-standing children's hospitals in New England—and the only free-standing children's hospital in Connecticut—able to provide the highest level of emergency care to children suffering from traumatic injuries. At CCMC our recruits get exposure to assessment and treatment of pediatric acute medical emergencies as they work alongside emergency department clinical providers.

Hospital for Special Care

Hospital for Special Care (HFSC) is the fourth largest, free-standing long-term acute care hospital in the U.S. and one of only two in the nation serving both adults and children. Located in New Britain and Hartford, it operates on a not-for-profit basis. Our recruits have a unique

experience at HFSC working alongside clinical providers managing rehabilitation in pulmonary care, acquired brain injury, medically-complex pediatrics, neuromuscular disorders, spinal cord injury, comprehensive heart failure and comprehensive inpatient and outpatient treatment for children and adolescents with autism spectrum disorder.

Windham Hospital - Emergency Department

The emergency department at Windham includes 20 treatment rooms, 2 critical care suites, isolation and decontamination rooms, and state of the art equipment and systems throughout the department. Recruits spend time with nurses, PAs, APRNs, physicians, PCTs and paramedics as they treat a variety of acute medical emergencies. The Windham Hospital

Program Affiliates

Emergency Department provides treatment for approximately 38,000 patients annually.

UCONN-Health -Emergency Department

UCONN-Health is recognized for its excellence as an integrated academic medical center providing years of experience in academics, research and clinical care. Our recruits spend time in their clinical internship at the brand-new emergency department at UCONN-Health, which has over 40 private rooms, dedicated radiology and also has a fast track area for minor emergencies.

Field Affiliates

During field internship are partnered with licensed paramedic preceptors at our field affiliates agencies. Students refine skills in establishing patient rapport, performing an array of ALS level interventions, and integrating assessment and critical thinking in clinical practice under the mentorship of their clinical preceptors.

Aetna Ambulance

Aetna Ambulance Service, Inc. provides Emergency Medical Services (EMS) and Paramedic service to Wethersfield, Rocky Hill and the southern portion of the City of Hartford. In addition, Aetna provides non-emergency services to the region's eight major hospitals, medical and skilled nursing facilities and residences throughout the Greater Hartford area, including Farmington Valley.

American Medical Response-Hartford

American Medical Response (AMR) of Greater Hartford/Northeast Connecticut provides emergency and non-emergency paramedic response and transportation for Central and Northeastern Connecticut. They employ more than 200 paramedics and EMTs who respond to an average of 50,000 emergency calls annually.

Bristol Health EMS

Bristol Health EMS is the lead paramedic transport for the City of Bristol. In addition to

providing paramedic services for Bristol and Burlington, Bristol Health EMS provides paramedic intercept and mutual aid for Plymouth and Terryville as well.

Enfield EMS

Enfield EMS is a division of the Town of Enfield, Department of Public Safety and the 911-ambulance provider for the Town of Enfield, Connecticut. Enfield EMS is an ALS level municipal third service that staffs 5 ambulances during peak hours and responds to 7,500 calls for service each year.

Hartford Healthcare EMS-Hunters Ambulance

Hunters Ambulance serves as the ALS transport provider in Berlin and Meriden along with BLS transport and backup ALS for Middletown, Portland, Wallingford, Middlefield and many other towns. In addition to 911 services Hunters provide non-emergent and critical care transfers to hospitals in the regions they serve.

Manchester Fire Rescue EMS

MFRE provides ALS intercept paramedic care to the Town of Manchester. Annually this department responds to 7,500 call for service the majority being medical calls.

Middlesex Health Paramedics

The Middlesex Hospital Paramedic Program provides ALS intercept services to Middlesex County residents as well as residents of Hartford, New Haven, and New London County. Middlesex staffs 4 strategically located paramedic intercept units covering Middlesex County's 165,000 residents as well as residents of surrounding communities spanning over 800 square miles.

Nuvance Health EMS

The City of Danbury in partnership with Nuvance Health operates paramedic ambulances providing ALS care and transport for the City of Danbury. Danbury EMS paramedics are highly trained professionals that offer the highest level

Program Affiliates

of care before arriving at the hospital and are deployed in carefully plotted areas of the City to ensure both a safe and timely response.

New Britain EMS **consortium sponsor*

New Britain EMS is the lead agency responsible for managing Emergency Medical Services and paramedic transport for the City of New Britain. Each year New Britain EMS paramedics and EMTs respond to over 16,000 911 calls for service providing prompt pre-hospital clinical care and transport for its 76,000 residents. New Britain EMS offers two 24-hour [ALS] Ambulances, one 17-hour ALS ambulance, and one 10-hour ambulance each day. In addition, a 24/7 ALS Supervisor is deployed in a fly car first responding assisting crews and providing ALS care on site with mutual aid partners.

Ridgefield Fire Department

The Ridgefield Fire Department operates a full-service EMS division that functions as both ALS and BLS first response in addition to being the paramedic level transport provider for the town of Ridgefield, Connecticut.

Valley EMS

Valley Emergency Medical Services (VEMS) is a non-profit paramedic intercept service providing advanced life support intercept services to communities in the lower Naugatuck Valley. This coverage spans five towns comprising 90 square miles and over 100,000 residents resulting in over 10,000 calls for service annually.

Wallingford Fire Department

The Wallingford Fire Department provides ALS paramedic intercept services via fire apparatus and daytime rescue coverage as well as BLS transport services for the Town of Wallingford. Annually they respond to more than 6,400 calls for service for their population of 50,000 spread across 40 square miles.

West Hartford Fire Department

West Hartford Fire Department provides ALS Intercept services to the Town of West Hartford. These intercept paramedics are deployed via fire apparatus to areas of town based on the proximity of one of their five stations to the geographical location of the call for service.

Windham Hospital Paramedics

The Windham Hospital Paramedic Program provides ALS intercept services for the north east region of Connecticut. They provide ALS services to 17 area fire departments including UCONN Storrs and Windham County. In addition to their ALS intercept services, Windham Hospital paramedics provide ALS care in the emergency department supplementing ED staff in critical and complex cases, as well as providing critical care transport services.

Yale Haven Health-L&M Paramedics

The Lawrence and Memorial Paramedics provide ALS intercept services to south east Connecticut responding to more than 12,000 calls annually serving a population of 225,000 people in 400 square miles.

Educational Affiliates

Charter Oak State College

Charter Oak State College is Connecticut's public online college offering master's, bachelor's and associate degree and certificate programs for adults. The college was established in 1973 by the Connecticut legislature and is accredited by the New England Commission of Higher Education (NECHE), and by the Connecticut Board of Governors for Higher Education.

The college offers degree completion in a number of high-demand fields including Health Care, Public Safety, and more. Students can complete degrees in many majors and concentrations through the use of affordable and accelerated online courses offered by the college.

Program Affiliates

In other cases, majors and concentrations may be completed by combining Charter Oak's courses and other sources of credit.

As an approved Connecticut Credit Assessment Program (CCAP) institution, graduates of the CCPEPC at the New Britain EMS Academy are eligible for up to 40 college credits through charter applied towards their programming or on their credit registry.

Program Oversight

Consortium Governance

The Central Connecticut Paramedic Education Program Consortium is overseen by a governance board comprised of members from both sponsoring institutions New Britain Emergency Medical Services and The Hospital of Central Connecticut. This governance board approves of and assures the programs compliance with CoAEMSP standards including: programs goals and learning domain, advisory committee, designation of the medical director, resources, curriculum, fair practices, student capacity, program effectiveness, and program affiliates.

Current Governance Board

Chair – Bruce Baxter *consortium president (NBEMS)*
Vice Chair – Jefferey Finkelstein, MD (THOCC)
Member – Janette Edwards (THOCC)
Member – Michelle McDade, MD *program medical director (THOCC)*
Member – Patrick Ciardullo *program Dean (NBEMS)*

Advisory Committee

The Advisory Committee must be designated and charged with the responsibility of meeting at least annually to assist program and sponsor personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change, and to review and endorse the program required minimum numbers of patient contacts.

Responsibilities of the Advisory Committee

- Review/endorse the minimum program goal.
- Review/endorse the required minimum numbers of patient/skill contacts for each of the required patients and conditions.
- Verify that the Paramedic program is adhering to the National Emergency Medical Services Education Standards.
- Review Program performance based on outcomes thresholds and other metrics (at a minimum credentialing success, retention, and job placement).
- Provide feedback to the Program on the performance of graduates as competent entry level Paramedics (for employers).
- Provide feedback to the Program regarding clinical and field opportunities and feedback on students in those areas.
- Provide recommendations for curricula enhancements based on local needs and scope of practice.
- Assist with long range planning regarding workforce needs, scheduling options, cohort size, and other future needs.
- Complete an annual resource assessment of the program.

Advisory Committee Members

Physician /Medical Director – Dr. Jennifer Sposito MD (HOCC Dept. of Anesthesiology)
Graduate Employers – Jose Matias PM (AMR Waterbury), Paul Pedchenko PM (Windham Hospital Paramedic Program Director), Jason Cintron (West Hartford Fire)
Key Government – Mallory Deprey (Director Community Services City of New Britain)
Police and Fire – Bartosz Wichowski (NBPD) Michael Berry Deputy Chief (NBFD)
Public Member – Danielle Lutz (People’s Bank)
Hospital / Clinical Rep- Jessica Gildea (Trauma Coordinator)
Faculty (ex officio) –Matthew Hess BS, NR-P (Faculty)
Sponsor Admin – Amy Wright Admin. Assist to the Medical Director (HOCC)
Student Current – Varies
Graduate – Varies
Director (ex-officio) - Victor Morrone BS, PM, EMSI (Lead Instructor), Paramedic, EMSI
Medical Director- Dr. Michelle McDade MD
Dean – Patrick Ciardullo MA, NR-Paramedic, EMS-I

Program Faculty

Program Medical Director – Dr. Michelle McDade MD

Dr. McDade received her Doctor of Medicine at Oregon Health and Science University School of Medicine and completed her residency at the University of Connecticut School of Medicine Integrated Residency in Emergency Medicine. She currently serves as the Associate Chief of Emergency Medicine at The Hospital of Central Connecticut-New Britain and functions as co-medical director for New Britain EMS. Dr. McDade has been the CCPEPC medical director since 2015.

Dean- Captain Patrick Ciardullo MA, EMS-I, NR-Paramedic

Patrick is a nationally registered and state licensed paramedic and EMS-Instructor. He has been with New Britain EMS for since 2003 working as an EMT, Field Training Officer, paramedic, Shift Lieutenant and Quality Improvement Program Director. Patrick now serves as the Captain of Professional Standards and Training for New Britain EMS. In this role he manages internal training & education, quality improvement, and community outreach for the New Britain EMS operations division as well as functioning as the director of the New Britain EMS Academy and dean of the CCPEPC.

Director / Lead Instructor – Lt. Victor Morrone BS, EMS-I, Paramedic

Victor's career in emergency services spans over 32 years. He has functioned in many aspects in EMS including the military, rural, suburban and urban environments. Victor is a retired state Firefighter/Paramedic after twenty combined years with Bradley International Airport Fire Rescue and the University of Connecticut Health Center Fire Department. He has taught at the paramedic level for over eighteen years serving in the role as adjunct faculty and clinical educator. He is a certified Emergency Medical Services Instructor and AHA Faculty. Victor worked for New Britain EMS as a per diem paramedic and after his retirement from the fire service became a shift Lieutenant.

Clinical/Field Internship Coordinator – Matthew Hess BS, EMS-I, NR-Paramedic

Matthew Hess is a Nationally Registered and Ct licensed paramedic with over 13 years of field, educational, quality improvement, and supervisory experience. He has a background in city and urban EMS with experience delivering care as both a transport and intercept medic. Instructor Hess is a Connecticut EMS-Instructor as well as AHA Faculty. He has been involved in EMS education since 2015. Matthew is an active paramedic with New Britain EMS.

Adjunct Faculty

(A&P Instructor) Enis Mara MS, EMS-I, NR-Paramedic

Lindsay Adelson- MS, EMS-I, NR-Paramedic
Joel DiLoreto- MPA, EMT, EMS-I, Police Officer
Lillian May- BS, EMS-I, Paramedic, RN
Kourtney Barnes – Paramedic, BS, EMS-I
Jason Cintron – Paramedic, EMS-I

Educational Assistants

Jonah Whiteside BA, Paramedic
Boblee Bruce – Paramedic
Amanda Pope - BS, Paramedic
Kevin Kokoszka - Paramedic
Thomas MacLean – BA, Paramedic
David Noyes – Paramedic
Michael Pope - Paramedic
Samantha Cassell- BS, Paramedic
Nora Young- BS, Paramedic
Daniel Kiessling – BS, Paramedic
Cole Ashker –BA, Paramedic
Jesse Prajer, BS, Paramedic
Nicholas DeVito, Paramedic
Andrew Eccles, BS, Paramedic
Scott Lamarre, BA, Paramedic
Russ Caprio, Paramedic
Jonathon Ratsombath, Paramedic
Ryan Tirocchi, Paramedic



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 23, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: BID WAIVER: Fire Department Training

In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, please see enclosed bid waiver request submitted by Assistant Fire Chief Alsup.

On March 21, 2023, the Town Council granted a bid waiver to permit the Fire Department to purchase a NFPA 1006 Compliant Vehicle Rescue class from Spec. Rescue International, Inc. in the amount of \$82,347.28 as part of FEMA's Assistance to Firefighter's Grant Program.

Due to a slight change in class schedule necessitating the addition of additional training days, there is an increased cost of \$2,012.72. The Fire Department requests an updated bid waiver in the amount of \$84,360 for Spec. Rescue International, Inc. to deliver the NFPA 1006 Compliant Vehicle Rescue Class.

This new amount is still within the grant funded budget amount of \$87,120. The class is scheduled for the entire department to run from October 24, 2023 – November 17, 2023.

Please place this information on the Town Council agenda for the September 5, 2023 meeting.

C: M. Walsh, Mayor
M. McCaw, Finance Director
K. Munson, Fire Chief
S. Alsup, Assistant Fire Chief
M. Enman, Purchasing Agent

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7200

KEVIN MUNSON
FIRE CHIEF

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

March 6, 2023

TO: Mayor Michael P. Walsh

FROM: Kevin W. Munson, Fire Chief

RE: Request for Bid Waiver – NFPA 1006 Vehicle Rescue (AFG Grant Project)

In accordance with Section 10-7 (c) of the Town of East Hartford Code of Ordinances, I respectfully request a bid waiver to permit the purchase of an NFPA 1006 Compliant Vehicle Rescue class from Spec. Rescue International, Inc. The fire department has obtained the funding for this class via FEMA's Assistance to Firefighters Grant program. Our FEMA AFG representative advised a bid waiver is acceptable in this situation under this grant program.

As part of the accepted grant, the fire department intends to train all members of the department to the nationally recognized standard in modern vehicle rescue techniques as set forth by the National Fire Protection Agency (NFPA). Spec. Rescue is an internationally recognized training organization that will provide this training here in East Hartford. Spec. provides the necessary rescue equipment for the class that is identical to the equipment currently deployed in the Fire Department. This feature eliminates the need to take fire department resources offline to deliver the class. Payroll costs for class attendance are covered by the grant award.

The department intends to deliver this class in the fall of 2023. The purchase price for this class is \$82,347.28. Higher quotes were received from the Connecticut Fire Academy for a similar class without the use of identical rescue equipment. Purchasing this class from Spec. Rescue International is in the best interest of the Town and the Fire Department.

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

Respectfully Submitted,



Kevin Munson
Fire Chief

cc: Steve Purcell, Chief Training Officer
Steve Alsup, Assistant Chief



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 23, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: BID WAIVER: Teleflex

In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, please see the enclosed bid waiver request submitted by Assistant Fire Chief Alsup to purchase Arrow EZ IO Intraosseous Vascular Access System supplies through Teleflex, LLC.

Please place this information on the Town Council agenda for the September 5, 2023 meeting.

C: K. Munson, Fire Chief
S. Alsup, Assistant Fire Chief
M. McCaw, Finance Director
M. Enman, Purchasing Agent

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7200

740 Main Street

East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

OFFICE OF THE MAYOR

August 22, 2023

TO: Mayor Michael P. Walsh
FROM: Steve Alsup, Assistant Fire Chief
RE: Request for waiver of bidding requirements

In accordance with Section 10-7 (c) of the Town of East Hartford Code of Ordinances, I respectfully request a bid waiver with Teleflex, LLC to permit the purchase of Arrow® EZ-IO® Intraosseous Vascular Access System supplies.

East Hartford Paramedics utilize the EZ-IO system to establish intraosseous (IO) medicine access for patients when a normal intravenous (IV) route is unavailable. The EZ-IO driver uses disposable EZ-IO needles that can only be purchased directly from Teleflex.

Each needle for this system is \$100. We anticipate spending over \$13,000 in FY 2024. Funding is budgeted and available in EMS-Medical Supplies.

I appreciate your consideration of this bid waiver request. I am available for any questions.

Respectfully Submitted,



Stephen Alsup
Assistant Fire Chief

cc: Michelle Enman, Purchasing Agent

March 9th, 2023

Teleflex

3015 Carrington Mill Blvd.
Morrisville, NC 27560
USA
Phone: 866-246-6990
Fax: 866-804-9881
teleflex.com

RE: Teleflex LLC—Sole Source for the Arrow® EZ-IO® Intraosseous Vascular Access System

Dear Valued Customer:

Thank you for your interest in the Arrow® EZ-IO® System, which uses a proprietary patented needle and power driver technology. Teleflex is the sole manufacturer of these components. The EZ-IO® System is currently the only battery-operated intraosseous vascular access device that may be extended for up to 48-hour dwell time.*

Through our direct sales team, Teleflex LLC, a wholly owned subsidiary of Teleflex Incorporated, markets, sells and/or services all non-federal Arrow® EZ-IO® Device customers within the continental United States.

Please call our customer service to assist you with any questions or concerns: 1-866-246-6990.

Sincerely,



Morgan Rankin
Vice President, Sales
Emergency Medicine

*The Arrow EZ-IO® System is indicated anytime in which vascular access is difficult to obtain in emergent, urgent or medically necessary cases for up to 24 hours. For patients ≥12 years old, the device may be extended for up to 48 hours when alternate intravenous access is not available or reliably established.

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TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 23, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: BID WAIVER: Wheelchair-Accessible Vehicle

In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, please see the enclosed bid waiver request submitted by Grants Manager Paul O'Sullivan to purchase a wheelchair-accessible vehicle funded by the Town's 5310 grant.

Please place this information on the Town Council agenda for the September 5, 2023 meeting.

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

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Michael P. Walsh

FROM: Paul O'Sullivan, Grants Manager

SUBJECT: Bid Waiver Request – 5310 Program Purchase of a Wheelchair-Accessible Van through Greater New Haven Transit District Consortium

DATE: August 25, 2023

In accordance with Section 10-7 (c) of the Town of East Hartford Code of Ordinances, I respectfully request a bid waiver to allow the Town to use the purchasing consortium led by the Greater New Haven Transit District (GNHTD) for the purchase of a wheelchair-accessible van funded by the state Section 5310 Grant Program.

The Town Council approved an application to the 5310 Program in July, 2021 and the Town was successful in its application. The terms of the grant allow the Town to use the Statewide Small Vehicle Joint Procurement led by the Greater New Haven Transit District. Efforts to secure the specific bid documents from the GNHTD have been unsuccessful, thus the application for a bid waiver.

The purchase is funded entirely with 5310 Grant funds. No Town funds will be expended.

It is in the best interest of the Town to use the GNHTD consortium for this purchase. I appreciate your consideration of this request and am available to answer any questions.

Cc: Eileen Buckheit, Development Director
Ted Fravel, Parks and Recreation Director
Vicki Liberator, Senior Services Coordinator



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 23, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: AGREEMENT: Operation Fuel

Please see the attached request from Health & Social Services Director Laurence Burnsed to enter into an agreement with Operation Fuel Inc. to process Operation Fuel applications for emergency energy and utility assistance grants.

Please place this item on the Town Council agenda for the September 5, 2023 meeting for referral to the Personnel and Pensions Subcommittee.

C: L. Burnsed, Human Services Director
A. Calderon, Social Services Program Manager

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7324

HEALTH@EASTHARTFORDCT.GOV

740 Main Street

East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

HEALTH DEPARTMENT

TO: Mayor Michael P. Walsh

FROM: Laurence Burnsed, Director of Health and Social Services *ZB*

DATE: August 21, 2023

RE: Referral to Town Council: Request to Approve Agreement Between the Town of East Hartford and Operation Fuel, Inc. to administer residential emergency programs

I am respectfully requesting the Town Council to approve the Town of East Hartford to enter into an agreement with Operation Fuel Inc. to process Operation Fuel applications for emergency energy and utility assistance grants. Programs will be offered to provide assistance for a household's primary space heating, secondary energy, and/or water accessibility needs. Clients may receive one electric, gas, or delivered fuel assistance grant up to \$500 per program year. Clients may apply for up to \$500 in water assistance once in the same program year.

The East Hartford Department of Health and Human Services, Social Services Division assists low-to-moderate income residents in applying to the program. In turn, Operation Fuel provides the Town with administrative compensation to the Town at a rate of \$25.00 per completed, approved and paid resident application.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on September 5, 2023. Attached is the Operation Fuel memorandum of understanding (MOU). Corporation Counsel has reviewed and approved the MOU.



Operation Fuel, Inc.
Memorandum of Understanding
2023-2024

The following terms cover the agreement between Operation Fuel, Inc. (hereinafter referred to as “Operation Fuel”) and the Town of East Hartford (hereinafter referred to as “Agency”) for the 2023-24 regular program year (July 1, 2023 through June 30, 2024). The terms of this agreement are intended to govern matters of the Agency’s responsibilities, training, for all Operation Fuel residential energy assistance programs, and compensation related to administering Operation Fuel assistance programs.

- 1. PROGRAM COVERAGE** – The Agency will process Operation Fuel applications for emergency energy/ utility assistance grants, approving clients whose household income goes up to 75% CT’s 2023-24 State Median Income*. Programs will be offered to provide assistance for a household’s primary space heating, secondary energy, and/or water accessibility needs. **Clients may receive one electric, gas, or delivered fuel assistance grant up to \$500 per program year. Clients may apply for up to \$500 in water assistance once in the same program year.** Delivered fuel customers are eligible for one delivery per year.

- 2. AGENCY RESPONSIBILITIES** – The principal duties of the Agency will be to:
 - Administer Operation Fuel’s energy/utility assistance programs in accordance with the 2023-2024 Program Guidelines;
 - Review and promptly follow-up (if needed) with all Operation Fuel correspondence;
 - Attend trainings on program rules, portal procedures, and other topics as Operation Fuel requires;
 - Complete, for each eligible client, an Operation Fuel application for energy/ utility assistance via Operation Fuel’s web-based application system;
 - Obtain from each client the required documentation that should accompany the completed, signed Operation Fuel energy/ utility assistance application;
 - Determine the amount of each client’s Operation Fuel energy grant, not to exceed \$500, the maximum allowable amount under the grant category;
 - Explain to delivered fuel customers that once approved for the one-time grant, they are eligible for one delivery per year;
 - Provide Operation Fuel’s central office with a **completed** application, including all required documentation, within thirty (30) days of the electronic application submission date;
 - Provide all applicants with an application for the Home Energy Solutions – Income Eligible Program (HES-IE)**, available at www.energizect.com, and coach applicant on other programs that will improve the applicant’s home energy performance;
 - The Agency must enter bill information accurately, (i.e., kilowatt, name of electric supplier, CCF, etc.), indicating clearly both the client’s primary fuel source and the utility they seek assistance with, which may be different;
 - When appropriate, provide additional case management services to clients, which may include providing direct service or a referral to another agency;

*Refer to <https://uwc.211ct.org/connecticut-state-median-income-2013/> for the most up to date income guidelines. Expected release of 2023-24 data in September 2023.

**Home Energy Solutions-Income Eligible services are available to CT residents at 60% SMI and below, managed by Eversource and UI. Info and application available at <https://energizect.com/energy-evaluations/income-eligible-options>

- Retain all client records in accordance with Operation Fuel's records retention schedule – July 2023 through November 2024 – Operation Fuel will announce the official date to securely destroy files;
- Notify Operation Fuel staff of personnel changes as it impacts the administration of Operation Fuel applications;
- When instructed, authorize Operation Fuel assistance commitments by approving and denying applications for clients on behalf of Operation Fuel.
- Submitting all necessary application documents to Operation Fuel's central office for payment and auditing purposes.

3. HARDSHIP/ LIDR/ UTILITY AGENCY PORTAL ACCESS – Agency can arrange with Eversource and UI to access utility company agency portals, that allow agency staff to code customers for hardship protections and enroll qualified applicants (60% SMI and below) in the Low-Income Discount Rate (LIDR) if they qualify. If applicable, agency is responsible for arranging access and training directly with Eversource and UI for portal access and protocols.

- Ensure each customer has provided required income verification documentation not to exceed 60%SMI; and if applicable, code income eligible Eversource customers as “hardship” through the Eversource Agency Web Portal;
- Ensure that customers seeking assistance from an Operation Fuel intake site are served quickly, respectfully, and accurately;
- Provide all necessary information to complete customer applications via Fuel's web-based application system, and if applicable, through electricity company agency portals;
- Retain all income verification documentation for at least one year beginning with the date the customer was provided service, or until Operation Fuel directs the agency to destroy the records, whichever comes first;
- If Agency engages with Eversource & UI to access utility agency portals, ensure each customer eligible for hardship and the Low-Income Discount Rate is enrolled through Eversource's and UI's Agency Web Portal, with particular emphasis on Tier 2 customers at or below 160% Federal Poverty Guidelines.

4. OPERATION FUEL'S RESPONSIBILITIES – The principal duties of Operation Fuel will be to:

- Develop and distribute all program guidelines, forms, applications, etc.;
- Maintain the web-based application system and provide training on its use;
- Provide Agencies with training and support for administration of Operation Fuel's programs;
- Oversee the administration of its programs by monitoring Agencies' activities as they relate to Operation Fuel and providing guidance to Agencies' support personnel as required;
- Pay all approved energy vendors for client applications that meet the requirements of the Operation Fuel programs and receive final approval from its central office staff or authorizing Agency;
- Retain all client records in accordance with Operation Fuel's records retention schedule;
- Provide the reporting necessary for the payment of administrative compensation to Agencies.

5. TRAINING – The Agency will be required to attend annual training, for processing Operation Fuel client applications for energy/utility assistance. The training will review

*Refer to <https://uwc.211ct.org/connecticut-state-median-income-2013/> for the most up to date income guidelines. Expected release of 2023-24 data in September 2023.

**Home Energy Solutions-Income Eligible services are available to CT residents at 60% SMI and below, managed by Eversource and UI. Info and application available at <https://energizect.com/energy-evaluations/income-eligible-options>

the web-based application system. Operation Fuel may require that Agency personnel attend additional training on an as-needed basis.

6. REPORTING REQUIREMENTS – The Agency will not be required to bill Operation Fuel for the payment of administrative compensation. Agencies are encouraged to track their own reporting, but the Agency will not be required to report on its processing of applications. Operation Fuel, by way of the web-based application system, will produce all required reports, including the Administrative Compensation for Agencies report.

7. ADMINISTRATIVE COMPENSATION — Operation Fuel will provide administrative compensation to the Agency at a rate of **\$25.00** per completed, approved, and paid client application, as identified in the various Program Guidelines. If an application is not submitted completely, the Agency forfeits its processing fee. Agencies will not be paid for completing the same client application more than once.

This check should be made payable to (Agency Name)

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

And should be directed to the attention of (accounts receivable personnel)

Department of Health & Human Services, Social Services Division

8. PAYMENT SCHEDULE – Payments for administrative compensation will be made in semi-annual installments to the Agency. The Agency will not be required to invoice Operation Fuel.

9. AMENDMENTS TO THIS AGREEMENT – This Memorandum of Understanding may be amended by Operation Fuel from time to time. The Agency will be given at least ten (10) days’ notice of amendments.

10. OTHER REQUIREMENTS – The Agency agrees to comply with any State of Connecticut requirements set forth by law or the terms of the State grants which dictate the administration of the Operation Fuel programs. The Agency confirms receipt of 2023-24 Program Guidelines.

ACCEPTED BY:
Town of East Hartford

ACCEPTED BY:
Operation Fuel, Inc.

NAME: Michael P. Walsh, Mayor

NAME: Gannon Long, Chief Program Officer

SIGNATURE: _____

SIGNATURE: _____

DATE:

DATE:

*Refer to <https://uwc.211ct.org/connecticut-state-median-income-2013/> for the most up to date income guidelines. Expected release of 2023-24 data in September 2023.

**Home Energy Solutions-Income Eligible services are available to CT residents at 60% SMI and below, managed by Eversource and UI. Info and application available at <https://energizect.com/energy-evaluations/income-eligible-options>



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 23, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: RESOLUTION: Public Health Workforce Development and Infrastructure Grant

The Town of East Hartford is eligible to apply to the Connecticut Department of Public Health (DPH) for funding under the Public Health Workforce Development and Infrastructure Grant Program.

The grant amount is \$207,008 and no local match is required.

This funding will allow the Town to fill vacancies and create new positions; retain staff who are on term appointments; make significant new investments in workforce engagement, well-being, and other related programs and services; assist with retention and help improve emotional, mental, and physical health outcomes of the workforce.


Please place this information on the agenda for the September 5, 2023 Town Council meeting.

Thank you.

C: P. O'Sullivan, Grants Manager
E. Buckheit, Development Director
L. Burnsed, Health and Social Services Director

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Michael P. Walsh

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Council Resolution – Public Health Workforce Development and Infrastructure Grant

DATE: August 25, 2023

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the Connecticut Department of Public Health (DPH) for funding under the Public Health Workforce Development and Infrastructure Grant Program.

DPH is distributing \$12,113,876 to local health jurisdictions under the Workforce Component of its Public Health Infrastructure Grant from the Centers for Disease Control and Prevention (CDC). This funding will allow the Town to fill vacancies and create new positions; retain staff who are on term appointments; make significant new investments in workforce engagement, well-being, and other related programs and services; assist with retention and help improve emotional, mental, and physical health outcomes of the workforce.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on September 5, 2023. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director
Laurence Burnsed, Health and Social Services Director

I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 5th day of September, 2023

R E S O L U T I O N

WHEREAS; the Connecticut Department of Public Health (DPH) has awarded the Town \$207,008.00 in Public Health Workforce Development and Infrastructure Funds, and;

WHEREAS; the intended uses of these funds include significant new investments in workforce engagement, well-being, and other related programs and services, and to assist with retention and help improve emotional, mental, and physical health outcomes of the workforce.

NOW THEREFORE LET IT BE RESOLVED; that Michael P. Walsh, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by DPH as they pertain to this Public Health Workforce Development and Infrastructure grant.

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

IN WITNESS WHEREOF, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the ____ day of September, 2023.

Seal

Signed: _____
Jason Marshall, Town Council Clerk

STATE OF CONNECTICUT


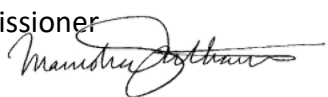
DEPARTMENT OF PUBLIC HEALTH

Manisha Juthani, MD
Commissioner



Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

TO: Directors of Connecticut Local Health Departments and Districts

FROM: Thomas St. Louis, MSPH, Director, Public Health Workforce Development
Lisa Morrissey, MPH, Deputy Commissioner 
Manisha Juthani, MD, Commissioner 

DATE: March 21, 2023

SUBJECT: Public Health Workforce Development and Infrastructure Funds to Local Health Departments and Districts

On December 1, 2022, the Connecticut Department of Public Health (CT DPH) was awarded a 5-year grant totaling \$30,284,691 by the Centers for Disease Control and Prevention (CDC) under *Component A1 – Workforce* of its [Public Health Infrastructure Grant Program](#). CDC has directed recipient states to distribute 40% of these funds within the first grant year to local health jurisdictions based both on the population served by these jurisdictions and some measure of health equity in the communities they serve (in this case, percentage of the population living below the poverty line).

A total of \$12,113,876 will be distributed to Connecticut’s 61 part-time, full-time, and district local health jurisdictions. As indicated in the CDC grant announcement, the intended use of funding through *Component A1 – Workforce* is to allow recipients to “... fill vacancies and create new positions, and they can retain staff who are on term appointments, whom they wish to extend employment. Recipients can also make significant new investments in workforce engagement, well-being, and other related programs and services, to assist with retention and help improve emotional, mental, and physical health outcomes of the workforce. New and existing staff always need training, whether to refresh skills and knowledge or to learn new skills, given a dynamic public health work environment. Under this strategy, recipients can expand and strengthen training programs across focus or topic areas, intended audiences, methodologies, and formats. All trainings should strive to adhere to CDC’s [Quality Training Standards](#) and, when appropriate, to be made available through [CDC TRAIN](#).”

Funding amounts for each jurisdiction can be found in the table on the following pages. Funds to local health jurisdictions will be distributed in the first funding year (by 11/30/2023) and can be allocated for use by the jurisdiction through the end of the grant period (11/30/2027).



Phone: (860) 509-7759 • Fax: (860) 509-7785 • VP: (860) 899-1611
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www.ct.gov/dph

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Although individual jurisdictions can utilize these funds as they see fit within the CDC-defined *Component A1 – Workforce* activities to maximize their impact within the populations they serve, funds must still be utilized in compliance with both [general Federal guidelines](#) (2 CFR 200 Subpart E) and [Health and Human Services guidelines](#) (45 CFR part 75) for allowable and unallowable expenses for Federal grant funds. Throughout the 5-year project period during which these funds can be allocated, CT DPH will be collecting information from recipient local health departments to include in our grant progress reporting to CDC, and to our federal, state and local partners regarding the statewide activities related to public health workforce and infrastructure development. This information will also help to inform the CT DPH Office of Public Health Workforce Development on our progress toward meeting the goals identified within our 5-year project plan. The form, manner, and anticipated timing of funding distributions to, and information collection from, local health departments will be forthcoming.

Questions regarding any of the information contained in this announcement, or requests for additional information not addressed in this announcement, can be directed to the CT DPH Office of Public Health Workforce Development at PHWorkforce@ct.gov. Thank you again for your partnership and your willingness to help us put these funds to great use in our communities.

TABLE: Funding Allocations by Local Health Jurisdiction

Town Department/District	Total Funding
Bethel	\$ 43,877.82
Bridgeport	\$ 774,338.87
Bristol/ Burlington	\$ 233,274.20
Brookfield	\$ 40,462.47
Central CT	\$ 239,799.30
Chatham	\$ 157,329.51
Chesprocott	\$ 120,987.89
Cromwell	\$ 34,338.53
CT River Area	\$ 120,673.09
Danbury	\$ 310,048.69
Darien	\$ 47,756.30
Durham	\$ 17,641.67

Town Department/District	Total Funding
East Hartford	\$ 207,008.14
East Shore	\$ 200,256.63
Eastern Highlands	\$ 229,467.49
Essex	\$ 17,701.14
Fairfield	\$ 152,728.79
Farmington Valley	\$ 265,582.32
Glastonbury	\$ 81,914.21
Greenwich	\$ 175,099.22
Guilford	\$ 51,636.79
Hartford	\$ 813,016.83
Housatonic Valley	\$ 183,145.57
Ledge Light	\$ 522,510.26
Madison	\$ 40,388.12
Manchester	\$ 194,781.67
Meriden	\$ 221,644.76
Middletown	\$ 163,944.55
Milford	\$ 136,539.97
Monroe	\$ 43,341.68
Naugatuck Valley	\$ 380,157.49
New Britain	\$ 391,653.57
New Canaan	\$ 45,030.29
New Fairfield	\$ 32,323.17
New Haven	\$ 770,512.62
Newtown	\$ 69,752.31
North Central	\$ 540,784.56
Northeast	\$ 261,387.44
Norwalk	\$ 300,384.98

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: Public Health Workforce Development and Infrastructure Grant

Funder: Connecticut Department of Public Health (DPH)

Grant Amount: \$207,008.14

Frequency: One time Annual Biennial Other _____

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

Is a local match required? Yes No

If yes, how much? Not applicable

From which account? Not applicable

Grant purpose: Invest in the workforce component of public health infrastructure

Results achieved: Filling of vacancies, creation of new positions, retention of staff and other significant new investments in Connecticut's local health workforce.

Duration of grant: November 30, 2023 to November 30, 2027

Status of application: Pending

Meeting attendee: Health and Social Services Director Laurence Burnsed, x7321

Comments: None



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 23, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: RESOLUTION: DPH ARPA Funding for Reimbursement of Childhood Blood Lead Level Investigations

The Town of East Hartford is eligible to apply to the Connecticut Department of Public Health (DPH) for reimbursements for expenses incurred related to epidemiological investigations performed for children with blood lead levels equal to or greater than 5 micrograms (mg) per deciliter (dL).

The agency will provide a flat reimbursement of \$4,160.00 per completed case. Based on the 2020 surveillance data, DPH allocated a total of \$171,600 to reimburse for the estimated number of epidemiologic investigations that will be completed from 7/1/23 – 12/31/26 by East Hartford Health Department.


Please place this information on the agenda for the September 5, 2023 Town Council meeting.

Thank you.

C: P. O'Sullivan, Grants Manager
E. Buckheit, Development Director
L. Burnsed, Health and Social Services Director

GRANTS ADMINISTRATION MEMORANDUM

TO: Mayor Michael P. Walsh

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Council Resolution – DPH ARPA Funding for Reimbursement of Childhood Blood Lead Level Investigations

DATE: August 25, 2023

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the Connecticut Department of Public Health for reimbursements for expenses incurred related to epidemiological investigations performed for children with blood lead levels equal to or greater than 5 micrograms (mg) per deciliter (dL).

The State of Connecticut recently revised childhood lead poisoning reporting and investigation requirements. The minimum threshold for labs to notify local health officials was reduced from 5 mg/dL to 3.5 mg/dL. There is also a gradual reduction in the minimum threshold that warrants an epidemiologic investigation by a public health nurse and sanitarian. Epidemiologic investigations involve an assessment of the case's home, collection of environmental specimens, enforcement of abatement if contamination is detected, and connecting the family to a healthcare provider for medical management.

With these changes, East Hartford could see a doubling of our average number of cases reported from 15 to 33 cases per year based on last 3 years, and five times the number of cases where an epidemiologic investigation is required from three to 15 cases per year.

DPH has allocated ARPA funds to reimburse health jurisdictions for completed epidemiologic investigations. The agency will provide a flat reimbursement of \$4,160.00 per completed case. Based on the 2020 surveillance data, DPH allocated a total of \$171,600 to reimburse for the estimated number of epidemiologic investigations that will be completed from 7/1/23 – 12/31/26 by East Hartford Health Department.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on September 5, 2023. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director
Laurence Burnsed, Health and Social Services Director

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: Reimbursement of funds associated with the completion of epidemiological investigation for children with an elevated blood lead level

Funder: State Department of Public Health (DPH)

Grant Amount: \$171,600.00

Frequency: One time Annual Biennial Other _____

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

Is a local match required? Yes No

If yes, how much? Not applicable

From which account? Not applicable

Grant purpose: To reimburse towns for conducting epidemiological investigations in response to children found to have venous blood lead levels of five micrograms per deciliter or greater.

Results achieved: Assisting Towns in paying for expected increases in investigative expenses resulting from the change in lead poisoning investigation standards.

Duration of grant: July 1, 2023, through December 31, 2026

Status of application: Under development

Meeting attendee: Health and Social Services Director Laurence Burnsed, x7321

Comments: None

Lead ARPA funding reimbursement for epidemiological investigations conducted by LHDs

[FAQs](#)

What activities can a LHD seek reimbursement for?

DPH has received American Rescue Plan Act (ARPA) allocated through CT Public Act 22-49 to support the States response to lead poisoning of children. DPH will be processing requests for reimbursement from local health departments (LHDs) for expenses incurred related to epidemiological investigations performed for children with **blood lead levels equal to or greater than 5 micrograms per deciliter**.

What is an epidemiological investigation?

The definition of an epidemiological investigation is: “an examination and evaluation by a lead inspector certified under chapter 400c **to determine the cause of elevated blood levels**, detect lead-based paint and report findings and (A) includes (i) an on-site inspection and, if applicable, an inspection of other dwellings or areas frequented by a person with elevated blood lead levels that may be the source of a lead hazard, and (ii) an evaluation of other potential sources of lead hazards, including, but not limited to, drinking water, soil, dust, pottery, gasoline, toys or occupational exposure, and (B) may include isotopic analysis of lead-containing items”

This includes two parts:

1. A comprehensive lead inspection – testing of:
 - a. all painted surfaces on the interior, exterior and common areas of a dwelling
 - b. dust on floor, sill and well in each room of the dwelling
 - c. water sampling
 - d. bare soil

This may be limited to the child’s residence and/or places a child spends significant time (ex: somewhere child care is provided, if the child resides with both parents at different locations, etc.)

2. Completing the epidemiological investigation form – required to be completed with the parent/guardian, assists in providing details of where the child spends time, the habits of the child, possible exposure routes, etc.

What allows a LHD to conduct an epidemiological investigation at 5 micrograms per deciliter and higher before 1/1/25?

Public Act 22-49, Section 19a-111 of the 2022 supplement

“Nothing in this section shall be construed to prohibit a local building official from requiring abatement of sources of lead or to prohibit a local director of health from making or causing to be made an epidemiological investigation upon receipt of a report of a confirmed venous blood lead level that is less than the minimum venous blood level specified in this section.”

How much will a LHD be reimbursed per epidemiological investigation?

\$4160 per case is the reimbursement amount for each case. Each LHD received an amount that's been allocated for the entire reimbursement period of July 1, 2023 to December 31, 2026. This allocation is based on the 2020 surveillance data for levels of venous blood lead levels 5 and higher.

When can a LHD seek reimbursement?

Quarter	Reimbursement Request Due Date
July 1 to September 30	October 31
October 1 to December 31	January 31
January 1 to March 31	April 30
April 1 to June 30	July 31

What is the process for seeking reimbursement?

On a quarterly basis a LHD can request reimbursement. The LHD must:

- have all child and environmental data entered and up to date in the Lead Surveillance System
- submit a completed CO-17 form and an Exhibit A form – samples below

*** If a LHD does not complete the above, they will not be reimbursed for that case.**

Is a LHD able to be reimbursed for prevention activities?

OPM has approved DPH to reimburse LHDs for the completion of epidemiological investigations for a 5 venous and higher only. Therefore, prevention activities are not able to be reimbursed with this funding.

Are there any limitations of what LHD can spend this funding on once they've received reimbursement?

A LHD may seek reimbursement for the completion of an epidemiological investigation. Once the LHD has received reimbursement, the LHD may spend the funds accordingly. Examples may include: staffing coverage, purchasing of an XRF machine, purchasing of cleaning supplies for families, prevention activities, etc.

Is a LHD able to seek additional funding if their anticipated case load increases?

At this point in time, the amount of funding that has been allocated for each LHD is the total amount available. If a LHD has an increase in cases, they can discuss this with DPH. If additional funding is available, due to it not being spent elsewhere, DPH will consider reallocating that funding as requested.

Is a LHD able to use the funding for other activities if their anticipated case load is less?

The funding cannot be used for other activities. If a LHD has less cases to seek reimbursement for than anticipated, this money will not be available for reimbursement.

I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 5th day of September, 2023

R E S O L U T I O N

WHEREAS; the Connecticut Department of Public Health (DPH) has received American Rescue Plan Act (ARPA) funding allocated through CT Public Act 22-49 to support the State's response to lead poisoning of children; and,

WHEREAS; recent changes implemented by the Connecticut State Legislature revised childhood lead poisoning reporting and investigation requirements, which will likely increase testing and investigation costs for municipalities,

NOW THEREFORE LET IT BE RESOLVED; that Michael P. Walsh, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by DPH as they pertain to this ARPA epidemiological investigations grant.

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

IN WITNESS WHEREOF, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the ___ day of September, 2023.

Seal

Signed: _____
Jason Marshall, Town Council Clerk



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 23, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: RESOLUTION: State Bond Commission Grant for Replacement of Elementary School Playscapes

The Town of East Hartford is eligible to apply to the state Department of Economic and Community Development (DECD) for state Bond Commission funds in the amount of \$750,000 for the replacement of up to five elementary school playscapes.

The playscapes under consideration for replacement are at the following schools: Mayberry, O'Connell East, Langford, Goodwin and O'Brien.


Please place this information on the agenda for the September 5, 2023 Town Council meeting.

Thank you.

C: P. O'Sullivan, Grants Manager
E. Buckheit, Development Director
M. McCaw, Finance Director
B. Whittaker, Chief Operations Officer, East Hartford Public Schools

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Michael P. Walsh

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Council Resolution – State Bond Commission Grant: Replacement of Elementary School Playscapes

DATE: August 25, 2023

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the state Department of Economic and Community Development (DECD) for state Bond Commission funds in the amount of \$750,000 for the replacement of up to five elementary school playscapes.

The playscapes under consideration for replacement are at the following schools: Mayberry, O'Connell East, Langford, Goodwin and O'Brien.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on September 5, 2023. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director
Melissa McCaw
Benjamin Whittaker, Chief Operations Officer, East Hartford Public Schools

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: State Bond Commission Grant for Replacement of Elementary School Playscapes

Funder: State Bond Commission via state Department of Economic and Community Development

Grant Amount: \$750,000

Frequency: One time Annual Biennial Other _____

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

Is a local match required? Yes No

If yes, how much? N/A

From which account? N/A

Grant purpose: To fund the replacement of the playscapes at up to five East Hartford elementary schools

Results achieved: Improvements to playground infrastructure

Duration of grant: Two years from date of contract execution.

Status of application: Funding has been approved by the State Bond Commission

Meeting attendee: Ben Whittaker, EH Board of Ed Chief Operations Officer, 860-622-5952

Comments: This grant is coming before the Town Council because the language in the bond items specified the Town of East Hartford as the grant recipient. It is anticipated that East Hartford Public Schools will administer the project.

PUBLIC ACT #607, 1979
AS AMENDED
SECTION 21

ITEM NO. 35 REVISED

OFFICE OF POLICY AND MANAGEMENT

GRANTS-IN-AID FOR URBAN DEVELOPMENT PROJECTS INCLUDING ECONOMIC AND COMMUNITY DEVELOPMENT, TRANSPORTATION, ENVIRONMENTAL PROTECTION, PUBLIC SAFETY, CHILDREN AND FAMILIES AND SOCIAL SERVICE PROJECTS INCLUDING, IN THE CASE OF ECONOMIC AND COMMUNITY DEVELOPMENT PROJECTS ADMINISTERED ON BEHALF OF THE OFFICE OF POLICY AND MANAGEMENT BY THE DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT, ADMINISTRATIVE COSTS INCURRED BY THE DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

REQUESTED:	An Allocation and Bond Authorization (to agency)	\$72,466,696
	Use of Previously Allocated Funds Available	<u>7,780,278</u>
	Grand Total	<u>\$80,246,974</u>

FROM:	Sec. 21(b)(6)(B)	Acct. No. 13019-ECD46000-41240 13019-DEP43000-41239 13019-CRD47200-43698 13019-DPS32000-41241 13019-CSL66000-41245 13019-DOT57000-41241 13019-MHA53000-43696
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Total Earmarking	\$2,229,800,000
Previous Allocations	<u>2,094,497,865</u>
Balance Unallocated	<u>\$ 135,302,135</u>

REASON FOR REQUEST:

I. Department of Economic and Community Development

A. These funds are requested to provide a grant-in-aid to the City of East Hartford for playscape replacements at East Hartford Elementary Schools.

Funds are requested as follows:

Total, This Request	\$750,000
---------------------	-----------

B. These funds are requested to provide a grant-in-aid to the Eastern Connecticut Chamber of Commerce to move their headquarters to downtown New London.

Funds are requested as follows:

Total, This Request	\$125,000
---------------------	-----------

C. These funds are requested to provide a grant-in-aid to **Safe Futures, Inc.** for the creation of a Family Justice Center and centralization of Safe Futures, which helps victims of domestic violence in Southeastern Connecticut.

Funds are requested as follows:

Total, This Request	\$5,000,000
---------------------	-------------

I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true and correct copy of a resolution duly adopted by the Town of East Hartford at a meeting of its Town Council duly convened held on the 5th day of September, 2023

R E S O L U T I O N

WHEREAS; pursuant to **PA 79-607, As Amended Sec. 21** the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and

WHEREAS; it is desirable and in the public interest that the Town of East Hartford make an application to the State for \$750,000 in order to undertake the East Hartford Elementary Schools Playscape Replacement Project, and to execute an Assistance Agreement

NOW THEREFORE LET IT BE RESOLVED; that the Town Council is cognizant of the conditions and prerequisites for the state financial assistance imposed by **PA 79-607, As Amended Sec. 21**, and that the filing of an application for State financial assistance by the Town of East Hartford in an amount not to exceed \$750,000 is hereby approved and

LET IT FURTHER BE RESOLVED; that Michael P. Walsh, Mayor of the Town of East Hartford, is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of East Hartford

AND I DO CERTIFY that the above resolution has not been in any way altered, rescinded, or modified in any way whatsoever, and is at present 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 September, 2023.

Seal

Signed: _____
Jason Marshall, Council Clerk



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 25, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: RESOLUTION: State Appropriation for Improvements to Town Youth Athletic and Recreational Facilities

The Town of East Hartford is eligible to apply to the State Department of Energy and Environmental Protection (DEEP) for a state appropriation for improvements to Town youth athletic and recreational facilities.

Current plans are to use the funds for a comprehensive study of the Youth recreation situation in Town.


Please place this information on the agenda for the September 5, 2023 Town Council meeting.

Thank you.

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

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Michael P. Walsh

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Council Resolution – State Appropriation for Improvements to Town Youth Athletic and Recreational Facilities

DATE: August 25, 2023

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the State Department of Energy and Environmental Protection (DEEP) for a state appropriation for improvements to Town youth athletic and recreational facilities.

Connecticut Public Act 23-204, Sec. 41(41) allocates grant funding in the amount of \$150,000 “to provide a grant to the town of East Hartford for improvements to youth athletic and recreational facilities.” Current plans are to use the funds for a comprehensive study of the Youth recreation situation in Town. Topics will include an assessment of current facilities, a community survey to gauge resident opinions, a needs assessment, an examination of youth athletic facilities in other Towns and the development of several scenarios to address the issue, taking into account the needs of our youth and the potential impact of a facility on taxpayers.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on September 20, 2022. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director
Connor Martin, Chief of Staff

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: State Budgetary Grant for Improvements to Youth Athletic and Recreational Facilities in East Hartford

Funder: State Budget Appropriation

Grant Amount: \$150,000.00

Frequency: One time Annual Biennial Other _____

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

Is a local match required? Yes No

If yes, how much? N/A

From which account? N/A

Grant purpose: To fund a study of Town youth athletic and recreational facilities

Results achieved: Comprehensive study of the Youth recreation situation in Town

Duration of grant: All project elements must be complete by 6/30/2024

Status of application: Under development

Meeting attendee: To be determined

Comments: None

House Bill No. 6941

a grant to Food2Kids for operational support;

(40) The sum of \$5,000 to the Department of Energy and Environmental Protection, for Other Expenses, for the fiscal year ending June 30, 2024, to provide a grant to the town of Orange Historical Society for cleaning historic gravestones;

(41) The sum of \$150,000 to the Department of Energy and Environmental Protection, for Other Expenses, for the fiscal year ending June 30, 2024, to provide a grant to the town of East Hartford for improvements to youth athletic and recreational facilities;

I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford a corporation organized and existing under the laws of the State of Connecticut, having its principal place of business at 740 Main Street, East Hartford, CT 06108, 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 5th day of September, 2023.

R E S O L U T I O N

WHEREAS; Connecticut Public Act 23-204, Sec. 41(41) allocates grant funding in the amount of \$150,000 for improvements to East Hartford's youth athletic and recreational facilities; and

WHEREAS; these funds can be used to conduct a comprehensive community assessment and needs analysis of athletic and recreational facilities that serve the youth of East Hartford; and

WHEREAS; these funds are to be administered by the state Department of Energy and Environmental Protection,

NOW THEREFORE LET IT BE RESOLVED; that Michael P. Walsh, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the state Department of Energy and Environmental Protection as they pertain to this Personal Services Agreement.

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.

AND I DO FURTHER CERTIFY that Michael P. Walsh is currently serving as Mayor of the Town of East Hartford and has held this position since November 8, 2021 and whose current term will end on November 13, 2023. As the Mayor, Michael P. Walsh serves as the Chief Executive Officer for the Town of East Hartford, and on September 5th, 2023 had both the authority and the office to sign on behalf of the Town of East Hartford, a personal services agreement for financial assistance for improvements to Town Parks and Pools.

IN WITNESS WHEREOF, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the ____ day of September, 2023.

Seal

Signed: _____
Jason Marshall, Council Clerk

COMMUNITY CULTURAL CENTER ROOM 111

ORDINANCE COMMITTEE

August 9, 2023

PRESENT Rich Kehoe, Chair; Councillors Sebrina Wilson and John Morrison

ALSO

PRESENT Sean Dwyer, Assistant Director of Parks and Recreation

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:07 pm

APPROVAL OF MINUTES

June 13, 2023

MOTION By Sebrina Wilson
seconded by John Morrison

to **approve** the June 13, 2023 meeting minutes.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

No resident came forward to speak.

OLD BUSINESS

Process for Naming Town Facilities

The chair explained that the original draft from December 2022 was circulated to the Board of Education and the mayor for feedback. The Board preferred to handle the naming of educational facilities on their own as they are an elected board. The August 6 draft exempts the Board facilities from the ordinance. Further the December draft was changed to allow a unanimous vote by the Town Council to override any of the criteria since it is difficult to anticipate all the possibilities of naming of facilities in the future.

MOTION By Sebrina Wilson
seconded by John Morrison

to send the August 6, 2023 draft of the Naming of Town Facilities Ordinance to the Town Council for the purposes of setting a public hearing date.

Motion carried 3/0

NEW BUSINESS

Establishment of Tree Board

The chair explained that in order for East Hartford to maintain their Tree City designation, they need to comply with the requirement set out by the Arbor Day Foundation. The Town has been in discussions with representatives from the Connecticut Department of Energy and Environmental Protection on the draft. Subject to their advice, the August 6 draft will be amended to add a reference to CGS section 23-59 regarding the powers of the Tree Warden. If the Arbor Day Foundation provides further input, the Town Council can change the draft prior to final adoption. The additional language on the statutory reference is incorporated into what is now designated the August 9th draft.

MOTION By Sebrina Wilson
 seconded by John Morrison

to send the August 6, 2023 draft of the Tree Board Ordinance to the Town Council for the purposes of setting a public hearing date.

Motion carried 3/0

Adjournment

MOTION By Sebrina Wilson
 seconded by John Morrison
 to **adjourn** (6:42 p.m.)

Motion carried 3/0

cc: Mayor Walsh

NAMING OF TOWN FACILITIES ORDINANCE
(August 6, 2023)

(NEW) Section 1. (a) The naming of any town facility which shall include a (1) public street, (2) building or structure including a school, or any portion of such building or structure, or (3) public parks, or any portion of such parks, shall be approved by the Town Council in accordance with the procedure established in this section. The provisions of this section shall not apply to facilities under the control of the Board of Education.

(b) The mayor shall make a recommendation for the naming of any town n to the Town Council. The Town Council, prior to taking any action on such recommendation, shall hold a public hearing on such recommendation at a special meeting called for such purpose.

(c) The naming of any facility shall have some relevance to the facility's intended use or location, a memorializing of any person or persons' significant contribution to the town of East Hartford or to such facility provided that such person shall be deceased.

(d) Notwithstanding the provisions of subsection (c), the Town Council may waive such criteria by unanimous vote.

TREE BOARD ORDINANCE (08/09/2023)

Section 2-106 of the Code of Ordinances of the Town of East Hartford is hereby repealed and the following is substituted in lieu thereof:

The duties of the Beautification Commission shall be as follows:

1. To promote and encourage improvements designed to improve the physical appearance of the town;
2. To study conditions affecting the physical appearance of the town, and suggest improvements that will beautify the town;
3. To encourage improvements in the physical appearance of the community and to involve local businesses, community groups and citizens in planning and carrying out such improvements;
4. To make such recommendations to the Mayor on methods of maintaining and improving the physical appearance and aesthetic image of the community as it deems appropriate;
5. To seek through the Town's Grants Administrator grants from public and private sources to be used in achieving any of its purposes;
6. To collect, compile and disseminate information relative to maintaining and improving the town's physical appearance.
7. To make a full written report of all activities undertaken by it to the Mayor once a year. The report shall be delivered on or before November 1 of each year and shall detail activities carried out by the Commission during the preceding twelve [(12)] month period.
8. To be the Town Tree Board to be responsible for the care and management of the community's trees, to draft and implement an annual Community Forest work plan, to advise the Tree Warden and other town officials on the planting, maintenance, and removal of public trees pursuant to the provisions of section 23-69 of the Connecticut General Statutes and to make recommendations for changes in ordinances and other town rules and regulations to promote the proper care and plantings of trees



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 23, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: REFERRAL: Ordinance Committee_ Tobacco and Cannabis Free Areas

Please find enclosed an ordinance referral request from Health and Social Services Director Laurence Burnsed, requesting to prohibit at all times, for an individual to use tobacco or cannabis products in any form while at all town-owned and operated recreation areas.

This referral is in response to multiple complaints from East Hartford residents to health department and parks staff regarding individuals using tobacco and cannabis products at Town recreation areas, including parks, swimming pools, and during games at baseball fields.

Implementation of a smoke-free environment through public policy is an evidence-based approach to promote the health, well-being and safety of residents.

Please place on the agenda for the September 5, 2023 meeting for referral to the Ordinance Committee.

C: L. Burnsed, Health and Social Services Director

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

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740 Main Street

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HEALTH DEPARTMENT

TO: Mayor Michael P. Walsh

FROM: Laurence Burnsed, Director of Health and Human Services ZB

DATE: August 24, 2023

RE: Referral to Ordinance Committee – Prohibition of smoking and use of tobacco and cannabis products at all town-owned and operated recreation areas

I am respectfully requesting an agenda item be placed on the September 5, 2023 Town Council agenda.

The Department of Health & Human Services is requesting to refer to the Ordinance Committee, to prohibit at all times, for an individual to use tobacco or cannabis products in any form while at all town-owned and operated recreation areas. This referral is in response to multiple complaints from East Hartford residents to health department and parks staff regarding individuals using tobacco and cannabis products at Town recreation areas, including parks, swimming pools, and during games at baseball fields. The purpose of this ordinance committee request is to promote the health, well-being, and safety of all persons using East Hartford recreation areas by establishing a smoke-free environment.

The scientific evidence regarding the harmful effect of secondhand tobacco smoke exposure is well-established. There is no safe level of exposure to secondhand smoke. People who are exposed to secondhand smoke, even for a short time, can suffer harmful health effects. In children, secondhand smoke exposure can cause respiratory infections, ear infections, and asthma attacks. Secondhand marijuana smoke contains many of the same toxic and cancer-causing chemicals found in tobacco smoke and contains some of those chemicals in higher amounts.

Public Act 21-1 Sec. 84 allows municipalities to prohibit consumption of cannabis in public areas and to establish fines for use of cannabis in such areas. Existing law allows a municipality to regulate, on any property owned by the municipality, any activity deemed to be deleterious to public health, including the lighting or carrying of a lighted cigarette, cigar, pipe or similar device. The bill broadens this to include property that a municipality controls but does not own, including, but not limited to, sidewalks, parks, and municipal land and buildings. It specifies that this regulatory authority applies to (1) smoked or vaped tobacco or cannabis, and (2) other types of cannabis use or consumption. Existing law also allows municipalities to regulate activities deemed harmful to public health, including tobacco smoking, on municipally-owned property.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: July 20, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: REFERRAL: Personnel and Pensions Subcommittee

Please see the attached requests for changes to the job descriptions of Accounts Clerk III in the tax department and Network Systems Administrator in the IT department, submitted by HR Director Tyron Harris. These changes are required to better reflect the updated job responsibilities for each position.

Please place this item on the Town Council agenda for the August 1, 2023 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director
M. McCaw, Finance Director
K. Sayers, Chief Information and Security Officer

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

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TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
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740 Main Street
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July 21, 2023

The Hon. Mayor Mike Walsh
740 Main Street
East Hartford, CT 06108

Re: Network Systems Administrator

Dear Mr. Walsh:

Please see the revised Network Systems Administrator job descriptions in the IT Department. Most revisions are better at defining the role of a Network Systems Administrator.

Attached is the Network Systems Administrator position description with proposed revisions.

Some of the key additions are

- Knowledge and proficiency in managing Windows servers, including various roles and features for various deployments (IE: Domain Controllers, member servers, IIS web servers, etc).
- Maintains routers, switches, and various Town owned network devices (products from Extreme, Juniper, Brocade, and Fortinet).
- Supports installed fiber (WAN and LAN) and internal cabling for data communications.
- Supports and responds to network-based alerts to resolve complex issues as they may arise to ensure continuity of operations for the Town
- Maintains backup systems (data storage, software configuration, and design)
- Current certification such as MCSE, CCNA, Network Plus, or similar.

Therefore, I recommend that this position is referred to Town Council for consideration.

Tyron V. Harris
Human Resources Director

Customer Service. Collaboration. Communication.

TOWN OF EAST HARTFORD

TITLE: Network Systems Administrator **GRADE:** 14
DEPARTMENT: Information Technology **DATE:** ~~12/9/14~~
[8/1/2023](#)

GENERAL DESCRIPTION

Responsible information systems technical work involving the provision of technical support and troubleshooting services to ~~municipal departments support municipal needs,~~ design of complex Information Technology systems, ~~and secondary oversight of department operations.~~

Work involves responsibility for providing technical support, assistance, and training to ~~employees of municipal departments IT Department team or occasional end user departments~~ with regard to ~~personal computer hardware and software utilization network hardware of software operation.~~ Duties include troubleshooting and diagnosing ~~computer network~~ related problems, ~~end user and IT staff training, and~~ Local Area Network (LAN) ~~and Wide Area Network (WAN) design and~~ administration. This position serves as a key design contact in Municipal operations. The work requires that the employee have considerable knowledge, skill, and ability in personal computer technology, printers, ~~modems~~, security devices, virtualization technologies, and networks ~~including telephony.~~

SUPERVISION RECEIVED

Works under the general supervision of the Information Technology Manager.

SUPERVISION EXERCISED

~~Serves as a second-in-command for IT Department. May perform limited supervisory duties for project based engagements or interns. Provides guidance and mentoring to technical staff as necessary.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ~~Provides technical sSupports to municipal departments with regard to personal computer and~~ by resolving network issues including diagnosis of problems, repairs, new installations and configuration of equipment and software.
- ~~May occasionally Aids-aid~~ in PC maintenance as time permits
- Firewall and security appliance maintenance, configuration/~~engineering~~, and troubleshooting.
- Virtual Server/~~Virtual~~ Desktop development/deployment/troubleshooting knowledge and proven ability
- Manages enterprise Storage Area Network and works with IT ~~Manager-leadership~~ for long term proactive refresh strategy.
- Works with IT ~~Manager-leadership~~ in long-term strategic planning of IT resources to support initiatives from municipal departments
- Documents work and change logs ~~to ensure quality and accuracy.~~

- Documents procedures and policies and trains technical staff as needed on central changes
- Develops and supports central gGroup Policy policies for coreentral management of all Personal Computer PC's, mobile devices and servers software across municipality and works with techs to streamline efficiency and user experience by educating them in bulk management
- ~~Provides Engineering level security services for municipal servers, firewalls, and security appliances and recommends~~
- ~~Assists users in deciding what software may be needed for new work tasks as well as design and code applications for automation of repetitive manual tasks.~~
- Install and configure software applications and troubleshoot various corresponding hardware related issues including upgrades of the equipment. ~~Assists various offices in maintaining third party software and provide cost saving recommendations to upper level management.~~
- Develops, supports, and tests enterprise-wide backup strategy and trains technicians in operations/recovery.
- Develops and conducts software and hardware training for technicians and end users where appropriate.
- Knowledge and proficiency in management of Windows servers including various roles and features for various deployments (IE: Domain Controllers, member servers, IIS web servers, etc).
- Maintains routers, switches, and various Town owned network devices (products from Extreme, Juniper, Brocade, and Fortinet).
- Supports installed fiber (WAN and LAN) as well as internal cabling for data communications.
- Supports and responds to network based alerts to resolve complex issues as they may arise to ensure continuity of operations for the Town
- Maintains backup systems (data storage, software configuration and design)
- ~~Proficient operation of Windows domain servers, web hosting servers, email servers, Unix application servers, IBM midrange servers, internet changes/upgrades as needed, hardware/software troubleshooting, end user support, and involvement in web functions.~~
- Manages Town Phone system with support from selected service provider
- Maintains technical knowledge by routinely attending IT Certification courses and seminars, as well as other classes where appropriate, thereby reducing the Town's need to hire external consultants/services.
- ~~Advise in the development and updating of the Town of East Hartford system use policy.~~ Cooperate with appropriate Town departments in the course of investigation of alleged violations of policy.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of a variety of office software products.
- Good Advanced technical knowledge of network hardware and operating systems.
- Good understanding of basic programming (batch, Access, Excel) network based scripting such as: Python, Visual Basic, and powershell, or similar, to automate basic functions where possible.

Network Systems Administrator, Data Processing Office of Information Technology

- Good knowledge, skill, and ability with regard to the operation and maintenance of personal computers and printers.
- Considerable problem-solving abilities as related to information technology.
- Considerable ability to establish and maintain effective working relationships with department heads, coworkers, and vendor representatives.
- Must have the ability to service different operating system platforms and perform regular updates to those operating systems.
- Must have exceptional organizational skills and the ability to work independently with a constantly changing set of priorities.
- Ability to assess and evaluate information technology issues during the absence of IT leadership and direct restoration efforts as necessaryan Information Technology Manager.
- Extensive experience in automated PC deployment through workstation imaging
- Demonstrated ability in network switching, routing, and security methods
- Experience with configuration and support of VPN technologies ~~(IPSEC, SSL, and/or PPTP)~~
- Windows Server (2003-2008+Current version and 2 versions back preferred) demonstrated knowledge in design and maintenance.

QUALIFICATIONS

Graduation from a four-yearfour-year accredited college in computer technology with progressively responsible experience in Help Desk support; or an Associate'sassociate degree from an accredited college in computer technology or related field, plus two to three years of progressively responsible Help Desk support, proven network troubleshooting and design experience

Current certification such as MCSE, CCNA, Network Plus or similar.or CISP a plus.

Appropriate level of experience can replace an associates degree from an accredited college (1 semester of college = 6 months of experience).

TOOLS AND EQUIPMENT USED

Personal computing devicesersand associated peripherals, hardware and software, digital cameras, scanners, printers and multifunction devices, envelope folding/stuffing machines, andband and laser printers, envelope inserting and folding machine, PBX and IP phone setstelephony hardware with specific focus on ip based components.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hand to Network Systems Administrator, Data-ProcessingOffice of Information Technology

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finger, handle, feel or operate equipment, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, talk, and listen. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to read and interpret technical computer material and to present training to employees. Must be able to write reports and keep records. This position requires the ability to apply complex principles to work problems and deal with several concrete variables. Must be available for 24-hour problem resolution, which includes after-hours on-call IT services.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is generally performed in typical computer room surroundings and Town offices with virtually no disagreeable features. The noise level in the work environment is moderate to noisy.

GENERAL GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

NOTE: The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

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740 Main Street
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July 18, 2023

The Hon. Mayor Mike Walsh
740 Main Street
East Hartford, CT 06108

Re: Senior Account Clerk- Tax

Dear Mr. Walsh:

Please see the revised Accounts Clerk III job descriptions in the Tax Department. Most revisions are better at defining the role of a Senior Account Clerk- Tax.

Attached is the Senior Account Clerk-Tax position description with proposed revisions. Accounts Clerk III job description has not been updated since 2012, and the role has evolved and adjusted from Grade 7 to Grade 9 with additional responsibilities. Some of the key additions are

- Work with Health Department to withhold permits for delinquent taxes for restaurants, salons, and spas.
- Provides tax information to the Development/Planning Department before ARPA Grants may be issued.
- Interviews delinquent taxpayers in person and by telephone, assists them in setting up payment schedules, and maintains contact until the matter of tax delinquency is resolved. Submit monthly reports to Tax Collector.
- Knowledge of tax collection principles and practices.
- Knowledge of tax collection laws, regulations, and ordinances.
- Assumes responsibility for the operation of the department in the absence of either the Tax Collector or the Assistant Tax Collector.

LICENSING REQUIREMENTS:

- CCMC Certification required within three years of this job description.
- Continued education and training to maintain re-certification every five years.

Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of his/her current classification, and (b) the change in his/her duties are so substantial that the position in question is of a different classification than his/her current classification. Therefore, I recommend that this position is referred to Town Council for consideration of a pay grade change.

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TOWN OF EAST HARTFORD

TITLE: Accounts Clerk III Senior Account Clerk- Tax
GRADE: 79

DEPARTMENT: Tax - Finance

DATE: 4/16/29/1/2023

POSITION DEFINITION:

Under the general direction of the Collector and/or Assistant Collector, performs lead collection and clerical, and administrative work of some complexity and variety in one or more of the functional areas of accounts payable, accounts receivable, and tax collection.

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ESSENTIAL JOB FUNCTIONS:

- Plans and organizes work according to established or standard office procedures.
- Establishes priorities; performs and leads work in the functional areas of computerized billing, collection, and record keeping.
- Leads accounts clerks in receiving, recording, and verifying revenues.
- Maintains manual and computerized financial records, including receiving and crediting of taxes and any special assessments or charges.
- Balances monies collected and prepares revenue deposits on-a-daily-basisdaily.
- Develops and maintains computer files of escrow accounts; performs data collection and processing in preparation for generating real estate bills, lists, and electronic files for escrow institutions and tax services throughout the year.
- Performs mathematical computations, requiring absolute accuracy in examining, verifying, and correcting taxes, and interest amounts.
- Prepares and enters information into the computerized collection system.
- Provides information and assistance to attorneys, title searchers, and banking officials.
- Assists in the preparation and processing of preparing and processing of delinquent tax lists, tax, and other lien notices.
- Prepares statistical information of some complexity for Collector.
- Provides general information and assistance to members of the general public.
- Provides leadership and assistance to other clerical staff.
- Maintains a record-keepingrecord-keeping and tracking system for real estate accounts; initiates contact with taxpayers and financial institutions to resolve eserow-relatedescrow-related problems.
- Processes, verifies, and records transmittals from other departments.
- Sets up and maintains office files and records as needed.
- Maintains files documenting adjustments, and corrections for audit trail.
- Performs word processing and related clerical work.
- Operates computer workstation and peripherals, copier, fax machine, calculator, and other office equipment.

- Generates computer reports of delinquent accounts and makes computer checks to determine the current status of those accounts.
- Work with Health Department to withhold permits for delinquent taxes for restaurants, salons, and spas.
- Provides tax information to the Development/Planning Department before ARPA Grants may be issued.
- Interviews delinquent taxpayers in person and by telephone, assists them in setting up payment schedules, and maintains contact until the matter of tax delinquency is resolved. Submit monthly reports to Tax Collector.
- Files UCC Liens with The Secretary of the State and all other applicable liens and releases when taxes are paid.
- Assist in the warrant process by processing payments and performing audits once the warrant cycles are over.
- Assist with the budget by processing and maintaining purchase orders for the department.
- Check scanning with Webster Web-Link, balancing, and reporting.
- Put on/ Take off delinquent taxpayers through the Department of Motor Vehicles CIVLS portal.
- Corresponds with vendors, Webster Bank and Invoice Cloud to address issues for taxpayers and our office.
- Relieves office staff as needed, especially during busy collection periods.

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ADDITIONAL JOB FUNCTIONS:

- May communicate verbally or in writing with non-English speaking members of the public.
- May provide services as a public notary to members of the public.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Basic computer skills, including the ability to enter, retrieve and verify data; knowledge of, or experience with word processing and spreadsheet programs or the ability to acquire such skills.
- Ability to acquire a working knowledge of tax collection policies, procedures, and laws, including pertinent State Statutes and Town Ordinances.
- Ability to deal effectively with town staff, state, and local officials, and the public.
- Ability to maintain complex records and files.
- Ability to perform basic mathematical computations.
- Knowledge of tax collection principles and practices.
- Knowledge of tax collection laws, regulations and ordinances.

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- Assumes responsibility for the operation of the department in the absence of either the Tax Collector or the Assistant Tax Collector.

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PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in an office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals ~~on a daily basis~~ daily.
- Ability to operate equipment requiring eye and hand coordination.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Must be able to sit at a desk or stand and work continuously for extended periods of time.

JOB QUALIFICATIONS:

- Requires a high school education, or its equivalent, with ~~course-work~~ coursework in Bookkeeping or Business Mathematics and at least three years of responsible clerical bookkeeping experience;
- or an ~~Associates~~ Associate Degree in a related field and at least one year of ~~such~~ experience.

LICENSING REQUIREMENTS:

- ~~CCMC Certification desirable.~~
- CCMC Certification required within three years of this job description.
- Continued education and training to maintain re-certification every five years.

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EEO/AA Statement

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- In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.

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NOTE: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 23, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: REFERRAL: Personnel and Pensions Subcommittee

Please see the attached request for changes to the job description of Youth Services Program coordinator. These changes more appropriately define the job responsibilities for this position.

Additionally, please find attached a job description for a new position – Program Supervisor in the Crisis Intervention Division.

Please place this item on the Town Council agenda for the September 5, 2023 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director
M. McCaw, Finance Director
L. Burnsed, Human Services Director

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

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TYRON HARRIS
DIRECTOR
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740 Main Street
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August 21st 2023

The Hon. Mayor Mike Walsh
740 Main Street
East Hartford, CT 06108

Re: Youth Services Program Coordinator

Dear Mr. Walsh:

Please see the revised Youth Services Program Coordinator. Most revisions are better at defining the role of a Youth Services Program Coordinator.

Attached is the Youth Services Program Coordinator position description with proposed revisions.

Some of the key additions are

General Duties

- Participates as an EH Juvenile Review Board member to provide recommendations for referred juvenile offenders.
- Acts as an advocate of youth as the situation may warrant.
- Prepares and oversees maintenance of confidential case records and related files.
- Prepares and supervises the maintenance of reports, case files, and records of youths counseled or referred to other agencies.
- Prepares statistical and narrative reports of some complexity for the Director and Program Manager.
- Confers with Program Manager, Director, and/or therapeutic staff concerning caseload.
- Plans work according to administrative schedule, routine with flexibility, and availability for after-hours as needed.
- Establishes priorities and adjusts schedules to meet emergencies.
- Receives oral or written directions from Program Manager and/or Director.
- In conjunction with the Program Manager, will interview, train, supervise, and assign cases to college student interns that will serve as Youth Services counselors.

License or Certificate:

- Current licensure in the State of Connecticut as a licensed clinical social worker (LCSW), psychologist, licensed marital and family therapist (LMFT), or licensed professional counselor (LPC).

Additional Requirements:

- Bilingual/Bicultural, Spanish/English skills helpful, but not required
- Experience assisting traditionally underserved populations with a developed understanding of diversity issues essential.

Therefore, I recommend that this position is referred to Town Council for consideration.

Tyron V. Harris
Human Resources Director

Customer Service. Collaboration. Communication.

- Participates as a board member of the EH Juvenile Review Board to provide recommendations for referred juvenile offenders.
- Acts as advocate of youth as ~~the~~ situation may warrant.
- Prepares and oversees maintenance of confidential case records and related files.
- Prepares and supervises maintenance of reports, case files and records of youths counseled or referred to other agencies.
- Prepares statistical and narrative reports of some complexity for Director and Program Manager.
- Confers with Program Manager, Director and/or therapeutic staff concerning caseload.
- Plans work according to administrative schedule, regular routine with flexibility and availability for after-hours as needed ~~it~~.
- Establishes priorities and adjusts schedules to meet emergencies.
- Receives oral or written directions from Program Manager and/or Director.
- In conjunction with the Program Manager, will interview, train, supervise and assign cases to college student interns that will serve as Youth Services counselors ~~at the YSB.~~

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- ~~• Receives oral or written directions from Director.~~
- ~~• Plans work according to administrative schedule and regular routine.~~
- ~~• Establishes priorities and adjusts schedules to meet emergencies.~~
- ~~• Confers with Director and therapeutic staff concerning caseload.~~
- ~~• Assigns cases to counseling staff and service contract ors.~~
- ~~• Interview young people referred to unit by school, police, court, or private organizations. Assesses needs of person.~~
- ~~• Determines program to assist person, which may include counseling, shelter, crisis intervention, or referral to state or private agency for mental, physical and social rehabilitation.~~
- ~~• Provides oversees counseling to youths and to their families as needed.~~
- ~~• Works closely with schools, police, courts, and community groups to develop programs to meet the needs of young people.~~
- ~~• Visits schools to confer with youths and school personnel.~~
- ~~• Participates in juvenile review board program which prepares recommendations for referred juvenile offenders.~~
- ~~• Coordinates emergency placements of runaway or abused youths.~~
- ~~• Prepares and supervises maintenance of reports, case files and records of youths counseled or referred to other agencies.~~
- ~~• Prepares statistical and narrative reports of some complexity for Director.~~
- ~~• Reports work accomplished to Director.~~

ADDITIONAL DUTIES:

- ~~• Prepares and oversees maintenance of confidential case records and related files.~~
- ~~• Acts as advocate of youth as situation may warrant.~~
- ~~• Assigns, trains and supervises student interns.~~

SUPERVISED BY Supervised By:

Receives general supervision from the ~~Director of~~ Youth Services Program Manager.

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SKILLS & QUALIFICATIONS PROFILE Skills & Qualification Profile:

- ~~The skills and knowledge required would generally be acquired with a Master's degree in Social Work~~ Master's degree in social work, ~~Counseling, Psychology~~ Psychology, or ~~some closely~~ related field.
- Three years experience in youth counseling ~~or community work~~.
- Thorough knowledge of ~~city municipal~~, state, and private resources available to youths and families.
- Knowledge of individual and family counseling techniques and practices.
- Knowledge of group work principles and practices.
- Knowledge of ~~State of CT state~~ criminal justice ~~system~~ -as it pertains to juvenile offenders.
- Ability to interview and establish rapport with youths and their families.
- Ability to address concerns and goals, while maintaining appropriate communication with youth and families.
- Ability to maintain confidential case records ~~and code of ethics.~~
- Ability to establish and maintain an effective working relationship individually and within a team with representatives of the schools, ~~police~~ police, and juvenile court systems.
- ~~Experience supervising college interns.~~
- Excellent interpersonal communication skills that help make connections with individuals with various personalities and cultural backgrounds.

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LICENSE OR CERTIFICATE License or Certificate:

- Connecticut Motor Vehicle Operator's License.
- Current licensure in the State of Connecticut as a licensed clinical social worker (LCSW), psychologist, licensed marital and family therapist (LMFT), or licensed professional counselor (LPC). ~~in the State of Connecticut, or progressing toward clinical licensure.~~
- Bilingual/Bicultural, Spanish/English skills helpful, but not required.

Additional Requirements:

- Bilingual/Bicultural, Spanish/English skills helpful, but not required.
- An acceptable general background check to include a local and state criminal history and sex offender registry check. Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

- Experience assisting traditionally underserved populations with a developed understanding of issues of diversity essential.

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Physical and mental demands:

The following physical and mental standards are identified as necessary to perform the essential duties and responsibilities. However, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- Mobility: frequent sitting for long periods; occasional kneeling, crouching, pushing, pulling, walking, and standing; occasional reaching above and below desk level.
- Dexterity: frequent fine manipulation sufficient to operate a computer keyboard; frequent grasping to handle individual papers, write and take notes, and feel individual objects.
- Lifting: frequent lifting of papers, files, and material weighing up to 10 pounds; occasional lifting and carrying of equipment and other items up to 25 pounds.
- Visual Requirements: frequent use of vision sufficient to read files, documents, and computer screens and do close-up work.
- Hearing/Talking: frequent hearing and talking, in person and on the telephone.
- Emotional/Psychological Factors: frequent contact with others, including extensive public contact; frequent deadlines and time-limited assignments.

Work environment:

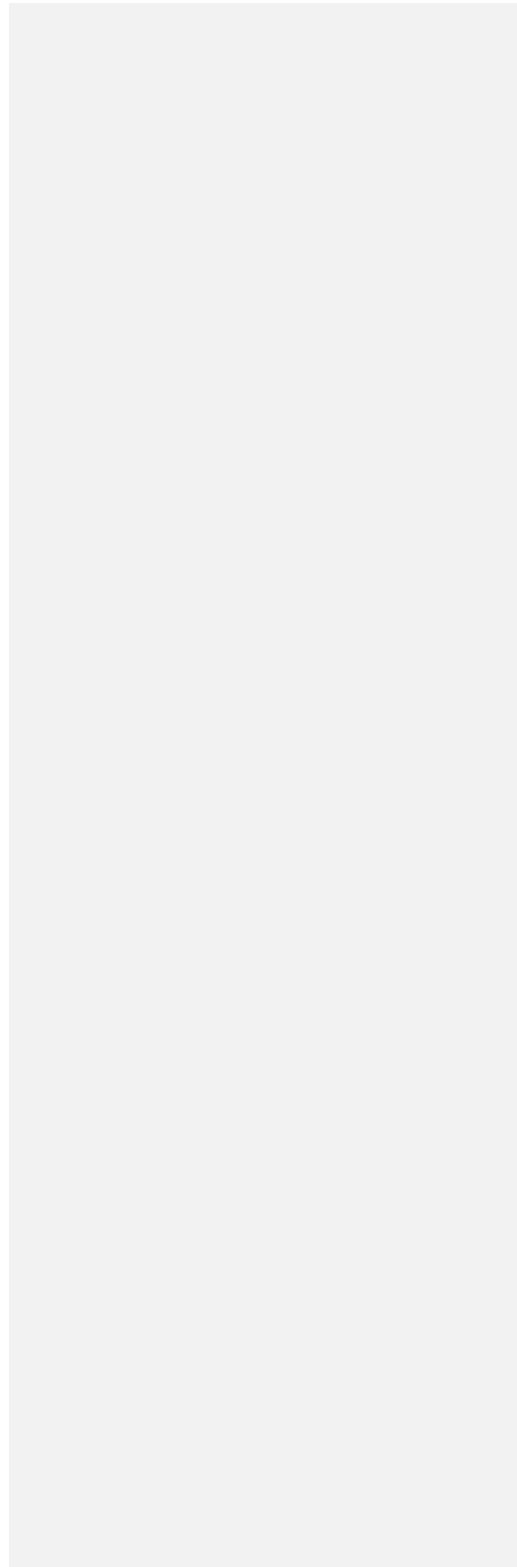
- Work is primarily performed in an office setting, subject to continuous interruptions and background noise.
- While performing the duties of the job, the employee occasionally works in outside weather conditions while conducting home visits or resident outreach.
- Occasional after-hours work may be required for outreach and education events.

General guidelines:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

• **EEO/AA Statement**

- In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.



MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

August 21st 2023

The Hon. Mayor Mike Walsh
740 Main Street
East Hartford, CT 06108

Re: New Position -Program Supervisor, Crisis Intervention Division

Dear Mr. Walsh:

Please see the Program Supervisor, Crisis Intervention Division. The East Hartford Department of Health & Human Services strives to promote the well-being, self-sufficiency, and quality of life among East Hartford residents. The supervisor administers programs that evaluate the needs of residents and provide referrals and resources so that individuals can access appropriate behavioral health and support services. The person in this position will work directly with East Hartford Police Department, Fire Department, and other municipal staff to link individuals in crisis to appropriate mental health, clinical, and assistance services.

The supervisor will oversee staff that conduct assessments of residents seeking assistance and provide case management of clients and/or family members in collaboration with other departments, healthcare and behavioral health providers, and community partners. The supervisor will also oversee Juvenile Review Board (JRB) operations and other programs implemented to reduce youth violence, delinquency, and truancy in the East Hartford community.

The program supervisor utilizes a trauma-informed intergenerational approach to client-centered assistance, case management, and crisis intervention services designed to promote positive outcomes and enhanced quality of life conditions for residents. The person in this position performs confidential work involving comprehensive biopsychosocial assessments, goal setting, and case management, focusing on triage, assessment, and connection to appropriate programs and services in town and the community. The program supervisor works under the general direction of the department director.

Therefore, I recommend that this position is referred to Town Council for consideration.

Tyron V. Harris
Human Resources Director

Customer Service. Collaboration. Communication.

Town of East Hartford

Title: Program Supervisor, Crisis Intervention Division

Department: Health & Social Services

Reports to: Director, Health & Human Services

Grade: 111 (818 Supervisors Union)

Description:

The East Hartford Department of Health & Human Services strives to promote the well-being, self-sufficiency and quality of life among East Hartford residents. The supervisor administers programs that evaluate the needs of residents, and provide referrals and resources so that individuals can access appropriate behavioral health and support services. The person in this position will work directly with East Hartford Police Department, Fire Department and other municipal staff to link individuals in crisis to appropriate mental health, clinical and assistance services. The supervisor will oversee staff that conduct assessments of residents seeking assistance, and provide case management of clients and/or family members in collaboration with other departments, healthcare and behavioral health providers, and community partners. The supervisor will also oversee Juvenile Review Board (JRB) operations and other programs implemented to reduce youth violence, delinquency and truancy in the East Hartford community.

The program supervisor utilizes a trauma-informed intergenerational approach to client-centered assistance, case management and crisis intervention services designed to promote positive outcomes and enhanced quality of life conditions for residents. The person in this position performs confidential work involving comprehensive biopsychosocial assessments, goal setting, and case management with a focus on triage, assessment and connection to appropriate programs and services in town and in community. The program supervisor works under the general direction of the department director.

Supervision Exercised:

Supervises staff conducting community response assignments, including social workers, part-time contracted workers and student interns.

Essential Job Functions:

- Recruits, trains, supervises and evaluates professional staff, caseworkers, clerical staff, volunteers and interns; plans and implements professional development and in-service training programs. Administers and supervises others administering all crisis intervention services and juvenile justice programs benefiting Town residents.
- Coordinates community response social work programs in collaboration with other community staff, behavioral health, and other organizational partners.
- Conducts comprehensive screenings and assessments; assists with client-led goal setting; provides resources and referrals, and short-term non-clinical counseling, and case management as indicated.

- Conducts evaluations in the office or the community and takes appropriate actions to keep clients and others safe. Conduct assessments and case management via phone, in-person, or virtual platforms to clients referred for social services.
- Provides social services support to other Town departments, such as police and emergency medical services, and works collaboratively with the schools and community providers in various sectors.
- Collaborates with Police and Fire Department staff to provide training and consultation to law enforcement and other municipal department personnel about mental illness, substance use, de-escalation techniques, and related topics.
- Participate and/or facilitate critical incident stress debriefings as needed with law enforcement, families and/or members of the community.
- Maintain documentation in compliance with agency and program standards.
- Coordinate with municipal programs and community programs to assist individuals in remaining safely in the community and in engaging in treatment.
- Develop and maintain recovery-oriented therapeutic relationships with individuals in crisis through ongoing assessment and stabilization efforts.
- Provides input on barriers to quality of life conditions for children, youth, and families and information on evidence-based strategies to improve those conditions.
- Provides direction and oversight to staff operations of the JRB, including screenings, investigations, board membership, case management of JRB recommendations, and documentation.
- Collaborates with other departments and community organizations to identify programs that provide positive youth development, risk prevention and intervention, and leadership development for East Hartford youth.
- Prepares annual budget and oversee expenditures in assigned areas to assure sound fiscal controls and effective use of budgeted funds.
- Researches, develops and prepares funding proposals to private and public sources to develop programs and projects aimed at furthering the goals and objectives of the **Crisis Intervention Division**.
- Represents the Town during community engagement and meetings with partner organizations.
- Participate in staff meetings, supervision, training, and other meetings as assigned.
- Develop policies, procedures, and workflows for program activities.
- Oversee the use of trauma screens and other tools of evaluation and facilitate the use of this data for triage and referral purposes.
- Develop and monitor contracts and implement midcourse corrections when needed.
- Prepare and oversee the preparation of state reports, research analyses reports, curriculum development, and manuals for evidence-based best practices
- Collaborate with Town leadership to develop and implement strategic goals and objectives and direct staff.
- Address barriers to access at the individual and group level through direct communication and problem-solving with providers, Family Advocates, Caseworkers, parents/caregivers, and other involved parties. Communicate concerns in a timely fashion to Police Department and Human Services leadership.

Knowledge, Skills and Abilities:

- Must have a working knowledge of Trauma-Informed work, Adverse Childhood Experiences (ACES), and Motivational Interviewing (MI) with an expertise in Case Management Standards.
- A working knowledge of treatment and prevention of substance misuse, suicide prevention, chronic absenteeism, parenting support, crisis response and juvenile diversion is preferred.
- Knowledge of developmental issues for the full range of adult clients in diagnosing and determining treatment programs that result in positive client progress.
- Knowledge of the juvenile justice system, including juvenile court processes, law enforcement and juvenile review board restorative justice practices.
- Excellent time management skills, flexibility regarding scheduling, and the ability to multi-task in the completion of job responsibilities.
- Effective interpersonal and communication skills with individuals with mental health and co-occurring disorders, as well as with their families/caregivers and natural support systems.
- Motivated and able to work as a team player collaborating with peers and staff on formulating appropriate diagnoses and treatment programs.
- Ability to understand and incorporate recovery based treatment, language, and interventions into documentation and daily operations.
- Awareness/sensitivity to all types of issues related to client and staff diversity.
- Ability to ensure the security and confidentiality of client information and records.
- East Hartford is a diverse community with 70% of the population comprised of persons of color. The person in this position will need to have a good understanding of cultural competency and cultural humility.

Education

- Master's degree in social work from a program accredited by the Council on Social Work Education or related health human services field (Social Work, Human Services, Sociology, Psychology, Family & Child Development, Counseling, Gerontology, or Guidance & Counseling)

Experience:

- At least five years of progressively responsible supervisory experience in human services, social services, or a related field, or demonstrated experience serving as the lead or coordinator of social services or related programs.

Licenses/Certificates/Other Qualifications:

- Licensure as a clinical social worker in the State of Connecticut.
- Must have a valid Connecticut driver's license.

Additional Requirements:

- Bilingual/Bicultural, Spanish/English skills helpful, but not required.

- An acceptable general background check to include a local and state criminal history and sex offender registry check. Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.
- Experience assisting traditionally underserved populations with a developed understanding of issues of diversity essential.
- Experience with project coordination and program implementation.
- Demonstrated skills in providing consultation, training, and quality assurance to make improvements in services.

Physical and Mental Demands:

The following physical and mental standards are identified as necessary to perform the essential duties and responsibilities. However, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- Mobility: frequent sitting for long periods; occasional kneeling, crouching, pushing, pulling, walking, and standing; occasional reaching above and below desk level.
- Dexterity: frequent fine manipulation sufficient to operate a computer keyboard; frequent grasping to handle individual papers, write and take notes, and feel individual objects.
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- Occasional after-hours work may be required for outreach and education events.

General Guidelines:

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Hours: This is a full-time position with work hours scheduled Monday through Friday, 8:30 a.m. to 4:30 p.m. Occasional after-hours work may be required for crisis response, outreach and education events.

EEO/AA Statement

- In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 16, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: AMUSEMENT PERMIT APPLICATIONS

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

Sec. 5-3 (e):

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

Please add the following amusement permits on the Town Council agenda for September 5, 2023 meeting.

- **Wickham's Grand Re-Opening Celebration**
 - Saturday, September 9, 11:30-1 PM at 656 Burnside Avenue.
- **East Hartford Latin Festival**
 - Saturday, September 23, 12-6 PM at Alumni Park (1021 Main St).
- **Believe 208 – Run for the Brave and Finest**
 - Sunday, September 24, 2023, 7 AM to 11 AM (road closures from 8-9:30 AM); 1831 Main Street and into South Windsor, northbound on Main Street and return southbound on Main Street.
- **East Hartford Fall Festival**
 - Saturday, October 7, 2023 from 11 -3 PM at Alumni Park. Rain Date is Sunday, October 8, 2023, same time and location.
- **Thunderbird American Indian Dance Troupe**
 - Saturday, October 21, 1-2 PM, 840 Main Street.

C: S. Sansom, Chief of Police

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

SCOTT M. SANSOM
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

www.easthartfordct.gov

To: Mayor Walsh

From: Chief Scott M. Sansom

Date: August 15, 2023

Re: **Amusement Permit Application**
“Wickham Library Grand Re-Opening Celebration”

Pursuant to the East Hartford Code of Ordinances, Chapter 5, Amusements, Section 5-3(e), the attached Amusement Permit Application should be forwarded to the Town Council for appropriate action.

If you require any further information, please contact me at your convenience.



Scott M. Sansom
Chief of Police

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD
Police Department

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

August 15, 2023

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

**Re: Outdoor Amusement Permit Application
"Wickham Library Grand Re-Opening Celebration"**

Dear Chairman Kehoe:

Attached please find the amusement permit application by the **East Hartford Public Library** by **Sarah Kline Morgan, Library Director**. The applicant seeks to conduct the **Wickham Library Grand Re-Opening Celebration** at **Wickham Library** at **656 Burnside Avenue** on **Saturday, September 9, 2023**, from **11:30 am – 1:00 pm**. The **opening remarks** will be **11:30am to noon**, followed by a **concert by the Hartford Steel Symphony** from **noon to 12:45pm**. An ice-cream truck will be available from **12:30pm to 1:00pm**. In case of inclement weather, event will be moved indoors.

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 **Inspections and Permits Department** approves the application as submitted.

The **Fire Department** approves the application as submitted and states there will be no anticipated costs to their Department. **The Fire Marshall will need to inspect any food trucks that may be in attendance.**

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

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

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

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

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink 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

Rivera, Augustina

From: Fitzgerald, Robert
Sent: Friday, August 11, 2023 4:04 PM
To: Rivera, Augustina; Pelow, John
Cc: Kennedy, Sara; Corp Counsel
Subject: RE: Outdoor Amusement Permit Application- East Hartford Public Library- Wickham Library Grand Reopening Celebration

Tina:

This is okay by me. No comment.

Robert Fitzgerald

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Thursday, August 10, 2023 2:51 PM
To: Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>
Cc: Kennedy, Sara <skennedy@easthartfordct.gov>
Subject: FW: Outdoor Amusement Permit Application- East Hartford Public Library- Wickham Library Grand Reopening Celebration

Just a friendly reminder that your comments are due tomorrow.

Tina

From: Rivera, Augustina
Sent: Friday, July 28, 2023 10:59 AM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application- East Hartford Public Library- Wickham Library Grand Reopening Celebration

Good morning,

Attached are both the Director's Review & Notice and the Outdoor Amusement Permit Application for the Town of East Hartford Public Library for the "Wickham Library Grand Re-Opening Celebration" to be held on Saturday, September 9th.

Please let me have your comments by **Friday, August 11th**.

Thank you.

Rivera, Augustina

From: Sasen, Christine
Sent: Friday, August 4, 2023 10:42 AM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit Application- East Hartford Public Library- Wickham Library Grand Reopening Celebration

Ok

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Friday, July 28, 2023 10:59 AM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application- East Hartford Public Library- Wickham Library Grand Reopening Celebration

Good morning,

Attached are both the Director's Review & Notice and the Outdoor Amusement Permit Application for the Town of East Hartford Public Library for the "Wickham Library Grand Re-Opening Celebration" to be held on Saturday, September 9th.

Please let me have your comments by **Friday, August 11th**.

Thank you.

Tina

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



Scott Sansom
Chief of Police

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



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: Saturday, September 9, 2023

Event: "Wickham Library Grand Re-Opening Celebration"

Applicant: East Hartford Public Library, Sarah Kline Morgan, 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 \$ _____

Bruce Cohen
Signature

8/1/23
Date

Comments:



Scott Sansom
Chief of Police

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



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: Saturday, September 9, 2023

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

Stephen J. Alsup

Signature
Stephen J. Alsup, Assistant Fire Chief

8/2/23

Date

Comments:

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

DATE: 8/11/23

APPLICATION FOR: Wickham Library Grand Re-Opening Celebration

APPLICANT: Sara Kline Morgan, Library Director, East Hartford Public Library
smorgan@easthartfordct.gov 860-290-4340

ADDRESS: Wickham Memorial Library, 656 Burnside Ave, East Hartford CT
06108

DATE(S) OF EVENT: Saturday September 9, 2023 11:30AM-1PM

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

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

COMMENTS: will need inspections for food



JOHN PELOW
FIRE MARSHAL
TOWN OF EAST HARTFORD



Scott Sansom
Chief of Police

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



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: Saturday, September 9, 2023

Event: "Wickham Library Grand Re-Opening Celebration"

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

Anticipated Cost(s) if known \$0 _____

Alexander M. Trujillo 8/4/2023
Signature _____ Date

Comments:



Scott Sansom
Chief of Police

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



Michael P. Walsh
Mayor

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

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

Michael O'Connell 07/28/2023

Signature

Date

Comments:



Scott Sansom
Chief of Police

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



Michael P. Walsh
Mayor

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

Ted Fravel

Signature

7/28/23

Date

Comments:

Rivera, Augustina

From: Hawkins, Mack
Sent: Monday, July 31, 2023 7:25 AM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit Application- East Hartford Public Library- Wickham Library Grand Reopening Celebration

Tina,

I have reviewed the Outdoor Amusement Permit Application for "East Hartford Public Library- Wickham Library Grand Reopening Celebration." I approve the application as submitted. Please mark the worksheet "Extra Attention" for the day of the event.

Thank you,

Mack S. Hawkins

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

Serving Our Community with Pride and Integrity



From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Friday, July 28, 2023 10:59 AM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Michael P. Walsh
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event:
Wickham Library Grand Re-Opening Celebration
2. Date(s) of Event:
Saturday, September 9
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):
**Sarah Kline Morgan, Library Director
smorgan@easthartfordct.gov
860.290.4340**
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.
n/a
5. List the location of the proposed amusement: (Name of facility and address)
Wickham Memorial Library, 656 Burnside Avenue, East Hartford
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
**Saturday, September 9, 11:30 AM - 1 PM
In the event of inclement weather, the event will be moved indoors.**
7. Provide a detailed description of the proposed amusement:
We will have opening remarks from 11:30 AM - noon, followed by a concert by the Hartford Steel Symphony from 12:00 - 12:45 PM. An ice cream truck will be available from 12:30 - 1 PM.

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

Yes No

a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? **12 - 12:45 PM**

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

0 - 100

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

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

100 - 150

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

a. Crowd size impact:

None

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

None

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

We have sufficient parking on site in the Wickham Library lot and adjoining PSC lot.

d. Noise impact on neighborhood:

Minimal

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

Outdoor trash cans will be provided.

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:

Event will be held adjacent to the Public Safety Complex

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

Library staff will call with notification as needed.

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

Library staff will call EMS as needed.

d. Crowd control plan:

Audience will be spread out on the large lawn.

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

Library staff will ensure that the lawn is cleaned up afterwards.

f. Provision of sanitary facilities:
Bathrooms are located inside the Wickham 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 Library
(Legal Name of Applicant)

Sarah Kline Morgan
(Applicant Signature)

Sarah Kline Morgan
(Printed Name)

7.27.23
(Date Signed)

Library Director
(Capacity in which signing)

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

FOR OFFICE USE

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

Outdoor Amusement Permit Fees:

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

Total Assessed Amusement Permit Fee

Received By: Augustina Rivera

Employee Number: 9099

Date & Time Signed: 7.27.23 7:00 ~~AM~~ PM

Time remaining before event: 43 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.

MICHAEL P. WALSH
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

To: Mayor Walsh

From: Chief Scott M. Sansom

Date: August 15, 2023

Re: **Amusement Permit Application**
“Believe 208-Run for the Brave and Finest”

Pursuant to the East Hartford Code of Ordinances, Chapter 5, Amusements, Section 5-3(e), the attached Amusement Permit Application should be forwarded to the Town Council for appropriate action.

If you require any further information, please contact me at your convenience.



Scott M. Sansom
Chief of Police

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD
Police Department

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

August 15, 2023

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

**Re: Outdoor Amusement Permit Application
"Believe 208-Run for the Brave and Finest"**

Dear Chairman Kehoe:

Attached please find the amusement permit application by the **Connecticut Alliance to Benefit Law Enforcement, Inc. by Kathryn Kleis, its Race Director**. The applicant seeks to conduct a **5K Run in memory of East Hartford Police Officer Paul Buchanan on Sunday, September 24, 2023 from 7:00 am to 11:00 am with road closures only from 8:00am to 9:30am**. The race will begin at the Knights of Columbus (1831 Main Street) and into South Windsor, northbound on Main Street, and return southbound on Main Street. **There will be music and food at the event**. This event is rain or shine.

The applicant respectfully **requests a waiver of the associated permit fee**, under the provisions of (TO) 5-6(a), due to the Town of East Hartford as the purpose of this event is to fund initiatives that directly benefit first responders in the community.

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

The **Office of Corporation Counsel** has approved the application and **has requested that a limited license agreement be signed**.

The **Office of Risk Management** approves the application as submitted.

The **Inspections and Permits Department** approves the application as submitted.

The **Fire Department** approves the application as submitted and states there are no anticipated costs to their Department for this event. **The Fire Marshall will need to inspect any food trucks that may be in attendance**.

The **Departments of Public Works and Parks & Recreation** approve the application as submitted and **states there are no anticipated costs to their Departments for this event**.

The **Health Department** approves the application as submitted and states there are no anticipated costs to their Department for this event. **They will work with the applicant to address food safety standards**.

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

- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.
- **The anticipated costs to the Department for this event is \$2,132.20.**

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 stroke at the end.

Scott M. Sansom
Chief of Police

Cc: Applicant

Rivera, Augustina

From: Fitzgerald, Robert
Sent: Monday, July 31, 2023 2:29 PM
To: Rivera, Augustina
Cc: Hawkins, Mack; Corp Counsel
Subject: RE: Outdoor Amusement Permit Application- Believe 208 - Run for the Brave and Finest
Attachments: CT Alliance to Benefit Law enforcement -- Believe 208 License.pdf

Tina:

Please have the applicant review and execute the attached limited license agreement. This is okay by me pending the attached is executed.

Robert Fitzgerald

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Monday, July 24, 2023 11:46 AM
To: Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>
Cc: Hawkins, Mack <MHawkins@easthartfordct.gov>
Subject: RE: Outdoor Amusement Permit Application- Believe 208 - Run for the Brave and Finest

Good morning,

This can wait until you return from vacation, enjoy your vacation.

I plan to place this on the August 15th board meeting so we have a few days before deadline. Here is the detailed description of route, it was on one of the documents within the application pdf:

Course Route:

The 5K race will start at the Knights of Columbus (1831 Main Street, East Hartford) and will continue into South Windsor on Main Street Northbound and will return on Main Street Southbound. Runners will run:

- North onto Main Street which turns in to (Old) Main Street
- Continue straight past the intersection of Gilman and (Old) Main Street
- Continue straight past Passaro Drive
- Continue straight past Brook Street
- Continue straight to North King Street, South Windsor at which point runners turn around on the street's loop and follow the same route back to the start line (Knights of Columbus, 1871 Main Street)

Tina

From: Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>
Sent: Monday, July 24, 2023 11:39 AM
To: Rivera, Augustina <ARivera@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>
Cc: Corp Counsel <corpcounsel@easthartfordct.gov>
Subject: RE: Outdoor Amusement Permit Application- Believe 208 - Run for the Brave and Finest

Risk Mgmt

Rivera, Augustina

From: Sasen, Christine
Sent: Wednesday, July 12, 2023 4:22 PM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit Application- Believe 208 - Run for the Brave and Finest

COI ok

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Tuesday, July 11, 2023 9:44 AM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application- Believe 208 - Run for the Brave and Finest

Good morning,

Attached please find the Director's Review & Notice and the Outdoor Amusement Application with the Certificate of Insurance for the annual "Believe 208 - Run for the Brave and Finest" that will take place on September 24, 2023.

Please send your reviews/comments to me by **Tuesday, July 25, 2023**.

Thank you.

Tina

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



Scott Sansom
Chief of Police

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



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: **Sunday, September 24, 2023**

Event: **"Believe 208 - Run for the Brave and Finest"**

Applicant: **Connecticut Alliance to Benefit Law Enforcement, Inc., Believe 208
Kathryn Kleis, Race 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 \$ _____

Bruce Cohen

7/12/23

Signature

Date

Comments:

No Comment

Fire Dept



Scott Sansom
Chief of Police

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



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: Sunday, September 24, 2023

Event: "Believe 208 - Run for the Brave and Finest"

Applicant: Connecticut Alliance to Benefit Law Enforcement, Inc., Believe 208
Kathryn Kleis, Race 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 \$ _____

Stephen J. Alsup

Signature

07/13/2023

Date

Comments:

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

DATE: 7/14/23

APPLICATION FOR: Believe 208 – Run for the Brave and Finest

APPLICANT: Connecticut Alliance to Benefit Law Enforcement Inc., Believe 208,

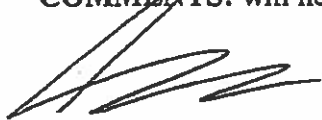
ADDRESS: Knights of Columbus, 1831 Main St, East Hartford CT

DATE(S) OF EVENT: Sunday September 24, 2023 8AM-11AM

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

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

COMMENTS: will need an inspection of any food trucks



**JOHN PELOW
FIRE MARSHAL
TOWN OF EAST HARTFORD**



Scott Sansom
Chief of Police

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



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: Sunday, September 24, 2023

Event: "Believe 208 - Run for the Brave and Finest"

Applicant: Connecticut Alliance to Benefit Law Enforcement, Inc., Believe 208
Kathryn Kleis, Race 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_____

Alexander M. Trujillo 7/13/2023
Signature Date

Comments:



Scott Sansom
Chief of Police

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



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: Sunday, September 24, 2023

Event: "Believe 208 - Run for the Brave and Finest"

Applicant: Connecticut Alliance to Benefit Law Enforcement, Inc., Believe 208
Kathryn Kleis, Race 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 _____ 7/24/23
Signature Date

Comments:



Scott Sansom
Chief of Police

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

Health Dept



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: **Sunday, September 24, 2023**

Event: **"Believe 208 - Run for the Brave and Finest"**

Applicant: **Connecticut Alliance to Benefit Law Enforcement, Inc., Believe 208
Kathryn Kleis, Race 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 \$ _____

Laurence Burnsed, MPH, MBA
Signature

July 11, 2023
Date

Comments:

Approved as submitted. Environmental Health will work with organizers to address food safety standards.

Rivera, Augustina

From: Hawkins, Mack
Sent: Friday, July 28, 2023 10:32 AM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit Application- Believe 208 - Run for the Brave and Finest

Tina,

I have reviewed the Outdoor Amusement Permit Application for "Believe 208" – Run for the Brave and Finest" for 2023. I approve the application as submitted. The anticipated cost to the Department for this event is \$2,132.20.

Thank you,

Mack S. Hawkins

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

Serving Our Community with Pride and Integrity



From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Friday, July 28, 2023 10:21 AM
To: Hawkins, Mack <MHawkins@easthartfordct.gov>
Subject: FW: Outdoor Amusement Permit Application- Believe 208 - Run for the Brave and Finest

Hi Mack,

I need your comments for this one.

Thanks.

From: Rivera, Augustina
Sent: Tuesday, July 11, 2023 9:44 AM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Michael P. Walsh
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:
Believe 208 - Run for the Brave and Finest
2. Date(s) of Event:
Sunday, September 24, 2023
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):
**Connecticut Alliance to Benefit Law Enforcement, Inc., Believe 208, 82 Cottonwood Road
Newington, CT 06111
c/o
Kathryn Kleis, Race Director, 2 Redbud Lane, Glastonbury, CT 06033
(C) 203-313-0832, (W) 860-512-2795, Email: Believe208run@gmail.com or Katy.Kleis@gmail.com**
4. If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.
**Board of Directors
Louise Pyers, CEO – 82 Cottonwood Road, Newington, CT 06111;
Chairman of the Board, Joseph Dooley, 501 Crescent Street, New Haven, CT 06515;
Board Members: James Scott, 700 Prospect Street, New Haven, CT 0651; Woodrow Tinsley, 31 School Street, East Hartford, CT 06108; Kari Sassu, 501 Crescent Street, New Haven, CT 06515; Tamrah Stepien, 113 Beauchamp Terrace, Chicopee, MA 01020; Jason Bodell, 222 Main Street, Middletown CT 06457; Russell Iger, 1585 Main Street, Coventry, CT 06238**
5. List the location of the proposed amusement: (Name of facility and address)
From 1831 Main Street, East Hartford, CT (Knights of Columbus) to South Windsor town line
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
Sunday, September 24, 2023 from 7:00 am-11:00 am (*road closures ONLY from 8:00-9:30 am)
7. Provide a detailed description of the proposed amusement:
5K road race in memory of East Hartford Police Officer Paul Buchanan - see attached for more information

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)? 8:00 am-11:00 am

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

4-70

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

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

200-500

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:

Road closure Ellington Road & Main Street to Old Main Street, South Windsor

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

EHPD will open northbound to southbound as runners complete course

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

Parking at Knights of Columbus in designated lots, no overflow on streets

d. Noise impact on neighborhood:

Minimal; all residents receive notification of the event in advance

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

Trash receptacles provided, volunteers clean course on-going & final clean-up completed ASAP

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

Minimal traffic delays for Passaro Drive & Main Street approximately 35-45 minutes maximum

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:

Police, fire and medical on-site

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

EHPD on-site

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

EHPD on-site, ambulance on-site

d. Crowd control plan:

Not applicable

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

Race course will be checked for any debris following the event.

f. Provision of sanitary facilities:

On-site at Knights of Columbus

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):

Fee waiver request attached, insurance policy attached

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

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

a. False Statement is a Class A Misdemeanor.

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

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

Connecticut Alliance to Benefit Law Enforcement

(Legal Name of Applicant)

Kathryn Kleis

(Applicant Signature)

Kathryn Kleis
(Printed Name)

06/27/2023
(Date Signed)

Race Director

(Capacity in which signing)

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

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

Outdoor Amusement Permit Fees:

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

\$ 10/performance §5-6

Parades

\$ 25/each parade §5-6

Fireworks display or air show

\$ 25/performance §5-6

Carnival, rodeo, circus, or tent show

\$ 100/day §5-6

Total Assessed Amusement Permit Fee

Received By: Augustina Rivera

Employee Number: 9099

Date & Time Signed: 7/11/23 7:05 AM PM

Time remaining before event: 75 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.

Question #7

Believe 208: Run for the Brave and Finest

The Annual Believe 208 5K Run for the Brave and Finest, in Memory of East Hartford Police Officer Paul Buchanan, supports “Believe 208”. “Believe 208”, an initiative in collaboration with the Connecticut Alliance to Benefit Law Enforcement (CABLE), works to provide resources, training and information on all aspects of first responder well-being. The “Believe 208” mission is to increase awareness of the unique challenges facing first responders and to be a trusted, influential source for first responders, their families, agencies and community stakeholders. Proceeds from the race fund education and training efforts and provide resources to first responders and families in need.

Course Route:

The 5K race will start at the Knights of Columbus (1831 Main Street, East Hartford) and will continue into South Windsor on Main Street Northbound and will return on Main Street Southbound. Runners will run:

- North onto Main Street which turns in to (Old) Man Street
- Continue straight past the intersection of Gilman and (Old) Main Street
- Continue straight past Passaro Drive
- Continue straight past Brook Street
- Continue straight to North King Street, South Windsor at which point runners turn around on the street’s loop and follow the same route back to the start line (Knights of Columbus, 1871 Main Street)

Believe 208: Run for the Brave and Finest

Fee Waiver Request

The Annual Believe 208 5K Run for the Brave and Finest, in Memory of East Hartford Police Officer Paul Buchanan, supports “Believe 208”. “Believe 208”, an initiative in collaboration with the Connecticut Alliance to Benefit Law Enforcement (CABLE), works to provide resources, training and information on all aspects of first responder well-being. The “Believe 208” mission is to increase awareness of the unique challenges facing first responders and to be a trusted, influential source for first responders, their families, agencies and community stakeholders. Proceeds from the race fund education and training efforts and provide resources to first responders and families in need.

We hereby request a fee waiver in light of the event’s mission and desire for 100% of race proceeds to fund initiatives that directly benefit first responders in the community.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/07/2023

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 East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945	CONTACT NAME: Will Maddux PHONE (A/C, No, Ext): (530) 477-6521 E-MAIL ADDRESS: info@theeventhelper.com FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE INSURER A: Evanston Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED CABLE Inc./Believe 208 c/o Kathryn Kleis 82 Cottonwood Rd Newington CT 06111	

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
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y	Y	3DS5474-M3732502	09/24/2023 12:01 AM	09/25/2023 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	Host Liquor Liability						MED EXP (Any one person) \$ 10,000
	Retail Liquor Liability						PERSONAL & ADV INJURY \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						Deductible \$ 1,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR						AGGREGATE \$
	EXCESS LIAB						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19. Attendance: 300, Event Type: 5 K Run. Waiver of Subrogation applies per attached CG 24 04 12 19. Primary/Non-Contributory wording applies per attached CG 20 01 04 13.

CERTIFICATE HOLDER Town of East Hartford Its Officials, employees, volunteers, boards and commissions 740 Main St East Hartford CT 06108	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---

LIMITED LICENSE AGREEMENT

TOWN OF EAST HARTFORD TO CONNECTICUT ALLIANCE TO BENEFIT LAW ENFORCEMENT, 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, Connecticut Alliance To Benefit Law Enforcement, Inc. and its agents, servants, employees and volunteers.

We grant you a limited license to utilize Town roads including: Main Street(the "Premises") for the running of the 2023 Believe 208 Run for the Brave and Finest. The following terms shall govern this limited license:

1. TERM. The term of the limited license begins at 4:00 am and concludes at 11:59 pm on September 24, 2023, the day of the 2023 Believe 208 Run for the Brave and Finest.

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 2023 Believe 208 Run for the Brave and Finest. 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 2023 Believe 208 Run for the Brave and Finest.

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 \$1,000,000 Each Occurrence/\$2,000,000 Aggregate 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 2023 Believe 208 Run for the Brave and Finest 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. Evidence of Worker's Compensation coverage will be required. 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 2023 Believe 208 Run for the Brave and Finest, 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 August 14, 2023
TOWN OF EAST HARTFORD

By: Michael P. Walsh, Mayor

CONNECTICUT ALLIANCE TO BENEFIT LAW ENFORCEMENT, INC.



By: Kathryn Kleis

MICHAEL P. WALSH
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

To: Mayor Walsh

From: Chief Scott M. Sansom

Date: August 25, 2023

Re: **Amusement Permit Application**
"East Hartford Latin Festival"

Pursuant to the East Hartford Code of Ordinances, Chapter 5, Amusements, Section 5-3(e), the attached Amusement Permit Application should be forwarded to the Town Council for appropriate action.

If you require any further information, please contact me at your convenience.



Scott M. Sansom
Chief of Police

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD
Police Department

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

August 25, 2023

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

**Re: Outdoor Amusement Permit Application
"East Hartford Latin Festival"**

Dear Chairman Kehoe:

Attached please find the amusement permit application from **The Town of East Hartford Mayor's Office by Connor Martin, Chief of Staff**. The applicant seeks to conduct a **Latin Festival on Saturday, September 23, 2023 from 12:00pm to 6:00pm** at the **Town Green/Alumni Park**. This celebration will feature **live entertainment, local vendors, food trucks and games (bounce house, face painting, dominoes tournament) and other fun activities for families**.

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

The Risk Management Office approves the application subject to receipt and approval of the Certificate of Insurance from vendor providing inflatables.

The Office of Corporation Counsel approves the application as submitted.

The Inspections and Permits Department approves the application as submitted.

The Fire Department approves the application as submitted and indicates there are no anticipated costs to their Department. In event of an emergency, the 911 system is to be used. The Fire Marshal will need to inspect any food trucks, food and inflatables that will be present day of event, therefore applicant is to work with Fire Marshal's office to ensure inspections are scheduled.

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

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

The Public Works Department approves the application as submitted and indicates there is anticipated costs of \$1,500 to their Department.

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

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

Respectfully submitted for your information.

Sincerely,

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

Scott M. Sansom
Chief of Police

Cc: Applicant

Rivera, Augustina

From: Sasen, Christine
Sent: Tuesday, August 15, 2023 2:21 PM
To: Rivera, Augustina
Cc: Martin, Connor
Subject: RE: Outdoor Amusement Permit Application-Town of East Hartford Latin Festival for September 23rd

Hi Tina,

I appreciate your follow up on the COI for the inflatable. Even if it is the same company, I will need a new COI as the other one expired. Thank you. Chris

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Tuesday, August 15, 2023 2:13 PM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application-Town of East Hartford Latin Festival for September 23rd

Good afternoon,

Attached are both the Director's Review & Notice and Outdoor Amusement Permit Application for the **Town of East Hartford's Latin Festival to be held on September 23rd**. This is a redo since the weather did not cooperate for the previous approved date. I believe it is exactly the same info as the previous application. I am waiting to hear from Connor Martin if they will be using same vendor for the inflatables because I do not want to assume anything and if they would like to set a rain date or not. If there is indeed a different vendor or any new info I will forward to you.

I am trying to get this on the September 9th Town Council meeting so **if you could reply by next Tuesday, August 22nd**, it would be greatly appreciated.

Have a great afternoon.

Tina

Augustina Rivera
 Administrative Clerk 3
 Support Services/Operations Bureau
 East Hartford Police Department
 31 School Street
 East Hartford, CT 06108
 Office: 860-291-7631 Fax: 860-610-6290

Rivera, Augustina

From: Fitzgerald, Robert
Sent: Tuesday, August 22, 2023 3:18 PM
To: Rivera, Augustina; Hawkins, Mack
Cc: Corp Counsel
Subject: RE: Outdoor Amusement Permit Application-Town of East Hartford Latin Festival for September 23rd

Okay by me, no comment.

Robert Fitzgerald

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Tuesday, August 22, 2023 2:37 PM
To: Hawkins, Mack <MHawkins@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>
Subject: FW: Outdoor Amusement Permit Application-Town of East Hartford Latin Festival for September 23rd

Hi. Comments are due today.

Much appreciated.

Tina

From: Rivera, Augustina
Sent: Monday, August 21, 2023 3:21 PM
To: Fravel, Theodore <tfravel@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>
Cc: Kennedy, Sara <skennedy@easthartfordct.gov>
Subject: FW: Outdoor Amusement Permit Application-Town of East Hartford Latin Festival for September 23rd

Friendly reminder that tomorrow your comments are due on this application. Per Connor everything is the same as the last event that took place in July and event will be cancelled if there is inclement weather so no rain date.

From: Rivera, Augustina
Sent: Tuesday, August 15, 2023 2:13 PM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application-Town of East Hartford Latin Festival for September 23rd

+ inspections and permits



Scott Sansom
Chief of Police

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



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: **Saturday, September 23, 2023**

Event: **"East Hartford Latin Festival"**

Applicant: **The Town of East Hartford's Mayor's Office**

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 \$ _____

Bruce Cohen
Signature

8/15/23
Date

Comments:

No Comment

fire Dept



Scott Sansom
Chief of Police

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



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: **Saturday, September 23, 2023**
Event: **"East Hartford Latin Festival"**
Applicant: **The Town of East Hartford's Mayor's Office**

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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 \$ _____

Stephen G. Alsup _____ 8/18/2023
Signature Date
Stephen Alsup, Assistant Fire Chief

Comments:

Call 911 in the event of an emergency.

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

DATE: 8/21/23

APPLICATION FOR: East Hartford Latin Festival

**APPLICANT: Town of East Hartford
740 Main St, East Hartford CT 06108**

ADDRESS: East Hartford Town Green/Alumni Park 50 Chapman Pl

DATE(S) OF EVENT: September 23 12:00pm – 6:00pm

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

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

COMMENTS: will need inspections for inflatables, food, and liquor


JOHN PELOW
FIRE MARSHAL
TOWN OF EAST HARTFORD



Scott Sansom
Chief of Police

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



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: **Saturday, September 23, 2023**

Event: **"East Hartford Latin Festival"**

Applicant: **The Town of East Hartford's Mayor's Office**

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

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

Anticipated Cost(s) if known \$ _____

Michael O'Connell 08/15/2023

Signature

Date

Comments:



Scott Sansom
Chief of Police

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

Parks & Rec



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: **Saturday, September 23, 2023**

Event: **"East Hartford Latin Festival"**

Applicant: **The Town of East Hartford's Mayor's Office**

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 _____ 8/21/23
Signature Date

Comments:



Scott Sansom
Chief of Police

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



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: **Saturday, September 23, 2023**

Event: **"East Hartford Latin Festival"**

Applicant: **The Town of East Hartford's Mayor's Office**

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 \$ 1500.00

Alexander M. Trujillo 8/21/2023
Signature _____ Date

Comments:

Rivera, Augustina

From: Hawkins, Mack
Sent: Thursday, August 24, 2023 8:34 PM
To: Rivera, Augustina
Subject: Re: Outdoor Amusement Permit Application-Town of East Hartford Latin Festival for September 23rd

Tina,
I have reviewed the Outdoor Amusement Permit Application for "East Hartford Latin Festival." I approve the application as submitted. Please mark the worksheet "Extra Attention" for the day of the event.
Thank you,

Mack S. Hawkins
Assistant Chief of Police
East Hartford Police Department
31 School St.
East Hartford, CT 06108
Office 860 291-7597

Serving Our Community with Pride and Integrity



From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Thursday, August 24, 2023 3:05:17 PM
To: Hawkins, Mack <MHawkins@easthartfordct.gov>
Subject: FW: Outdoor Amusement Permit Application-Town of East Hartford Latin Festival for September 23rd

Hi, I need your comments for this one.

From: Rivera, Augustina
Sent: Tuesday, August 22, 2023 2:37 PM
To: Hawkins, Mack <MHawkins@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>
Subject: FW: Outdoor Amusement Permit Application-Town of East Hartford Latin Festival for September 23rd

Hi. Comments are due today.

Much appreciated.

Tina

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Michael P. Walsh
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event:
East Hartford Latin Festival
2. Date(s) of Event:
September 23, 2023
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, 740 Main Street East Hartford CT 06108, 860-291-7203
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.
Town of East Hartford, 740 Main Street East Hartford CT 06108, 860-291-7203
5. List the location of the proposed amusement; (Name of facility and address)
Town Green/ Alumni Park
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
12pm - 6pm.
7. Provide a detailed description of the proposed amusement:
The event will mirror Juneteenth or Fall fest with live entertainment, local vendors, food trucks and games (bounce house, face painting, dominos tournament).

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

Yes No

a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? 12-6 pm

9. What is the expected age group(s) of participants?
1-100

10. What is the expected attendance at the proposed amusement:
(If more than one performance, indicate time / day / date and anticipated attendance for each.)
500-1,500

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:

Contained in park, some parking and traffic impact to the surrounding roads.

b. Traffic control and flow plan at site & impact on surrounding / supporting streets:
Parking on site at the Town green/ CCC

c. Parking plan on site & impact on surrounding / supporting streets:
Parking on site at the Town green/ CCC/ surrounding streets

d. Noise impact on neighborhood:
Loud music from 12-6pm.

e. Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement:
Will have parks add more trash cans, will perform clean up after.

f. List expected general disruption to neighborhood's normal life and activities:
Loud music, traffic, pedestrian traffic.

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:
Park will remain accessible to emergency vehicles

b. Provisions for notification of proper authorities in the case of an emergency:
No special provisions.

c. Any provision for on-site emergency medical services:
No special provisions

d. Crowd control plan:
PD and Fire will implement crowd control plan. Crowd will be contained to within the park.

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

f. Provision of sanitary facilities:

Sanitary facilities already on site. May allow people to use bathrooms inside of CCC.

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.

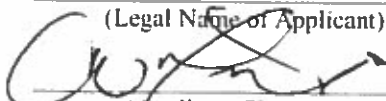
a. False Statement is a Class A Misdemeanor.

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:

Connor Martin

(Legal Name of Applicant)


(Applicant Signature)

Connor Martin

(Printed Name)

8/9/2023

(Date Signed)

Chief of Staff, Mayor's office

(Capacity in which signing)

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

FOR OFFICE USE

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

Outdoor Amusement Permit Fees:

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

Total Assessed Amusement Permit Fee

Received By: Augustina Rivera

Employee Number: 9099

Date & Time Signed: 8/15/23 10:45 AM PM

Time remaining before event: 39 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.

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD
Police Department



TELEPHONE
(860) 528-4401

FAX (860) 289-1249

SCOTT M. SANSOM
CHIEF OF POLICE

East Hartford, Connecticut 06108-2638

www.easthartfordct.gov

To: Mayor Walsh

From: Chief Scott M. Sansom

Date: August 25, 2023

Re: **Amusement Permit Application**
“Annual Fall Festival”

Pursuant to the East Hartford Code of Ordinances, Chapter 5, Amusements, Section 5-3(e), the attached Amusement Permit Application should be forwarded to the Town Council for appropriate action.

If you require any further information, please contact me at your convenience.

Scott M. Sansom
Chief of Police

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD
Police Department

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

August 25, 2023

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

**Re: Outdoor Amusement Permit Application
"Annual Fall Festival"**

Dear Chairman Kehoe:

Attached please find the amusement permit application from the **East Hartford Parks and Recreation Department** by **Jonathan Cooper, Recreation Supervisor**. The applicant seeks to conduct the **Annual Fall Festival** on the **Town Green** on **Saturday, October 7, 2023**, from **11 AM – 3 PM**. Set up starts at **8:00 AM**. This family oriented event consists of a show at the gazebo, inflatables, arts & crafts, pumpkin decorating, civic group booths, commercial and food vendors.

Rain date: Sunday, October 8, 2023 with the same hours.

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

The Risk Management Office approves the application **subject to receipt and approval of the Certificate of Insurance from vendor providing inflatables.**

The Office of Corporation Counsel approves the application as submitted.

The Fire Department approves the application as submitted and indicates there are no anticipated costs to their Department. **The Fire Marshal will perform any inspection(s) necessary (i.e. Food Truck/Inflatables) on the day of event.**

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

The Public Works Department approves the application as submitted and indicates there is anticipated costs of **\$2,000** to their Department.

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

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

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

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink 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

Rivera, Augustina

From: Sasen, Christine
Sent: Thursday, August 3, 2023 7:09 AM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit Application -Town of East Hartford's Annual Fall Festival

Ok subject to receipt and review of COI for inflatables. Thank you.

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Wednesday, August 2, 2023 3:19 PM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application -Town of East Hartford's Annual Fall Festival

Good afternoon,

Attached are both the Director's Review & Notice and the application for the Town of East Hartford's "Annual Fall Festival" to take place on Saturday, October 7 with a rain date of Sunday, October 8. As usual, I will follow up with Jonathan to ensure he submits his COI for the inflatables to Chris.

Please have your comments to me by **Wednesday, August 16th**.

Thank you.

Tina

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

Rivera, Augustina

From: Fitzgerald, Robert
Sent: Thursday, August 17, 2023 10:41 AM
To: Rivera, Augustina
Cc: Corp Counsel
Subject: RE: Outdoor Amusement Permit Application -Town of East Hartford's Annual Fall Festival

Tina:

Okay by me, no comment.

Robert Fitzgerald

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Wednesday, August 2, 2023 3:19 PM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application -Town of East Hartford's Annual Fall Festival

Good afternoon,

Attached are both the Director's Review & Notice and the application for the Town of East Hartford's "Annual Fall Festival" to take place on Saturday, October 7 with a rain date of Sunday, October 8. As usual, I will follow up with Jonathan to ensure he submits his COI for the inflatables to Chris.

Please have your comments to me by **Wednesday, August 16th**.

Thank you.

Tina

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



Scott Sansom
Chief of Police

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



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: **Saturday, October 7, 2023**
Rain Date: **Sunday, October 8, 2023**

Event: **"Annual Fall Festival"**

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

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

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

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

Anticipated Cost(s) if known \$ _____

Stephen J. Alsup

Signature

Stephen J. Alsup, Assistant Fire Chief

8/02/2023

Date

Comments:

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

DATE: 8/11/23

APPLICATION FOR: Annual Fall Festival

APPLICANT: East Hartford Park and Recreations Department
Jonathan Cooper, Recreation Supervisor
50 Chapman Pl, East Hartford CT 06108 (860-291-7164)

ADDRESS: East Hartford Town Green, 1047 Main St East Hartford

**DATE(S) OF EVENT: Saturday October 7 2023 11AM-3PM set up starts at 8AM,
Rain date is October 8**

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

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

COMMENTS: will need inspections for inflatables and food



**JOHN PELOW
FIRE MARSHAL
TOWN OF EAST HARTFORD**



Scott Sansom
Chief of Police

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



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: **Saturday, October 7, 2023**
Rain Date: **Sunday, October 8, 2023**

Event: **"Annual Fall Festival"**

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

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

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

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

Anticipated Cost(s) if known \$ 0

Michael O'Connell 08/08/2023
Signature

Date

Comments:



Scott Sansom
Chief of Police

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



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: **Saturday, October 7, 2023**
Rain Date: **Sunday, October 8, 2023**

Event: **"Annual Fall Festival"**

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

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

- 1. the application be approved as submitted.
 - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
 - 3. the application be disapproved for the reason(s) set forth in the attached comments.
-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
- X Anticipated Cost(s) if known: \$0.00

Ted Fravel

Signature

8/17/2023

Date

Comments:



Scott Sansom
Chief of Police

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



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: **Saturday, October 7, 2023**
Rain Date: **Sunday, October 8, 2023**

Event: **"Annual Fall Festival"**

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

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

- 1. the application be approved as submitted.
 - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
 - 3. the application be disapproved for the reason(s) set forth in the attached comments.
-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
-
- Anticipated Cost(s) if known \$2000.00 _____

Alexander M. Trujillo 8/4/2023
Signature _____ Date

Comments:

Rivera, Augustina

From: Hawkins, Mack
Sent: Thursday, August 3, 2023 7:14 AM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit Application -Town of East Hartford's Annual Fall Festival

Tina,

I have reviewed the Outdoor Amusement Permit Application for "East Hartford's Annual Fall Festival." I approve the application as submitted. Please mark the worksheet "Extra Attention" for the day of the event.

Thank you,

Mack S. Hawkins

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

Serving Our Community with Pride and Integrity



From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Wednesday, August 2, 2023 3:19 PM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Michael P. Walsh
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event:
Annual Fall Festival
2. Date(s) of Event:
Saturday, October 7 2023: rain date is Sunday, October 8, 2023
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):
East Hartford Parks & Recreation Department, 50 Chapman Place, East Hartford, CT 06108, 860-291-7164, Jonathan Cooper, Recreation Supervisor
4. If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.
East Hartford Parks & Recreation Department, 50 Chapman Place, East Hartford, CT 06108, c/o Theodore Fravel, Parks & Recreation Director
5. List the location of the proposed amusement: (Name of facility and address)
East Hartford Town Green, 1047 Main St. Across from 50 Chapman Place
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
Saturday, October 7, 2023, 11:00AM - 3:00PM. Set-Up Starts at 8:00AM. Same scheudle for rain date October 8, 2023.
7. Provide a detailed description of the proposed amusement:
Family-oriented event consisting of a show at gazebo, inflatables, arts & crafts, pumpkin decorating, civic groups, commercial vendors and food vendors.

8. Will music or other entertainment be provided wholly or partially outdoors?
- ✓ Yes No
- a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? **Saturday, October 8, 12:00-2:00PM.**
9. What is the expected age group(s) of participants?
Infants to 70 years of age or older. Predominate age is 3-11 years old.
10. What is the expected attendance at the proposed amusement:
(If more than one performance, indicate time / day / date and anticipated attendance for each.)
1500-2000 people are anticipated to attend throughout the day.
11. Provide a detailed description of the proposed amusement's anticipated impact on the surrounding community. Please comment on each topic below:
- a. Crowd size impact:
crowd size varies throughout the day. Event is contained in the park.
- b. Traffic control and flow plan at site & impact on surrounding / supporting streets:
Normal traffic pattern is expected with an increase in traffic volume.
- c. Parking plan on site & impact on surrounding / supporting streets:
parking at the Community Cultural Center, adjacent street and public areas.
- d. Noise impact on neighborhood:
Noise is not expected to be disruptive to the neighborhood.
- e. Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement:
Park Maintenance personnel will provide trash clean-up throughout the event.
- f. List expected general disruption to neighborhood's normal life and activities:
There will be more foot and vehicle traffic during a typical Saturday
- g. Other expected influence on surrounding neighborhood:
The event will attract people to Town's Central Business District.
12. Provide a detailed plan for the following:
- a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:
Emergency personnel will have access to event site
- b. Provisions for notification of proper authorities in the case of an emergency:
cell phones and two-way radios will be used in the event of an emergency.
- c. Any provision for on-site emergency medical services:
no
- d. Crowd control plan:
Park rangers will assist in crowd control and providing parking directions.
- e. If on town property, the plan for the return of the amusement site to pre-amusement condition:
Park Maintenance personnel will clean the area at the event's conclusion.

f. Provision of sanitary facilities:
Provision of sanitary facilities.

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

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:

East Hartford Parks and Recreation
(Legal Name of Applicant)

Jonathan Cooper
(Applicant Signature)

Jonathan Cooper
(Printed Name)

8/2/23
(Date Signed)

Recreation Supervisor
(Capacity in which signing)

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

FOR OFFICE USE

Insurance Certificate Included: YES
Liquor Permit Included: YES
Certificate of Alcohol Liability Included: YES
Time Waiver Request Included: YES
Fee Waiver Request Included: YES

NO
NO
NO
NO
NO

Outdoor Amusement Permit Fees:

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

Total Assessed Amusement Permit Fee

Received By: Augustina Rivera

Employee Number: 9099

Date & Time Signed: 8/2/23 9:43 (AM) PM

Time remaining before event: 66 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.

MICHAEL P. WALSH
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

To: Mayor Walsh

From: Chief Scott M. Sansom

Date: August 15, 2023

Re: **Amusement Permit Application**
“Thunderbird American Indian Dance Troupe”

Pursuant to the East Hartford Code of Ordinances, Chapter 5, Amusements, Section 5-3(e), the attached Amusement Permit Application should be forwarded to the Town Council for appropriate action.

If you require any further information, please contact me at your convenience.



Scott M. Sansom
Chief of Police

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD
Police Department



East Hartford, Connecticut 06108-2638

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

www.easthartfordct.gov

SCOTT M. SANSOM
CHIEF OF POLICE

August 15, 2023

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

**Re: Outdoor Amusement Permit Application
"Thunderbird American Indian Dance Troupe"**

Dear Chairman Kehoe:

Attached please find the amusement permit application by the **East Hartford Public Library** by **Sarah Kline Morgan, Library Director**. The applicant seeks to conduct the **Thunderbird American Indian Dance Troupe** on the front lawn of the **Raymond Library at 840 Main Street** on **Saturday, October 21, 2023**, from **1:00 PM – 2:00 PM** in celebration of Indigenous People's Day, sponsored by the East Hartford Commission on Culture and Fine Arts. In case of inclement weather, event will be moved indoors.

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 **Inspections and Permits Department** approves the application as submitted.

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

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

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

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

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott M. Sansom". The signature is written in a cursive style with a long horizontal stroke at the end.

Scott M. Sansom
Chief of Police

Cc: Applicant

Rivera, Augustina

From: Sasen, Christine
Sent: Friday, August 4, 2023 10:44 AM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit Application- East Hartford Public Library- Thunderbird American Indian Dance Troupe

okay

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Friday, July 28, 2023 11:01 AM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application- East Hartford Public Library- Thunderbird American Indian Dance Troupe

Good morning,

Attached are both the Director's Review & Notice and the Outdoor Amusement Permit Application for the Town of East Hartford Public Library for the "Thunderbird American Indian Dance Troupe" to be held on Saturday, October 21st.

Please let me have your comments by **Friday, August 11th**.

Thank you.

Tina

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

Rivera, Augustina

From: Fitzgerald, Robert
Sent: Friday, August 11, 2023 4:10 PM
To: Rivera, Augustina; Pelow, John
Cc: Kennedy, Sara; Corp Counsel
Subject: RE: Outdoor Amusement Permit Application- East Hartford Public Library- Thunderbird American Indian Dance Troupe

Tina:

This is okay by me. No comment.

Robert Fitzgerald

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Thursday, August 10, 2023 2:52 PM
To: Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>
Cc: Kennedy, Sara <skennedy@easthartfordct.gov>
Subject: FW: Outdoor Amusement Permit Application- East Hartford Public Library- Thunderbird American Indian Dance Troupe

Just a friendly reminder that your comments are due tomorrow on this permit application.

From: Rivera, Augustina
Sent: Friday, July 28, 2023 11:01 AM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>
Cc: Alsup, Steve <SAIsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application- East Hartford Public Library- Thunderbird American Indian Dance Troupe

Good morning,

Attached are both the Director's Review & Notice and the Outdoor Amusement Permit Application for the Town of East Hartford Public Library for the "Thunderbird American Indian Dance Troupe" to be held on Saturday, October 21st.

Please let me have your comments by **Friday, August 11th**.

Thank you.

Tina



Scott Sansom
Chief of Police

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



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: Saturday, October 21, 2023

Event: "Thunderbird American Indian Dance Troupe

Applicant: East Hartford Public Library, Sarah Kline Morgan, 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 \$ _____

Bruce Cohen
Signature

8/1/23
Date

Comments:



Scott Sansom
Chief of Police

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



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: Saturday, October 21, 2023

Event: "Thunderbird American Indian Dance Troupe"

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

Stephen J. Alsup

08.02.2023

Signature
Stephen J. Alsup, Assistant Fire Chief

Date

Comments:

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

DATE: 8/11/23

APPLICATION FOR: Thunderbird American Indian Dance Troupe

APPLICANT: Sara Kline Morgan, Library Director, East Hartford Public Library
smorgan@easthartfordct.gov 860-290-4340

ADDRESS: Raymond Library front lawn, 840 Main St, East Hartford CT 06108,

DATE(S) OF EVENT: Saturday October 21 1-2PM

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

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

COMMENTS:



**JOHN PELOW
FIRE MARSHAL
TOWN OF EAST HARTFORD**



Scott Sansom
Chief of Police

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



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: Saturday, October 21, 2023

Event: "Thunderbird American Indian Dance Troupe

Applicant: East Hartford Public Library, Sarah Kline Morgan, 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 _____

Alexander M. Trujillo 8/4/2023
Signature _____ Date

Comments:



Scott Sansom
Chief of Police

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

Health Dept



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: Saturday, October 21, 2023

Event: "Thunderbird American Indian Dance Troupe

Applicant: East Hartford Public Library, Sarah Kline Morgan, 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 O'Connell 07/28/2023

Signature

Date

Comments:



Scott Sansom
Chief of Police

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



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: Saturday, October 21, 2023

Event: "Thunderbird American Indian Dance Troupe

Applicant: East Hartford Public Library, Sarah Kline Morgan, 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

7/28/23

Date

Comments:

Rivera, Augustina

From: Hawkins, Mack
Sent: Monday, July 31, 2023 7:26 AM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit Application- East Hartford Public Library- Thunderbird American Indian Dance Troupe

Tina,

I have reviewed the Outdoor Amusement Permit Application for "East Hartford Public Library- Thunderbird American Indian Dance Troupe." I approve the application as submitted. Please mark the worksheet "Extra Attention" for the day of the event.

Thank you,

Mack S. Hawkins

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

Serving Our Community with Pride and Integrity



From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Friday, July 28, 2023 11:01 AM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Michael P. Walsh
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event:
Thunderbird American Indian Dance Troupe
2. Date(s) of Event:
Saturday, October 21, 1 - 2 PM
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):
**Sarah Kline Morgan, Library Director, East Hartford Public Library
smorgan@easthartfordct.gov
860.290.4340**
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.
n/a
5. List the location of the proposed amusement: (Name of facility and address)
Raymond Library front lawn: 840 Main St., East Hartford, CT 06108
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
1:00 - 2:00 PM, should there be inclement weather event will be moved indoors.
7. Provide a detailed description of the proposed amusement:
The Thunderbird American Indian dance troupe will dance and perform music in honor of Indigenous Peoples Day, sponsored by the East Hartford Commission on Culture and Fine Arts.

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?

All ages

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

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

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:

none

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

none

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

Audience members will park in the library parking lot.

d. Noise impact on neighborhood:

Minimal

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

Existing trash cans on the lawn will provide sufficient capacity

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:

Highly accessible: fire station adjacent

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

Library staff will call EMS if necessary

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

Library staff will call EMS if necessary

d. Crowd control plan:

Audience will be spread out on the large lawn

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

Library staff will ensure that the lawn is cleaned up afterwards

f. Provision of sanitary facilities:
Restrooms will be available inside the 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 Library
(Legal Name of Applicant)

Sarah Kline Morgan
(Applicant Signature)

Sarah Kline Morgan
(Printed Name)

07.27.2023
(Date Signed)

Library Director
(Capacity in which signing)

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

FOR OFFICE USE

Insurance Certificate Included: YES
Liquor Permit Included: YES
Certificate of Alcohol Liability Included: YES
Time Waiver Request Included: YES
Fee Waiver Request Included: YES

NO
NO
NO
NO
NO

Outdoor Amusement Permit Fees:

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

Total Assessed Amusement Permit Fee

Received By: Augustina Rivera

Employee Number: 9099

Date & Time Signed: 07.27.2023 7:00 AM PM

Time remaining before event: 85 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.