Robert J. Cook

2015 DEC -4 A 9:57

TOWN CLERK
EAST HARTFORD

TOWN COUNCIL AGENDA

TOWN COUNCIL CHAMBERS

740 MAIN STREET

EAST HARTFORD, CONNECTICUT

DECEMBER 8, 2015

REVISED 12-04-15

==========

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

Pledge of Allegiance 7:30 p.m.

1. CALL TO ORDER

2. AMENDMENTS TO AGENDA

3. RECOGNITIONS AND AWARDS

4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
   A. Other Elected Officials
   B. Other Residents
   C. Mayor

5. APPROVAL OF MINUTES
   A. November 17, 2015 Executive Session
   B. November 17, 2015 Regular Meeting

6. COMMUNICATIONS AND PETITIONS
   A. Responses to Questions of the Administration – November 17th meeting
      1. 2016 Road Repair Program – Primrose Street and Columbus Circle

7. OLD BUSINESS

8. NEW BUSINESS
   A. Appointment of James Kate to the East Hartford Housing Authority
   B. Click It or Ticket Grant Program
   C. Application to CRCOG for LOTCIP Funds:
      1. Brewer Street Reconstruction – Phase 4
      2. Silver Lane Sidewalk Project
   D. State of Connecticut Department of Energy & Environmental Protection: Flood & Erosion Control Board Program Funding
   E. Bid Waiver: Legal Services – Town Levee Project
   F. Referral to the Fees Committee re: Massage Therapists
   G. Referral to the Personnel & Pensions Subcommittee re: Revised Job Description for Fire Marshal and New Job Description for Fire Captain/Emergency Management
   H. Outdoor Amusement Permit Application: 2016 Eversource Hartford Marathon
   I. Supplemental Budget Appropriation: Drennan Pool Deck Replacement Project

9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

11. OPPORTUNITY FOR RESIDENTS TO SPEAK
    A. Other Elected Officials
    B. Other Residents
    C. Mayor

12. ADJOURNMENT (next meeting: January 5, 2016)

Robert J. Peach

2015 NOV 23 A 10: 39

TOWN CLERK
EAST HARTFORD

TOWN COUNCIL MAJORITY OFFICE

NOVEMBER 17, 2015

EXECUTIVE SESSION

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader Linda A. Russo, Minority Leader Esther B. Clarke, Councillors Marc I. Weinberg, Ram Aberasturia, Joseph R. Carlson, Patricia Harmon and Michael G. Kurker

ALSO PRESENT Scott Chadwick, Corporation Counsel
Scott Karsten, Attorney, Karsten & Tallberg

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:02 p.m.

MOTION By Esther Clarke
seconded by Bill Horan
to **go into** Executive Session to discuss the pending federal court action of Huaman v Sirois, et al, Docket No. 13CV484 (DJS).
Motion carried 9/0.

MOTION By Esther Clarke
seconded by Bill Horan
to **go back to** Regular Session.
Motion carried 9/0.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Bill Horan
to **adjourn** (7:40 p.m.)
Motion carried 9/0.

Attest Richard F. Kehoe
Richard F. Kehoe
Town Council Chair

Robert J. Chaser

2015 NOV 23 A 10: 39

TOWN CLERK
EAST HARTFORD

EAST HARTFORD TOWN COUNCIL

TOWN COUNCIL CHAMBERS

NOVEMBER 17, 2015

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader Linda A. Russo, Minority Leader Esther B. Clarke, Councillors Marc I. Weinberg, Ram Aberasturia, Joseph R. Carlson, Patricia Harmon and Michael G. Kurker

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:50 p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

AMENDMENTS TO THE AGENDA

MOTION By Linda Russo
seconded by Bill Horan
to **amend** the agenda as follows:

Under New Business, move item 8. H. to item 8. D. and move item 8.D. to item 8.H.

Motion carried 9/0.

Chair Kehoe called for a moment of silence to honor the life of Patricia "Pat" Begley, who recently passed away. Mrs. Begley was active in the community, having served as a Constable since 2009. She will be missed.

RECOGNITIONS AND AWARDS

2015 CT Veterans Parade Student Essay Winner

Daniel Harper, an East Hartford resident, read his award-winning essay honoring veterans.

"Why Should We Honor Veterans?"

My barber, Joe Picard, has tears in his eyes as he is telling me a story of his time fighting in the Korean War over 63 years ago. He tells how bullets were flying everywhere, and his comrades were getting picked off, one by one. He doesn't know how he survived without a scratch, but he has committed to using his life to take care of his family, love God, and serve others. Mr. Picard has given my family and many others at our church free haircuts for over 20 years just because he is grateful for his life and freedom. I can't think of a more deserving veteran to honor. We should honor veterans because they have bravely faced danger and death for our country, heroically put others' needs before their own, and sacrificially didn't ask for anything in return.

Many of America's veterans, like my friend Joe Picard, have bravely faced danger and death for their country, family, and friends. One day the North Koreans shot a mortar shell that landed right in front of Mr. Picard and his friends. It just so happened that the shrapnel from the explosion exploded away from them and did not kill them even though the impact was so close. Their bulletproof vests had pieces of shrapnel stuck in them, but otherwise, they were safe. Many veterans remember similar times of terror. In spite of their fear, they still defended, fortified, and fought for our freedom. How can we not honor those who would risk their lives to protect ours?

Another reason we should honor veterans is that they have heroically put other people's needs before their own. For example, Mr. Picard and many other veterans have given the scared and hungry civilians food, water, and clothing even when their own lives were in danger. They have rescued their comrades in the heat of battle. Despite being terrified of jumping from an airplane as a paratrooper, Mr. Picard and so many other veterans bravely did the impossible in spite of the great risk to their own lives because they wanted to know that they were doing something to protect their families and friends at home.

Finally, we should honor our veterans because they sacrificially didn't ask for anything in return for their service. Although Mr. Picard is thankful when friends and strangers thank him for his military service, he tells me that he considers it a privilege and an honor to have served our country. Our veterans loved our country by thinking about the future of our next generations, not about their own personal welfare. We can honor our veterans' sacrifices by making sure that their medical needs are met and that they get the help and treatment they need to live a normal life.

We should gratefully honor the bravery, selflessness, and sacrifice of America's veterans. Let us follow the example of our veterans who are still working to make our country a better place.

The Council recognized the poise and maturity of Daniel and congratulated him and his family on his accomplishment.

Anita Morrison

MOTION By Esther Clarke
seconded by Pat Harmon
to **adopt** the following resolution:

Resolution Honoring Anita Domler Morrison

Whereas, *Anita Domler Morrison grew up in East Hartford's well known Mayberry Village in East Hartford and attended Mayberry Elementary School ,O'Brien Middle School and graduated in 1976 from East Hartford High School ; and*

Whereas, *Anita married John Morrison in 1978 and raised two sons, Jeremy and Gregg in East Hartford; and*

Whereas, *Anita's urge to help people in many different ways led to her whole-hearted involvement as a parishioner of St Mary's Church as well as Director of St. Mary's Food Bank from 2005 to the present as well as Vice President of St. Mary's Women's Club; and*

Whereas, *Anita was involved in the Cub Scouts & Boy Scouts, served in every office of the Parent and Teacher Organization of her sons' schools, as well as volunteering at Birthright and St. Gerard Center for Life; and*

Whereas, *Anita worked as a Property Manager, Legal Assistant and Office Manager as well as holding a Real Estate Agent's license for over 10 years; and*

Whereas, *Anita ran and served on the Board of Education from 2007 to 2011 also serving as a member of Future Planning Committee, as well as Committee Chair of that committee in 2010-2011, on the Policy & Audit Committee, Child Plan and Public Building Commission; and*

Whereas, *Anita ran and served on the East Hartford Town Council from 2013 - 2015 also serving as a member of the Budget Committee, Personnel & Pension Committee, Public Building Commission ,the Real Estate Acquisition and Disposition Committee.*

NOW THEREFORE BE IT RESOLVED:

That the East Hartford Town Council, governing body of the Town of East Hartford, along with Mayor Marcia A. Leclerc, hereby express the community's gratitude for the compassion, integrity and devotion that Anita Domler Morrison has displayed in service to the residents of East Hartford, Connecticut and thank her for that service.

On call of the vote, motion carried 9/0.

Anita thanked the Council for this recognition and wished the new Councillors well in the next two years of their term.

At this point, Chair Kehoe updated those present, as well as the viewing audience, on the casino RFP. He apologized for MGM – the operator of the Springfield casino – for misleading individuals into thinking the casino issue would be on the agenda. The Chair explained that the Tribes would make a decision in December on a location, then the General Assembly would have to take action and the town would enter into a development agreement. If East Hartford gets that far, there will be informational sessions and public hearings before Council action.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Pat Sirois, Chair of the Beautification Commission, spoke in favor of the amusement permit application for Holiday Fest.

Susan Kniep, 44-46 and 50 Olde Roberts Street, (1) congratulated the new Councillors for their election to the Council; (2) suggested that the Council discuss the "state of the State" at their next meeting; (3) believes that the Council should discuss the issues under Executive Session at the start of the regular Council meeting to keep the public informed; (4) questioned the approval of the October 6th regular Town Council meeting; and (5) would appreciate seeing documents for the real property assessment (tax) appeal known as East Hartford Housing Authority v. Town of East Hartford, Docket No. HHB-CV-14-6026018S, involving King Court, which was approved at the October 6, 2015 regular meeting.

Mayor Leclerc commented on the following: (1) recognized the talent of Daniel Harper which was evident in his essay; (2) thanked Anita Morrison for her service on the Council; (3) will share with the Council state budget cuts, once they are more definitive; (4) the town, along with Goodwin College, is participating in "Green Light a Vet"; (5) leaf collection continues; and (6) looks forward to Holiday Fest and thanked Pat Sirois for her efforts.

APPROVAL OF MINUTES

October 20, 2015 Executive Session

MOTION By Linda Russo
seconded by Ram Aberasturia

to **approve** the minutes of the October 20, 2015 Executive Session.
Motion carried 7/0. **Abstain**: Carlson, Kurker

October 20, 2015 Regular Meeting

MOTION By Linda Russo
seconded by Pat Harmon
to **approve** the minutes of the October 20, 2015 Regular Meeting.

MOTION By Bill Horan
seconded by Ram Aberasturia'
to **amend** the motion as follows:

Under Approval of Minutes – revise October 20th minutes as follows:

October ~~20~~ **6**, 2015 Public Hearing/Hens and Spas
October ~~20~~ **6**, 2015 Regular Meeting

Motion carried 7/0. **Abstain**: Carlson, Kurker

On call of the vote on the amended motion, motion carried 7/0. **Abstain**: Carlson, Kurker

November 9, 2015 Organizational Meeting

MOTION By Linda Russo
seconded by Esther Clarke
to **approve** the minutes from the November 9, 2015 Organizational meeting.
Motion carried 9/0.

COMMUNICATIONS AND PETITIONS

2015-2017 Committee Assignments

Chair Kehoe presented the Town Council's subcommittee assignments as follows:

COMMITTEE ASSIGNMENTS

2015-2017

Economic Development
Ram Aberasturia
Pat Harmon

Education, Board of (Liaison)
Rich Kehoe
Mike Kurker

Personnel & Pensions
Marc Weinberg, Temp Chair
Joe Carlson
Mike Kurker

Public Building Commission
Rich Kehoe
Mike Kurker

EMS
Linda Russo
Pat Harmon

Fees Committee
Marc Weinberg, Temp Chair
Ram Aberasturia
Pat Harmon

Housing Authority (Liaison)
Joe Carlson
Esther Clarke

Investigation & Audit Com.

Bill Horan, Temp Chair
Ram Aberasturia
Esther Clarke

M.D.C. (Liaison)
Bill Horan

Ordinance Committee
Rich Kehoe, Temp Chair
Bill Horan
Esther Clarke

Real Estate Acq. & Disp. Com.
Linda Russo, Temp Chair
Bill Horan
Mike Kurker

Pension & Retiree Benefit Board

Esther Clarke

Riverfront Recapture (Liaison)

Marc Weinberg

Tax Policy Committee
Bill Horan, Temp Chair
Marc Weinberg
Pat Harmon

Town-owned Property Other Than RE

Marc Weinberg, Temp Chair
Rich Kehoe
Pat Harmon

Budget Committee
Ram Aberasturia, Temp Chair
Joe Carlson
Mike Kurker

Resignation of Michael Kurker from Zoning Board of Appeals

Chair Kehoe announced the resignation of Mike Kurker from the ZBA due to his election to the Town Council.

Resignation of J. Roger Pelletier from Commission on Veterans' Affairs

Chair Kehoe announced the resignation of Mr. Pelletier from the Commission on Veterans' Affairs due to health reasons.

NEW BUSINESS

Outdoor Amusement Permit Application: Holiday Fest 2015

MOTION By Marc Weinberg
seconded by Ram Aberasturia
to **approve** the outdoor amusement permit application entitled

Holiday Fest 2015, as submitted by Patricia Sirois, Event Chairperson for the East Hartford Beautification Commission, to conduct the Annual Holiday Fest, starting on Friday, December 4th through Monday, December 7th with activities as follows:

- Tree-lighting ceremony with music and a Carol sing with Santa to be held on the lawn of the Town Green on Friday, December 4th, between the hours of 6:30PM and 7:30PM;
- Miscellaneous activities including an outdoor petting zoo, horse drawn wagon and a snowman building contest to be held on the Town Green on Sunday, December 6th, between the hours of 12:00PM and 3:00PM; and
- Tree of Lights ceremony with a Carol sing to be held on the small green in front of 886 Main Street – Hartford East Apartments – on Monday, December 7th, between the hours of 6:00PM and 6:30PM

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

Motion carried 9/0.

Recycling Incentive Grants Program

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

WHEREAS; the Connecticut Department of Energy and Environmental Protection (DEEP) has made funding available to municipalities and regions through the Recycling Incentive Grants Program, and

WHEREAS these funds are one component of the Municipal and Regional Recycling Assistance Program which supports Connecticut's Solid Waste Management Plan to increase diversion from disposal by 60% through targeted technical assistance and incentives,

NOW THEREFORE LET IT BE RESOLVED; that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by DEEP as they pertain to this Recycling Incentive Grants Program.

On call of the vote, motion carried 9/0.

Local Prevention Council Grant (ERASE)

MOTION By Bill Horan
seconded by Ram Aberasturia
to **adopt** the following resolution:

RESOLVED, that Marcia A. Leclerc Mayor of the Town of East Hartford, is hereby authorized to execute on behalf of this municipality a grant application in an amount not to exceed $7,116 with the State of Connecticut Department of Mental Health and Addiction Services to support the activities of a local alcohol, tobacco, and other drug abuse Prevention Council, and to execute and file any contracts, amendments or reports as may be required to successfully complete the terms of the grant contract.

BE IT FURTHER RESOLVED that Mayor Marcia A. Leclerc's term of office began on January 10, 2011 and will continue until November 9, 2017. As Mayor, Marcia A. Leclerc serves as the Chief Executive Officer for the Town of East Hartford, and is duly authorized to enter into agreements and contracts on behalf of the Town of East Hartford.

On call of the vote, motion carried 9/0.

Brownfields Area-wide Revitalization Grant

MOTION By Bill Horan
seconded by Ram Aberasturia
to **adopt** the following resolution:

WHEREAS, pursuant to C.G.S Section 32-763, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for developing a comprehensive plan for the remediation and redevelopment of multiple brownfields (called the Brownfield Area-Wide Revitalization (BAR) Planning Grant); and

WHEREAS, it is desirable and in the public interest that the Town of East Hartford make an application to the State for $200,000 in order to undertake the Silver Lane Corridor and to execute an Assistance Agreement.

NOW THEREFORE LET IT BE RESOLVED BY THE EAST HARTFORD TOWN COUNCIL:

1. That it is cognizant of the conditions and prerequisites (including the match obligations) for the state financial assistance imposed by C.G.S Section 32-763 and the Guidelines of the BAR Planning Program.

2. That the filing of an application for State financial assistance by the Town of East Hartford in an amount not to exceed $200,000 is hereby approved and that Mayor Marcia A. Leclerc 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.

3. That it agrees to fulfill the required 10% cash match of the BAR Planning Grant Program if the application is successful.

On call of the vote, motion carried 9/0.

2016 Town Council Meetings Schedule

MOTION By Joe Carlson
seconded by
to **adopt** the 2016 Town Council meeting schedule as follows:

Please note the start time for all regular Town Council meetings is 7:30PM.

January 5	July 12
January 19	August 2
February 2	August 16
February 16	September 6
March 1	September 20

March 15	October 5 (Wednesday – Rosh Hashanah)
April 5	October 18
April 19	November 1
May 3	November 15
May 17	December 13
June 7	
June 21	

Motion carried 9/0.

2016-2017 Budget Workshop Schedule

MOTION By Joe Carlson
seconded by
to **adopt** the 2016-2017 Budget Workshop Schedule as follows:

TOWN COUNCIL CHAMBERS

Monday, February 22, 2016

Mayor's Summary of Budget		**6:30 p.m.**
Police Department Police Administration Operations Criminal Investigation Police Capital Improvements	Chief Sansom	
Public Safety Complex Public Safety Communications	Chief Sansom	
Fire Department Administration Suppression Fire Training Fire Marshal Apparatus Maintenance Alarm Maintenance Emergency Medical Service Emergency Management Fire Capital Improvements	Chief Oates	

Wednesday, February 24, 2016

Inspections and Permits Administration	Gregg Grew	**6:30 p.m.**
Board of Education Superintendent of Schools	Nathan Quesnel	**7:00 p.m.**

Saturday, February 27, 2016

Town Treasurer	Donald Currey	**8:30 a.m.**

Town Council	Rich Kehoe
Town Clerk	Robert Pasek
Registrars of Voters	Mary Mourey & Judi Shanahan
Selectmen	
Probate Court	Scott Chadwick

Finance

Administration	Mike Walsh
Accounts and Control	
Information Technology	
Purchasing	
Assessor	
Revenue and Collections	
Employee Benefits	
Risk Management	
Debt Services	
Contingency	
Capital Improvements	
Revenues	

Five Year Capital Improvement Plan

Summary

Project Narratives
- Finance
- Public Works
- Parks and Recreation
- Fire Department
- Police Department
- Public Library
- Other Departments

Boards and Commissions

Beautification Commission
Patriotic Commission
Board of Assessment Appeals
Personnel Board of Appeals
Historic District Commission
Library Commission
Public Building Commission
Retirement Board
Commission on Services for Persons w/Disabilities
The Hockanum River Commission
Board of Ethics

Inland/ Wetlands/Environment Commission

Human Rights Commission
Emergency Medical Commission
Zoning Board of Appeals
Fine Arts Commission
Commission on Aging

Veterans' Affairs Commission

Lunch Break **12:30 p.m.**

Executive

Office of the Mayor	Marcia Leclerc
Channel 5	Irene Cone
Corporation Counsel	Scott Chadwick
Human Resources	Santiago Malave
Public Library	Susan Hansen
Youth Services	Cephus Nolen

Development

Administration	Eileen Buckheit
Redevelopment Agency	
Economic Development Commission	
Planning & Zoning Commission	
Grants Administration	

Monday, February 29, 2016

Public Works

Administration Engineering Highway Services Waste Services Fleet Services Flood Protection Building Maintenance Metropolitan District Commission Public Works Capital Improvements	Tim Bockus	6:30 p.m.

Parks and Recreation

Administration Maintenance Other Facilities Senior Services Park Special Program Parks & Recreation Capital Improvements	Ted Fravel

Health and Social Services

Administration Community Health & Nursing Services Environmental Control Social Services Services for the Elderly	Jim Cordier

	Tuesday, March 1, 2016	
Regular Meeting		7:30 p.m.
	Wednesday, March 2, 2016	
Public Hearing - Budget		7:00 p.m.
	Tuesday, March 8, 2016	
Special Meeting - Budget		7:00 p.m.

Motion carried 9/0.

Refund of Taxes

MOTION By Marc Weinberg
seconded by Linda Russo
to **refund** taxes in the amount of $ 13,676.57
pursuant to Section 12-129 of the Connecticut General Statutes.
Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Tax Paid	Int Paid	L/F Paid	Over Paid
2013-04-0088364	ALLY FINANCIAL LOUISVILLE	2014/1GTV2VEC1EZ244257	0	0	0	-755.41
2014-03-0086881	ALLY FINANCIAL LOUISVILLE	2014/1GTV2VEC1EZ244257	0.00	0	0	-1,222.18

2014-03-0055471	CAPPA ROBBIN A	2002/5N1ED28Y62C507644	0	0	0	-173.35
2014-03-0055474	CAPPA ROBERT A OR	2006/KM8SC13D46U091680	0	0	0	-174.27
2014-03-0055980	CASSELLS RONALD A	2004/1HGCM82614A008062	0	0	0	-166.38
2014-03-0055982	CASSELLS RONALD A	2001/19UYA42431A025995	0	0	0	-11.19
2013-01-0001385	CORELOGIC TAX SERVICE	21 SOUTHWOOD LN	0.00	0	0	-198.14
2013-01-0005213	CORELOGIC TAX SERVICE	31 HIGH ST 10108	0.00	0	0	-1,581.74
2013-01-0008691	CORELOGIC TAX SERVICE	745 BURNHAM ST	0.00	0	0	-2,432.08
2013-01-0009831	CORELOGIC TAX SERVICE	131 CAMBRIDGE DR	0.00	0	0	-1,884.78
2014-03-0058498	CURRIER JASON M	2010/5TFUY5F1XAX106245	0	0	0	-756.24
2014-03-0058521	CVA AMRCN HNDA MTR	2013/5FNYF4H98DB070557	0.00	0	0	-536.86
2014-03-0058523	CVA AMRCN HNDA MTR	2014/19VDE1F79EE013107	0	0	0	-486.17
2014-03-0058524	CVA AMRCN HNDA MTR	2014/5FNYF4H65EB025101	0.00	0	0	-520.16
2014-03-0061966	FIGUEROA EDWARD	1996/1HGCD5659TA060764	0	0	0	-27.74
2014-03-0066888	HOUGHTALING WILLIAM P	2003/1FMZU74W13UB60786	0	0	0	-193.53
2014-03-0066889	HOUGHTALING WILLIAM P	2014/4YMUL0816EV016085	0	0	0	-14.68
2014-03-0075494	NISSAN INFINITI LT	2011/1N4AA5AP3BC855972	0	0	0	-597.1
2014-03-0070396	NISSAN MOTOR ACCEPTANCE CORP	1998/1GTCS1446W8525746	0	0	0	-9.26
1999-03-0079530	RICH SHANNON M	1989/1HGCA5623KA031046	-102.7	-283.45	0	-386.15
2014-03-0085857	TOYOTA LEASE TRUST	2013/JTHCE1BL8D5003652	0.00	0	0	-1,081.11
2014-03-0085810	ATTN TDB1999999 TOYOTA MOTOR CREDIT CORP ATTN LBX842701	2012/4T1BF1FK9CU565765	0	0	0	-468.05
			TOTAL			**-13,676.57**

Appointment to Commission on Aging

MOTION By Ram Aberasturia
seconded by Linda Russo
to **approve** the appointment of Joanne Fulk, 53 Hamilton Rd, to the Commission on Aging, whose term shall expire December 2017.
Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Pat Harmon inquired on (1) the status of the proposed outlets at Rentschler Field; (2) the kiosk on the Town Green; (3) adding Primrose Drive and Shady Lane to this year's road repair list; and (4) questioned the town's policy on immigrants. *The Mayor answered as follows: (1) proposal is at the state level where the sales tax exemption is being discussed; (2) agrees the LED display on the kiosk is difficult to read and the company which installed the display is working on a*

solution; (3) will check with Tim Bockus on where these streets are on the road repair list; (4) the Mayor does not invite people to live in East Hartford – they move in on their own.

Esther Clarke asked why Columbus Circle and Columbus Street are on the road repair list since the Housing Authority plans major construction in this area. *Mayor Leclerc will rely on Tim Bockus' professional judgement on this issue.*

Rich Kehoe asked what section of the Willowbrook Flood Mitigation Study will be discussed at the public hearing on Thursday November 19th. *Mayor Leclerc stated the section from Sawka Drive to Simmons Road.*

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

MOTION By Linda Russo
seconded by Bill Horan
to **accept** Corporation Counsel's recommendation to file an offer of judgement in the amount of $125,000 in the pending federal court action known as Huaman v Sirois, et al., Docket No. 13CV484(DJS).
Motion carried 9/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

Candace Pepin, 28 Sandra Drive, inquired on development along the Silver Lane corridor, specifically adding restaurants to this area.

Linda Russo announced that the Protectors of Animals will hold their annual Holiday Fair on Saturday November 21st at St. Christopher's Church. Councillor Russo urged all to attend.

Bill Horan pointed out that there are still several good restaurants in East Hartford –most of which are independently owned – that draw people in from surrounding towns.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Bill Horan
to **adjourn** (9:40 p.m.).
Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be December 8th.

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

Attenello, Angela

From: Leclerc, Marcia
Sent: Wednesday, November 18, 2015 4:34 PM
To: Attenello, Angela
Cc: Kehoe, Rich & Donna (richardf.kehoe@gmail.com)
Subject: Questions Raised last Night and Responses

Last evening Councilor Harmon raised issue about Primrose Street being included in the 2016 Roadwork. In conversations with Tim Bockus he stated that the street has low ratings and will require a full reconstruction and significant cost per square foot and so it could not fit within the funds available this round. Godar and Barbonsel were small enough to add to the work for 2016.

In regards to work on Columbus Circle the work will be done on schedule. The EHHA project will have minimal impact to the roads based on the plans the town has received.

Marcia

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

Phone: 860-291-7200
Email: mleclerc@easthartfordct.gov
Website: www.easthartfordct.gov

TOWN OF EAST HARTFORD, CT
STATEMENT OF INTEREST IN SERVING ON A BOARD OR COMMISSION

The Town of East Hartford, CT is a "Minority Representation" Municipal Government.
This Form is to be used to request nomination to a position by the East Hartford Democratic Town Committee and will be submitted to its Permanent Nominating Committee for consideration.

Democratic Town Committee Chairman, Donald M. Currey

-Please print and complete the following information in full-

1. James L Kate
Your name exactly as it appears on the E. Htfd. Voter Registration List

2. 22 Greenhurst Ln 06118
Street Address Zip Code

3. PARTY AFFILIATION ☒DEMOCRAT ☐UNAFFILIATED ☐MINOR PARTY

4. 860-568-2855
Home Phone

5. 860-748-6112
Cell Phone

6. jkate@comcast.net
Personal e-mail address

7. Retired
Occupation

8. n/a
Employer

9. n/a
Employer/Work Address

10. n/a
Work Phone

11. High School graduate
Formal Education Level Achieved

12. _____
Ethnicity (Optional)

13. 44
Years as E. Htfd. Resident

14. East Hartford Housing Authority
Name of Board or Commission you would like to serve on

15. Boards/Commissions presently serving on (full or alternate) EH Affordable Homes/

16. see reverse side
*Community based activities and/or civic/volunteer organizations activities you have participated in

17. see reverse side
*Your reason for being interested in serving our Town in this capacity

18. Past tenure (10 yrs) as a commissioner and vice-chair of the EH Housing Authority
*List any qualifications you believe will be an asset to the board or commission on which you wish to serve

*Please use the back of this page if you need more space or attach a resume if you wish

19. [signature]
YOUR SIGNATURE

20. 8-31-15
DATE

THIS SPACE FOR USE BY DEMOCRATIC TOWN COMMITTEE

Submitted for consideration by Town Committee Member Eileen P. Driscoll

Voter Registration Information Certified by Voter Registrar Barbara N. McKay, Asst Town Clerk

At a duly called meeting of the E. Htfd. Democratic Town Committee's Permanent Nominating Committee and by majority vote, the East Hartford Resident described above is hereby nominated for appointment to the: Housing Authority

Theresa A. Godreau
Theresa A. Godreau, Secretary

11-20-15
Date

Revised 2/12/15

16. Past President of the East Hartford Black Democratic Club
Member and past Secretary of the East Hartford Democratic Town Committee
Member of the East Hartford Democratic By-laws Revision Committee
Served on the Police Review Board
Member of the Hartford Chapter of the NAACP
Member of the Board of the East Hartford Affordable Homes/NOW non-profit organization
Past member of the Building Board of Appeals
Past member of the Site Plan and Review Commission
Past commissioner and vice-chairman of the East Hartford Housing Authority
Participated in numerous political campaigns
Hartford regional outreach coordinator for Congressman John Larson

17. As a past commissioner I found it to be a gratifying experience helping some of the most vulnerable residence in our community. I would like to return to the Board and continue to serve the people of East Hartford.

TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 2, 2015

TO: Richard F. Kehoe, Chair

FROM: Mayor Marcia A. Leclerc

RE: RESOLUTION – "Click It or Ticket" Reimbursement

The East Hartford Police Department is eligible to apply for reimbursement from the State Department of Transportation through the "Click It or Ticket" Grant Program.

The East Hartford Police Department will participate in the 2016 campaign to raise public awareness and enforce safety belt use. Funds used for this initiative will be reimbursed through the State Department of Transportation through the "Click It or Ticket" Grant Program. Allocations in the past have ranged from $3,000 to $9,000.

Please place this information on the agenda for the December 8, 2015 meeting for approval of the Resolution as submitted.

Thank you.

C: Deputy Chief McConville
E. Buckheit, Development Director

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a Resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 8th day of December, 2015.

RESOLUTION

WHEREAS, the Highway Safety Office of the state Department of Transportation (DOT) has made available funds for the 2016 "Click-It or Ticket" program and;

WHEREAS, the "Click-It or Ticket" enforcement campaign is a key tool in public awareness and enforcement of safety belt use;

NOW THEREFORE LET IT BE RESOLVED; That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the state Department of Transportation as they pertain to this "Click-It or Ticket" program.

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 December, 2015.

_____

Angela M. Attenello, Town Council Clerk

GRANTS ADMINISTRATION MEMORANDUM

TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager

SUBJECT: Council Resolution for "Click It or Ticket" Reimbursement

DATE: November 25, 2015

Attached is a draft resolution authorizing your signature of documents related to the Town's receipt of "Click It or Ticket" grant funds from the state Department of Transportation (DOT).

The East Hartford Police Department intends to participate once again in the statewide mobilization of the "Click It or Ticket" program. The Click It or Ticket enforcement campaign is a key tool in public awareness and enforcement for safety belt use. The amount of 2016 funding has yet to be determined, but previous allocations have ranged from $3,000 to $9,000. I have attached a 2015 fact sheet that explains the program in more detail.

Funding for the "Click It or Ticket" program works on a reimbursement format. The Police Department is required to submit a Certifications and Assurances form to the state DOT in order to receive reimbursement. The resolution will authorize you to sign this form.

I respectfully request that the attached Resolution be placed on the December 8th, 2015 agenda of the Town Council for their consideration.

Please contact me if you have any questions.

Cc: Eileen Buckheit, Development Director
Timothy S. McConville, Deputy Chief of Police

Attachment (2)

2015 *Click It or Ticket*

FACT SHEET

Change Habits to Save Lives

Be a Part of the Progress

- From May 18 to 31, State and local law enforcement agencies across the nation are stepping up enforcement to crack down on motorists who aren't wearing their seat belts.
- The national seat belt use rate is at 87 percent, which is good, but we can do better. The other 13 percent—an estimated 27.5 million people—still need to be reminded that seat belts save lives.

Enforce Life-Saving Laws

- *Click It or Ticket* isn't about the citations; it's about saving lives. In 2013, there were 9,580 unbuckled passenger vehicle occupants killed in crashes in the United States. To help prevent crash fatalities, we need to step up enforcement and crack down on those who don't wear their seat belts.
- Seat belt use is required by law for a reason: In 2012 seat belts saved an estimated 12,174 people from dying. From 2008 to 2012 seat belts saved nearly 63,000 lives.
- If all passenger vehicle occupants 5 and older involved in fatal crashes had worn their seat belts, an additional 3,031 lives could have been saved in 2012 alone.

Face the Facts

- In 2013, nearly half of the motor vehicle occupants who died in crashes were unrestrained.
- Among young adults 18 to 34 years old killed in crashes, 61 percent were completely unrestrained—the highest percentage of all age groups.

- In 2013, there were 638 children 12 and younger killed in motor vehicle crashes. Of those fatalities, more than a third (38%) were unrestrained.

- Men make up the majority of those killed in motor vehicle traffic crashes. In 2013, about 65 percent of the 21,132 passenger vehicle occupants killed were men. So it comes as no surprise that they wear their seat belts at a lower rate than women do – 54 percent of men in fatal crashes were unrestrained, compared to 41 percent for women.

Bust the Myths

- **Vehicle type:** There seems to be a misconception among those who drive and ride in pickup trucks that their large vehicles will protect them more than other vehicles in crashes. But the numbers say otherwise. Sixty-three percent of pickup truck occupants who were killed were not buckled up. That's compared to 43 percent of passenger car occupants who were killed while not wearing their seat belts. Regardless of vehicle type, seat belt use is the single most effective way to stay alive in a crash.

- **Seating position:** Too many people wrongly believe they are safe in the back seat unrestrained. Half of all front-seat occupants killed in crashes in 2012 were unrestrained, but 61 percent of those killed in back seats were unrestrained.

- **Rural versus urban locations:** People who live in rural areas might believe that their crash exposure is lower, but in 2013, there were 13,038 crash fatalities in rural locations, compared to 8,079 crash fatalities in urban locations. Out of those fatalities, 51 percent of those killed in the rural locations were not wearing their seat belts, compared to 46 percent in urban locations.

Click or Ticket—Day and Night

- High-visibility seat belt enforcement is important 24 hours a day, but nighttime is especially deadly for unbuckled occupants. In 2013, about 59 percent of passenger vehicle occupants were killed at night (6 p.m. – 5:59 a.m.) who were not wearing their seat belts.

Learn more about the *Click It or Ticket* mobilization at www.nhtsa.gov/ciot.

TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 2, 2015

TO: Richard F. Kehoe, Chair

FROM: Mayor Marcia A. Leclerc

RE: Council Resolution – Application to CRCOG for LOTCIP Funds for the Brewer Street Reconstruction Project – Phase 4

The Town of East Hartford has been invited to apply for funding through CROCG under LOTCIP for transportation projects. Funding will be awarded on a competitive basis according to project rating procedures developed by CRCOG's Transportation Committee.

The Town will apply to fund Phase 4 of the Brewer Street Reconstruction Project. The Town has received previous approval for funding through this program for Phase 1 and Phase 2.

Please see the attached documents for more information and please place this information on the agenda for the December 8, 2015 meeting for approval of the Resolution as submitted.

Thank you.

C: P. O'Sullivan, Grants Manager
E. Buckheit, Development Director
D.Horan, Town Engineer
N. Casparino, Civil Engineer

I, Angela M. Attenello, 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 8th day of December, 2015.

RESOLUTION

WHEREAS, the Capitol Region Council of Governments (CRCOG) is inviting municipalities to submit proposals for transportation projects to be funded under the Local Transportation Capital Improvement Program (LOTCIP); and

WHEREAS, the Brewer Street Reconstruction Project – Phase 4 is eligible for funding under this program,

NOW THEREFORE LET IT BE RESOLVED; that the East Hartford Town Council strongly supports the Brewer Street Reconstruction Project – Phase 4 and that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by CRCOG as they pertain to the above project and the LOTCIP Program.

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

IN WITNESS WHEREOF, I do hereunto set my hand and affixed the corporate seal of said Town of East Hartford this _____ day of December, 2015.

seal

_____

Angela M. Attenello
Town Council Clerk

GRANTS ADMINISTRATION MEMORANDUM

TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager

SUBJECT: Council Resolution – Application to CRCOG for LOTCIP Funds for the Brewer Street Reconstruction Project – Phase 4

DATE: November 25, 2015

Attached is a draft resolution authorizing you as Mayor to submit an application to the Capitol Region Council of Governments (CRCOG) for request for Local Transportation Capital Improvement Program (LOTCIP) funding for the Brewer Street Reconstruction Project – Phase 4.

CRCOG is inviting municipalities to submit proposals for transportation projects to be funded under LOTCIP. Funding will be awarded on a competitive basis according to project rating procedures developed by CRCOG's Transportation Committee as documented in the LOTCIP Project Selection Policy.

Also attached are the CRCOG Request for Proposals and a description of the Brewer Street Reconstruction Project – Phase 4.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on December 8, 2015. Please contact me at extension 7206 if you have any questions.

Attachments (2)

Cc: Eileen Buckheit, Development Director
Tim Bockus, Public Works Director
Denise Horan, Town Engineer
Nick Casparino, Civil Engineer

CRCOG CAPITOL REGION COUNCIL OF GOVERNMENTS
Working together for a better region.

241 Main Street / Hartford / Connecticut / 06106
Phone (860) 522-2217 / Fax (860) 724-1274
www.crcog.org

To: Chief Administrative Officials

From: Jennifer Carrier, Director of Transportation Planning
Robert Aloise, Principal Transportation Engineer

Date: September 2, 2015, Revised October 19, 2015

cc: Policy Board, Transportation Committee, Town Engineers, Department of Public Works Directors, Town Planners

Subject: LOTCIP Program: Request for Proposals

The Capitol Region Council of Governments (CRCOG) is inviting municipalities to submit proposals for transportation projects to be funded under the Local Transportation Capital Improvement Program (LOTCIP). At this time CRCOG is reserving $25,500,000 for this purpose.

Funding will be awarded on a competitive basis according to project rating procedures developed by CRCOG's Transportation Committee as documented in the LOTCIP Project Selection Policy. Copies of this policy, along with the CTDOT LOTCIP Application, CTDOT Bicycle and Pedestrian Travel Needs Assessment Form, and LOTCIP Estimating Template can be accessed via links at: http://www.crcog.org/transportation/tip_proj/lotcip.html. You should review these documents before preparing your proposal as they contain important information regarding the type, size, and nature of eligible projects.

To apply for LOTCIP funds, please complete a separate LOTCIP Application, Bicycle and Pedestrian Travel Needs Assessment Form, and Cost Estimate for each project, and return **3 hardcopies** by **4:00 PM on Tuesday, ~~December 1, 2015~~ January 5, 2016** to:

Ms. Jennifer Carrier
CRCOG Director of Transportation Planning
241 Main Street, 4th Floor
Hartford, CT 06106

Please also provide any relevant additional materials along with electronic versions of the CTDOT LOTCIP Application and CTDOT Bicycle and Pedestrian Travel Needs Assessment Form. Each municipality may submit up to two (2) proposals from a combination of any of the following categories: Roadway Reconstruction projects, Bicycle / Pedestrian projects, Pavement Rehabilitation projects, and Stand-Alone Sidewalk projects.

Materials should be prepared in sufficient detail for CRCOG staff to conduct an adequate evaluation of the proposal. If you have any questions regarding the application please feel free to contact Robert Aloise (raloise@crcog.org) or Jennifer Carrier (jcarrier@crcog.org).

November 23,2015

BREWER STREET PHASE 4 RECONSTRUCTION PROJECT

Project Description

The Town of East Hartford is seeking funding for Brewer Street Phase 4 Reconstruction through a grant application issued by CRCOG (Capitol Region Council of Governments) under the LOTCIP (Local Transportation Capitol Program) Program which was formally STP-Urban Program. The Town has received previous approval for funding through this program for Phase 1 and Phase 2 (Main Street to Glenn Road) and Phase 3 (Glenn Road to Jefferson Lane). Presently these 3 Phases are tentatively scheduled to begin construction in the spring of 2018. Phase 4 funding, if selected based on a rating system, would extend construction from Jefferson Lane approximately 1.933 linear feet east to about house #349 Brewer Street.

The proposed Phase 4 project will be the total reconstruction of approximately 1,933 linear feet of Brewer Street. The project limits begin 130' east of the intersection of Jefferson Lane proceeding east to approximately house #349 Brewer Street. The proposal includes the full depth reconstruction of the existing roadway to a 19" depth to achieve a 20 year pavement life. Proposed sub base and pavement structure shall consist of 10" of process aggregate sub base, 6" of HMA 1.0 inch, and 3" of HMA 0.5 inch surface coarse. Also included in this proposal is the installation of a new storm drainage system including required water quality chambers at the outfall locations, granite curbing, 4' wide concrete sidewalks, Americans with Disabilities Act (ADA) compliant concrete sidewalk ramps, driveway aprons, and pavement markings. The proposed roadway design will incorporate 2-11' wide travel lanes with 4' wide bicycle lane shoulders on either side of the roadway.

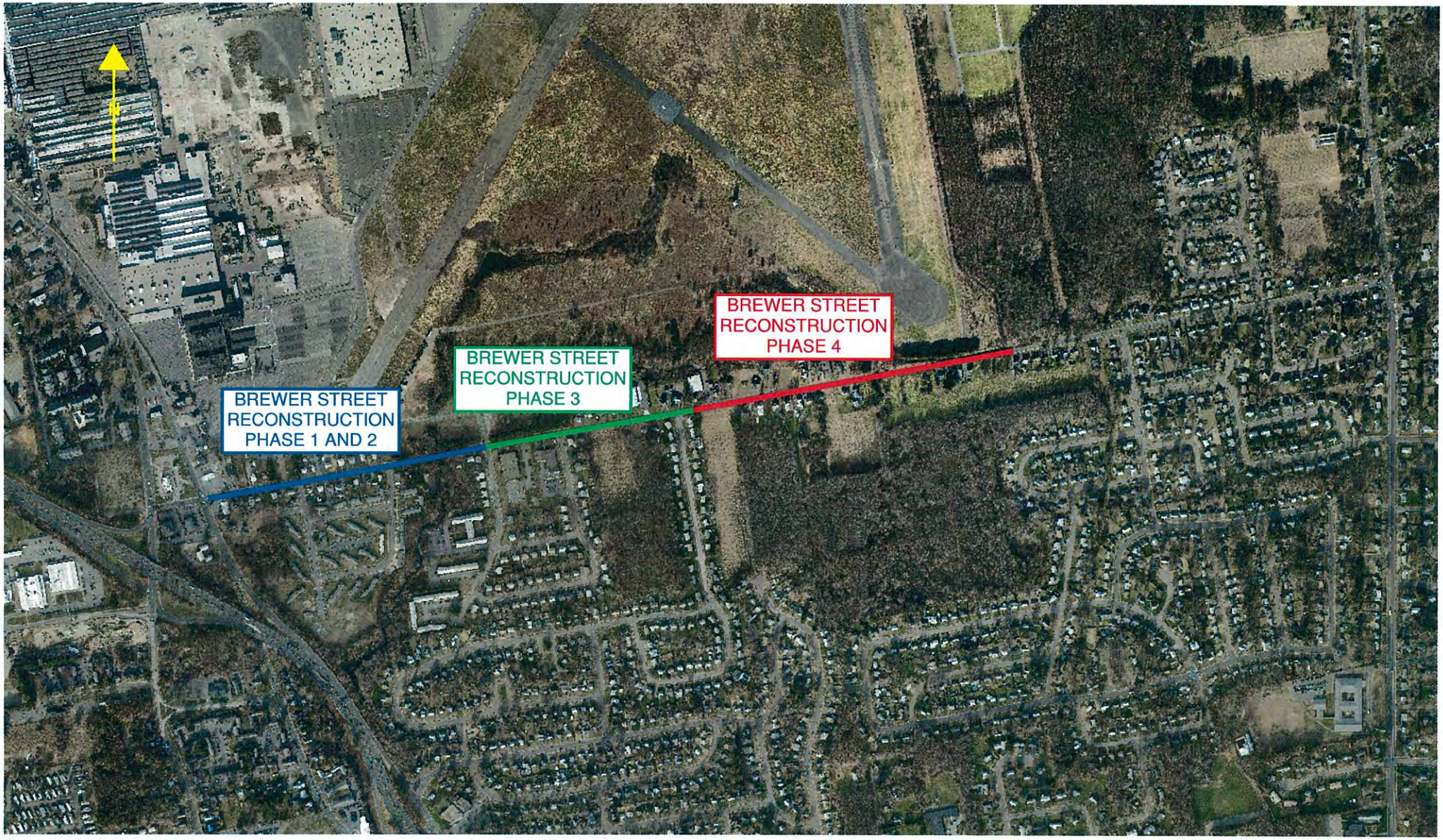
The project is located within an Inland Wetlands buffer area and Flood Hazard zone which will require local permitting.

The acceptance of this project will help the Town of East Hartford continue much needed infrastructure improvements that benefit residents and the traveling public.

Project Funding

CRCOG's funding cap for Roadway Reconstruction projects is $3 million dollars. The project will be designed and modified as necessary to remain within these funding constraints. The Town and State of Connecticut will participate in the funding for the project based on current CT LOTCIP regulations.

The Town has the ability to submit up to two grant LOTCIP applications as part of the current solicitation.



BREWER STREET RECONSTRUCTION PROJECT

TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 2, 2015

TO: Richard F. Kehoe, Chair

FROM: Mayor Marcia A. Leclerc

RE: Council Resolution – Application to CRCOG for LOTCIP Funds for the Silver Lane Sidewalk Installation Project

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The Town of East Hartford has been invited to apply for funding through CROCG under LOTCIP for transportation projects. Funding will be awarded on a competitive basis according to project rating procedures developed by CRCOG's Transportation Committee.

The Town will apply to fund the Silver Lane Sidewalk Installation Project. This project will extend the public concrete sidewalk network within the Silver Lane right of way to connect the existing sidewalk network with the Department of Transportation's multi-use trail.

Please see the attached documents for more information and please place this information on the agenda for the December 8, 2015 meeting for approval of the Resolution as submitted.

Thank you.

C: P. O'Sullivan, Grants Manager
E. Buckheit, Development Director
D. Horan, Town Engineer
N. Casparino, Civil Engineer

I, Angela M. Attenello, 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 8th day of December, 2015.

RESOLUTION

WHEREAS, the Capitol Region Council of Governments (CRCOG) is inviting municipalities to submit proposals for transportation projects to be funded under the Local Transportation Capital Improvement Program (LOTCIP); and

WHEREAS, the Silver Lane Sidewalk Project is eligible for funding under this program,

NOW THEREFORE LET IT BE RESOLVED; that the East Hartford Town Council strongly supports the Silver Lane Sidewalk Project and that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by CRCOG as they pertain to the above project and the LOTCIP Program.

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

IN WITNESS WHEREOF, I do hereunto set my hand and affixed the corporate seal of said Town of East Hartford this _____ day of December, 2015.

seal

_____

Angela M. Attenello
Town Council Clerk

GRANTS ADMINISTRATION MEMORANDUM

TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager

SUBJECT: Council Resolution – Application to CRCOG for LOTCIP Funds for the Silver Lane Sidewalk Installation Project

DATE: November 25, 2015

Attached is a draft resolution authorizing you as Mayor to submit an application to the Capitol Region Council of Governments (CRCOG) for request for Local Transportation Capital Improvement Program (LOTCIP) funding for the Silver Lane Sidewalk Installation Project.

CRCOG is inviting municipalities to submit proposals for transportation projects to be funded under LOTCIP. Funding will be awarded on a competitive basis according to project rating procedures developed by CRCOG's Transportation Committee as documented in the LOTCIP Project Selection Policy.

Also attached are the CRCOG Request for Proposals and a description of the Silver Lane Sidewalk Installation Project.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on December 8, 2015. Please contact me at extension 7206 if you have any questions.

Attachments (2)

Cc: Eileen Buckheit, Development Director
Tim Bockus, Public Works Director
Denise Horan, Town Engineer
Nick Casparino, Civil Engineer

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www.crcog.org

To: Chief Administrative Officials

From: Jennifer Carrier, Director of Transportation Planning
Robert Aloise, Principal Transportation Engineer

Date: September 2, 2015, Revised October 19, 2015

cc: Policy Board, Transportation Committee, Town Engineers, Department of Public Works Directors, Town Planners

Subject: LOTCIP Program: Request for Proposals

The Capitol Region Council of Governments (CRCOG) is inviting municipalities to submit proposals for transportation projects to be funded under the Local Transportation Capital Improvement Program (LOTCIP). At this time CRCOG is reserving $25,500,000 for this purpose.

Funding will be awarded on a competitive basis according to project rating procedures developed by CRCOG's Transportation Committee as documented in the LOTCIP Project Selection Policy. Copies of this policy, along with the CTDOT LOTCIP Application, CTDOT Bicycle and Pedestrian Travel Needs Assessment Form, and LOTCIP Estimating Template can be accessed via links at: http://www.crcog.org/transportation/tip_proj/lotcip.html. You should review these documents before preparing your proposal as they contain important information regarding the type, size, and nature of eligible projects.

To apply for LOTCIP funds, please complete a separate LOTCIP Application, Bicycle and Pedestrian Travel Needs Assessment Form, and Cost Estimate for each project, and return **3 hardcopies** by **4:00 PM on Tuesday, ~~December 1, 2015~~ January 5, 2016** to:

Ms. Jennifer Carrier
CRCOG Director of Transportation Planning
241 Main Street, 4th Floor
Hartford, CT 06106

Please also provide any relevant additional materials along with electronic versions of the CTDOT LOTCIP Application and CTDOT Bicycle and Pedestrian Travel Needs Assessment Form. Each municipality may submit up to two (2) proposals from a combination of any of the following categories: Roadway Reconstruction projects, Bicycle / Pedestrian projects, Pavement Rehabilitation projects, and Stand-Alone Sidewalk projects.

Materials should be prepared in sufficient detail for CRCOG staff to conduct an adequate evaluation of the proposal. If you have any questions regarding the application please feel free to contact Robert Aloise (raloise@crcog.org) or Jennifer Carrier (jcarrier@crcog.org).

November 23, 2015

SILVER SIDEWALK INSTALLATION PROJECT

Project Description

The project will include the installation of 5 foot wide concrete sidewalks and associated accessible sidewalk ramps along Silver Lane (State Route #502) from the vicinity of Rolling Meadow Drive to the Manchester Town line. Existing public sidewalk network currently terminates to the east of Rolling Meadow Drive. Pedestrians are utilizing the grass areas along the edge of Silver Lane in this area resulting in the development of bare earth path.

The project will extend the public concrete sidewalk network within the Silver Lane right of way to connect the existing sidewalk network with the Department of Transportation's (DOT) multi-use trail located just over the Town line in Manchester. The project will be designed to conform with the requirements of the Americans with Disabilities Act (ADA) and will improve safety of the pedestrians utilizing roadway corridor. The project will be coordinated with the DOT, public utilities companies and DOT's traffic signal modifications at the intersection of Silver Lane and Oak Street. Public involvement meetings will be held during the design phase of the project to obtain the public's feedback on the project.

Based on a preliminary review, an easement in support of the highway will be required to facilitate the construction of the sidewalk in the vicinity of the vacant parcel located to the west of #1355 Silver Lane. A low area is located adjacent to the south side of the roadway with the top of bank being in close proximity to the edge of pavement. DOT has installed metal beam rail along the edge of Silver Lane for the protection of the motoring public. The sidewalk alignment will require filling in order to provide a snow shelf (area between the curb and the front of public sidewalk) and to construct the sidewalk. The toe of slope associated with the necessary filling will extend onto private property resulting in a need for the easement. Sufficient right of way appears to exist for the installation of the remaining sidewalk alignment.

There are no flood hazard zones located within the project limits. Inland wetlands and upland review / buffer zones are present within the project limits.

Project Funding

CRCOG's funding cap for standalone / sidewalk projects is $1 million dollars. The project will be designed and modified as necessary to remain within these funding constraints. The Town and the State of Connecticut will participate in the funding for the project based on the current CT LOTCIP regulations.

The Town has the ability to submit up to two LOTCIP grant applications as part of the current solicitation.

N

Proposed Project Limits

Conceptual Silver Lane Sidewalk Installation Project

TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 2, 2015

TO: Richard F. Kehoe, Chair

FROM: Mayor Marcia A. Leclerc

RE: Council Resolution – Application to DEEP for Flood and Erosion Control Board Program Funding.

The Town of East Hartford will be applying for financial assistance through the Department of Energy and Environmental Protection (DEEP) under the Flood and Erosion Control Board (FECB).

The Program requires matching funds to be identified only once the project is awarded. Please see the attached documents for detailed information on the identified flood and erosion control projects and anticipated costs.

Please place this information on the agenda for the December 8, 2015 meeting for approval of the Resolution as submitted.

Thank you.

C: P. O'Sullivan, Grants Manager
E. Buckheit, Development Director
D. Horan, Town Engineer
N. Casparino, Civil Engineer
T. Bockus, Director of Public Works

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 8th day of December, 2015.

RESOLUTION

WHEREAS; the state Department of Energy and Environmental Protection (DEEP) has issued a request to municipalities for projects that can be funded through the Flood and Erosion Control Board (FECB) Program; and

WHEREAS the Town currently has several flood and erosion control projects that would be eligible for funding under this program,

NOW THEREFORE LET IT BE RESOLVED; that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to DEEP for funding under the FECB Program.

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 December, 2015.

Seal

Signed: _____
Angela M. Attenello, Council Clerk

GRANTS ADMINISTRATION MEMORANDUM

TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager

SUBJECT: Council Resolution – Application to DEEP for Flood and Erosion Control Board Program Funding

DATE: November 25, 2015

Attached is a draft resolution authorizing you as Mayor to submit a request for financial assistance to the state Department of Energy and Environmental Protection (DEEP) under the Flood and Erosion Control Board (FECB) Program.

Previously, DEEP funded FECB Projects on a "first come, first served" basis. With reductions in available funding and requests which far exceed funds, DEEP has developed a methodology for prioritizing these types of requests in anticipation and hope of future funding. Town projects to be submitted are as follows:

Phase 1 - Structural Improvements including: Toe drain / Collector Drain Replacement Phase 1 & 2, Meadow Hill Box Culvert Outfall Repairs, Closure Structure Renovations	Cost = $8,760,000
Phase 2 - Dredging of the Meadow Hill Storage Pond	Cost = $3,950,000
Phase 3 - Stormwater Pump Station Replacement	Cost = $4,500,000
Phase 4 - Operational Improvements	Cost = $1,800,000

Please note that, while this program requires matching funds, DEEP does not mandate that these funds must be in place at the time of application. For this reason, the attached resolution has been written to request only authorization to apply for these funds. Should a project be awarded, a subsequent resolution will be sought that identifies the source of the match.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on December 8, 2015. Please contact me at extension 7206 if you have any questions.

Attachments (2)

Cc: Eileen Buckheit, Development Director
Tim Bockus, Public Works Director
Denise Horan, Town Engineer
Nick Casparino, Civil Engineer

Flood and Erosion Control Board Program

The Flood and Erosion Control Board (FECB) program provides state financial assistance to municipalities that have an active Flood and Erosion Control Board* for preventing potential hazards due to flooding, stream bank erosion or beach erosion. In addition, the FECB's may repair municipally owned dams (not used for water supply) or undertake non-structural measures that mitigate flood damages.

Eligible Activities:

Engineering study, design and actual construction of the flood, erosion, non-structural flood mitigation measures or dam safety improvements. An example of a non-structural mitigation measure may include flood warning systems, flood proofing projects or the removal or relocation of severely flood prone residences.

Priority will be given to projects that currently provide, or will provide significant public benefits. Please see the Ranking Worksheet, attached, for information about criteria used in determining priority. This worksheet is a decision-making tool based on criteria important to the safety goals of the Department.

For dams, the DEEP will assign ***the highest priority, for purposes of state cost sharing, to dams which pose the greatest hazard to downstream lives and property***, based on anticipated damages from dam failure. For example, if two dams are subject to administrative repair orders and have the same hazard classification, the dam which would potentially cause loss of life and inundate a large area would be given a higher priority for action than would be given to the dam which provides more community benefits, such as incidental flood control value, recreation, or wildlife habitat, but poses lesser potential damages should it fail. If two dams of equal potential hazard and equal benefit to upstream abutting property owners are proposed as projects, the dam that provides more significant flood storage and therefore more protection to downstream areas from flood damage, will be given the higher priority.

CGS Section 25-71 specifies how project costs are to be allocated, i.e., based on property ownership type. In most cases when a project will solely benefit private riverine, littoral or lake front properties, the costs must be pro-rated on the basis of two-thirds total cost to the local FECB and one-third of the cost to the State. If the repairs will benefit both private and municipally owned or leased riverine, littoral or lake front property, the State can pay 2/3 of the costs for municipal property benefited and 1/3 for the private property benefited. The State will pay 100% of the cost, allocated on a percentage basis, for any State owned shore front property.

*most municipalities allow the governing board to act as a FECB if one is not specifically designated.

TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 2, 2015

TO: Richard F. Kehoe, Chair

FROM: Mayor Marcia A. Leclerc

RE: Bid Waiver: RFP#14-14, Legal Services-Town Levee Project

In order to continue the Levee project without delay and maintain cost effectiveness, I am referring the attached Bid Waiver to you for approval for Legal Services for the Town Levee Project.

Please place on the Town Council agenda for the meeting to be held on December 8, 2015 for review and approval.

Thank you.

C: R. Gentile, Assistant Corporation Counsel

OFFICE OF CORPORATION COUNSEL

Date : November 30, 2015

To : Mayor Leclerc

From : Richard Gentile

Re : Bid Waiver in Connection with Town RFP#14-14, Legal Services – Town Levee Project

In September 2014, Mayo Crowe, LLC was selected as the winning bidder to provide legal counsel in connection with the Town's Levee Project. The attached engagement letter outlines the terms of Mayo Crowe's representation.

Since its engagement, Mayo Crowe has done an excellent job of working with the Engineering Department and our office in our Town's efforts to gain certification of the Levee.

I was recently informed that William Crowe (as well as the partners and associates who have worked on this project) is moving his practice to Rogin Nassau. Our office would like to continue working with Attorney Crowe and his team on this project. As seen from the enclosed documents, Rogin Nassau will continue the engagement upon the same rates and terms and conditions of the existing engagement.

To effectuate this change in legal counsel, I am requesting a bid waiver from the Town Counsel (Section 10-7(c) of the Town Ordinances). The bid waiver is in the best interests of the Town because re-bidding would lead to a substantial delay in the project and could lead to the payment by the Town of less advantageous hourly rates.

MAYO CROWE LLC

ATTORNEYS

ATTORNEYS

CITYPLACE II
185 ASYLUM STREET
HARTFORD CT 06103-3426
(860) 275-6800

TELECOPIER
(860) 275-6819
www.mayocrowe.com

January 13, 2015

VIA EMAIL *(rpgentile@easthartfordct.gov)*

Richard P. Gentile, Esq.
Assistant Corporation Counsel
Town of East Hartford
740 Main Street
East Hartford, CT 06108

RE: Levy Project

Dear Mr. Gentile:

We are pleased that you have selected us to represent the Town of East Hartford (the "Town") with respect to the Town's levy project. We understand that the scope of our representation shall include completing the acquisition of property, easements, and/or rights of way, as well as the negotiation and preparation of necessary documents effecting such transactions, necessary for the Town to properly access and maintain its levees in accordance with the requirements of the Army Corps of Engineers. This letter shall supersede all prior agreements with respect to this matter.

I will serve as the primary partner. Flynn Boonstra and Stephen Bohara will be the primary associates involved in this representation.

We will charge for our services on an hourly basis plus our out-of-pocket expenses and any disbursements that we make on your behalf. Our hourly rate shall be $225.00 for partners and $165.00 for associates.

We will invoice you for fees, expenses and disbursements monthly, which invoices are due upon receipt.

You have the right, at any time, to terminate our services; however, you remain responsible for the payment of all fees, expenses and disbursements incurred prior to the date of termination. We have the right to withdraw from this representation at any time, including for nonpayment of our invoices.

If you have any questions about our representation or fee arrangement, please call me. If the terms of this engagement letter are acceptable, please sign both copies of this letter and return

MAYO CROWE LLC
ATTORNEYS

one fully executed original to us.

We appreciate the opportunity to assist you and look forward to working with you.

Very truly yours,

William R. Crowe

The terms of this engagement letter
have been read and accepted by the
undersigned this 23rd day of January, 2015

Assistant Corporation Counsel

J:\East Hartford\Levee Project\Engagement Letter\Engagement Letter v2.docx

HOOPES MORGANTHALER
RAUSCH & SCARAMOZZA LLC
Attorneys at Law

William R. Crowe
Admitted in Connecticut
and New York
860-275-6801
wcrowe@hmrslaw.com

November 19, 2015

VIA E-MAIL
Richard P. Gentile, Esq.
Town of East Hartford
740 Main Street
East Hartford, CT 06108

Re: Levee Project

Dear Rich,

As discussed, this letter is to confirm that I am moving with my practice group to Rogin Nassau LLC on December 1, 2015. We would be delighted to continue to work with you on the levee project. Upon my arrival, I will forward to you a substitute engagement letter upon the same rates and other terms set forth in your existing engagement letter. Best wishes.

Very truly yours,

Bill

William R. Crowe

CITYPLACE II - 15TH FLOOR
185 ASYLUM STREET
HARTFORD, CT 06103-3426
Telephone: (860) 275-6800
Facsimile: (860) 275-6819
www.hmrslaw.com

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

November 19, 2015

VIA E-MAIL
Hoopes Morganthaler Rausch & Scaramozza LLC
185 Asylum Street
15th Floor
Hartford, CT 06103

Re: Our files

Ladies and Gentlemen:

Please transfer our electronic files and forms and current paper files to Bill Crowe at Rogin Nassau LLC effective immediately upon his departure from your firm. We would appreciate the transfer of electronic files and forms in advance in order to assure a smooth transition.

Very truly yours,

Town of East Hartford

By: _____
Richard P. Gentile, Esq.

TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 2, 2015

TO: Richard F. Kehoe, Chair

FROM: Mayor Marcia A. Leclerc

RE: REFERRAL- Fees Committee

Recently the Town Council amended the requirements for massage therapists under Section 8-61 through 8-79 of the Code of Ordinances. Section 8-73 must be updated to reflect the fees associated with the requirements.

Please place on the Town Council agenda for referral to Fees Committee for the December 8, 2015 Town Council meeting.

Thank you.

OFFICE OF CORPORATION COUNSEL

To : Mayor Leclerc

Date : November 18, 2015

From : Richard Gentile

Re : Fees

On October 6, 2015 the East Hartford Town Council amended Section 8-61 through Section 8-79 of the Code of Ordinances. Among the changes made was the requirement that massage therapists receive a masseur permit from the Chief of Police. The ordinance requires the payment of a filing fee as set by the Town Council. I suggest that the setting of the filing fee under Section 8-73 of the Code of Ordinances be placed on the Town Council December 8th agenda for a referral to the Fees Committee.

TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 3, 2015

TO: Richard F. Kehoe, Chair

FROM: Mayor Marcia A. Leclerc

RE: Referral: Personnel and Pension Subcommittee, Fire Department Job Descriptions

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Attached to this memorandum are two job descriptions that I recommend the Council refer to the Personnel and Pension Subcommittee for their consideration. The revised and new job descriptions are listed below.

New Job Description

1. Fire Captain-Emergency Management

Revised Job Description

1. Fire Marshall

I recommend that the proposed Fire Department new and revised job descriptions be added to the Council agenda for the December 8, 2015 meeting for referral to the Personnel and Pension Subcommittee.

CC: J. Oates, Fire Chief
S. Malave, Director of Human Resources

MARCIA A. LECLERC
MAYOR

FIRE DEPARTMENT
JOHN H. OATES
FIRE CHIEF

TOWN OF EAST HARTFORD

31 School Street – Fire Headquarters

East Hartford, Connecticut 06108

Telephone
(860) 291-7400
FAX (860) 282-9706

November 30, 2015

TO: Mayor Marcia A. Leclerc

FROM: John H. Oates, Fire Chief

RE: Revised Job Descriptions

Mayor,

Included with this memo is the revised job description for Fire Marshal and the new job description for Fire Captain – Emergency Management. Both job descriptions have been approved by Human Resources Director Malave, Local 1548 President Wasilewski, and myself.

If you also approve, I respectfully request both items be sent to the Town Council for review and approval by the Personnel and Pension Sub-Committee.

Please let me know if you have any questions or require any additional information.

CC: S. Malave, Director of Human Resources

TOWN OF EAST HARTFORD

TITLE: Fire Captain, Emergency Management **GRADE:** 69

DEPARTMENT: Fire **DATE:** August XX, 2015

POSITION DEFINITION:

Under the direct supervision of the Fire Chief and program-level direction of the Mayor, directs, plans and develops the emergency management programs for the Town of East Hartford. Evaluates existing programs and coordinates the scope of efforts to prepare the Town for all natural or human caused disasters. Coordinates and directs the development and maintenance of all hazard plans and training that support mitigation, preparedness, response, and recovery. Represents the Town as the primary spokesperson for the Emergency Management Program.

SUPERVISION GIVEN: May direct, plan, and coordinate with department personnel during emergency situations as required by the essential job functions of this position under the direction of the Fire Chief and, as may be necessary, by the Mayor.

ESSENTIAL JOB FUNCTIONS:

- Ensures the Town's Emergency Operations Plan conforms to all state and federal criteria.
- Ensures the Town's emergency notification system is operational and effective.
- Maintains the Emergency Operations Center in a continuous state of readiness
- Maintains coordination with local and state governmental departments and agencies, non-governmental (NGO) entities such as utilities and industry and volunteer organizations active in disaster (VOAD) during any type of emergency. Serves as the Town's representative to the Regional Emergency Planning Team (REPT).
- Enforces department rules, standards operating procedures, and training standards.
- May deliver education programs for the public to ensure individual and community preparedness for all-hazards
- May be required to operate on fire scenes in an IDLH environment. Will assist in salvage actions during fire operations to assist residents and property owners.

KNOWLEDGE, SKILL, AND ABILITY

- Thorough knowledge of the Regional Emergency Support Plan, the State of Connecticut Response Framework, and the Federal Framework(s) as they apply to disaster preparedness, response, recovery, and mitigation.
- Thorough knowledge of the geographical layout of the Town, particularly street locations, water system, target hazards, and flood control structures.
- Knowledge of Emergency Operations Center concepts and operations.

- Thorough knowledge of rules, regulations, and procedures of the department
- Skill in reasoning, planning, and evaluation.
- Ability to establish and maintain effective working relationship with associates, callers, visitors, clients, representatives of other offices, and members of the public.
- Ability to apply technology to tasks
- Ability to speak clearly and distinctly and translate that spoken word into an electronic format.
- Ability to work with the general public, Town employees, and elected and government officials during times of quick decision-making and high stress emergencies.
- Ability to create and foster a collaborative environment among all parties involved in developing the town's emergency management plan.

JOB QUALIFICATION and LICENSING REQUIREMENT:

A high school diploma or its equivalent and service as an Apparatus Operator in the East Hartford Fire Department or 15 years of service as a Firefighter or above in the East Hartford Fire Department. Possession of a valid Motor Vehicle Operator's License.

SPECIAL REQUIREMENTS:

- Ability to obtain certification to the NFPA Fire Officer II standard.
- Documented completion of NIMS training at the 100,200,700,800 levels at time of application.
- Documented completion of NIMS training at the 300 and 400 levels within one year of appointment.
- Ability to become an Associate Emergency Manager (AEM) or Certified Emergency Manager (CEM).
- Completion of FEMA Professional Development Series within 6 months of appointment.
- Complete FEMA National Emergency Management Basic Academy within 3 years of appointment.

HOURS OF WORK:

As described in Article VI, Section 2 of the Collective Bargaining Agreement. Schedule may be modified to meet the needs of the department.

TOOLS AND EQUIPMENT USED

Motor vehicle, personal computer, standard office equipment, portable radio, radiological monitoring equipment, various Haz-mat and bio-terrorism meters, and appropriate personal protective equipment.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Tolerate extreme fluctuations in temperature while performing duties in hot, humid atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
- Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life threatening environment throughout the duration of the operation.
- Work for long periods of time, requiring sustained physical activity and intense concentration.
- Perform a variety of task on slippery, hazardous surfaces such as rooftops or from ladders.
- Wear personal protective equipment that weights approximately 50 pounds while performing firefighting tasks.
- Make rapid transitions from rest to near maximal exertion without warm-up periods.

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 mutual agreement between the Fire Chief and Local 1548 if the requriements of the position are modified.

TOWN OF EAST HARTFORD

TITLE: Fire Marshal **Grade:** 70

DEPARTMENT: Fire **Date:** 08/15

POSITION DEFINITION:

Under general supervision of the Fire Chief or Assistant Fire Chief, performs administrative, supervisory, and field work in directing the activities of the Fire Prevention Bureau.

ESSENTIAL JOB FUNCTIONS:

- Supervises and conducts fire safety inspections of new and existing structures of all types of occupancies for compliance with provisions of the state fire safety code and local ordinances and codes.
- Enforces federal, state, and local codes and standards for storage, handling, and use of flammable and combustible liquids, explosives, and other hazardous substances.
- Testifies at legal proceedings so that all information is presented clearly and accurately.
- Directs investigations of complaints of fire hazards and endeavors to correct irregularities and violations of the state fire safety code and local codes and ordinances.
- Investigates complaints of fire hazards and endeavors to correct irregularities and violations of the state fire safety code and local codes and ordinances.
- Investigates fires to determine the cause and origin, conducts and coordinates scene examination and documentation, evidence collection/preservation and interviews so that all are appropriate to the investigation and acceptable to the courts.
- Performs firefighting duties in case of multiple alarms if needed.

ADDITIONAL JOB FUNCTIONS:

- Promotes and delivers public fire education and fire prevention activities.
- Schedules inspections and other related activities so that available time is used efficiently.
- Maintains files on inspections, complaint investigations, and related documents, so that information can be easily retrieved and is filed in compliance with the record keeping policies of the department.
- Prepares comprehensive reports of inspections, emergency calls, attendance, service-connected injuries and other matters as directed.
- Evaluates the operational readiness of all existing fire protection systems and equipment for a building or facility so as to determine if the system (s) equipment are in operational state and maintained in accordance with applicable codes and standards.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of characteristics and behavior of fire.
- Knowledge of fire prevention principles.
- Knowledge of types of construction, classification, rated construction components, typical building construction methods and materials.
- Ability to read and interpret building plans and specifications and comprehend plans for fire protection systems.
- Ability to recognize existing and potential fire and life safety hazards in a wide variety of structures, occupancies, and installations.
- Ability to apply federal, state, and local codes and ordinances to determine necessary action.
- Thorough knowledge of the rules, regulations, and procedures of the Fire Department.
- Ability to establish and maintain effective working relationships with other employees, property owners, and the general public.
- Ability to plan and direct the work of subordinates and maintain discipline of employees under his/her supervision.
- Ability to express oneself clearly and concisely, orally and in writing, to individuals and groups.

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Tolerate extreme fluctuations in temperature while performing duties in hot, humid atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
- Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life threatening environment throughout the duration of the operation.
- Work for long periods of time, requiring sustained physical activity and intense concentration.
- Perform a variety of task on slippery, hazardous surfaces such as rooftops or from ladders.
- Wear personal protective equipment that weights approximately 50 pounds while performing firefighting tasks.
- Make rapid transitions from rest to near maximal exertion without warm-up periods.

JOB QUALIFICATIONS AND LICENSING REQUIREMENT:

- High School Diploma or its equivalent
- Must possess a valid Motor Vehicle Operator's License.
- Service as an Apparatus Operator in the East Hartford Fire Department or 15 years of service as a Firefighter or above in the East Hartford Fire Department. Must be certified by the State Fire Marshal office as a Fire Marshal, Deputy Fire Marshal, or Fire Inspector and must maintain certification according to C.G.S., Section 29-298.

SPECIAL REQUIREMENT:

- Must be free of any physical or mental impairment that would prohibit the accomplishment of the essential functions of a Fire Marshal.

Note: The above tasks and responsibilities are illustrative only.

MARCIA A. LECLERC
MAYOR

SCOTT M. SANSOM
CHIEF OF POLICE

TOWN OF EAST HARTFORD
Police Department

31 School Street
East Hartford, Connecticut 06108-2638

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

www.easthartfordct.gov

December 1, 2015

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

Re: Outdoor Amusement Permit Application
"Eversource Hartford Marathon - 2016"

Dear Chairman Kehoe:

Attached please find the amusement permit application from **The Hartford Marathon Foundation** submitted **by its Technical Director Josh Miller.**

The applicant seeks **to conduct a marathon, road races and outdoor musical entertainment with volunteers and several thousand spectators and runners on Saturday, October 8, 2016 from 7:30 AM – 1:30 PM, with music running between 9 AM and 1:30 PM.**

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

The **Risk Management Department** states the Marathon Foundation will need to provide a Certificate of Liability Insurance in the amount of one (1) million limits for general liability. They must also endorse the policy to add the Town of East Hartford, its officials, employees and volunteers, Riverfront Recapture and the MDC as additional insured. The policy will need to be reviewed and approved prior to the event.

The **Office of Corporation Counsel** states it has no issues with this application and that the applicant will need to sign a License Agreement with the Town prior to the event.

The **Fire Department** approves the application as submitted and indicates the anticipated cost for the Department's services is unknown at this time.

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

The **Public Works Department** recommends the application be approved with the following conditions:

- Applicant shall obtain approvals for any road closures from the appropriate jurisdiction.
- The applicant will coordinate with the CT DOT regarding highway construction and the associated detours.

- **The anticipated cost to the Department for this event is <u>$6,500.00.</u>**

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

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

- Police manpower required for these events exceeds the Department's normal Patrol Complement and overtime hiring will be necessary. As an event that is not Town-sponsored, this expense will have to be borne by the applicant. Those fees are paid out of the Private Duty payments

Respectfully submitted for your information.

Sincerely,

Scott M. Sansom
Chief of Police

Cc: Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT

Marcia A. Leclerc
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION

Scott M. Sansom
Chief of Police

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

1. Name of Event:

   Eversource Hartford Marathon

2. Date(s) of Event:

   October 8, 2016

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) :

   Josh Miller, Technical Director. Cell 860-338-1781. Work 860-652-8866.
   Josh@Hartfordmarathon.com. 41 Sequin Drive Glastonbury CT 06033

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

   Hartford Marathon Foundation
   41 Sequin Drive
   Glastonbury, CT 06033

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

   See Attached race course map

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

   7:30 AM - 1:30 PM on 10/8/16. (Impact chart attached)

7. Provide a detailed description of the proposed amusement:

   Marathon road race. Same route as 2014/2015

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)? 9:00 AM - 1:30 PM

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

19-80 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.)

3000 runners, several thousand spectators, 800 volunteers

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

a. Crowd size impact:

Runners will run on closed roads

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

We will work with police and DOT for street closures

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

Runners will park and run to and from Hartford

d. Noise impact on neighborhood:

Minimal, music will not play until after 9:00 AM

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

Garbage truck sweeps the entire route at conclusion of event.

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

Road closures and detours. This is a great opportunity for the community

g. Other expected influence on surrounding neighborhood:

n/a

12. Provide a detailed plan for the following:

a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:
Roads will be accessible for emergency personnel to access all areas

b. Provisions for notification of proper authorities in the case of an emergency:
Command center for event will have representation from all departments.

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

d. Crowd control plan:
Runners will stay on streets directed by volunteers.

e. If on town property, the plan for the return of the amusement site to pre-amusement condition:
Streets will be used and swept by volunteers and public works

f. Provision of sanitary facilities:
Portable toilets will be placed along the course.

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

Food available ☐ Yes ☑ No AND contact has been made with the East Hartford Health Department ☐ Yes ☑ No.

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

☐ Yes ☑ No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

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

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

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

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

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

a. False Statement is a Class A Misdemeanor.

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

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

Josh Miller

(Legal Name of Applicant)

Josh Miller Digitally signed by Josh Miller DN: cn=Josh Miller, o=Hartford Marathon Foundation, ou=Technical Director, email=Josh@hartfordmarathon.com, c=US Date: 2014.12.19 14:42:11 -05'00'

(Applicant Signature)

Josh Miller

(Printed Name)

10/28/15

(Date Signed)

Technical Director

(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:	☐ YES	☑ NO
Liquor Permit Included:	☐ YES	☑ NO } N/A
Certificate of Alcohol Liability Included:	☐ YES	☑ NO
Time Waiver Request Included:	☐ YES	☑ NO
Fee Waiver Request Included:	☐ YES	☑ NO

Received By: Carol Frank

Employee Number. 9019

Date & Time Signed: Mar 2, 2015 7:35 AM ~~PM~~

Time remaining before event: 30+ 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.

EVERSOURCE HARTFORD MARATHON

EVERSOURCE 3200 MARATHON

EVERSOURCE R4200 RELAY

THE ROUTE

Start heading west on Capitol Ave. • Turn right onto Broad St. • Turn right onto Farmington Ave. • Turn right onto Ford St. • Turn left onto Pearl St. • Continue onto American Row. • Turn left onto Market St, It becomes Rex. Moody Overpass. • Turn right onto Weston St. • Turn right onto Riverside Park. • Follow Riverside Park path south and exit turning right onto Van Dyke Ave/Charter Oak Ave. • Turn right onto Sheldon St. • Turn right onto S. Prospect St. • Turn right onto State St. • Cross the Founders Bridge, exit right. • Turn left onto Pitkin St. • Turn right onto Meadow St. • Turn right onto Hartland St. • Turn right onto East River Dr. • Turn left onto the path to Great River Park. • Follow Great River Park path south and exit turning right onto East River Dr. heading east. • Turn right onto Riverview Sq. • Follow Riverview Sq. Past Two Rivers Middle Magnet School. • Turn right onto East River Dr. • Turn left onto Main St. • Turn left onto Carroll Rd. • Turn right onto S. Prospect St. • Turn left onto Main St. • Turn left onto King St. • Turn right onto Main St. • Turn around and head south on Main St. Turn right onto Prospect St. • Turn left onto Carroll Rd. • Turn right onto Main St. • Turn right onto Pitkin St. • Turn right onto Founders Bridge exit ramp. • Cross Founders Bridge onto State St., American Row and Pearl St. • Cross Ford St. • Bear left onto Trinity St. • And finish in Bushnell Park, under the arch.

RELAY EXCHANGE POINTS

R-1 West end of Founders Bridge – *approx. 5.2-mi.*
R-2 Main St. East Hartford in front of Saavis Restaurant. – *appox. 11.1 miles*
R-3 Chapel Rd. & Main St. Northbound – *approx 14-mi*
R-4 Main St. Southbound – *approx 20.5-mi*

MAPS AND MORE!

Can be found on the Eversource Hartford Marathon app, now available FREE in the iTunes and Google Play app stores!

Fire

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

Scott Sansom
Chief of Police

Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **October 8, 2016**

Event: **Eversource Hartford Marathon**

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

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

☒ 1. the application be approved as submitted.

☐ 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.

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

☒ Fire Department
☐ Health Department
☐ Parks & Recreation Department
☐ Public Works Department
☐ Corporation Counsel

☒ Anticipated Cost(s) if known $_____

William Perez, Assistant Fire Chief November 4, 2015
Signature Date

Comments:

Parks + Rec

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

Scott Sansom
Chief of Police

Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **October 8, 2016**

Event: **Eversource Hartford Marathon**

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

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

X 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
X Parks & Recreation Department
☐ Public Works Department
☐ Corporation Counsel

☐ Anticipated Cost(s) if known $0.00

Ted Fravel 11/13/15

Signature Date

Comments:

Health Dept

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

Scott Sansom
Chief of Police

Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **October 8, 2016**

Event: **Eversource Hartford Marathon**

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

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

☒ 1. the application be approved as submitted.

☐ 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.

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

☐ Fire Department
☒ Health Department
☐ Parks & Recreation Department
☐ Public Works Department
☐ Corporation Counsel

☐ Anticipated Cost(s) if known $_____0_____

Michael O'Connell 11/3/15
Signature Date

Comments:

Public Works

Frank, Carol

From: Schwartz, Tess
Sent: Monday, November 02, 2015 2:02 PM
To: Frank, Carol
Subject: RE: Eversource Hartford Marathon (2016)

Carol,

I have reviewed this application and Pursuant to Town Ordinance 5.3, I recommend that the application be approved with the following conditions:

1. The applicant shall obtain road closure permits from the appropriate jurisdictions
2. The applicant shall coordinate with the CT DOT regarding highway construction and the associated detours.

We anticipate the cost to the Department to be $6,500 for this event.

Tess Schwartz, PE
Assistant Director of Public Works
Town of East Hartford
740 Main Street
East Hartford, CT 06108
Phone (860)291-7365
Fax (860) 291-7370
www.easthartfordct.gov

From: Frank, Carol
Sent: Monday, November 02, 2015 7:49 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim
Subject: Eversource Hartford Marathon (2016)

Good morning all.

Attached please find the **Outdoor Amusement Permit Application, Map** and your Director's Review and Notice in connection with the above captioned event.

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by **Monday, November 16, 2015.** Thank you.

If you should have any questions, please feel free to contact me.

Carol A. Frank

Corp Counsel

Frank, Carol

From: Gentile, Richard
Sent: Monday, November 30, 2015 2:56 PM
To: Frank, Carol
Subject: RE: Eversource Hartford Marathon (2016)

OK, I have had a chance to look at this. They will need a license agreement since the Marathon is held on town Roads. This can be done after Town Council approval.

From: Frank, Carol
Sent: Friday, November 13, 2015 8:02 AM
To: Gentile, Richard; Fravel, Theodore
Cc: Collins, Courtney; Francis, Nancy
Subject: Eversource Hartford Marathon (2016)

Good morning all.

Just a reminder that your review for the above captioned event is due Monday, November 16th. Thank you.

Carol A. Frank
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

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

Risk mngmt

Frank, Carol

From: Bennett, Cindy
Sent: Monday, November 02, 2015 8:19 AM
To: Frank, Carol
Subject: RE: Eversource Hartford Marathon (2016)

We will need a certificate of insurance for 1 million dollar liability insurance. They may not have it now as the day of the race is so far away.

Cindy Bennett, Risk Manager
Town of East Hartford,
740 Main St.
East Hartford, CT 06108

From: Frank, Carol
Sent: Monday, November 02, 2015 7:49 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim
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Carol A. Frank
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

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

PD

Frank, Carol

From: DeMaine, Michael
Sent: Friday, November 06, 2015 7:48 AM
To: Frank, Carol
Subject: RE: Eversource Hartford Marathon (2016)

Carol,

I see no issue with this permit as presented. The costs are covered by private duty job payments.

Sergeant Michael DeMaine
Special Events Supervisor/ PIO
East Hartford Police Department
31 School Street
East Hartford, CT 06108
Office (860)291-7583
Fax (860)289-1249
mdemaine@easthartfordct.gov

From: Frank, Carol
Sent: Monday, November 02, 2015 7:49 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim
Subject: Eversource Hartford Marathon (2016)

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If you should have any questions, please feel free to contact me.

Carol A. Frank
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

Ph: 860-291-7631

Insp. + Permits

Frank, Carol

From: Grew, Greg
Sent: Monday, November 02, 2015 9:17 AM
To: Frank, Carol
Subject: Re: Eversource Hartford Marathon (2016)

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

Greg
Milton Gregory Grew, AIA
Director of Inspections & Permits
Town of East Hartford
Mobile (860) 874-8034
Sent from my iPhone

On Nov 2, 2015, at 7:49 AM, Frank, Carol <CFrank@easthartfordct.gov> wrote:

> Good morning all.
>
> Attached please find the **Outdoor Amusement Permit Application, Map** and your Director's Review and Notice in connection with the above captioned event.
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> Carol A. Frank
> East Hartford Police Department
> Support Services Bureau
> 31 School Street
> East Hartford, CT 06108
>
> Ph: 860-291-7631
> Fax: 860-610-6290
>
> <Application & Course Map.pdf>
> <Directors' Review & Notice.doc>

TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 2, 2015

TO: Richard F. Kehoe, Chair

FROM: Mayor Marcia A. Leclerc

RE: Council Resolution – Supplemental Budget Appropriation

In order to complete the deck replacement project at Drennan Pool, an additional funding source is needed.

The project was funded through the LoCIP Program in FY15; however bidding came in higher than projected, and an additional $176,000 will be necessary to begin the work.

Please place this information on the agenda for the December 8, 2015 meeting for approval of the Resolution as submitted.

Thank you.

C: M. Walsh, Finance Director

RESOLUTION CONCERNING A SUPPLEMENTAL BUDGET APPROPRIATION AND FUND BALANCE TRANSFER FOR THE FISCAL YEAR ENDING JUNE 30, 2016 TO FUND THE UNFUNDED PORTION OF THE DRENNAN POOL DECK REPLACEMENT

WHEREAS, the Town of East Hartford opened the Drennan Pool in the summer of 1963, and

WHEREAS, $350,000 was set aside in FY15 under the Local Capital Improvement Program to replace the filter, return line, and deck at Drennan Pool, and

WHEREAS, through two rounds of competitive bidding, value engineering, and moving the timing of the work around to attract lower bids was generally unsuccessful, and

WHEREAS, in order to complete the necessary work including design fees, engineering, permits, and contingencies, an additional $176,000 is needed to allow a contract for the total project of $526,000 to be executed and to allow the project to proceed using existing bids.

NOW THEREFORE BE IT RESOLVED, that the East Hartford Town Council does hereby approve this Supplemental Budget Appropriation of funds in the amount of $176,000 from the Town's Undesignated Fund Balance and to reflect the addition of the attached Supplemental Revenue Appropriation and Expenditure Appropriation.

G0320-55900	Fund Balance Appropriation	176,000
G8200-64504	Parks Maint. - Construction/Renovation	176,000

I, Angela Attenello, Clerk of the Town Council of the Town of East Hartford, certify that the above resolution was approved at a meeting of the Town Council held on December 8, 2015.

_____
Angela Attenello, Clerk of the Town Council

Funds certified as unobligated and available.

Signed: _____ Dated: _____
Marcia A. Leclerc, Mayor

Signed: MPWalsh Dated: 11/10/15
Michael P. Walsh, Director of Finance

MEMORANDUM

DATE: November 10, 2015

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, Director of Finance

TELEPHONE: (860) 291-7246

RE: **Supplemental Budget Appropriation Resolution – Drennan Pool**

By way of this memo, attached please find a Supplemental Budget Appropriation Resolution in the amount of $176,000 to provide a funding source to complete the deck replacement at Drennan Pool. Additional information is included in a brief memo from our Parks Director Ted Fravel.

While $350,000 was initially set aside to complete the work via the LoCIP Program in FY15, actual bidding done on a competitive basis on two occasions came in substantially higher, so in order for the work to commence, this additional appropriation of funds is necessary.

I would respectfully request that you forward this resolution and information on to the Town Council for action at their December 8, 2015 meeting.

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

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Parks & Recreation

50 Chapman Street
East Hartford, Connecticut 06108

Phone:(860)291-7160

FAX: (860)282-8239

TO: Michael Walsh, Director of Finance

FROM: Ted Fravel, Director of Parks and Recreation

DATE: October 16, 2015

Subject: Drennan Pool Deck Replacement (LoCIP)

The Drennan Pool opened in the summer of 1963. A CIP request with a budget figure of $350,000 was entered in the year 2012 based upon Architectural estimates. Funding of the $350,000 project to replace the filter, return lines, and deck was authorized in FY 14-15. Subsequently, the project was designed, permitted, and put out to bid twice. Our first bid in July only had one vendor attend which resulted in an extremely high bid price well above the funding authorized.

A second bid was held in October of 2015. The project remained the same but better timing allowed for an improved bidding environment. The improvements included an October bid date allowing construction companies to begin planning for the upcoming New England building season. We also offered a non-mandatory pre bid walk through. These two improvements attracted seven vendors.

The lowest bid was $451,000. The high bid was $590,200. This number was for construction only and did not include any of our upfront fees for design, engineering, permits or contingencies. At this time we are requesting $176,000 to complete the project.

This additional funding includes $101,000 for construction, $30,000 for design and $45,000 for contingency.