

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
JULY 12, 2011

=====

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

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
 2. AMENDMENTS TO AGENDA
 3. RECOGNITIONS AND AWARDS
 4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
 5. APPROVAL OF MINUTES
 - A. June 21, 2011 Executive Session/Spellman
 - B. June 21, 2011 Regular Meeting
 6. COMMUNICATIONS AND PETITIONS
 - A. South End Senior Center: New to You Thrift Shop
 7. OLD BUSINESS
 8. NEW BUSINESS
 - A. State of Connecticut Department of Education: Youth Services Grant
 - B. Referral to Fees Committee re:
 1. East Hartford Rotary Club
 2. Refund of Building Permit Application Fee
 - C. Referral to Ordinance Committee re:
 1. Dispensing of Alcohol on Town Property – Chapters 5 and 14
 2. Section 2-115 – Director of Public Works
 - D. Refund of Taxes
 - E. Outdoor Amusement Permit Applications:
 1. 16th Annual Podunk Bluegrass Music Festival
 2. Podunk Rendezvous
 - a. Approval of Application
 - b. Waiver of Permit Fee
 3. 22nd Annual Fall Fest
 9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
 10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
- Town Council Agenda

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

12. ADJOURNMENT (next meeting: August 2, 2011)

Patricia Conobno

2011 JUN 27 A 10:22

ACTING TOWN CLERK

TOWN COUNCIL MAJORITY OFFICE

JUNE 21, 2011

EXECUTIVE SESSION

PRESENT Chair Richard F. Kehoe (left 7:18 p.m.), Vice Chair William P. Horan, Jr., Majority Leader Barbara-Ann Rossi, Minority Leader Eric A. Thompson, Councillors Marc I. Weinberg, Linda A. Russo, Ram Aberasturia, Susan P. Skowronek and Patricia Harmon

ALSO
PRESENT Scott Chadwick, Corporation Counsel

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:08 p.m.

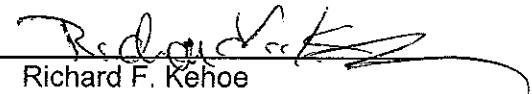
MOTION By Barbara Rossi
seconded by Eric Thompson
to **go into** Executive Session to discuss the state court action on the case entitled Michelle Spellman vs. Town of East Hartford, et al.
Motion carried 9/0.

MOTION By Barbara Rossi
seconded by Eric Thompson
to **go back to** Regular Session.
Motion carried 8/0.

ADJOURNMENT

MOTION By Barbara Rossi
seconded by Eric Thompson
to **adjourn** (7:22 p.m.)
Motion carried 8/0.

Attest


Richard F. Kehoe
Town Council Chair

Patricia Conoabro

EAST HARTFORD TOWN COUNCIL

2011 JUN 21 A 10: 22

TOWN COUNCIL CHAMBERS

ACTING TOWN CLERK

JUNE 21, 2011

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader Barbara-Ann Rossi, Minority Leader Eric A. Thompson, Councillors Marc I. Weinberg, Linda A. Russo, Ram Aberasturia, Susan P. Skowronek and Patricia Harmon

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:40 p.m. He announced the exit locations in accordance with Connecticut General Statutes § 29-381, after which the Council joined him in the pledge of allegiance.

Chair Kehoe called for a moment of silence to honor the life of Judge John D. Brennan, a longtime resident of the town, who served as Council President (Mayor) of the town of East Hartford from 1963-1965. He became a judge in 1976 and mediated thousands of family cases. He was very skilled and highly respected in the judicial system. He will be missed.

RECOGNITIONS AND AWARDS

June Beautification Commission Awards

Patricia Byrnes, a member of the Beautification Commission, presented the following awards: Residential - the Kleef Family, 69 Cavan Road; Business – Stone Academy, 745 Burnside Avenue; and a Special Recognition – the Renkert Family, 160 Madison Street.

Chair Kehoe joined with Ms. Byrnes in thanking the recipients for their hard work and for making East Hartford a prettier place to live.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Susan Kniep, 50 Olde Roberts Street, (1) suggested a delay of any action on the bond resolution since the residents can't afford any additional bonding; (2) asked if the funds allocated to Housing Rehabilitation through the Community Development Block Grant could be used in a way to service more residents in low to moderate income brackets; (3) suggested that executive session matters be openly discussed at a regular Town Council meeting before taking any action; (4) complimented the Council for the posting of the meeting packet on-line and asked that the administration post the town's check register on-line; and (5) supports the funding of The Interval House through the CDBG program.

The following citizens spoke in favor of funding The Interval House through the Community Development Block Grant (CDBG) 37th Year: Icy Mounds, 10 Heather Drive; Catherine Knight, 1325 Burnside Avenue; Maria, a counselor at Interval House; Rosella

Sharp, 16 Ambrose Terrace; Cecile Enrico, Executive Director for The Interval House; and Donna Andrini, Program Coordinator for The Interval House East.

Susan Harkett-Turley, Executive Director for Housing Education Resource Center (HERC), thanked the town for including her organization in the 2011-2012 proposed allocations to CDBG. Ms. Harkett-Turley also stated that she supports funding The Interval House.

Mayor Leclerc (1) thanked Fran Ingallinera for her service on the Commission on Services for Persons with Disabilities; (2) recognized the efforts of both Scott Hollister and Ken Sek for their service on the Hockanum River Commission; (3) asked that the Council support the \$7M bond for the town's flood control rehabilitation project; (4) asked that the Council support the end of the year interdepartmental transfers and supplemental budget appropriation; (5) supports the CCAT grant; (6) suggested that the Council revise the CDBG 37th Year Program to include funding for The Interval House; (7) believes that Richard Rivera will be an asset to the Inland/Wetlands-Environmental Commission and supports that appointment; and (8) reminded the Council that Webster Bank will provide an ice cream truck at the Sounds of Summer Concerts.

APPROVAL OF MINUTES

June 7, 2011 Executive Session/L. Machia

MOTION By Barbara Rossi
 seconded by Pat Harmon
 to **approve** the minutes of the June 7, 2011 Executive Session/L. Machia.
 Motion carried 9/0.

June 7, 2011 Regular Meeting

MOTION By Barbara Rossi
 seconded by Eric Thompson
 to **approve** the minutes of the June 7, 2011 Regular Meeting.
 Motion carried 9/0.

COMMUNICATIONS AND PETITIONS

Resignations: Fran Ingallinera from Commission on Services for Persons with Disabilities and Scott Hollister and Ken Sek from the Hockanum River Commission

Chair Kehoe accepted, regrettably, the resignations of Fran Ingallinera from the Commission on Services for Persons with Disabilities and Scott Hollister and Ken Sek from the Hockanum River Commission and thanked them for their dedication to the town.

MOTION By Barbara Rossi
 seconded by Eric Thompson
 to take Item 8. E., Community Development Block Grant 37th Program Year out of order to accommodate those present.
 Motion carried 9/0.

NEW BUSINESS

Community Development Block Grant 37th Program Year

MOTION By Linda Russo
seconded by Barbara Rossi
to **adopt** the following resolution:

WHEREAS, The Town of East Hartford is entitled to Thirty-seventh Program Year funding under Title I of the Housing and Community Development Act of 1974, as amended, totaling \$599,142; and

WHEREAS, receipt of this entitlement grant is contingent upon the submission of a Thirty-seventh Program Year Action Plan, and Certifications of Compliance; and

WHEREAS, citizen input was obtained, in accordance with the Grants Administration Office's Citizen Participation Plan, at three Public Hearings held on November 3, 2010 and March 14, 2011.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of East Hartford recognizes the need for funding the objectives contained in the Thirty-seventh Program Year Action Plan and endorses this Plan as reflecting the Town's Community Development needs.

AND, FURTHER, BE IT RESOLVED that the Town Council does support and authorize the submission of the Thirty-seventh Program Year Action Plan, and Grantee Certifications to the US Department of Housing and Urban Development and authorizes its Mayor, Marcia A. Leclerc, to act as representative of the Town and to enter into contract with the US Department of Housing and Urban Development.

MOTION By Linda Russo
seconded by Susan Skowronek
to **amend** the motion to reduce Senior Support Services by \$5,000 and to establish a new line item for The Interval House in the amount of \$5,000.
Motion carried 9/0.

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

TOWN OF EAST HARTFORD
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
37th YEAR ACTION PLAN
September 1, 2011 - August 31, 2012

PUBLIC SERVICES

Senior Support Services \$20,711

Funding for the delivery of services to East Hartford's elderly population. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(A).

CRT - East Hartford Community Shelter \$35,000

Funding to supplement the operating budget at the East Hartford Community Shelter or the homeless located at 381-385 Main Street. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(A).

Housing Education Resource Center \$13,000

Funding for the provision of fair housing services including education and counseling to tenants and landlords town-wide as well as foreclosure prevention. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(B).

<u>Interfaith Ministries</u>	\$9,000
Funding to supplement the operating budget of the Friendship Center free hot meal program. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(D).	
PROJECTS	
<u>Streetscape Improvements</u>	\$100,000
Funding for physical improvements to the central business district, including but not limited to, tree planting, trash receptacles, sidewalk replacement, public signage, and benches. Eligible activity under 24 CFR 270.201(c), meets HUD national objective criteria under 24 CFR 570.208(a)(1).	
<u>Housing Rehabilitation</u>	\$301,603
Funding for limited housing rehabilitation in one to four unit owner-occupied properties inhabited by low and moderate income families. Eligible activity under 24 CFR 570.202(a)(1), meets HUD national objective criteria under 24 CFR 570.208(a)(3).	
ADMINISTRATION	
<u>Program Administration</u>	\$119,828
Oversight, management, monitoring and coordination of the Community Development Block Grant Program. Eligible activity under 24 CFR 570.206.	
TOTAL	\$599,142

At this point, the Council returned to the order of the agenda.

Flood Control System:

G.E.I. Consultants, Inc.: PowerPoint Presentation

On hand to address this agenda item were Tim Bockus, Acting Public Works Director; Denise Horan, Town Engineer; and James Nickerson, P.E., Project Manager from G.E.I. Consultants, Inc. Mr. Nickerson conducted the presentation to the Council which summarized the issues left to complete in the town's flood control system. By U.S. Army Corps of Engineers' standards, five items have been deemed unacceptable and are slated to be corrected, hopefully utilizing bond funding. Those items are: Timber Bulkhead, Toe Drain System, Closure Structure, Storage Pond Dredging, and Pump Station Repairs. Mr. Bockus stated that the PowerPoint presentation has been posted to the town's website for the public to view.

Financial Impact to Town of East Hartford

Mike Walsh, Finance Director, provided the Council with charts and graphs showing the cost of the bonds, amortized over twenty years, to the taxpayer based on market values ranging from \$150,000 to \$250,000. Chair Kehoe suggested that the amortization schedule should be reduced to ten years, rather than twenty years, and asked Mr. Walsh to return to the Council with those ten-year figures.

Setting a Public Hearing Date

MOTION By Barbara Rossi
 seconded by Susan Skowronek

to set a public hearing date of Tuesday, August 2, 2011 at 7:00PM in Town Council Chambers to hear public comment on the resolution to appropriate \$7,000,000 bonds for corrective action to be taken on the town's flood control system.
 Motion carried 9/0.

Bid Waiver: Flood Protection Rehabilitation Project

MOTION By Barbara Rossi
 seconded by Linda Russo
 to waive the bidding requirements of Town Ordinance Section 10-7(b) and authorize the Administration to utilize the quality-based system outlined in a May 24, 2011 memorandum from Nick Casparino, Civil Engineer, to Tim Bockus, Acting Director of Public Works, as a process for hiring a consultant firm for design services related to the Flood Protection Rehabilitation Project, such waiver being in the best interests of the Town as it will expedite the construction projects necessary to secure Federal Emergency Management Agency accreditation of the East Hartford Flood Protection System.
 Motion carried 9/0.

End of Fiscal Year 2010-2011:

Interdepartmental Budget Transfers

MOTION By Barbara Rossi
 seconded by Marc Weinberg
 to approve the interdepartmental transfers for fiscal year 2010-2011 consistent with the transfers listed in a memorandum from Finance Director Michael Walsh to Mayor Marcia Leclerc dated June 21, 2011 totaling \$571,000 in transfers within the General Fund as follows:

General Fund To		
Account Number	Name	Amount
G1300-60110	Registrar's Permanent Services	1,000
G2200-63131	Corp. Counsel - Settlement	20,000
G2400-60110	Library - Permanent Services	10,000
G2950-60110	Grants - Permanent Services	30,000
G5204-60110	Police Operations - Permanent Services	165,000
G5317-60110	Fire Suppression - Permanent Services	343,000
G9400-60110	Social Services - Permanent Services	1,000
G9700-63244	Capital Improvement - Leases	1,000
	TOTAL	571,000
General Fund From		
Account Number	Name	Amount
G1100-63134	Town Council - Internal Audit	10,000
G1200-63221	Town Clerk - Printing	7,000
G2100-60110	Mayor's Office - Permanent Services	27,000
G2300-60110	Human Resources - Permanent Services	32,000

G3800-63499	Employee Benefits - Reserve for Severance	138,000
G6100-60110	Inspections and Permits - Perm. Services	8,000
G8200-60110	Park and Rec. Maintenance - Perm. Services	44,000
G9100-60110	Health - Permanent Services	17,000
G9510-66500	Debt - Note Interest (Town)	200,000
G9600-60201	Contingency - Reserve for Neg.	88,000
	TOTAL	571,000

The funds being transferred are certified as available and unobligated.

Motion carried 9/0.

Supplemental Budget Appropriation

MOTION By Barbara Rossi
seconded by Bill Horan
to adopt the following resolution:

RESOLUTION CONCERNING A SUPPLEMENTAL BUDGET APPROPRIATION AND FUND BALANCE TRANSFER TO FUND YEAR-END PUBLIC WORKS AND FIRE DEPARTMENT EXPENDITURES FOR THE FISCAL YEAR ENDING JUNE 30, 2011

WHEREAS, the Public Works Department of the Town of East Hartford, based on an unusually severe winter with record amounts of snowfall, paid out overtime totaling in excess of \$773,000 compared to an original budget of \$320,000 in the 2010-2011 fiscal year, and

WHEREAS, the Fire Department of the Town of East Hartford, due to contractually required minimum staffing and open positions due to vacancies, injuries, and one non-service related disability exceeded their overtime budget, and

WHEREAS, sufficient monies are unavailable within the normal operating budget of the Public Works Department, the Fire Department, or the Town to cover the aforementioned expenses.

NOW THEREFORE BE IT RESOLVED, that the East Hartford Town Council does hereby approve this Supplemental Budget Appropriation of funds in the amount of \$600,000 from the Town's Undesignated Fund Balance for the purpose of funding fiscal year 2010-2011 costs as listed below and does hereby amend the current 2010-2011 fiscal year Operating Budget to reflect the addition of the attached Supplemental Revenue Appropriation and Expenditure Appropriation.

G0320-55900	Fund Balance Appropriation	600,000
G7300-60141	PW - Highway Services – Overtime	500,000
G5317-60141	Fire Suppression - Overtime	100,000

Funds certified as unobligated and available.

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

Preliminary Year-end Financial Results

Mike Walsh, Finance Director, summarized the preliminary year-end financial results of the town. Fund balance sits at 8.4% of budget, which falls in the 5-10% range guidelines as set forth by Moody's. Mr. Walsh indicated that the budget freeze implemented in

January 2011 helped tremendously with aiding other departments where funding was needed – especially Public Works due to an unprecedented winter season.

Justice Assistance Grant (JAG) Program

MOTION By Bill Horan
seconded by Eric Thompson
to **adopt** the following resolution:

WHEREAS, the U. S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance, for the Fiscal Year 2011-2012, has federal funds set aside for the Town of East Hartford in the amount of \$ 32,809.00 under the Justice Assistance Grant (JAG); and

WHEREAS, these funds may be used to purchase law enforcement equipment in support of the activities of the East Hartford Police Department, with no required cash match by the Town of East Hartford; and

WHEREAS, the East Hartford Police Department desires to use these funds for this purpose and purchase:

- An all-terrain type vehicle to be used for proactive patrolling of the flood control dike, bike paths, riverfront area, and other areas;
- Equipment, weapons, and a portable Incident Command board for the Tactical Response Team; and
- Surveillance equipment to be used for criminal investigations and in hostage negotiation and resolution.

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 U. S. Department of Justice as they may pertain to this JAG grant.

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

Office of Economic Adjustment Supplemental Grant: Connecticut Center for Advanced Technology (CCAT)

MOTION By Barbara Rossi
seconded by Susan Skowronek
to **adopt** the following resolution:

WHEREAS, the United States Department of Defense, Office of Economic Adjustment (OEA), recognizes the need to develop a plan to assess the impact of the termination of the U.S. Air Force F-22 production contract with Pratt & Whitney Aircraft on the manufacturing workforce in East Hartford and the surrounding region; and

WHEREAS, OEA had grant funding available as established under Title 10 of the U.S. Code, Subsection 2391(b)(1)(C) for this purpose; and

WHEREAS, the OEA invited the Town of East Hartford to submit a funding proposal in the amount of \$990,000 with the Connecticut Center for Advanced Technology, Inc. (CCAT), to develop a plan to assess this impact on the local, regional, and national workforce and to design a service delivery model to assist displaced workers involved in the aerospace and defense manufacturing workforce nationwide, which was awarded in October of 2010; and

WHEREAS, OEA has supplemental grant funding available under Title 10 of the U.S. Code, Subsection 2391(b)(1)(C) of up to \$1.5 million dollars to continue these planning efforts; and

WHEREAS, these additional OEA funds also require a 10% match of in-kind funding, which CCAT will continue to provide.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of East Hartford recognizes the need for supplemental funding to assist our regional workforce involved in defense industry manufacturing.

AND FURTHER, BE IT RESOLVED that the Town Council does support and authorize the submission of a supplemental grant application to the OEA in partnership with CCAT for the purposes stated above and authorizes its Mayor, Marcia A. Leclerc, to act as representative of the Town and to enter into contract and make any amendments thereto to receive supplemental funding from this federal agency.

AND FURTHER, BE IT RESOLVED that pursuant to Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council waives the bidding requirements as they relate only to those consultant contracts currently in place through CCAT's existing work under the original \$990,000 grant from OEA.

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

Preventive Health Grant: Diabetes Self-Care

MOTION By Ram Aberasturia
 seconded by Barbara Rossi
 to **adopt** the following resolution:

RESOLVED that Mayor Marcia A. Leclerc has been empowered to make application to and execute contracts and any amendments thereof, on behalf of the Corporation, between the Corporation and the State of Connecticut Department of Public Health or its successor agency, concerning a \$7,807 Preventive Health Grant for diabetes self-care education programs.

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

Public Health Preparedness DEMHS Region 3 Cities Readiness Initiative

MOTION By Ram Aberasturia
 seconded by Eric Thompson
 to **adopt** the following resolution:

RESOLVED that Mayor Marcia A. Leclerc has been empowered to make application to and execute contracts and any amendments thereof, on behalf of the Corporation, between the Corporation and the West Hartford – Bloomfield Health District or its successor agency, concerning a \$6,000 "Public Health Preparedness DEMHS Region 3 Cities Readiness Initiative" for the grant period September 15th, 2010 through August 9th, 2011.

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

Recommendation from Real Estate Acquisition & Disposition Committee re: 113 Tolland Street Rear

MOTION By Linda Russo
 seconded by Eric Thompson
 that the Town Council **approve** the conveyance of 113 Tolland Street Rear for no consideration to Charlotte Small, the owner of 113-115 Tolland Street, due to the fact that as part of the 1984-1985 Johnson Street Abandonment Project the property know as 113 Tolland Street Rear was to

have been conveyed to the owner of 113-115 Tolland Street for no consideration.

Motion carried 8/0. **Skowronek out of Chamber**

Appointment of Richard O. Rivera to Inland/Wetlands Environmental Commission

MOTION By Bill Horan
seconded by Barbara Rossi
to **approve** the appointment of Richard O. Rivera, 11 Hills Street to the Inland/Wetlands Environmental Commission, whose term shall expire December 2012.
Motion carried 8/0. **Skowronek out of Chamber**

Fees Committee – Acting as a Committee of the Whole – Parks and Recreation
Department: Special Revenue Account

MOTION By Marc Weinberg
seconded by Linda Russo
that the Town Council, acting as a Committee of the Whole for the Fees Committee, **approve** the creation of a new account for the Special Revenue Program for a Parks & Recreation Department sponsored concert at the East Hartford Community Cultural Center during FY 2011-2012 and as more specifically outlined in a memo to Mayor Marcia Leclerc from Parks & Recreation Department Director Roger Moss dated June 1, 2011.
Motion carried 9/0.

Recommendation from Fees Committee re: Leases for:

ERASE

MOTION By Marc Weinberg
seconded by Pat Harmon
that the Town Council **approve** a 3-year lease for ERASE (East of the River Action for Substance-Abuse Elimination) for 1,343.5 SF located at the former McCartin School, beginning on August 18, 2011 through August 17, 2014 as follows:

08/18/11 – 08/17/12	\$3.19/SF	\$4,285.77 annually
08/18/12 – 08/17/13	\$3.39/SF	\$4,554.47 annually
08/18/13 – 08/17/14	\$3.59/SF	\$4,823.17 annually

and reimburse the Town of East Hartford for a portion of the cost of utilities based on the amount of leased space.

Motion carried 9/0.

YMCA Day Care Center

MOTION By Marc Weinberg
seconded by Linda Russo

that the Town Council **approve** a 3-year lease for the YMCA Day Care Center of 5,144 SF located at the former McCartin School beginning August 18, 2011 through August 17, 2014 as follows:

08/18/11 – 08/17/12	\$2.27 SF	\$11,676.88 annually
08/18/12 – 08/17/13	\$2.47 SF	\$12,705.68 annually
08/18/13 – 08/17/14	\$2.67 SF	\$13,734.48 annually

and to reimburse the Town of East Hartford for a portion of utilities based on the amount of leased space.
Motion carried 9/0.

Friends of Center Cemetery

MOTION By Marc Weinberg
seconded by Ram Aberasturia
that the Town Council **approve** the renewal of the lease for the Friends of Center Cemetery, Inc. for 763 SF located at the former McCartin School beginning August 1, 2011 through July 31, 2014 for \$1.00 per year with no charge for utility consumption.
Motion carried 9/0.

East Hartford Community Television

MOTION By Marc Weinberg
seconded by Pat Harmon
that the Town Council **approve** a five-year lease for the East Hartford Community Television, Inc., a non-profit cable access television service, which utilizes three rooms in Town Hall – an office, recording studio, and equipment area, in the amount of \$1.00 per year, with no charge for utility consumption, starting on July 1, 2011 through June 30, 2016.
Motion carried 9/0.

Refund of Taxes

MOTION By Marc Weinberg
seconded by Susan Skowronek
to **refund** taxes in the amount of \$ 1,802.67 pursuant to Section 12-129 of the Connecticut General Statutes.
Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Over Paid
2009-03-0051133	ANDERSON DOROTHY M OR ANDERSON JOHN P	VIN # YS3AL76L6R7002113	\$ (81.69)
2008-03-0080852	BELL REDDING SYLVIA	VIN # 4T1BG22K3YU689787	\$ (7.05)
2009-02-0040347	CHILDRENS CHOICE LEARNING CTR OF EH LLC	1184 BURNSIDE AVE	\$ (28.03)

2007-03-0061408	DUPONT JENNIFER A	VIN # 1G1JC1448N7160178	\$ (6.31)
2007-03-0061680	EASTMAN DAVID J	VIN # 2G1WF52E639386876	\$ (16.31)
2009-01-0004966	INDYMAC MORTGAGE SERVICES ATTN: TAX DEPT.	109 WINDING LN	\$ (30.86)
2008-02-0041101	KEGAZEL LLC	UNIQUE ID # PPM01816	\$ (381.36)
2008-03-0082675	ROSARIO ERIC JR	VIN # 3B7KF23Z21G810143	\$ (43.16)
2009-03-0087032	TOYOTA MOTOR CREDIT	VIN # 5TDZK23C78S192335	\$ (125.02)
2007-03-0088136	TOYOTA MOTOR CREDIT CORP	VIN # 5TDBT44A95S244731	\$ (642.90)
2008-03-0087458	TOYOTA MOTOR CREDIT CORP	VIN # 5TDBT44A95S244731	\$ (424.06)
2009-04-0088016	WARD CLAIRE M	VIN # 1YVFP80C235M26482	\$ (15.92)
TOTAL			(1,802.67)

Outdoor Amusement Permit Applications:

15th Annual Sounds of Summer Concert Series

MOTION By Linda Russo
seconded by Barbara Rossi
to **approve** the outdoor amusement permit application, entitled "15th Annual Sounds of Summer Concert Series" submitted by C. Roger Moss, Director of the East Hartford parks and Recreation Department to conduct regularly scheduled outdoor concerts on the Town Green, Main Street, from 6:30PM to 8:30PM on the following Thursdays in 2011:

June 30
July 7, 14, 21, 28
August 4 (to be held in Martin Park and fee to East Hartford Residents), 11, 18, 25

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.

27th Annual Riverfest 5K Road Race

MOTION By Marc Weinberg
seconded by Ram Aberasturia
to **approve** the outdoor amusement permit application entitled "27th Annual Riverfest 5K Road Race", submitted by Jim Uhrig on behalf of the East Hartford Parks & Recreation Department to hold a 5K run beginning and ending at Goodwin Park in East Hartford on Saturday, July 9, 2011 from 6AM to 11AM, subject to 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.

Replica Tall Ship Viewing

MOTION By Bill Horan
seconded by Susan Skowronek
to **approve** the outdoor amusement permit application entitled "Replica Tall Ship Viewing" submitted by Goodwin College, Inc. by Daniel Larson, Senior Project Manger, to conduct a two day public viewing and boarding of a tall ship, the "Half Moon" at 133 Riverside Drive, at the tall water dock on the Connecticut River scheduled to arrive on July 5, 2011 with the public viewing portion to take place on Saturday, July 9, 2011 and Sunday, July 10, 2011 form 9AM to 4PM both days, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.
Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Ram Aberasturia thanked the Mayor for answering his question from the last Town Council meeting regarding the accessibility of Channel 5 through AT&T U-Verse.

Susan Skowronek (1) stated that the house located at 158 Colby Drive appears to be vacant and the lawn is overgrown and needs maintenance. Additionally, newspapers are accumulating on the front lawn; and (2) congratulated Kaitlyn Doucette, Julia Steele, and Michaela Levesque – winners of the "Live Positively" art campaign for the Coca-Cola fuel cell wraps.

Pat Harmon asked for an update on the town's progress toward mosquito control, especially in the School Street area.

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

Michelle Spellman vs. Town of East Hartford, et al

MOTION By Barbara Rossi
seconded by Bill Horan
that this Town Council **accept** the recommendation of the Corporation Counsel to fully and finally settle the state court action entitled, Michelle Spellman v. Town of East Hartford, et al., for a total sum of \$27,000.00
Motion carried 9/0.

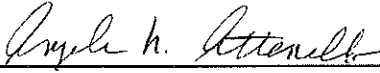
OPPORTUNITY FOR RESIDENTS TO SPEAK

Barbara Rossi congratulated the recent Connecticut International Baccalaureate Academy and East Hartford Middle School graduates, and the East Hartford High School seniors, who will graduate on Thursday, June 23, 2011.

ADJOURNMENT

MOTION By Eric Thompson
 seconded by Bill Horan
 to **adjourn** (11:07 p.m.).
 Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be on July 12, 2011.

Attest 
 Angela M. Attenello
 TOWN COUNCIL CLERK

Attenello, Angela

From: Pantaleo, Michelle
Sent: Wednesday, June 29, 2011 11:12 AM
To: wellse4@yahoo.com; rayregs@aol.com; Town Hall Personnel; Leclerc, Marcia; Fire Dept Personnel; Moss, Roger; Barbara Rossi; Rosemary Beaudoin; kennelson@snet.net; Beane, Kristine; Pat Sirois; Alexis Donald; Jim Wallace; Police Dept Personnel Email; yvette@nursingservicesinc.com; Theo Kostrzewa
Subject: New to You Thrift Shop at the South End Senior Center

Hi Everyone! The New to You Thrift Shop at the South End Senior Center, 70 Canterbury Street, is seeking donations. Please consider donating your unwanted items to our thrift shop. All the money raised benefits East Hartford older adult residents through the senior centers. Donations are tax-deductible. We accept all kinds of items - clothing for all ages/sizes, furniture, household items, dishes, linens, pots and pans, knickknacks, videos, DVDs, toys, books, appliances, games, shoes, craft supplies, pocketbooks, seasonal items, holiday decorations, tools, etc.

Items we cannot accept are mattresses, box springs, cribs, car seats and helmets.

Donations can be brought to the thrift shop Monday-Friday 10 AM - 2 PM or Saturdays 9 AM to Noon. Donations can also be left at the South End Senior Center Monday-Friday from 8 AM to 4:30 PM. If these times are not convenient for you, please let me know, and we can make other arrangements. We ask that items be gently used and in working condition.


We are also looking for thrift shop volunteers. We reserve our volunteer positions for people age 55 and older. We ask that volunteers commit to at least two hours each week. The current volunteers talk about how much fun they have volunteering in the thrift shop!

If you could help us spread the word regarding donations and volunteers, we would greatly appreciate it. As a nonprofit organization, we try to rely on word-of-mouth rather than paying for advertisement.

If you have any questions, please let me know.

Michelle
Senior Services

T O W N O F E A S T H A R T F O R D
O F F I C E O F T H E M A Y O R

DATE: June 30, 2011
TO: Richard Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: State Department of Education Grant

Please place the attached information on the Town Council agenda for the July 12, 2011 meeting.

This is a grant opportunity for the Department of Youth Services from the State of Connecticut Department of Education in the amount of \$43,652. Cephus Nolen's memo explains what these funds would be used for.

This resolution needs to be approved and submitted to the State Department of Education by July 15, 2011 to allow the department to apply for these funds.

C: C. Nolen, Director, Youth Services
M. Martin, Grants Administrator

Memorandum

To: Marcia A. Leclerc, Mayor
CC: Mary Martin, Grants Administrator
From: Cephus Nolen Jr., Youth Services *CN*
Date: 6/28/2011
Re: Referral to Council-Resolution to Authorize Annual State Department of Education Youth Services Bureau Grant

The State Department of Education (SDE) makes grant funds available to local Youth Service Bureaus to support a number of Youth Services Activities.

The Town of East Hartford will apply for the 20011-20112 State Department of Education Youth Service Bureau Grant.

The Town will receive \$43,652 and these funds will support:

- A. The Position of Director, Counseling Coordinator, and Program Coordinator.
- B. Counseling Services.
- C. Program Services including but not limited to positive youth development programming for 6th graders through the Town.

I am requesting that the attached resolution be placed on the Town Council agenda for the July 12th Council Meeting. This Resolution will allow you to make application and execute documents related to the SDE grant.

This grant is due to the State Department of Education on July 15th, 2011

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
DEPARTMENT OF YOUTH SERVICES
50 CHAPMAN PLACE
East Hartford, Connecticut 06108

TELEPHONE
(860) 528-1458
FAX (860) 282-4862

RESOLUTION OF MUNICIPAL LEGISLATIVE BODY

I, Angela M. Attenello, do hereby certify that I am the Council Clerk of the Town of East Hartford, a municipal corporation organized and existing under the laws of the State of Connecticut having its principal place of business at 740 Main Street, East Hartford. The following is a true and correct copy of resolutions, duly adopted and ratified by the Town of East Hartford Town Council on July 12, 2011, in accordance with the constituent charter of the Town of East Hartford; and the same have not in any way been modified, repealed or rescinded, but are in full force and effect.

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 \$50,000 with the State of Connecticut Department of Education for a "Youth Service Bureau Grant" and to file any amendments or reports as may be required to successfully complete the terms of the grant contract.

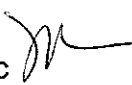
BE IT FURTHER RESOLVED that Marcia A. Leclerc is currently serving as Mayor of the Town of East Hartford. Her term of office began on January 10, 2011 and will continue until November 14, 2011. As the Mayor, Marcia A. Leclerc serves as the Chief Executive Officer for the Town of East Hartford, and is duly authorized to enter into agreements and contracts on behalf of the Town of East Hartford.

Dated at East Hartford, Connecticut this ____ day of July, 2011.

Angela M. Attenello, Town Council Clerk

seal

T O W N O F E A S T H A R T F O R D
O F F I C E O F T H E M A Y O R

DATE: June 28, 2011
TO: Richard Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: REFERRAL: Fees Committee – East Hartford Rotary Club

The East Hartford Rotary Club has been an ongoing major supporter of the Town of East Hartford and their citizenry since their inception. Each week they meet at the Veterans Memorial Clubhouse for a noon meeting and luncheon. Presently, they pay \$55.00 weekly for the rental of the clubhouse. East Hartford Rotary is requesting the town, through the Town Council Fees Committee, waive the \$55.00 fee associated with their fifty meetings a year so that they may continue to support additional major projects in our community.

Over the years, the East Hartford Rotary has contributed the Showmobile, scholarships to East Hartford youth, provided restoration to the Brewer House, purchased a Senior Citizen Bus, sponsored the East Hartford Block Watch, purchased the Ray McKenna scoreboard, provided the match for the construction of the Gazebo on the Town Green and contributed towards the YMCA Rotary Rooms, Veterans Memorial Clubhouse, East Hartford High School scoreboards, the East Hartford Senior Citizens Prom, Holiday Fest, equipment for the Police and Fire Departments and many other funding of projects here in East Hartford. I feel comfortable to say that they have donated more than a half-a-million dollars to the community.

This year, the East Hartford Rotary is looking to build a dock onto the Hockanum River which would allow canoe/kayak ingress and egress.

Also included with this request, is further information about the East Hartford Rotary and projects that they have taken on to benefit the town and our residents.

I am asking that the East Hartford Town Council refer the matter of the weekly fee to the Fees Committee for consideration of a waiver.

Thank you.

C: M. Walsh, Finance Director
C. R. Moss, Director of Parks and Recreation

Noel, Carol

From: Leclerc, Marcia
Sent: Monday, June 27, 2011 4:23 PM
To: Noel, Carol
Subject: Council Memo

East Hartford Rotary Club has been an ongoing major supporter of the Town of East Hartford and their citizenry since their inception. Each week they meet at the Veterans Memorial Clubhouse for a noon meeting and luncheon. Presently they pay \$55 weekly for the rental of the clubhouse. East Hartford Rotary is requesting from the town of East Hartford action by the fees committee to wave the \$55 fee associated with their 50 meeting a year so they may continue to support additional major projects here in the community of East Hartford.

Over the years East Hartford Rotary has contributed the Show Mobile, scholarships to East Hartford Youth, provided the restoration to the Brewer House, purchased a Senior Citizen Bus, sponsored the East Hartford Block Watch, purchased the Ray McKenna scoreboard, provide the match for the construction of the Gazebo on the Town Green and contributed towards the YMCA Rotary Rooms, Veterans Memorial Club House, EHHS Scoreboards, East Hartford Senior Citizens Prom, Holiday Fest, equipment for the Police & Fire Departments and many other funding of projects here in East Hartford. I feel comfortable to say that they have donated more than a half-a-million dollars to our community.

This year East Hartford Rotary is looking to build a dock onto the Hockanum River which would allow canoe/kayak ingress and egress.

I am asking that the East Hartford Town Council refer the matter of the weekly fee to the Council for consideration of the fee waving.

Marcia Leclerc, Mayor

East Hartford, CT 06108

Dear Mayor,

On behalf of the Rotary Club of East Hartford, I am asking that the rental fees for our meetings and functions held at Veteran's Memorial Club House be waved. We have approximately 50 meetings a year.

The majority of our fund raising events go to supporting community projects. Here are a few of our major projects to name a few:

The Showmobile	\$ 50,000
EH Youth Scholarship	125,000 (over)
Brewer House restoration	28,000
EH Sr. Citizen bus	15,000
EHPD block watch	15,000
McKenna Field scoreboards	35,000
Gazebo on the Town Green	30,000 (approx.)

There are several other projects we have worked on or contributed towards; such as the Rotary Rooms at the YMCA and the Veteran Memorial Club House, scoreboards at EHHS and Penny, Habitat for Humanity, the Senior's Prom, the Holiday Fest, equipment for the Police and Fire Departments, Project Lead the Way just to name a few.

We hope you will consider favorably on this request. Thank you in advance.

Celia A. Collins, President

East Hartford Rotary

Leclerc, Marcia

From: Martin, Mary
Sent: Monday, April 11, 2011 11:23 AM
To: Leclerc, Marcia
Subject: RE: Veteran's Memorial Club House

Mayor,

Rotary paid \$35 for each meeting held at VMC for a very long time. About 18 months ago it became clear that there had been a "communication error" and they should have been paying \$50 or \$55 (I can't remember) for at least a year. Rotary was allowed to move forward with the new fee and did not have to back-pay for missed charges. They were being conservative with increasing dues for members and the passing along the cost for lunch and were glad to not have to make up for rental fees.

The Club continues to fund about \$10,000 in scholarships annually for EH students at EHHS, East Catholic, ClBA, and Cheney Tech. The McKenna Field scoreboards were funded a few years ago, as was the Gazebo at the Town Green. The other major projects listed by Ceil go back 15-20 years. I have not been a member since September 2010 so I'm not familiar with activities since then.

It is true that Rotary gives back annually to the community in many ways (Senior Citizens' Prom dinner, Coats for Kids, supporting a Little League team, miscellaneous volunteering at Holiday Fest, etc.). Unfortunately, fees for VMC are set by Council. I would suggest that this request be forwarded to the Council for consideration by the Subcommittee on Fees. There may be a way that all service clubs can be given a reduced rate that is across-the-board. Parks & Rec should be able to give you a list of the clubs and the impact this kind of decision might have.

Mary

-----Original Message-----

From: Leclerc, Marcia
Sent: Monday, April 11, 2011 09:53
To: Martin, Mary
Subject: FW: Veteran's Memorial Club House

Mary:

I received this email from Ceil this morning. Is there any history I should be aware of?

Marcia

-----Original Message-----

From: Frankceil@aol.com [mailto:Frankceil@aol.com]
Sent: Monday, April 11, 2011 09:46
To: Leclerc, Marcia
Cc: ceilcollins@aol.com
Subject: Veteran's Memorial Club House

Dear Marcia,

Attached is my request for waving our fees for Veteran's Memorial Club.

Thank you for your consideration.

Ceil Collins

Marcia Leclerc, Mayor

East Hartford, CT 06108

Dear Mayor,

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We hope you will consider favorably on this request. Thank you in advance.

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East Hartford Rotary


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Cc: ceilcollins@aol.com
Subject: Veteran's Memorial Club House


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Attached is my request for waving our fees for Veteran's Memorial Club.

Thank you for your consideration.

Ceil Collins

T O W N O F E A S T H A R T F O R D
O F F I C E O F T H E M A Y O R

DATE: June 28, 2011
TO: Richard Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: REFERRAL: Fees Committee-Refund of Building Permit Application Fee

Attached is a memo from the Director of Inspections and Permits requesting that the refund of building permit application fee be clarified and incorporated into the Fee schedule of the Town Ordinances.

Please refer to the Fees Committee at the meeting to be held on July 12, 2011.

Thank you.

C: B. Nichols, Director of Inspections and Permits

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

740 Main Street
East Hartford, Connecticut 06108

(860) 291-7340

FAX (860) 528-5478

INSPECTIONS & PERMITS

TO: Mayor Leclerc

FROM: Bonnie Nichols *Bonnie Nichols*
Director, Inspections and Permits

DATE: June 20, 2011

RE: Refund of Building Permit Application Fee

For many years, going back to at least 1993, the Inspections and Permits-Building Department has charged a fee of \$85.00 for refunding a building permit application fee.


From past paperwork the fee was comprised of three distinct charges as follows:

Administration Services	\$50.00
Staff	\$25.00
Finance Dept.	\$10.00

Recently a customer has questioned where this fee was in the fee schedule. To make this gray area more clear cut, I propose that this \$85.00 fee be added into the fee schedule.

Respectfully please forward this request to the Council for their review.

T O W N O F E A S T H A R T F O R D
O F F I C E O F T H E M A Y O R

DATE: July 5, 2011
TO: Richard Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: REFERRAL: Ordinance Committee

Please refer the attached information to the Ordinance Committee for review and possible deletions/additions to Chapter 5 and 14 of the Town Ordinances. These changes are concerning the dispensing of alcohol on town premises and have been reviewed by our Corporation Counsel Office.


Please place this information on the agenda of July 12, 2011 to be referred to the Ordinance Committee.

Thank you.

C: R. Gentile, Assistant Corporation Counsel
C. Bennett, Risk Manager
C. R. Moss, Director of Parks and Recreation

**TOWN OF EAST HARTFORD
OFFICE OF CORPORATION COUNSEL**

June 28, 2011

TO: Mayor Marcia A. Leclerc
FROM: Richard Gentile, Assistant Corporation Counsel 
RE: Ordinances: Outdoor Amusement and Alcohol Use

Pursuant to your request I have reviewed the town's current ordinances concerning the dispensing of alcohol on town premises. This review was done in light of the fact that the town has no liquor liability insurance coverage.

I attach "red lined" revisions of the ordinances showing my suggested changes. I have focused on the fact that the town should not sponsor or co-sponsor events where alcohol is served. I have also changed Section 14-7 to indicate my belief that the Chief of Police, not the Parks Director, is the proper party to provide approvals to dispense liquor in town facilities. Finally, I have made a number of other suggested changes which add a requirement that certain applications/certificates be reviewed by the Office of Corporation Counsel and the Risk Manager.

You may wish to forward these materials to the Ordinance Committee for their consideration.

Deleted: Sec. 5-6. Permit Fees.
Deleted: Sec. 5-1. Amusement Permit Required
Inserted: Sec. 5-6. Permit Fees.

CHAPTER 5. AMUSEMENTS

ARTICLE 1. GENERAL PROVISIONS

Sec. 5-1. Amusement Permit Required.

(a) No person shall conduct an outdoor amusement event where alcoholic beverages are served without first obtaining a permit from the Chief of Police pursuant to section 5-3 of the town ordinances.

(b) Notwithstanding the provisions of subsection (a):

- (1) no person shall conduct a parade, road race, fireworks display, airshow, outdoor carnival, rodeo, circus, tent show or an outdoor amusement event where (i) there is a musical performance and more than one hundred people are anticipated to attend, or (ii) where roads or sidewalks in the town, or portions thereof, are closed to public use, without first obtaining a permit from the town council pursuant to section 5-4 of the town ordinances.
- (2) No person shall conduct a parade, road race, fireworks display, airshow, outdoor carnival, rodeo, circus, tent show or an outdoor amusement event on Town Property without: first (i) obtaining a permit from the town council pursuant to section 5-4 of the town ordinances; and (ii) executing a contract, in a form acceptable to the Corporation Counsel's Office, which contract will delineate the person's responsibilities to the Town with respect to such event.
- (3) No person shall conduct an outdoor amusement event, sponsored or co-sponsored, in whole or in part, by the Town of East Hartford, where alcoholic beverages are served.

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(c) As used in this section, 'outdoor amusement event' means a planned gathering of people where there is entertainment, such as music or a theatrical performance, and the event is held, wholly or in part, outdoors provided it shall not include any family life event celebration where attendees must be invited, such as weddings, birthdays, bachelor parties or anniversaries.

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Sec. 5-2. Permit Application.

(a) An application for any permit required by section 5-1 of the town ordinance shall be filed with the Chief of Police on forms supplied by him for that purpose, not less than thirty days prior to the date of the proposed amusement. The Town Council may, upon request of the applicant, waive the time requirement for the filing of an application.

Effective 10-04-05

(b) Such application shall contain the following information:

- (1) The name of the applicant. If the applicant is a partnership, the application shall list the names of all partners. If the applicant is a corporation, club or association, the application shall list the names of the officers of such corporation, club or association;
- (2) The residence of the applicant. If the applicant is a partnership, corporation, club or association, the application shall specify the address of its place of business;
- (3) The date(s), times and location of the proposed amusement;
- (4) A detailed description of the proposed amusement;
- (5) The expected attendance at the proposed amusement;

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Sec. 5-3. Administrative Review of Application.

CHAPTER 5. Amusements

Sec. 5-3. Administrative Review of Application.

Deleted: Sec. 5-6. Permit Fees.
Inserted: Sec. 5-6. Permit Fees.
Deleted: Sec. 5-1. Amusement Permit Required.

(6) A detailed description of the proposed amusement's anticipated impact on the surrounding community, including, but not limited to, crowd size, traffic, parking, noise, litter and general disruption to normal life and activities;

State law reference: As to State Licensing of Amusements, see. CGS Sec. 19-129 et seq. A detailed plan for the following: accessibility of amusement site to emergency, police, fire and medical vehicles; provisions for notification of proper authorities in the case of an emergency; provision of on-site emergency medical services; crowd control; parking; traffic flow, litter control of the amusement site and surrounding community during and immediately after the proposed amusement; provision of sanitary facilities; and, if the amusement is to be held on Town property, the return of amusement site to pre-amusement condition;

- (7) If the proposed amusement involves alcohol, any and all arrangements pertaining thereto, including a copy of the liquor permit as required by state law;
- (8) Any other information the applicant deems relevant.

Sec. 5-3. Administrative Review of Application.

(a) Upon receipt of the application, the Chief of Police shall forward a copy of said application to the directors of the following Town departments: Fire, Health, Public Works, Parks and Recreation, the Office of the Corporation Counsel and Finance (Risk Management).

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(b) The Chief of Police and the Directors of Fire, Health, Public Works, Parks and Recreation Departments, the Office of the Corporation Counsel and Finance (Risk Management) shall review the application. Within two weeks of the date the application was filed, each Director shall provide to the Chief of Police written comments pertaining to the impact the proposed amusement would have on the areas under such department's purview and any recommended changes in the planned operations. The comments from the Fire Department shall also include a statement as to whether the Town can provide adequate fire protection for the proposed amusement.

(c) In reviewing the application, the Chief of Police and the Directors of Fire, Health, Public Works and Parks and Recreation Departments shall consider, but not be limited to, the following: the type of amusement proposed; the suitability of the site for the amusement proposed; access to amusement site by emergency vehicles; the provision for notification of proper authorities in the event of an emergency; public safety; the anticipated crowd size; crowd control; traffic; parking; noise; litter control, including, but not limited to, sufficiency of proposed trash receptacles, dumpster space, and general clean-up during and immediately following amusement; sufficiency of sanitary facilities; compliance with the requirements of the State Public Health Code, other state laws and regulations, and local laws and regulations; and the general impact on the surrounding community and town as a whole.

(d) If the application is submitted pursuant to subsection (a) of section 5-1 of the town ordinances, the Chief of Police may approve such application if the amusement can be conducted in a safe manner consistent with the public safety and public welfare of the town and subject to such conditions as the Chief of Police deems necessary.

(e) If the application is submitted pursuant to subsection (b) of section 5-1 of the town ordinances, within one week of receipt of written comments from the Directors, the Chief of Police shall forward those comments to the Town Council. The Chief of Police shall also forward to the Town Council written comments pertaining to the impact the proposed amusement would have on the areas under the purview of the Police Department and any recommended changes in the planned operations, as well as a statement as to whether the Police Department can supply adequate police protection. If the activity involves an application to utilize Town Property as set forth in subsection (b) (2) of 5-1, the Chief of Police shall also forward to the Town Council a copy of the agreement

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Sec. 5-4. Notice; Town Council Action on Applications.

CHAPTER 5. Amusements

Sec. 5-4a. Permit Application for Regularly Scheduled Outdoor Concerts.

referenced in subsection (b) (2) of 5-1 which agreement shall be executed by applicant.

Deleted: Sec. 5-6. Permit Fees.
Inserted: Sec. 5-6. Permit Fees.
Deleted: Sec. 5-1. Amusement Permit Required.

Sec. 5-4. Notice; Town Council Action on Applications.

(a) In addition to any other notice required by law, any person who submits an application pursuant to subsection (b) of section 5-1 to conduct a fireworks display, airshow, outdoor carnival, rodeo, circus or tent show shall post a sign on the property where such activity will be conducted which shall be clearly visible from the street for a period of at least ten consecutive days before the Town Council meeting at which the application will be considered. The sign shall state that an application is pending before the Town Council. The applicant shall provide to the Town Council at the Town Council meeting a signed affidavit attesting that the applicant has complied with the sign-posting requirement of this section. The sign, which is available at the office of the Town Planner, shall not be removed until the completion of the Town Council meeting, and must be returned to the office of the Town Planner within seven business days following the Town Council meeting.

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(b) After submission of comments by the Chief of Police and the posting of a notice pursuant to subsection (a) of this section, if applicable, the Town Council may vote to approve or disapprove an application submitted pursuant to subsection (b) of section 5-1. In the discretion of the Town Council, approval of the application may be made on certain conditions in order to address public safety, health or welfare concerns presented in the written comments of the Chief of Police or other Directors.

(c) If the application is approved by a majority vote of the Town Council, the Clerk of the Town Council shall forward written approval, including any conditions of such approval, to the Chief of Police. The Chief of Police shall thereafter issue a permit to the applicant for the proposed amusement. Such permit shall clearly state the nature of the amusement, the approved location, date(s), hours of operation and any conditions of approval imposed by the Town Council.

(d) Approval of the application does not relieve the applicant of the obligation to pursue any other permits or licenses that may be required by the State or Town.

(e) If the application is not approved by a majority vote of the Town Council, the Clerk of the Town Council shall notify the applicant in writing of the denial of the application.

Sec. 5-4a. Permit Application for Regularly Scheduled Outdoor Concerts.

(a) A person may submit an application pursuant to section 5-1 of the town ordinances requesting that a permit be issued that would be valid for a series of regularly scheduled outdoor concerts. Such application is subject to the requirements set forth in Section 5-2 and must contain the required information for each of the dates of the proposed regularly scheduled outdoor concert.

(b) Such application is subject to the review and approval process set forth in Sections 5-3 through 5-4.

(c) The Town Council, or the Chief of Police, as the case may be, may approve such application, and pursuant thereto, the Chief of Police shall issue a permit valid for all or some of the

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Sec. 5-4b. Permit Application for Regularly Scheduled Outdoor Amusement Events **CHAPTER 5. Amusements**

Deleted: Sec. 5-6. Permit Fees.
Inserted: Sec. 5-6. Permit Fees.
Deleted: Sec. 5-1. Amusement Permit Required.

regularly scheduled outdoor concerts. The permit shall not be valid for any concert or other event that differs from the description and information contained in the application.

(d) The Chief of Police may revoke any permit issued pursuant to this section if the permittee has had two or more violations of any provision of sections 5-1 through 5-7 of the town ordinances or any condition of any permit issued pursuant to this section.

Sec. 5-4b. Permit Application for Regularly Scheduled Outdoor Amusement Events.

(a) A person who operates a facility, located in a commercial or industrial zone or authorized under Connecticut Zoning laws to operate such facility at such location, that regularly schedules outdoor amusement events may submit an application pursuant to section 5-1 of the town ordinances requesting that a permit be issued that would be valid for all outdoor amusement events, except parades, fireworks display, airshows, outdoor carnivals, rodeos, circuses, tent shows or an outdoor musical performance where more than two hundred and fifty people are anticipated to attend to be held during the calendar year. Such application is subject to the requirements set forth in section 5-2 except that the person may submit information on the outdoor amusement event to the Chief of Police as such information becomes available and in accordance with any conditions or requirements of the Chief of Police.

(b) Such application is subject to the review and approval process set forth in Sections 5-3 and 5-4.

(c) The Town Council, or the Chief of Police, as the case may be, may approve such application, and pursuant thereto, the Chief of Police shall issue a permit valid for all or certain of the regularly scheduled outdoor concerts. The permit shall not be valid for any concert or other event that differs from the description and information contained in the application. The Chief of Police may revoke any permit issued pursuant to this section if the permittee has had two or more violations of any provision of sections 5-1 through 5-7 of the town ordinances or any condition of any permit issued pursuant to this section.

Sec. 5-5. Evidence of Insurance Coverage Required as Prerequisite to Approval of Certain Amusement Permits.

(a) In addition to the application requirements set forth in subsection (a) of Section 5-2, the applicant for a permit to conduct an outdoor amusement event where alcoholic beverages are served shall provide a Certificate of Insurance indicating that the applicant has obtained a Liquor Liability policy in the limit and with such coverages as may be set by the Finance Director in consultation with the Risk Manager. The insurance policy shall be endorsed to add the Town as an additional insured.

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(b) In addition to the application requirements set forth in subsection (b) of Section 5-2, the applicant for a permit to sponsor, produce or conduct a parade, road race, fireworks display, airshow, outdoor carnival, rodeo, circus or tent show shall provide a Certificate of Insurance indicating that the applicant has obtained a Comprehensive General Liability (CGL) insurance policy in the limit

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as set by the Finance Director in consultation with the Risk Manager, to cover any injury to persons or damage to property resulting from such parade, road race, fireworks display, airshow, outdoor carnival, rodeo, circus or tent show. Notwithstanding any other provisions of this Article, no permit to sponsor, produce or conduct a parade, road race, fireworks display, airshow, outdoor carnival, rodeo, circus or tent show shall be issued unless the Town's Finance Director or his representative has reviewed and approved such Certificate. The insurance policy shall be endorsed to add the Town as an additional insured.

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(c) Notwithstanding any other provisions of this Article, the Town Council shall not approve applications for any permits under 5-1 hereof without written notification from the Town's Finance Director or his or her representative that the Certificates of Insurance required by subsection (a) and (b) of this section have been reviewed and found acceptable.

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Sec. 5-6. Permit Fees.

(a) The Chief of Police shall not issue any permit required by this Article until the permittee has paid an amusement permit fee in an amount set by the Council, provided that this fee shall not be applicable to an amusement sponsored in whole or in part by the Town or one of its agencies.

Sec. 5-7. Access to Amusement Site by the Chief of Police and Fire Marshal for Inspections.

In addition to any conditions that may be placed upon a permit by the Town Council or the Chief of Police, every permittee under this Article, as a condition to obtaining such permit, shall cause his place of amusement and the exhibition or performance to be open for inspection at all times to the Chief of Police and the Fire Marshal or representatives thereof.

Voted:04-01-03
Published:04-08-03
Effective: 04-29-03

Sec. 5-8. Theater Inspections.

Theaters which are operating under permit given by the Commissioner of the State Police shall be inspected monthly by inspectors from the Department of Inspections and Permits or any authorized member of the Fire Department.

Effective: 11/17/82

Sec. 5-9. Inspection Fees.

Inspection fees shall be as provided by the Council.

Sec. 5-10. Standing or Sitting in Aisles.

(a) No person shall stand or sit in any aisle, exit, corridor, or entrance to any theater, show house, house of amusement or other public place where public exhibitions are given, during any performance, or any exhibition.

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Sec. 5-11. Police Officers
And/Or Fire Department
Personnel At Theaters Or
Permitted Amusements.

CHAPTER 5. Amusements

Sec. 5-14. Violations; License
Revocation.

(b) This Section shall not apply to any policeman or fireman in uniform or to any owner, manager or employee engaged in the management or conduct of such public place.

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Sec. 5-11. Police Officers And/Or Fire Department Personnel At Theaters Or Permitted Amusements.

(a) The Chief of Police, if he or she deems it necessary to maintain peace and order, to otherwise provide for the safety of the public, and/or to enforce compliance with the laws of the State and Town, may require any permittee under this Article or the owner or operator of any theater to employ the services of a member or members of the Police Department, and to pay all costs associated with the presence of such officer(s) and the use thereby of any Town-owned vehicles.

(b) The Fire Chief, if he or she deems it necessary to provide for the safety of the public, may require any permittee under this Article or the owner or operator of any theater to employ the services of a member or members of the Fire Department, and to pay all costs associated with the presence of such member(s) and the use thereby of any Town-owned vehicles.

Effective: 4/9/93

Sec. 5-12. Directing Traffic At Theaters Or Permitted Amusements.

The Chief of Police, if he or she determines that any theater or amusement permitted under this Article obstructs or otherwise impedes the flow of vehicular traffic, may require any permittee under this Article or the owner or operator of any theater to employ the services of a member or members of the Police Department, and to pay all costs associated with the presence of such officer(s) and the use thereby of any Town-owned vehicles.

Effective: 4/9/93

Sec. 5-13. Target Shooting Permit.

(a) Any ordinance of the Town to the contrary notwithstanding, the Chief of Police may, upon written application and after due investigation and subject to such conditions and safeguards as may be reasonably necessary to insure the public welfare, issue a permit to an organized target shooting and sporting club authorizing qualified members and guests of such club to participate in target shooting on premises owned, lease or operated by such club. Such permit shall be effective for a period of one (1) year from the date of issue.

(b) The Chief of Police shall have the right to revoke any such permit if, in his opinion, such revocation will be for the public welfare.

Effective: 7/2/80

Sec. 5-14. Violations; License Revocation.

The violation of any section of this code or of any State law by or on behalf of any person holding a permit pursuant to this Article shall be grounds for revocation of such permit by the Chief

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of Police, after written notice to such permittee. Said revocation shall be in addition to any other penalty provided in this Code.

Effective: 4/9/93

ARTICLE 2. MECHANICAL AND ELECTRONIC AMUSEMENT DEVICES

Sec. 5-15. Definitions.

As used in this Article:

(1) Distributor shall mean any person who owns or distributes any mechanical or electronic amusement device. (Effective: 8/17/83)

(2) Mechanical or Electronic Amusement Devices means any machine, device or game which, upon the insertion of a coin, slug, token, plate or disc, permits a person or operator to use the device as a game, contest of skill or amusement, whether or not registering a score, which may cause a person or operator of the same to secure some amusement, enjoyment or entertainment, and which is not a gambling device which tends to encourage gambling. It shall include, but not be limited to, such devices as electronic or mechanical game machines, pinball machines, skill ball, bowling machines, or any other mechanical or electronic games or operations similar thereto under whatever name they may be indicated. This definition does not include coin-operated phonographs or merchandise vending machines.

Effective: 8/17/83

(3) Operator shall mean any person in whose place of business any such mechanical or electronic amusement device is placed for use by the public.

Effective: 8/17/83

Sec. 5-16. License Required for Each Device.

(a) Every distributor shall obtain a license from the Chief of Police for each mechanical or electronic amusement device placed in operation by him.

(b) Every operator shall obtain a license from the Chief of Police for each mechanical or electronic amusement device in operation in his place of business.

(c) Not more than one (1) such machine or device shall be operated or placed in operation under one (1) license.

Effective: 8/17/83

Sec. 5-17. License Application.

(a) Applications for the licenses required in this Article shall be made to the Chief of Police on forms supplied by him for that purpose.

(b) Each application shall contain the following information, under oath:

(1) Name of applicant; if a partnership, names of all partners; if a corporation, club or association, date organized and under laws of what state, and names of all officers;

(2) Residence of applicant;

(3) Type of business or activities;

(4) Whether applicant, or if a corporation, club or association, its officers, have

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ever been convicted of a crime;

(5) Place machine or devices to be displayed or operated and the business or activity conducted at that place. This shall apply only to the operator:

(6) Description of type of machine to be covered by the license, provided, that any distributor may be permitted, at the discretion of the Chief of Police, to file with him the information required under this Section, and thereafter, such distributor need not be required to furnish such information upon the signing of each separate application.

(c) Each applicant for or holder of a distributor's or operator's license shall notify the Chief of Police promptly of any change in the information set forth in the application.

Sec. 5-18. Investigation and Qualifications of Applicant.

The Chief of Police shall investigate the character and record of the applicant for a distributor's or operator's license and the location wherein it is proposed to operate the machine described in the application. He shall not approve the application unless he finds that the applicant is over eighteen (18) years of age and is a person of good moral character and that the business or activity carried on in such location is a bona fide and lawful one, and that the applicant has not been convicted of a violation of this Article or the gambling or alcoholic beverage laws of the State within three (3) years preceding the application.

Sec. 5-19. Denial of License.

In case of the denial of an application or refusal to issue or renew a license because of the disapproval of the Chief of Police, said Chief of Police shall notify the applicant of such action and he shall set a day and place for a hearing thereon, giving the applicant reasonable notice in advance thereof and an opportunity to be represented by counsel at such hearing.

Sec. 5-20. Issuance of License; Substitution of Machines; Transferability of License.

A license shall be issued by the Chief of Police only in the name of the applicant. One mechanical or electronic amusement device may be substituted by a licensee for another similar machine or device under his license, but in the event of a sale or transfer of his business by an operator, a new operator's license shall be obtained by the transferee, and the operator shall notify the Chief of Police of such sale or transfer.

Effective: 8/17/83

Sec. 5-21. License Fees.

Annual license fees shall be paid for each machine or device licensed under this Article in an amount as provided by the Council.

Sec. 5-22. Due Date of Fees.

License fees shall become due on the day on which the license is issued, and shall be

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prorated from the first day of the month in which the machine is placed in operation, to and including the thirtieth day of June following. Fees for renewal of licenses shall become due on July 1, in each year.

Sec. 5-23. License Revocation.

The Chief of Police may revoke any license issued under this Article for cause, after due notice, in writing, to the licensee and a hearing to be held not less than ten (10) days after the date of such notice. Cause shall be deemed to include, but shall not be limited to, conviction of a crime involving moral turpitude subsequent to the issuance of the license, false information in the application knowingly given, or any violation of this Article.

Sec. 5-24. Display of License.

Operators' and distributors' licenses shall be posted permanently and conspicuously at the location of the machine or device on the premises where the machine or device is to be operated or maintained.

Sec. 5-25. Maintenance of Good Order; Gambling; Supervisory Personnel.

(a) Each operator shall have his place of business and shall not permit any mechanical or electronic amusement device to be used for gambling.

Effective: 8/17/83

(b) Any establishment which has located on the premises more than six (6) mechanical or electronic amusement devices shall be required to provide at least one (1) full time supervisory personnel who shall be on the premises at all times during the hours of operation. Said personnel shall be required to supervise both the indoors and any adjacent parking areas used by patrons of such establishment. Effective: 8/17/83

Sec. 5-26. Gambling Devices Not Authorized.

Nothing in this article shall be construed to authorize, license, or permit any gambling devices whatsoever, or any mechanism judicially determined to be a gambling device, or declared to be contrary to the law.

ARTICLE 3. AMUSEMENT RIDES³

Sec. 5-27. Definitions.

As used in this Article:

(1) Amusement Ride shall mean any merry-go-round, Ferris wheel, roller-coaster, whip, or any other like device designed and used for carrying passengers for amusement.

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(2) Location shall mean the lot, tract or building where one or more amusement rides may be operated together under one management.

Sec. 5-28. Applicability of Article.

The provision of this Article shall apply to all amusement rides, whether permanently or temporarily located within the town, unless licensed under the provisions of Article 2 of this Chapter.

³State law reference: As to licensing of amusement rides by State, see C.G.S. Sec. 29-133 to 29-143a.

Sec. 5-29. License Required.

(a) No person shall operate an amusement ride within the town without first having obtained a license to operate such ride from the Town's Director of Inspections and Permits, and a license from the State of Connecticut.

(b) Application for such license shall be made upon a form provided by the Director of Inspections and Permits and be accompanied by (1) a copy of the license to operate such amusement ride issued by the State; (2) a copy of the most recent inspection certificate for such ride issued by the State pursuant to Section 29-132 of the Connecticut General Statutes; and (3) a Certificate of Insurance indicating that the applicant has obtained a Comprehensive General Liability (CGL) insurance policy with a \$2,000,000 per occurrence limit to cover any injury to persons (including death) and/or damage to public or private property resulting from the operation of such amusement ride. Such Certificate of Insurance shall be reviewed and approved by the Finance Director or his/her designee prior to the issuance of the license. Effective 05-24-91

Sec. 5-30. License Fee.

The annual license fee shall be in an amount as provided by the Council.

Sec. 5-31. Maintenance of Insurance Coverage

Each and every amusement ride licensed under Section 5-29 of this code shall remain covered by the Comprehensive General Liability (CGL) policy submitted with the license application for as long as it is operated within the town.

Effective: 5/24/91

Sec. 5-32 .Inspections.⁴

(a) All amusement rides shall be inspected at least once annually by the Director of Inspections and Permits.

(b) Before any new amusement ride and before any amusement ride that has been

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moved and has been dismantled in any manner shall be put into operation, such ride shall be inspected by the Director of Inspections and Permits.

(c) If the Director shall find that the amusement ride is unsafe for passengers, or the operators, he shall order such ride to cease operation until the defects are corrected.

(d) An inspection fee shall be paid by the owner or operator of such amusement rides in an amount as provided by the Council.

Effective: 5/20/81

⁴State law reference: As to inspection by the State, see Gen. Stats., Sec. 29-136.

Sec. 5-33. Fire Inspections.

(a) The Fire Marshal shall inspect all amusement rides located within any structure or building for violations of the fire code. The Fire Marshal and electrical inspector shall also inspect the electrical wiring from any wall socket, outlet or other source to the ride for any possible fire hazards and shall determine whether the aisles are adequate. Aisles shall be at least six (6) feet wide.

(b) If the Fire Marshal determines that a fire hazard exists or that a violation of this Code exists, he may close such rides until the defects are corrected.

ARTICLE 4. POOL BILLIARD HALLS ⁵

Sec. 5-34. License Required.

No person shall maintain any pool or billiard table in any place where such games are publicly played without first obtaining a license from the Chief of Police for each table so maintained.

⁵State law reference: As to State licensing of pool halls, see Gen. Stats., Sec. 53-280.

Sec. 5-35. License Fee.

The fee for a license to maintain any pool or billiard table shall be in an amount as provided by State Statute.

Effective: 5/20/81

Sec. 5-36. Operation Near School.

No person shall operate or maintain any pool or billiard hall within one thousand (1,000) feet of the property line of any public or private school.

Sec. 5-37. Minors Restricted.⁶

No person owning or operating any place open to the public in which one or more pool or billiard tables are located shall permit any person under the age of sixteen (16) years to enter such premises between the hours of 11:00 p.m. - 3:00 p.m. of the following day on any day that the

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public schools are open, unless accompanied by his parent or guardian.

⁶State law reference: As to loitering by minors, see Gen. Stats., Sec. 53-281.

Sec. 5-38. Hours of Operation.

No person shall own, operate or maintain any pool or billiard hall or other establishment having more than one (1) pool or billiard table between the hours of 1:00 a.m. - 7:00 a.m.

ARTICLE 5. Licensing of Public Swimming Pools.

Sec. 5-39. Definitions.

(a) "Operator" means any representative of or person employed by the owner or owners of a public pool at the time a public pool is inspected.

(b) "Public Health Code" means the Connecticut Public Health Code as amended from time to time.

(c) "Public Pool" means any pool included in Section 19-13-B33(b)(1), as amended from time to time.

Sec. 5-40. License Required.

(a) No person, including any governmental agency, shall operate, maintain or permit the operation of any public pool in the Town of East Hartford without a permit from the Director of Health. Applications for permits shall be made on forms provided by the Director of Health. All applications shall be accompanied by a non-refundable permit fee prescribed by the Town Council, except for those submitted by the Town or Board of Education.

(b) The Director of Health or his designee shall, prior to issuing any license, conduct an inspection of the subject pool to ensure that it complies with all applicable provisions of State and local laws, regulations, codes and ordinances.

(c) Licenses must be renewed annually and may not be transferred or assigned to other parties or locations. Each license shall be prominently displayed in a location accessible to users of the pool.

(d) Public pools owned or operated by the Town of East Hartford or the East Hartford Board of Education shall obtain a license for each public pool under their jurisdiction. No fee shall be charged for licenses issued to such entities.

Sec. 5-41. Suspension or Revocation of License.

- a) The Director of Health or his designee are hereby authorized to enter, inspect, examine, and survey all public pools between the hours of 8:00 a.m. and 5:00 p.m. of any business day and on any day the pool is to be used. Whenever, upon inspection of any public pool, the Director of Health finds that conditions exist which are in violation of any provision of this ordinance or other applicable laws, regulations or codes, the Director of Health shall give a written warning to the operator of such public pool that unless such conditions are

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corrected within a period of time to be specified by the Director of Health, the license may be revoked. Such period of time shall not exceed thirty days.

- b) At the end of said period of time the Director of Health shall reinspect such public pool. If the Director of Health determines that the conditions have not been corrected, he shall hold a hearing to determine whether the license should be revoked.

Written notice of the hearing setting forth the violations and copies of inspection reports and the time and place of hearing shall be given to the licensee at least seven days prior to the date scheduled for commencement of the hearing. The hearing may be continued from time to time by the Director as the circumstances require. The licensee may be represented by counsel, may cross-examine witnesses and present testimony, documentary or other evidence in support of its claim. If requested to do so, the Director may allow the licensee a reasonable time to submit a written memorandum in support of its claims. Within ten days of the close of the hearing or the date for submission of the memorandum, the Director shall make a decision as to whether or not the license shall be revoked. The decision shall be in writing and a copy mailed by certified mail or hand delivered to the licensee. If the license is revoked the revocation shall be effective upon receipt of the decision by the licensee.

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CHAPTER 14. PARKS AND RECREATION¹

ARTICLE 1. FINE ARTS COMMISSION.

Sec. 14-1. Established.

There is established the Fine Arts Commission.

Sec. 14-2. Purpose.

The purpose of the Fine Arts Commission shall be to promote and stimulate general interest among the citizens of the town in the fine arts.

Sec. 14-3. Membership; Appointment; Term.

The Fine Arts Commission shall consist of fifteen (15) members, not more than ten (10) of whom shall belong to the same political party. Terms shall be staggered so that three (3) members are appointed each year. Members shall be appointed for terms of five (5) years.

Sec. 14-4. Authority to Establish By-Laws, Rules and Regulations.

The Fine Arts Commission shall establish such by-laws, rules and regulations as are necessary to achieve its purpose as set out herein.

¹ Charter Reference: As to the creation of a Department of Parks and Recreation, see Sec. 5.18.

ARTICLE 2. GENERAL PROVISIONS.

Sec. 14-5. Adoption of Rules and Regulations by Director.

The Director of Parks and Recreation may make such rules and regulations as may be necessary for the effective and economical administration of the Department. The Director shall draw up rules and regulations governing the use and enjoyment of the facilities under the jurisdiction of the Department. These rules and regulations shall be promptly presented to the Mayor and then to the Council for approval and, if adopted, they shall have the force of law and shall be binding on all concerned.

Sec. 14-6. Closing Parks.

In case of an emergency, or where, in the judgment of the Director of Parks and Recreation

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Sec. 14-7. Permit Subject to Rules; Liability of Permittee.

CHAPTER 14. Parks and Recreation

Sec. 14-8. Insurance Requirements.

the public interest demands it, portions or all of the parks may be closed to the public. All persons shall be excluded from such portions or parks until permission is given to return.

Sec. 14-7. Permit Subject to Rules; Liability of Permittee.

(a) All permits issued by the Director of Parks and Recreation shall be subject to the park rules and regulations and Town ordinances.

(b) The Chief of Police, may, by permit, authorize the sale or dispensing of alcoholic beverages within a designated area of a town park or recreational facility, provided (1) such sale or dispensing is in conjunction with an event; (2) the permittee has obtained a liquor permit for such sale from the state of Connecticut; (3) the permittee maintains liquor liability insurance as required by the Director of Finance (in consultation with the Risk Manager); (4) the Chief of Police determines that the event can be conducted in a safe manner consistent with the public safety and public welfare of the Town and subject to such conditions as the Chief of Police deems necessary; and (5) the event is not sponsored or co-sponsored, in whole or in part, by the Town of East Hartford. Notwithstanding the foregoing, if the event is an "outdoor amusement event" as defined in Section 5-1 (c) of these ordinances, the provisions of Chapter 5 of these ordinances shall control the issuance of any necessary permits.

(c) The permittee shall be liable for any loss, damage, or injury sustained by any person by reason of the negligence of the permittee or his agents or employees, as well as for any breach of Town rules, regulations and ordinances, and the permittee shall be liable to the town in case the Town becomes liable to the person injured.

(effective _____)

Sec. 14-8. Insurance Requirements.

(a) The Director of Parks and Recreation may require any applicant for a permit or franchise to provide a Certificate of Insurance indicating that the applicant has obtained a Comprehensive General Liability (CGL) insurance policy with a \$1,000,000 per occurrence limit covering injuries to the public arising out of the permitted activities. Such Certificate shall name the Town as an additional insured party and be reviewed and approved by the Finance Director or his/her designee before the requested permit is issued.

Effective: 5/24/91

(b) Every applicant for a permit or franchise shall, before receiving same, sign and deliver to the Director of Parks and Recreation on a form provided by the Director, a hold harmless and indemnification agreement to protect the Town against claims and demands from injured parties.

Effective: 5/24/91

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Sec. 14-9. Permit Issuance; Presence of Police Officer.

CHAPTER 14. Parks and Recreation

Sec. 14-10. Park Rules and Regulations.

Sec. 14-9. Permit Issuance; Presence of Police Officer.

(a) As a condition to the issuance of any permit under this Chapter, the Director of Parks and Recreation may require the presence of a Town Police Officer at the event for which the permit was issued, during the entire event.

(b) The cost of having such Police Officer present during the permitted event shall be borne by the permittee.

ARTICLE 3. PARKS AND RECREATIONAL FACILITIES.

DIVISION 1. RULES AND REGULATIONS

Sec. 14-10. Park Rules and Regulations.

- (a) No person in any Town park or recreational facility shall:
 - (1) Damage, destroy or abuse any park property.
 - (2) Commit any nuisance or otherwise annoy or interfere with the lawful use of the park by others.
 - (3) Leave waste or rubbish on or about the grounds or seats of any area under the jurisdiction of the Department of Parks and Recreation.
 - (4) Injure or remove any trees or shrubs or pick branches, buds, leaves, flowers, seeds or any other plant life.
 - (5) Willfully disturb any animals, birds' nest or fish.
 - (6) Kill, maim or otherwise injure any animal, bird, or fish unless otherwise provided by law.
 - (7) Play active games or ball or any other activity or sport within the parks except in designated areas.
 - (8) Drive any vehicle at a rate exceeding fifteen (15) miles per hour unless otherwise posted.
 - (9) Use any park for teaching persons to drive automobiles or motorcycles.
 - (10) Bring any dog into the parks except on a leash or otherwise permit any animal to pass over or stray upon any park area unless such animal or pet is participating in a program sponsored by the Town; provided, that this provision shall not apply to horses when ridden along the park roadways or bridle paths.
 - (11) Discharge any arrows, darts or other dangerous missiles or projectiles or discharge or carry firearms, except for law enforcement officers and persons using starting guns in starting contests.
 - (12) Make any fire except by permit in any unauthorized area.
 - (13) Possess any alcoholic beverages in any park except in a facility licensed to serve alcoholic beverages, within the designated areas in Veteran's Memorial Park Clubhouse, or as authorized by the Director of Parks and Recreation pursuant to section 14-7. (04-15-08)
 - (14) Sell, offer or expose for sale any goods or wares, except under a written permit from the Director of Parks and Recreation.
 - (15) Post, display or distribute any sign, placard, bag or advertising device or

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Sec. 14-11. Selling and Advertising.

CHAPTER 14. Parks and Recreation

Sec. 14-11. Selling and Advertising.

handbill without a permit from the Director of Parks and Recreation. Non-commercial handbills may be distributed without permit as provided in Chapter 3 of this Code.

(16) Drive or propel any bicycle, motorcycle, mini-bike, automobile or other vehicle in any park except on the regular park roads; provided, that bicycles propelled solely by human power may be operated upon any designated bicycle path.

(17) Skate, slide or coast upon or across any walk or on any driveway except in designated areas.

(18) Drive or park any business vehicle or any truck over three fourths (3/4ths) ton capacity upon any park road except while engaged in park business.

(19) Drive or operate any snowmobile in any park unless authorized by the Director of Parks and Recreation.

(20) Deface, injure or remove any notice placed by the Director of Parks and Recreation in any park.

(21) Drive or park any automobile or any other motor vehicle, or bicycle, or ride a horse in any park or playground or other recreational facility between sunset and sunrise unless such activity has been expressly authorized in writing by the Director of Parks and Recreation.

Effective: 10/6/89

(22) Enter into or remain in any park or playground or recreational facility between sunset and sunrise, unless the Director of Parks and Recreation has specifically designated and posted such park or playground, or a portion thereof, as being open to the public for recreation during night-time hours.

Effective: 10/6/89

(23) Park, moor, anchor, tie up or allow to remain stationary within the boundaries of Great River Park for a period in excess of two (2) hours, any boat, canoe, kayak, raft or any other type of watercraft, regardless of how propelled, unless such activity has received prior written authorization from the Director of Parks and Recreation.

Effective: 10/6/89

(24) Block access to any Town-owned boat or canoe launching ramp with boats, canoes, kayaks, or any other type of watercraft, boat trailers or any motor vehicle.

Effective: 10/6/89

(b) The provisions of sub-sections (22), (23), and (25) of Section (a) above, shall not apply to employees of the Town whose duties may require such employees to enter into and/or remain in Town parks after dark, or anchor or moor boats or other watercraft in Great River Park, or block access to Town-owned boat and/or canoe launching ramps.

Effective: 10/6/89

Sec. 14-11. Selling and Advertising.

No person shall expose any article or thing for sale, or do any hawking or peddling, or distributing handbills, or erect any sign board or posts, or erect any booth, tent, stall, or other structure, or affix any notice, bill, or other writing or printing on any tree, lamp post, hydrant, curbstone, sidewalk, coping, flagstone, fence, wall, building, or other place in any park, parkway, park road, driveway, or other park grounds under the control or supervision of the Director.

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Sec. 14-11a. Advertising on Fences Surrounding Town Stadiums.

CHAPTER 14. Parks and Recreation

Sec. 14-11a. Advertising on Fences Surrounding Town Stadiums.

Sec. 14-11a. Advertising on Fences Surrounding Town Stadiums.

- (a) The following terms have the following meanings when used in this Section:
 - (1) "Local athletic organization" means a non-profit corporation established for the purpose of organizing and operating a baseball, softball, soccer or football league or team within the town of East Hartford;
 - (2) "Stadium" means any athletic field enclosed by a fence and which is contained within a town park;
 - (3) "Field" means any athletic field not enclosed by a fence and which is contained within a town park.
- (b) Notwithstanding the provisions of Section 14-11, and subject to the guidelines and restrictions contained in this Section, commercial advertising shall be permitted on the fences surrounding those town stadiums designated by the Director of Parks and Recreation.
- (c) The town may enter into contracts with local athletic organizations, whereby the town authorizes such organizations to market and sell advertising space on the fences surrounding the designated town stadiums and to create and erect the signs on which the advertising shall appear. The contract shall include, but not be limited to the following provisions: any obligations and/or restrictions created by this Section or any applicable town regulations; any restrictions concerning the percentage of the revenues that may be used on the marketing, construction, erection and maintenance of the advertising signs; and the specific fields or stadiums that may be improved through the use of revenues generated by the particular organization's sale of advertising.
- (d) Any revenues from the sale of advertising space shall be deposited into a specifically designated bank account in the name of the local athletic organization that sold such advertising. Such account must require the signature of the Director of Parks and Recreation, in addition to the signature of the organization representative, for any withdrawals made from the account. The use of revenues realized from the sale of the advertising shall be restricted to capital improvement projects and any expenses associated with the marketing, construction, erection and maintenance of the signs as limited by contract. The Director of Parks and Recreation, in consultation with the local athletic organization officials, shall make the final decision as to the specific improvements to be made and the manner in which those improvements will be accomplished.
- (e) Political advertising shall not be permitted.
- (f) Advertising of tobacco or alcohol by trade name shall not be permitted.
- (g) The Director of Parks and Recreation shall have the authority to accept or reject any use of the advertising space. Said Director shall promulgate regulations establishing the criteria to be used in making the decision whether to accept or reject an advertisement. Such regulations shall also establish the criteria governing the size, shape, appearance and erection of any advertisement and shall further establish any guidelines, restrictions, and criteria necessary for the implementation of this Section. Said regulations shall be promulgated in

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accordance with Section 14-5.

Voted: 2/16/93
Published: 2/26/93
Effective: 3/19/93 (Section 11a - llh)

Sec. 14-12. Official Signs and Notices.

(a) No person shall alter, destroy, remove, deface, molest, interfere or tamper with any official traffic control device, sign, or marking in any park which has been installed by proper authority of the Town.

(b) No person shall enter any building, enclosure or place upon which the words "no admittance" or similar sign is posted, or violate the injunction of such sign.

Sec. 14-13. Walking on Grass Where Posted.

No person shall stand, walk, ride or lie upon any place laid out and appropriated for shrubbery or grass when a sign has been placed on such area forbidding such activity.

Sec. 14-14. Loitering on Town Golf Course.

No person, except Town Employees in the performance of their duties, shall trespass or be upon any golf course in any park or upon any lands in a park within one hundred (100) yards of any fairway or putting green of any golf course, except upon park roads. This prohibition shall not apply to persons actually engaged in playing golf upon the courses with permission under the rules governing golf courses.

Sec. 14-15. Parking in Designated Areas.

No person shall park any automobile, motorcycle or other vehicle upon any established roadway, or in any area of any park, except in an area set aside for the purpose by the Director.

Sec. 14-16. Traffic Violations.

Any person operating a motor vehicle who fails to observe and come to a complete stop at any stop sign may be issued a traffic summons. The fine for such failure to obey any stop sign or parking violation shall be as determined by the Town Council in the Fee Schedule. Effective: 4/15/81

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DIVISION 2. ASSEMBLIES AND GROUP ACTIVITIES.

Sec. 14-17. Park Permit Required.

(a) No person shall engage in, participate in, aid, form, or organize any assembly or group of people, or make any public speeches, or conduct any musical program or festival, in any park, unless a permit has been obtained from the Director.

(b) The provisions of this Section shall not apply to students when constituting a part of their educational activities and under the immediate direction and supervision of the proper school authorities or to any government agency within the scope of its functions.

Sec. 14-18. Permit Application; Contents.

(a) Applications for a park permit shall be filed with the Director.

(b) The application shall state:

(1) The name of the person or organization proposing to conduct such activity;

(2) If the activity is proposed to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization, and of the authorized agent of such organization;

(3) The name, address and telephone number of the person who will be the chairman of such activity and who will be responsible for its conduct;

(4) The name, address and telephone number of the person or organization to whom the permit is to be issued;

(5) The date when such activity is to be conducted;

(6) The park or portion thereof for which such permit is desired;

(7) An estimate of the anticipated attendance;

(8) The hours when such activity will start and terminate; and

(9) If the activity is designed to be held by, and on behalf of or for, any person other than the applicant, the applicant for such permit shall file with the Director a communication in writing from the person proposing to hold such activity, authorizing the applicant to apply for the permit on his behalf.

Sec. 14-19. Conditions for Permit Issuance.

(a) The Director shall grant and issue the park permit if, from a consideration of the application and such other information as may otherwise be obtained, he finds that:

(1) The proposed activity or use of the park will not unreasonably interfere with or detract from the general public enjoyment of the park;

(2) The proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation;

(3) The facilities desired have not been reserved for other use at the day and hour required in the application;

(4) The conduct of such activity will not substantially interrupt the safe and orderly movement of other traffic contiguous to it;

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Sec. 14-20. Permit Denial; Appeals,

CHAPTER 14. Parks and Recreation

Sec. 14-23. Appointment and Terms of Members,

(5) The conduct of such activity will not require the diversion of so great a number of police officers of the town to properly police such activity and the areas contiguous thereto, as to prevent normal police protection to the Town;

(6) The conduct of such activity is not reasonably likely to cause injury to persons or property, incite violence, crime or disorderly conduct; and,

(7) Such activity is not to be held for the sole purpose of advertising any product, goods, or event, and is not designed to be held purely for private profit.

Sec. 14-20. Permit Denial; Appeals.

(a) The Director shall act upon the application for a park permit within five (5) days after the filing. If the Director disapproves the application, he shall notify the applicant within ten (10) days.

(b) Any applicant may appeal to the Mayor from the Director's denial of a park permit.

Sec. 14-21. Notification of Chief of Police.

Upon the issuance of a park permit, the Director of Parks and Recreation shall notify the Chief of Police.

ARTICLE 4. PATRIOTIC COMMISSION.

Sec. 14-22. Established; Composition.

- a) There is established a Patriotic Commission of nine (9) members representing the public-at-large. Effective: 9/19/84
- b) There may be up to six (6) additional positions for representatives of any six (6) civic, fraternal, business, or religious organizations. Effective: 9/19/84
- c) There shall be no more than one (1) representative from any single organization mentioned above. Effective: 9/19/84

Sec. 14-23. Appointment and Terms of Members.

- a) Initially, appointments shall be two (2) members for a term of one (1) year; two (2) members for a term of two (2) years; and three (3) members for a term of three (3) years. After initial terms expire, subsequent terms will each be for a three (3) year period.
- b) Associate members, members appointed by the Commission for special projects, shall have no voting privileges. There shall be no limit to the number of associate members and terms of associate members shall expire on the first day of December of each year. Effective: 1/14/81
- c) The terms of each civic, fraternal, business, or religious representative shall expire on the first day of December of each year. Effective: 9/19/84

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Sec. 14-24, Duties,

CHAPTER 14. Parks and Recreation

Section 14-25. Use of Town-Owned Real Property by Non-Profit Organizations,

Sec. 14-24. Duties.

The Patriotic Commission shall have the authority and responsibility to study and conduct activities related to national and state holidays, town celebrations, etc. The Commission shall promote the town image and make recommendations to the Mayor and Council regarding the arrangements, supervision, plan and conduct of such activities, and shall have the authority and responsibility to conduct all approved activities. Effective: 1/14/81

ARTICLE 5.

Section 14-25. Use of Town-Owned Real Property by Non-Profit Organizations.

(a) No person may modify or alter Town-owned real property for fundraising activities except as provided in this section. Charitable non-profit organizations which engage in activities that provide tangible benefits to East Hartford and its citizens may request permission to modify or alter Town-owned real property for fundraising activities.

(b) Applications to request such permission shall be made on a form provided by the Director of Public Works at least sixty days prior to the date on which the requesting charitable non-profit organization wishes to use a specific Town-owned property.

(c) Within thirty days of the Town's receipt of an application, pursuant to this section, the Director of Public Works shall review such application and advise the Mayor in writing whether or not allowing the use of such property would be in the best interest of the Town and the conditions, if any, that should be attached to the use of the property.

(d) Any use of Town owned real property pursuant to this section shall be in the form of a contract between the charitable non-profit organization and the Town which shall be subject to approval by the Town Council. Each contract shall require that the revenues derived from the use of Town owned property be used for the benefit of the neighborhood in which such property is located. No political advertising or the use or promotion of alcohol or tobacco products shall be permitted on Town owned property.

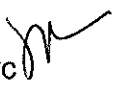
(e) The Town Council may waive any time periods contained in this section for good cause.

Voted: 01-16-01
Published: 02-12-01
Effective: 03-05-01

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T O W N O F E A S T H A R T F O R D
O F F I C E O F T H E M A Y O R

DATE: June 30, 2011
TO: Richard Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: REFERRAL: Ordinance Committee

I would like to request that changes be made to the job description for Director of Public Works as shown in the attached memo from Frank Cassetta, Acting Director of Human Resources. These changes would be reflected in the Town Ordinances, Section 2-115.

Please place on the agenda of the July 12, 2011 meeting, the attached information for referral to the Ordinance Committee.

Thank you.

**Town of East Hartford
Human Resources
Department**

Memo

To: Marcia Leclerc, Mayor

From: Frank N. Casella, Ass't. Corporation Counsel/Acting Director of Human Resources

Date: June 28, 2011

Re: Submission to Ordinance Subcommittee – Director of Public Works

Attached are proposed changes to Section 2-115 of the Code of Ordinances pertaining to the qualifications for the position of Director of Public Works, which I respectfully request be submitted to the Ordinance Subcommittee of the Town Council. The proposed changes to Section 2-115:

- Make holding a state professional engineer's license desirable, rather than required.
- Expand the educational requirements to permit the Town to consider applicants with a Bachelor's degree in engineering, public administration or business management, or a related field.
- Permit the Town to consider applicants with eight years of high level professional experience in engineering, public works administration and/or construction project management.
- Allow the Town also to consider applicants with any combination of experience, education and/or training that demonstrates the knowledge, skills and abilities necessary to perform the functions of the position.
- Make holding a Master's degree in public administration, business management or a related field desirable.
- Recite all of the knowledge, skills and abilities listed in the job description.


I recommend the attached changes for several reasons. First, I believe that the current language restricting the Town to considering only applicants who hold a professional engineer's license and who have a bachelor's degree in civil engineering is unnecessary because the Public Works Department includes a Town Engineer, who is responsible for the engineering functions of the Department. Second, the proposed changes permit the Town to better court qualified candidates with administrative and management backgrounds, as well as those who have the requisite skills but who may not have the typical educational degrees.

Attachment

Section 2-115. Application of Article

Director of Public Works. ~~The Director of Public Works shall have a Bachelors Degree in Civil Engineering and a Professional Engineer's License issued by the State of Connecticut, with at least five years of supervisory experience at a unit or division level. Relevant graduate training in management may be substituted for the work experience on a year for year basis, not to exceed two years.~~ The Director of Public Works shall have a Bachelor's degree in engineering, public administration or business management, or a related field, and eight years of high level professional experience in engineering, public works administration, construction project management, or any combination of experience, education, and/or training that demonstrates the knowledge, skills and abilities necessary to perform the functions of the position. A Connecticut professional engineer's license and/or a Master's degree in public administration, business management or a related field are desirable. Thorough knowledge of engineering and architectural procedures in building construction and operation, road and highway maintenance; a working knowledge of solid waste collection; knowledge of construction methods, materials and equipment; knowledge of laws and regulations related to public works programs and responsibilities; ability to plan, direct, and coordinate; ability to present technical information in a clear, concise manner to non-technical persons; ability to deal effectively with staff, officials and members of the public; working knowledge of labor relations practices and procedures; the ability to supervise; ability to apply State, and Federal laws, Town Ordinances, Departmental policies, procedures, rules and regulations to determine necessary action; ability to digest, review, and disseminate large quantities of information to the proper authorities; ability to perform basic mathematical computations; knowledge of and ability to apply civil engineering and land surveying principles and practices; ability to apply the principles of construction inspection to solve practical field problems; ability to operate calculating, surveying equipment, drafting and other engineering equipment; ability to give clear, concise written and oral instructions and work effectively with staff, superiors and the general public; ability to understand municipal operations and their budgetary impact; must be able to access and process information contained in the file records and computer databases.

T O W N O F E A S T H A R T F O R D
O F F I C E O F T H E M A Y O R

DATE: July 5, 2011
TO: Richard Kehoe, Chair 
FROM: Mayor Marcia A. Leclerc
RE: REFUND OF TAXES

I recommend that the Town Council approve a total refund of taxes in the amount of \$2,017.57 as detailed in the attached listing from our Collector of Revenue.

Please place this item on the Town Council agenda for July 12, 2011 .

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

INTEROFFICE MEMORANDUM

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

FROM: IRIS LAURENZA, COLLECTOR OF REVENUE
ANNIE KOHLER, ASSISTANT TAX COLLECTOR

SUBJECT: REFUND OF TAXES

DATE: 7/5/2011

Under the provisions of Section 12-129 of the Connecticut General Statutes, the following persons are entitled to the refunds as requested. The total amount to be refunded is \$2,017.57 See attached list.

Bill	Name	Address	Prop Loc/Vehicle Info.	Over Paid
2009-03-0064379	ALLY FINANCIAL (FKA GMAC)	LOUISVILLE PPC PO BOX 9001951 LOUISVILLE KENTUCKY 40290-1951	2007/415WLM/YS3FD79Y776106705	\$ (393.83)
2009-03-0054244	BRENNAN DAVID D	37 BURNHAM ST E HARTFORD CT 06108 1009	2004/969ARR/1FMYU03174KA70211	\$ (5.00)
2009-03-0058277	CRESPO LUZ NEREIDA	172 WESTERLY TER E HARTFORD CT 06118 3458	1993/367KCC/2HGEJ2142PH518179	\$ (9.51)
2010-03-0072626	MARTINEZ ARES R	85 HILTON DR E HARTFORD CT 06118 2347	1999/156PUW/1FAFP13P8XW109808	\$ (38.55)
2009-03-0073711	MCILVEEN ANGELA J	52 WILSON ST #3 NEW BRITAIN CT 06051 2024	2000/382TWS/1N4DL01DXYC185927	\$ (86.17)
2009-03-0075531	MUPPIDI AMARDEEP R	4203 SW SHADOW ROCK PL UNIT 2 BENTONVILLE AR 72712	2004/KRUTHI/1NXBR32E34Z324403	\$ (34.30)
2004-01-0010436	NAPIER MARSHA	199 CRESCENT DR EAST HARTFORD CT 06118	199 CRESCENT DR	\$ (1,450.21)
TOTAL				\$(2,017.57)

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

Police Department

31 School Street

East Hartford, Connecticut 06108

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

MARK J. SIROIS
CHIEF OF POLICE

June 28, 2011

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

**Re: Outdoor Amusement Permit Application -
"16th Annual Podunk Bluegrass Music Festival"**

Dear Chairman Kehoe:

Attached please find the amusement permit application from **Roger Moss, Director, East Hartford Parks & Recreation Department**. The applicant seeks to conduct outdoor musical entertainment and children's activities at **Martin Park**, on the following dates and times:

• Thursday, August 4, 2011	5PM - 10:30PM
• Friday, August 5, 2011	9AM - 11:30PM
• Saturday, August 6, 2011	9AM - 11:30PM
• Sunday, August 7, 2011	9AM - 5PM

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed by the Directors of the Fire, Health, Parks and Recreation, and Public Works Departments. The **Parks & Recreation, Public Works, Health, and Fire Departments** approve the application as submitted.

The **Inspection and Permits Department** approves the application as submitted and states that tents and generators require permits.

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

- The Police Department can provide adequate police protection for this event. The site is suitable for the proposed amusement, the crowd is of moderate to large size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.
- As in the past, Police Officers will be responsible for control of traffic and parking on public streets. The public roads in the vicinity of the festival's site will be posted with temporary "NO PARKING" signs as necessary, to ensure access for residents and emergency vehicles.

- Police Department staff will be in regular contact with the Parks and Recreation Department to facilitate the safe implementation of this event. The Police Department shall be preparing an Operations Plan, detailing the assignments and duties of the police personnel assigned to the event.
- As a Town sponsored event, the cost of providing adequate police personnel to oversee the Podunk Bluegrass Music Festival will be borne by the Police Department. It is anticipated that virtually all of the personnel needed for this event will be provided through overtime hiring. The cost of providing adequate police personnel to oversee the festival is yet to be determined.

Respectfully submitted for your information.

Sincerely,



Mark J. Sirois
Chief of Police

xc:
Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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



Mark J. Sirois
Chief of Police

OUTDOOR AMUSEMENT PERMIT APPLICATION

1. Name of Event:
16th Annual Podunk Bluegrass Music Festival
2. Date(s) of Event:
August 4 – August 7, 2011
3. Applicant's name, home & work phone numbers, home address, and e-mail address:
Roger Moss, Director, East Hartford Parks & Recreation Dept. (Please note attached list of officers – Attachment A)
4. If partnership, corporation, club, or association, list names of all partners or officers and business address.
(See Attached)
5. List the location of the proposed amusement: (Name of facility and address)
307 Burnside Ave. – Martin Park - The festival will be held at Martin Park.
6. List the dates and hours of operation for each day (if locations changes on a particular day, please list):
Thurs., 8/4/11- 5-10:30PM, Fri., 8/5/11- 9AM-11:30PM/Sat., 8/6/11 9AM-11:30PM/Sun., 8/7/11 9AM-5PM
7. Provide a detailed description of the proposed amusement:
The 16th Annual Podunk Bluegrass Music Festival will present Bluegrass Music, childrens activities, and vendors in Martin Park; also children's Bluegrass Academy during the festival. Festival souvenirs will be sold. Again this year, the festival will be free to East Hartford residents with proof of residency. On Sunday, we are planning a day of band competitions.
8. Will Music or Other Entertainment Be Provided Out-Of-Doors?
 Yes No
 - a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)?
Same
9. What is the expected age group(s) of participants?
Participants – 20's and up/General Public – Families – All Ages

10. What is the expected attendance at the proposed amusement:
(If more than one performance, indicate time / day / date and anticipated attendance for each.)
**Thurs., 8/4/11- 5-10:30PM (200-500), Fri., 8/5/11- 9AM-11:30PM (500-1,000)/Sat., 8/6/11
9AM-11:30PM (500-1,500)/Sun., 8/7/11 9AM-5PM (200-300)**

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

- a. Crowd Size Impact:
See Attached
- b. Traffic Control and Flow Plan at Site & Impact on Surrounding / Supporting Streets:
See Attached
- c. Parking Plan On Site & Impact on Surrounding / Supporting Streets:
Parking on Town owned property donated by Harry James, with shuttle buses, if needed. Handicapped parking will be located inside Martin Park.
- d. Noise Impact on Neighborhood:
See Attached
- e. Trash & Litter Control Plan for the Amusement Site and Surrounding Community During and Immediately After the Proposed Amusement:
See Attached
- f. List expected general disruption to neighborhood's normal life and activities:
See Attached
- g. Other Expected Influence on Surrounding Neighborhood:
See Attached

12. Provide a Detailed Plan for the Following:

- a. Accessibility of Amusement Site to Emergency, Police, Fire & Medical Personnel and Vehicles:
See Attached
- b. Provisions for Notification of Proper Authorities in the Case of an Emergency:
See Attached
- c. Any Provision for On-Site Emergency Medical Services:
See Attached
- d. Crowd Control Plan:
See Attached
- e. If on Town Property, the Plan for the Return of the Amusement Site to Pre-Amusement Condition:
See Attached
- f. Provision of sanitary facilities:
See Attached

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):

See Attachment A:

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:

C. Roger Moss
(Applicant Signature)

C. Roger Moss
(Printed Name)

6/13/11
(Date Signed)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

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

Received By: Carnestrank

Employee Number: 9019

Date & Time Signed: June 16, 2011 7:38 AM

Time remaining before event: 30 days.

ATTACHMENT A:

The festival is co-sponsored with the Town of East Hartford. Set-up, clean-up, take-down of the festival will be done with the East Hartford Parks Department and volunteers. East Hartford Police, Fire, Public Works, Parks, Health and inspection and Permits Departments are updated at Emergency Services meetings.

Camping will be available Wed., Thurs., Frid., Sat., and Sun. evenings at Martin Park in the upper field.

The festival will register and be in compliance with the Town's Health Dept.

11

- a) **Thurs., 8/4/11 5-10:30PM (200-500), Fri., 8/5/11 9AM-11:30PM (50-1,000), Sat., 8/6/11 9A-<11:30PM (500-1,500), Sun., 8/7/11PM 9AM-5PM (200-300)**
- b) **Only a limited number of authorized vehicles will have access to the park (handicap, vendors, musicians, EH Police, campers) and only during set up and tear down periods. All other traffic flow will be by pedestrians.**
- d) **The proposed outdoor events can be conducted with a minimal impact upon the surrounding neighborhoods.**
- e) **Volunteers will be on-site to control litter during the event. At the conclusion of the event, all litter and trash will be removed from the grounds and surrounding areas as required.**
- f) **The proposed outdoor events can be conducted with a minimal impact upon the surrounding neighborhoods.**
- g) **A normal flow of traffic can be maintained on the streets adjacent to the proposed outdoor event sites.**

12

- a) **Emergency, police, fire and medical personnel and vehicles will have immediate access to the event through the entrance.**
- b) **Event officials will have portable radios. In the event of an emergency, the proper authorities can be notified immediately.**
- c) **In the event of a medical emergency, personnel from the EH Fire Department will be summoned. The event has no activities which present an inherent risk of injury to those in attendance.**
- d) **Thurs/Fri/Sat/Sun EH Police Officers, and Park Dept. staff will assist with crowd control and parking. Off-street parking will be available.**
- e) **The grounds will be returned to the same state that they were in prior to the operation of the event.**
- f) **Additional Port-A-Johns (including handicap access) will be delivered for this event and placed in three major locations for the festival. One hand wash station will be used at the bank of Port-A-Johns near main field.**

Public Works will supply and deliver barricades. As in the past, the Police have erected these barricades.

Public Works will erect "No Parking" signs as required on Tuesday, 8/2/11 before end of their work day.

Vendors will be held responsible for rubbish removal at their assigned sites.

The Festival shall adhere to Inspection and Permit Department requirements as it pertains to the following: the State Building Code [2003IBC, effective December 31, 2005] requires building permits for all temporary structures (tents) meeting the requirements of Section 3101.1 as amended. All electrical installations, and cooking arrangements are similarly required to obtain permits. All applications must have flammability-resistance certifications. All vendors will be encouraged to apply for permits at least one week prior to the event in order to assure that any problems with their application may be resolved so that they may open on schedule.

A CERTIFICATE OF INSURANCE WILL BE RECEIVED A MINIMUM OF 35 DAYS PRIOR TO THE FESTIVAL. Insurance must be for a minimum of 1 million dollars general liability and 1 million dollars auto liability insurance and proof of workers comp coverage if applicable via a Certificate of Insurance will be required.

Officers:

**President – Brian Hall, 6 High Street, S. Windsor, CT 06074 805-7289
Vice President – Michael Wilcox 13A Carillon Dr., Rocky Hill, CT 06067 490-3143
Treasurer – Bill Clark, 10 Nassahegan Dr., Burlington, CT 06103 930-5134
Secretary – Cathie Condio, 19 Blinn Street, East Hartford, CT 06108 528-8777**

Fire Dept



Mark J. Sirosis
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Dates: August 4, 5, 6, & 7, 2011

Event: 16th Annual Podunk Bluegrass Music Festival

Applicant: C. Roger Moss, Director – East Hartford Parks & Recreation Department

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

William Perez, Assistant Fire Chief

June 28, 2011

Signature

Date

Comments:



Mark J. Siros
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Dates: **August 4, 5, 6, & 7, 2011**

Event: **16th Annual Podunk Bluegrass Music Festival**

Applicant: **C. Roger Moss, Director – East Hartford Parks & Recreation Department**

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

Robin Sleeman, MSPH, RS

June 20, 2011

Signature

Date

Comments:

Frank, Carol

From: Moss, Roger
Sent: Thursday, June 16, 2011 8:46 AM
To: Frank, Carol
Subject: RE: 16th Annual Podunk Bluegrass Music Festival

The Parks and Recreation Department approves the application as submitted.

C. Roger Moss, Director
East Hartford Parks and Recreation
50 Chapman Place
East Hartford, CT 06108
2010 IBMA Event of the Year - Podunk Bluegrass Music Festival

EMAIL AS OF 12/1/10: rmosse@easthartfordct.gov

W(860)291-7166 - Number as of 8/31/09
C(860)209-8314
Website: www.ehccc.com
Website: http://podunkbluegrass.net

-----Original Message-----

From: Frank, Carol
Sent: Thursday, June 16, 2011 07:49
To: Oates, John; Bockus, Tim; Cordier, James; Moss, Roger
Cc: Collins, Courtney; Driscoll, Eileen; Thurnauer, Beau; Bennett, Cindy; Gentile, Richard; Horan, Denise; Leclerc, Marcia; Miller, James; Nichols, Bonnie; Perez, William; Sleeman, Robin; Stokes, Gloria
Subject: 16th Annual Podunk Bluegrass Music Festival

Good morning all.

Attached please find the Outdoor Amusement Permit Application 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 Thursday, June 30, 2011. Thank you.

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

Regards,

Carol A. Frank
East Hartford Police Dept.
Operations/MSB
31 School St.
East Hartford, CT 06108

Work: 860-291-7631
Fax: 860-291-6290

Frank, Carol

From: Bockus, Tim
Sent: Monday, June 20, 2011 11:20 AM
To: Frank, Carol
Subject: RE: 16th Annual Podunk Bluegrass Music Festival

I've reviewed this application and pursuant to Town Ordinance 5.3, I recommend that the application be approved as submitted.

Tim Bockus, Acting Director of Public Works
Town of East Hartford
740 Main Street
East Hartford, CT 06108
Phone (860) 291-7361
Fax (860) 291-7370
TBockus@easthartfordct.gov

-----Original Message-----

From: Frank, Carol
Sent: Thursday, June 16, 2011 07:49
To: Oates, John; Bockus, Tim; Cordier, James; Moss, Roger
Cc: Collins, Courtney; Driscoll, Eileen; Thurnauer, Beau; Bennett, Cindy; Gentile, Richard; Horan, Denise; Leclerc, Marcia; Miller, James; Nichols, Bonnie; Perez, William; Sleeman, Robin; Stokes, Gloria
Subject: 16th Annual Podunk Bluegrass Music Festival

Good morning all.

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

Regards,

Carol A. Frank
East Hartford Police Dept.
Operations/MSB
31 School St.
East Hartford, CT 06108

Work: 860-291-7631
Fax: 860-291-6290



Mark J. Sirois
Chief of Police

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



Marcia A. Leclere
Mayor

Administrative Review of Amusement Permit

Event Dates: August 4, 5, 6, & 7, 2011

Event: 16th Annual Podunk Bluegrass Music Festival

Applicant: C. Roger Moss, Director – East Hartford Parks & Recreation Department

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

Signature

6/16/11

Date

Comments:

Note: A license agreement with the town for the use of town property (Martin Park) must be signed before the festival.

Risk mgmt

Frank, Carol

From: Bennett, Cindy
Sent: Thursday, June 16, 2011 7:52 AM
To: Frank, Carol
Subject: RE: 16th Annual Podunk Bluegrass Music Festival

We will need a certificate of insurance from the Podunk bluegrass music festival.

-----Original Message-----

From: Frank, Carol
Sent: Thursday, June 16, 2011 7:49 AM
To: Oates, John; Bockus, Tim; Cordier, James; Moss, Roger
Cc: Collins, Courtney; Driscoll, Eileen; Thurnauer, Beau; Bennett, Cindy; Gentile, Richard; Horan, Denise; Leclerc, Marcia; Miller, James; Nichols, Bonnie; Perez, William; Sleeman, Robin; Stokes, Gloria
Subject: 16th Annual Podunk Bluegrass Music Festival

Good morning all.

Attached please find the Outdoor Amusement Permit Application 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 Thursday, June 30, 2011. Thank you.

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

Regards,

Carol A. Frank
East Hartford Police Dept.
Operations/MSB
31 School St.
East Hartford, CT 06108

Work: 860-291-7631
Fax: 860-291-6290

Insp. + Permit



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Dates: August 4, 5, 6, & 7, 2011

Event: 16th Annual Podunk Bluegrass Music Festival

Applicant: C. Roger Moss, Director – East Hartford Parks & Recreation Department

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

[Handwritten Signature]
Signature

6/16/11
Date

Comments:

Tents and generators require permits

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

Police Department

31 School Street

East Hartford, Connecticut 06108

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

MARK J. SIROIS
CHIEF OF POLICE

June 29, 2011

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

**Re: Outdoor Amusement Permit Application -
"Podunk Rendezvous"**

Dear Chairman Kehoe:

Attached please find the amusement permit application from **Podunk Rendezvous in partnership with Podunk Bluegrass Music Festival and the East Hartford Historical Society by Cathie F. Condio, Events Coordinator**. The applicant seeks to conduct a 4 day educational, musical and intercultural program in connection with this area's history. Events will take place at **475 East Htfd Blvd (Cabela's)**, on **October 6, 7, 8 & 9, 2011** from **9 a.m. to 6 p.m.** with music, dance and period reenactments throughout the 4 day time period.

The applicant respectfully **requests a waiver of the associated permit fee**, under the provisions of (TO) 5-6(c), due to the Town of East Hartford as it is a non profit and tax exempt organization.

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed by the Directors of the Fire, Health, Parks & Recreation, and Public Works Departments. The **Fire, Public Works and Parks & Recreation Departments** approve the application as submitted.

The **Health Department** recommends the application be approved and states that all food venders must obtain food service licenses at least two weeks prior to the event.

The **Inspection and Permits Department** approves the application as submitted and states that tents and generators will require permits.

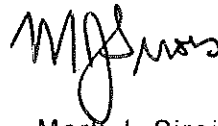
The **Police Department** conducted a review of the application and the following comment/recommendation is made:

- The Police Department can provide adequate police protection for this event. The site is suitable for the proposed amusement, the crowd is of moderate size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the

streets adjacent to the site can be maintained.

- In the event that the police manpower required for this event exceeds the Department's normal patrol complement, some overtime hiring may be necessary. The number of officers and cost of such overtime hiring is yet to be determined

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Sirois', written in a cursive style.

Mark J. Sirois
Chief of Police

xc:
Applicant



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Dates: **October 6, 7, 8 & 9, 2011**

Event: **Podunk Rendezvous**

Applicant: **Podunk Rendezvous in partnership with Podunk Bluegrass Music Festival and the East Hartford Historical Society by Cathie F. Condio, Events Coordinator**

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

William Perez, Assistant Fire Chief

June 28, 2011

Signature

Date

Comments:



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Dates: **October 6, 7, 8 & 9, 2011**

Event: **Podunk Rendezvous**

Applicant: **Podunk Rendezvous in partnership with Podunk Bluegrass Music Festival and the East Hartford Historical Society by Cathie F. Condio, Events Coordinator**

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

Robin Sleeman, MSPH, RS

June 21, 2011

Signature

Date

Comments:

All food vendors must obtain food service licenses at least two weeks prior to event.

Parks & Rec

Frank, Carol

From: Moss, Roger
Sent: Thursday, June 16, 2011 8:47 AM
To: Frank, Carol
Subject: RE: Podunk Rendezvous

The Parks and Recreation Department approves the application as submitted.

C. Roger Moss, Director
East Hartford Parks and Recreation
50 Chapman Place
East Hartford, CT 06108
2010 IBMA Event of the Year - Podunk Bluegrass Music Festival

EMAIL AS OF 12/1/10: rmosseasthartfordct.gov

W(860)291-7166 - Number as of 8/31/09
C(860)209-8314
Website: www.ehccc.com
Website: http://podunkbluegrass.net

-----Original Message-----

From: Frank, Carol
Sent: Wednesday, June 15, 2011 14:25
To: Oates, John; Bockus, Tim; Cordier, James; Moss, Roger
Cc: Collins, Courtney; Driscoll, Eileen; Thurnauer, Beau; Bennett, Cindy; Gentile, Richard; Horan, Denise; Leclerc, Marcia; Miller, James; Nichols, Bonnie; Perez, William; Sleeman, Robin; Stokes, Gloria
Subject: Podunk Rendezvous

Good afternoon all.

Attached please find the Outdoor Amusement Permit Application, Event Flyer, Pertinent Information & Requirements Guide 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 Wednesday, June 29, 2011. Thank you.

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

Regards,

Carol A. Frank
East Hartford Police Dept.
Operations/MSB
31 School St.
East Hartford, CT 06108

Work: 860-291-7631
Fax: 860-291-6290

Frank, Carol

From: Bockus, Tim
Sent: Monday, June 20, 2011 11:19 AM
To: Frank, Carol
Subject: RE: Podunk Rendezvous

I've reviewed this application and pursuant to Town Ordinance 5.3, I recommend that the application be approved as submitted.

Tim Bockus, Acting Director of Public Works
Town of East Hartford
740 Main Street
East Hartford, CT 06108
Phone (860) 291-7361
Fax (860) 291-7370
TBockus@easthartfordct.gov

-----Original Message-----

From: Frank, Carol
Sent: Wednesday, June 15, 2011 14:25
To: Oates, John; Bockus, Tim; Cordier, James; Moss, Roger
Cc: Collins, Courtney; Driscoll, Eileen; Thurnauer, Beau; Bennett, Cindy; Gentile, Richard; Horan, Denise; Leclerc, Marcia; Miller, James; Nichols, Bonnie; Perez, William; Sleeman, Robin; Stokes, Gloria
Subject: Podunk Rendezvous

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

Regards,

Carol A. Frank
East Hartford Police Dept.
Operations/MSB
31 School St.
East Hartford, CT 06108

Work: 860-291-7631
Fax: 860-291-6290

Basic Mngmt

Frank, Carol

From: Bennett, Cindy
Sent: Thursday, June 16, 2011 7:56 AM
To: Frank, Carol
Subject: RE: Podunk Rendezvous

We will need Podunk to submit an insurance certificate for this as well. thanks

-----Original Message-----

From: Frank, Carol
Sent: Wednesday, June 15, 2011 2:25 PM
To: Oates, John; Bockus, Tim; Cordier, James; Moss, Roger
Cc: Collins, Courtney; Driscoll, Eileen; Thurnauer, Beau; Bennett, Cindy; Gentile, Richard; Horan, Denise; Leclerc, Marcia; Miller, James; Nichols, Bonnie; Perez, William; Sleeman, Robin; Stokes, Gloria
Subject: Podunk Rendezvous

Good afternoon all.

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

Regards,

Carol A. Frank
East Hartford Police Dept.
Operations/MSB
31 School St.
East Hartford, CT 06108

Work: 860-291-7631
Fax: 860-291-6290



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Dates: October 6, 7, 8 & 9, 2011

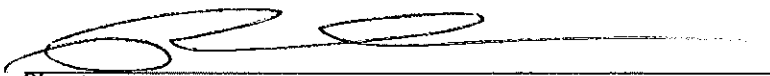
Event: Podunk Rendezvous

Applicant: Podunk Rendezvous in partnership with Podunk Bluegrass Music
Festival and the East Hartford Historical Society by Cathie F.
Condio, Events Coordinator

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



Signature

6/16/11

Date

Comments:



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

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 - Corporation Counsel


Signature

6/14/11
Date

Comments:

Tents and generators require permit

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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



Mark J. Sirois
Chief of Police



OUTDOOR AMUSEMENT PERMIT APPLICATION

Enclosures

- Podunk Rendezvous Event Flyer
- Podunk Rendezvous Pertinent Information & Requirement Guidelines (Draft Form)
- Large Site Map & Small Site Layout

1. Name of Event: **Podunk Rendezvous**
2. Date(s) of Event: **October 6, 7, 8, 9, 2011**
3. Applicant's name, home & work phone numbers, home address, and e-mail address: **Podunk Rendezvous in partnership with the Podunk Bluegrass Music Festival and the East Hartford Historical Society - Cathie F. Condio, Event Coordinator, 860.528.8777 (H) - 860.904.7661 (Rendezvous Phone) - 19 Blinn Street, East Hartford, CT 06108 - c.condio@comcast.net**
4. If partnership, corporation, club, or association, list names of all partners or officers and business address.
**Podunk Bluegrass Music Festival - Roger Moss - Promoter - 50 Chapman Place, East Hartford, CT
Cathie F. Condio - Secretary - 19 Blinn Street, East Hartford, CT
East Hartford Historical Society - Bette Daraskevich - 307 Burnside Avenue, P.O. Box 380166, East Hartford, CT**
5. List the location of the proposed amusement: (Name of facility and address)
Cabela's - 475 East Hartford Boulevard North, East Hartford, CT 06108
6. List the dates and hours of operation for each day (if locations changes on a particular day, please list):
**Thursday, October 6, 2011 - 9:00 a.m. to 6:00 p.m.
Friday, October 7, 2011 - 9:00 a.m. to 6:00 p.m.
Saturday, October 8, 2011 - 9:00 a.m. to 6:00 p.m.
Sunday, October 9, 2011 - 9:00 a.m. to 6:00 p.m.**
7. Provide a detailed description of the proposed amusement: **Rendezvous will portray life as lived during the French and Indian War, Long Hunter Era, Revolutionary War, Mountain Man Era, Civil War and Cowboy time frame. Refer to the Podunk Rendezvous Event Flyer.**
8. Will Music or Other Entertainment Be Provided Out-Of-Doors?
XX Yes No
 - a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? **Thursday to Sunday at scheduled times fife & drum/field music demonstrations will take place. Demonstrations will be given on broom making and many other colonial crafts. Native American dance groups and Birds of Prey will be scheduled to perform throughout the weekend. Also, a field skirmish is planned for each day. There will be no projectiles from any of the historically correct weapons being carried, shown or for display. A discharge of black powder only will be used under set rules and regulations while supervised by the Range Safety Officer. Refer to Podunk Rendezvous Pertinent Information & Requirement Guidelines (Draft).**
9. What is the expected age group(s) of participants? **Family groups - youngsters of all ages and up.**
10. What is the expected attendance at the proposed amusement: **500 per day**
(If more than one performance, indicate time / day / date and anticipated attendance for each.)

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: **Cabela's is equipped to handle large crowds.**
 - b. Traffic Control and Flow Plan at Site & Impact on Surrounding / Supporting Streets: **Large marked parking lots surround Cabela's and are marked with signage showing ingress and egress for well over 500 and more Vehicles. Refer to large site map.**
 - c. Parking Plan On Site & Impact on Surrounding / Supporting Streets: **Self contained parking areas surround Cabela's with no impact on any surrounding streets. Refer to large site map.**
 - d. Noise Impact on Neighborhood: **Minimum to none.**
 - e. Trash & Litter Control Plan for the Amusement Site and Surrounding Community During and Immediately After the Proposed Amusement: **Dumpsters with scheduled pickups during the weekend. Trash containers and recyclable containers to be placed at egress sites and at the food court – no food/drinks are allowed in the historical display areas.**
 - f. List expected general disruption to neighborhood's normal life and activities: **None**
 - g. Other Expected Influence on Surrounding Neighborhood: **None**

12. Provide a Detailed Plan for the Following:
- a. Accessibility of Amusement Site to Emergency, Police, Fire & Medical Personnel and Vehicles: **Please review attached site map with full details marked in yellow.**
 - b. Provisions for Notification of Proper Authorities in the Case of an Emergency: **Cell and land line to EHPD and EHFD available at all times. Contact list of key rendezvous personnel will be given to all pertinent East Hartford departments.**
 - c. Any Provision for On-Site Emergency Medical Services: **First Aid tent on side of Cabela's main entrance – open accessibility to ambulance and EMS staff at all times if needed. Many rendezvous participants are doctors, nurses or EMT's – once they are registered and have offered to assist in this capacity an EMS support list will be issued to all pertinent East Hartford departments. Refer to site map.** 
 - d. Crowd Control Plan: **Private security and Rendezvous Foot Soldiers throughout the weekend. Designated walk ways with signage, fencing or rope will be placed in and around event area.**
 - e. If on Town Property, the Plan for the Return of the Amusement Site to Pre-Amusement Condition: **N/A – event on Cabela's site.**
 - f. Provision of sanitary facilities: **20 port-o-lets, 4 handicapped, 4 hand washing stations located in four sites – see site map. Scheduled clean outs will take place during the weekend.** 

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. East Hartford Health Department will be invited to attend "Support Service Meetings". All vendors are responsible for applying for the Rendezvous, Town and State permits needed to conduct business during the weekend. Refer to Podunk Rendezvous Pertinent Information and Requirement Guidelines – Number 11.

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, **N/A**
- b. To Ensure That Alcohol Is Not Sold or Provided to Minors or Intoxicated Persons. **N/A**

Check if Copy of the Liquor Permit, as Required by State Law, is included with application. **N/A**

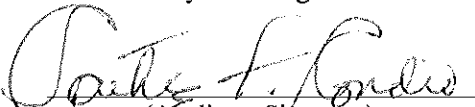
15. Include any other information which the applicant deems relevant (ie: time waivers and fee waiver requests should go here): **Fee waivers for any permits, Fee waivers for any support services that may be deemed needed. All necessary permits, amenities, insurance, health and safety measures will be provided and abided by for this educational, historical and intercultural program presented by the above mentioned organizations under their auspices of a not for profit 501(C) 3 status.**

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:


Cathie F. Condit
June 10, 2011
 (Applicant Signature) (Printed Name) (Date Signed)
 Podunk Rendezvous Co. administrator
 Podunk Blue Grass Soc. (Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

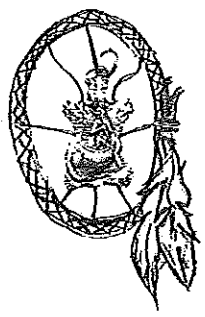
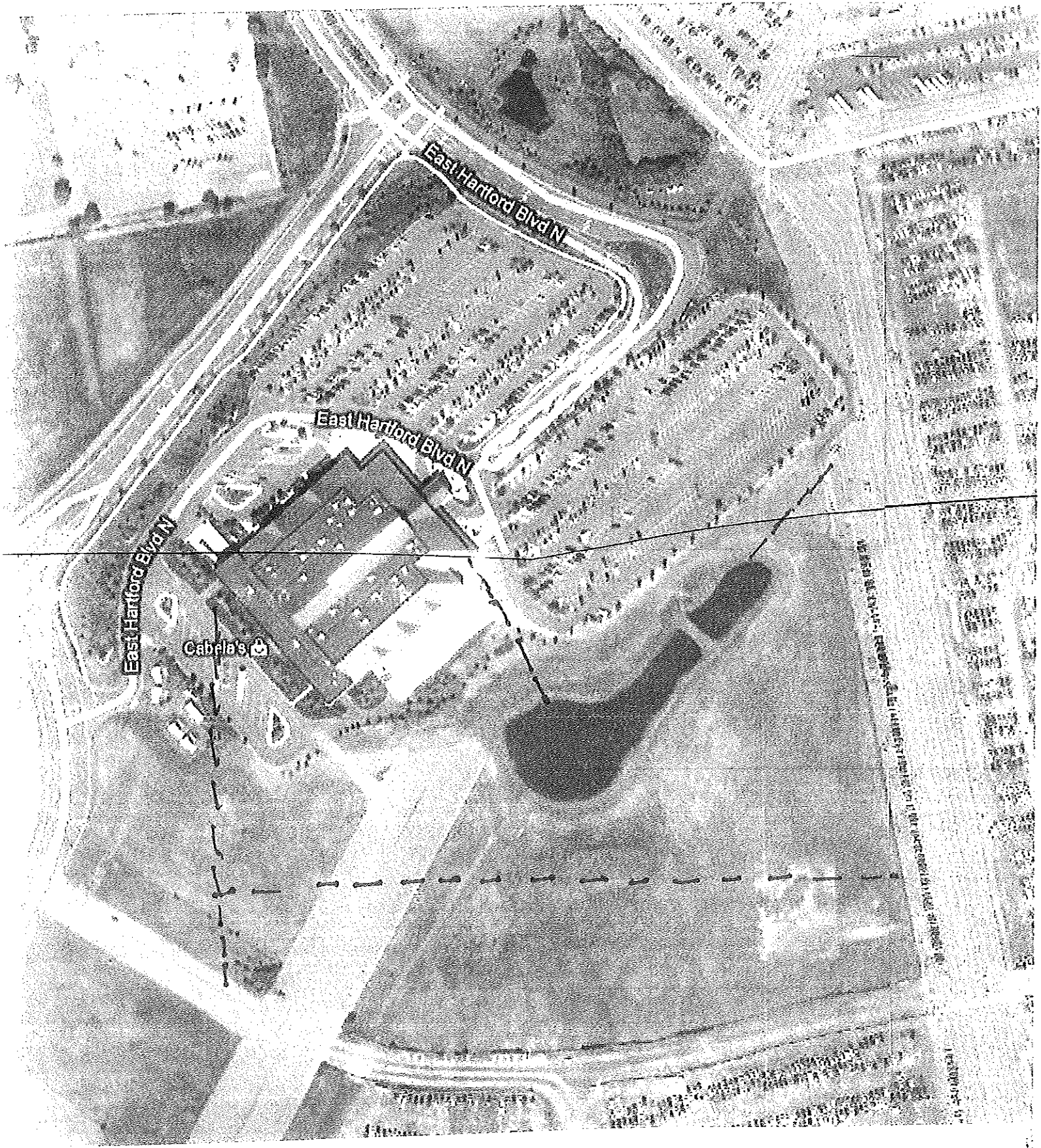
Insurance Certificate Included:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Liquor Permit Included:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Time Waiver Request Included:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Fee Waiver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

Received By: Cara Jant

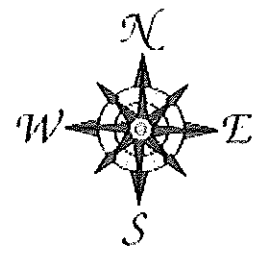
Employee Number: 9019

Date & Time Signed: June 15, 2011 1:30 ~~AM~~ PM

Time remaining before event: 30⁺ days.



Podunk Rendezvous - Host Site Cabela's
October 6, 7, 8, 9, 2011

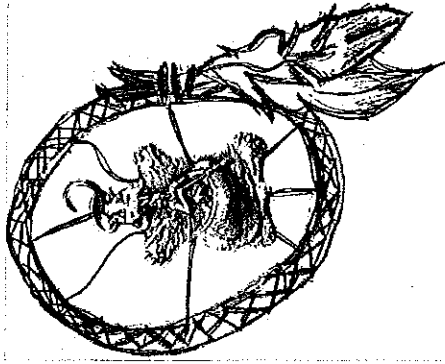


Experience life as it was 150, 200, 350 or more, years ago as the Podunk Native Americans made contact with European visitors and settlers in the valley of Quinectukut (Connecticut) and on the river banks of the Hockanum and Connecticut Rivers in East Hartford. Walk on the land Comte de Rochambeau's army camped on while trekking from Newport, R.I. through Connecticut to join with George Washington's army in New York in 1781 during the American Revolutionary War. *** The Podunk Rendezvous is a four day *educational, musical and intercultural* program dedicated to the preservation of this historical area and presented by re-enactors who portray life as it was during the time frames of the French and Indian War to the late 1800's of the American Cowboy. *** Participants in the Podunk Rendezvous will be dressed in regalia (outfits) appropriate to their culture and time frame they are living. This also includes their camping facilities, way of cooking and activities they will be portraying. As visitors walk through the 17th, 18th and 19th Century encampments they will have a firsthand experience in spinning wool, looming, flint knapping, broom, rope, candle and soap making, just to mention a few of the traditionally correct demonstrations to be presented. All re-enactors will be available to the general public to explain their costumes, equipment and the lodges they live in. Native American dancing, Field Music, Fife and Drum Corps contest, dulcimer making and playing along with Colonial period dancing and singing are a few of the events that will enrich the lives of the attendees at the Podunk Rendezvous. *** Time frames to be presented start with the French and Indian War, Long Hunter, American Revolutionary War, Rocky Mountain Fur Traders, Civil War (150th Anniversary 2011) and end with demonstrations from the Cowboys of America Organization. Military groups from the portrayed time frames will present a skirmish at scheduled times throughout the weekend.

You can read about history, but when you see it, touch it and smell it one learns and remembers how history was made.

(Events mentioned in this flyer are subject to change)

Podunk Rendazvous
19 Blinn Street
East Hartford, CT 06103



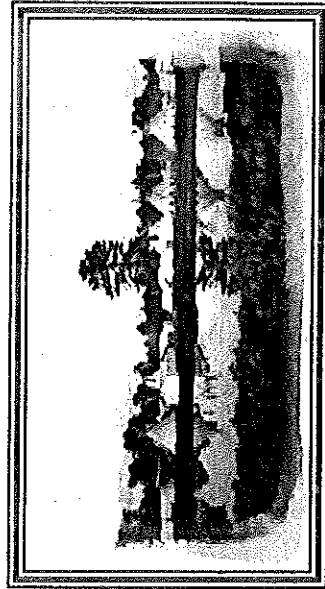
Podunk Rendezvous

Cabela's

Host Site

East Hartford, Connecticut

October 6, 7, 8, 9, 2011



Rocky Mountain Fur Trade Camp

French and Indian War

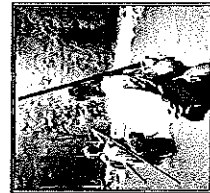
French and Indian War (1754-1763), the last of four North American wars waged from 1689 to 1763 between the British and the French. In these struggles, each country fought for control of the continent with the assistance of Native American and colonial allies. The French and Indian War not only stripped France of its North American empire, it also caused Britain to change its relationship to its colonies, a change that eventually led to the American Revolution.

Long Hunter

A group of men, with a common interest in the 'long hunter' era of 1750 until 1815, came together and formed an organization - The American Long Rifle Association - which promotes the spirit of adventure through historic re-enactment, research and fellowship. Members learn to develop certain skills of the past and participate in outdoor treks or canoe journeys.

American Revolutionary War

The American Revolutionary War (1775-1783) was a war between the Kingdom of Great Britain and thirteen British colonies on the North American continent allied with foreign nations. In 1775, Revolutionaries seized control of each of the thirteen colonial governments, set up the Second Continental Congress, and formed a Continental Army. The following year, they formally declared their independence as a new nation - the United States of America.

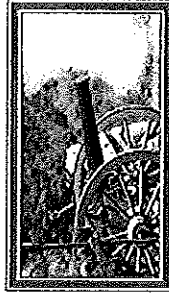


Rocky Mountain Fur Traders

In the early 1800s, trade in furs flourished in the American west, based mostly on beaver pelts, used to make the tall, shiny hats of well-to-do eastern gentlemen. In 1825, the traders figured out there was a lot of money to be made by transporting trade goods to the mountains and trading there for the furs. Annual summer gatherings were called rendezvous, and were held at a designated spot known to both trappers and traders. While these rendezvous were intended as a business arrangement, they soon became the trapper's Christmas, New Years Eve and birthday party, a general-purpose annual blowout and trade fair.

Civil War (150th Anniversary 2011)

Like a bolt of lightning out of a darkening sky, war burst upon the American landscape in the spring of 1861. Northerners called it the War of the Rebellion, Southerners the War Between the States. We know it simply as the Civil War. In the East, beginning in the spring of 1861, the cry from Union headquarters was "On to Richmond". When the guns were finally silenced in the spring and early summer of 1865 and the authority of the Federal Government was once again restored, the Union had been permanently scarred. As Mark Twain put it, the war had "uprooted institutions that were centuries old ... transformed the social life of half the country, and wrought so profoundly upon the entire national character that the influence cannot be measured short of two or three generations."



Podunk Rendezvous Times

Thursday - October 6th - 9:00 a.m. to 6:00 p.m.

Friday - October 7th - 9:00a.m. to 6:00 p.m.

Saturday - October 8th - 9:00 a.m. to 6:00 p.m.

Sunday - October 9th - 9:00 a.m. to 6:00 p.m.

Podunk Rendezvous Gate Pass

Adult (13 to 64) - \$10.00

Seniors (65 & Over) - \$8.00

Children (Accompanied by an adult 5 to 12) - \$5.00

(Children four and under - free)

~ Please leave all bets at home ~

Military Groups and Fife & Drum Corps

Rangers, carrying Charlevilles and Brown Bess flintlock muskets, tomahawks and dressed in hunting frocks will prepare themselves for skirmishes from the time frame they portray. *Historically, these handpicked marksmen, mostly from Connecticut, were scouts for General Washington.* Fifes and Drums will offer music from their time period.



Cowboys of America

Cowboys of America are an organization in which participants compete in fantasy scenarios based on actual events from history. Designed to preserve the history of the Old West, competitors (men, women and juniors) are required to dress in authentic attire from the late 1800's and must use authentic or replica single action revolvers, lever action rifles and old-time shotguns of the period they portray for demonstration purposes.



- † Native American Dancing and Crafts
- † Birds of Prey - free flight demonstrations
- † Colonial Demonstrations
- † Hawk, Archery, Fry Pan Toss and Fire Starting contest
- † Kids Games
- † Field Skirmishes
- † Fife & Drum Corps Competition
- † AND much more!

Podunk Rendezvous Information: 860.904.7661

c.condio@comcast.net

Host Site *Cabela's*

475 East Hartford Boulevard

East Hartford, CT 06108

(Visit Cabela's web site for directions)



Podunk Rendezvous

Host Site *Cabela's*
East Hartford, Connecticut
October 6, 7, 8, 9, 2011

An Historical, Cultural and Educational Event!

PERTINENT INFORMATION AND REQUIREMENT GUIDELINES

CAMP PARTICIPANT, SUTLER, BLANKET TRADER, ARTISAN/CRAFTSMAN, ERA FOOD VENDOR

1.....DATES AND EVENT HOURS:

Thursday, October 6, 2011 – Youth/School Day – 9:00 a.m. to 6:00 p.m.
Friday, October 7, 2011 – 9:00 a.m. to 6:00 P.M.
Saturday, October 8, 2011 - 9:00 a.m. to 6:00 p.m.
Sunday, October 9, 2011 - 9:00 a.m. to 6:00 p.m.

2.....LOCATION:

Cabela's

475 East Hartford Boulevard North, East Hartford, CT.

GPS Co-ordinates: 41.7558/-72.6198

From the West: 1-84 – West toward Hartford - Follow 1-84 East to Exit 58 Roberts Street / Silver Lane. On the Exit Ramp, turn to the right and continue straight through Silver Lane which is the first light and after the light bear to the left.

From the East: I-384 - Take Route 6 West or Route 44 West to 1-384 West to Manchester. Take Exit 1 Spencer Street. Turn left at end of exit ramp onto Spencer Street. Follow Spencer Street onto Silver Lane in East Hartford. Follow Silver Lane past Rentschler Field to next light at Pratt Whitney entrance. Turn left at light and bear left after light.

From the East: I-84 - West toward Hartford to Exit 58 Roberts Street / Silver Lane. At the end of the exit ramp, turn left onto Robert Street. Continue straight through two lights, cross Silver Lane and bear to the left.

From the North: I-91 - Take I-91 to Hartford to 1-84 East (Exit 30-Left Exit). Follow I-84 East to Exit 58 Roberts Street / Silver Lane. End of exit turn right. Go straight across Silver Lane and bear to the left.

From the South: I-91 - Take I-91 North toward Hartford to exit 29, Route 15 North / to I-84 East / Charter Oak Bridge. Merge left onto Route 15. After the bridge, take Exit 91 Silver Lane. Turn right at end of ramp onto Silver Lane. Follow Silver Lane to Pratt Whitney entrance which is the light and turn right and then bear left.

From the Southeast: Route 2 - Take Route 2 North to the Main Street Exit. Go North on Main St. approximately 1 mile. Turn Right onto Willow Street. Stay on Willow St. which becomes Runway Rd. Turn right onto East Hartford Blvd. Store is on the Right.

3.....SET-UP TIMES:

Tuesday – October 4, 2011 - 8:00 a.m. to 6:00 p.m.

Wednesday – October 5, 2011 - 8:00 a.m. to 6:00 p.m.

NO SETTING UP DURING LATE NIGHT HOURS – IF YOU ARRIVE AFTER DARK - PARK WHERE DIRECTED BY SECURITY AND SET UP IN THE MORNING. Set-Up only at times mentioned above!!!

TAKE DOWN TIME: Must not be accomplished prior to 6:00 p.m. on Sunday. You will forfeit any invitation for future years if these time frames are not kept. Thank you for understanding!

1 of 6

2011 Podunk Rendezvous - Pertinent Information and Requirement Guidelines - Continued

4.....UNLOADING:

VEHICLES ARE NOT ALLOWED IN THE EVENT AREA. Unload next to your space and then remove your vehicle to the parking area set aside for you for the weekend. Unloading is limited to one (1) hour.

5.....PARTICIPANT:

A Participant is one who will camp with authentic clothing, equipment and has registered to portray the French and Indian War, Long Hunter, American Revolutionary War, Rocky Mountain Fur Trade era, Civil War or Cowboy era. They may be demonstrating, participating in contest/events and/or presenting a skirmish, competing in the field music contest and/or camping with family and friends while educating the general public to their time frame. Participant Camp Space is 20' x 20'. Camping fees are: Adults (18 and Over) \$25.00 per person – Youth (11 to 17) \$15.00 per person and children 10 and under can camp for free while under the supervision of an adult at all times. A Camping Family consists of Parents and Two (2) Youths and Children 10 and under. Family Camp are members of your immediate family you claim on your income tax return. Please list all members in your camp on the application form. Camp site includes two (2) medallions. Extra medallions can be obtained at \$10.00 each. All participants 11 years of age and over must wear a medallion at all times. **IF YOUR SITE IS LARGER THAN THE DESIGNATED AREA, YOU MUST PURCHASE ENOUGH SITE AREAS TO ACCOMMODATE YOUR NEEDS. PLEASE PLAN ACCORDINGLY. NO bright colored plastic tents – tarps – coverings, as this is a primitive Rendezvous. THANK YOU!!!** If conditions warrant, camp spaces may be assigned.

6.....SUTLER (TRADER):

A Sutler (Trader) is one who will camp with authentic clothing, equipment and present life as lived pre-1840 or to the time frame being portrayed. Display and presentation of items for sale will represent the time frame being portrayed. **NO plastic wrappers/boxes or cellophane – show sample without wrapper – keep wrapped items out of site until sold.** Sutler will have a full supply of items pertaining to the Sutler time frame being portrayed for sale with merchandise value of over \$500.00 and may require the general public to enter their tent. Sutler (Trader) 30' x 30' camp space is \$75.00 plus a \$25.00 or more gift donation for awards per site – Sutler site includes two (2) medallions. Extra medallions can be obtained at \$10.00 each. All participants in the Sutler Camp 11 years of age and over must wear a medallion at all times. You are responsible for the Connecticut Sales Tax if applicable. Contact the CT Department of Revenue Service – P.O. Box 2937 – Hartford, CT 06104 or call: (800) 382.9463. Apply online at: <https://drsbustax.ct.gov/REG/registration.aspx>. **ALL SUTLER (TRADER) SPACES ARE ASSIGNED. IF YOUR SITE IS LARGER THAN THE DESIGNATED AREA, YOU MUST PURCHASE ENOUGH SITE AREAS TO ACCOMMODATE YOUR NEEDS. NO bright colored plastic tents – tarps – covering, as this is a primitive Rendezvous. PLEASE PLAN ACCORDINGLY - THANK YOU!!!**

7.....BLANKET TRADER:

A Blanket Trader is one who will camp with authentic clothing, equipment and portray life as lived pre-1840 or to the time frame they are portraying. Blanket Trading is limited to one of a kind (cannot be replenished with the same type of item once sold) item lying on a blanket no larger than four points (72" x 90"). Items presented on the blanket must have a total merchandise value of less than \$200.00. Blanket Trader 20' x 20' camp space is \$35.00 plus a \$15.00 or more gift donation for awards per site - this includes two (2) medallions. All participants in the Blanket Trader Camp 11 years of age and over must wear a medallion at all times. Extra medallions can be obtained at \$10.00 each. You are responsible for the Connecticut Sale Tax if applicable. Contact the CT Department of Revenue Service – P.O. Box 2937 – Hartford, CT 06104 or call: (800) 382.9463. Apply online at: <https://drsbustax.ct.gov/REG/registration.aspx>. If conditions warrant, camp spaces will be assigned. IF YOUR SITE IS LARGER THAN THE DESIGNATED AREA, YOU MUST PURCHASE ENOUGH SITE AREAS TO ACCOMMODATE YOUR NEEDS. NO bright colored plastic tents – tarps – covering, as this is a primitive Rendezvous. PLEASE PLAN ACCORDINGLY - THANK YOU!!!

8.....ARTISAN /CRAFTSMAN:

Artisan/Craftsman must be demonstrating their craft and have a limited amount of items for sale under \$400.00; but may take orders, while educating the general public to their time frame they portray. Artisan/Craftsman 20' x 20' camp space is \$35.00 plus a \$20.00 or more gift donation for awards per site – this includes two (2) medallions. All participants in the Artisan/Craftsman Camp 11 years of age and over must wear a medallion at all times. Extra medallions can be obtained at \$10.00 each. You are responsible for the Connecticut Sale Tax if applicable. (Continued on page three)

2 of 6

2011 Podunk Rendezvous - Pertinent Information and Requirement Guidelines - continued

ARTISAN/CRAFTSMAN CONTINUED:

Contact the CT Department of Revenue Service – P.O. Box 2937 – Hartford, CT 06104 or call: (800) 382.9463. Apply online at: <https://drsbustax.ct.gov/REG/registration.aspx>. If conditions warrant, camp spaces will be assigned. IF YOUR SITE IS LARGER THAN THE DESIGNATED AREA, YOU MUST PURCHASE ENOUGH SITE AREAS TO ACCOMMODATE YOUR NEEDS. NO bright colored plastic tents – tarps – covering, as this is a primitive Rendezvous. PLEASE PLAN ACCORDINGLY - THANK YOU!!!

9.....Military Units:

Military Units are groups who will camp with authentic clothing, equipment and has registered to portray the French and Indian War, Long Hunter, American Revolutionary War, Rocky Mountain Fur Trade era, Civil War or Cowboy era. They may be demonstrating, participating in contest/events and/or presenting a skirmish. Military Units 20' x 20' camp space is \$35.00 - this includes two (2) medallions. All participants in Military Units Camp 11 years of age and over must wear a medallion at all times. Extra medallions can be obtained at \$10.00 each. Special awards will be given to Military Units who present skirmishes during the four day weekend. IF YOUR SITE IS LARGER THAN THE DESIGNATED AREA, YOU MUST PURCHASE ENOUGH SITE AREAS TO ACCOMMODATE YOUR NEEDS. PLEASE PLAN ACCORDINGLY. NO bright colored plastic tents – tarps – coverings, as this is a primitive Rendezvous. THANK YOU!!! If conditions warrant, camp spaces may be assigned.

10.....Fife and Drum Corps:

Fife and Drum Corps will camp/ or attend in authentic clothing, equipment and has registered to portray the French and Indian War, Long Hunter, American Revolutionary War, Rocky Mountain Fur Trade era, Civil War or

Cowboy era. They may be demonstrating and/or competing in the Fife and Drum Corps Contest during the four day weekend. If camping Fife and Drum Corps 20' x 20' camp space is \$35.00 - this includes two (2) medallions. All participants in the Fife and Drum Corps 11 years of age and over must wear a medallion at all times. Extra medallions can be obtained at \$10.00 each. Special awards will be given to Fife and Drum Corps who participate in the Field Music Competition during the four day weekend. IF YOUR SITE IS LARGER THAN THE DESIGNATED AREA, YOU MUST PURCHASE ENOUGH SITE AREAS TO ACCOMMODATE YOUR NEEDS. PLEASE PLAN ACCORDINGLY. NO bright colored plastic tents – tarps – coverings, as this is a primitive Rendezvous. THANK YOU!!! If you are camping and conditions warrant, camp spaces may be assigned.

11.....PERIOD FOOD VENDOR:

Food Vendor is one who will camp with authentic clothing, equipment and present life as lived pre-1840 or to the time frame they are portraying; and, have a full supply of food and drink for sale throughout the weekend. As this is an educational event, all food and set-ups must reflect the pre-1840 time frame or to the time frame being portrayed. A certificate of insurance with additional insured must be received with this application form - **NO EXCEPTIONS. Please review number 19 listed in this "Pertinent Information and Requirement Guidelines" outline for insurance information.** Period Food Vendor 20' x 20' space is \$100.00 - this includes two (2) medallions. All participants in the Period Food Vendor space 11 years of age and over must wear a medallion at all times. Extra medallions can be obtained at \$10.00 each. A separate check for a clean-up deposit for \$75.00 must be received with this application – Clean-up deposit will be returned to you if your area is left as clean and neat as when you arrived. All tents, canvas-type booths, and coverings shall be fire retardant and be accompanied by a certificate stating such – NO bright colored plastic tents – tarps – covering – Rendezvous theme. Where tents are set up on hard surfaces, tent stakes may not be used. Tents MUST BE WEIGHED DOWN with sand bags, blocks, or other weights. Tents larger than 10' x 10' require written permission from the 2011 Podunk Rendezvous Committee and must have a permit from the East Hartford Inspection & Permit Department. The use of generators requires written permission from the 2011 Podunk Rendezvous Committee and must be permitted with the East Hartford Inspection & Permit Department. An East Hartford health certificate and vending permit must be obtained at: East Hartford Town Hall – 740 Main Street – East Hartford, CT 06108 - call 860.291.7324. Charcoal grills are prohibited unless special permission has been granted by the 2011 Podunk Rendezvous Committee. You are responsible for the Connecticut Sale Tax if applicable. Contact the CT Department of Revenue Service – P.O. Box 2937 – Hartford, CT 06104 or call: (800) 382.9463. Apply online at: <https://drsbustax.ct.gov/REG/registration.aspx>

ALL PERIOD FOOD VENDOR SPACES ARE ASSIGNED. IF YOUR SITE IS LARGER THAN THE DESIGNATED AREA, YOU MUST PURCHASE ENOUGH SITE AREAS TO ACCOMMODATE YOUR NEEDS. PLEASE PLAN ACCORDINGLY - THANK YOU!!!

3 of 6

2011 Podunk Rendezvous - Pertinent Information and Requirement Guidelines - Continued

12.....MEDALLIONS:

Each registered camp site will receive two (2) original Sid Bell Medallions. If more than two people, Eleven (11) years of age and over are in your camp, you must purchase a medallion for each at a cost of \$10.00 each. **MEDALLIONS ARE TO BE WORN AT ALL TIMES** as they are your site identification and pass during the 2011 Podunk Rendezvous. Please fill out the appropriate space in the participant application form for extra medallions. THANK YOU!!!

13.....HORSE – OXEN – MULE – DOG/PETS:

Horses, Oxen and Mules are welcome to the 2011 Podunk Rendezvous. They must be people friendly and accustomed to rendezvous sounds. A commercial livestock insurance policy (\$500K per incident \$1.5M total) certificate with the following names additional insured: 2011 Podunk Rendezvous, Cabela's, Pratt & Whitney, Rentschler Field, Town of East Hartford, Matos Group, State of Connecticut must be presented with your application. Coggins, rabies, and influenza certificates must also be presented if applicable to the animal attending. Owners are responsible for animal's hay, food, lodging and picking up all road apples (dung) before, during and after the 2011 Podunk Rendezvous. Someone must be in charge of all animals at all times. Ask the Boosway if you need help. You will be asked to leave the 2011 Podunk Rendezvous if these requests are not complied with and will forfeit any invitation for future years. Due to the large number of participants and general public attending the 2011 Podunk Rendezvous NO DOGS/PETS (of any type) can attend. Decisions by the 2011 Podunk Rendezvous Committee are final in all matters. **THANK YOU FOR YOUR UNDERSTANDING IN THIS MATTER!**

14.....CAMP FIRES:

All camp fire pits will be no larger than 24" long by 24" in width. Remove top soil and set aside by the pit. Only seasoned wood can be burned. No cutting of trees/shrubs can be done on the 2011 Podunk Rendezvous site. A primitive bucket of water will be available at all times next to the fire pit. Fire pits must be attended to at all times. NO flammable liquids such as kerosene, charcoal, lighter fluid and/or Coleman fuel can be used. Do not leave candles/lanterns unattended. Fire Brigade has the option to put out any fires they feel is detrimental to public safety. It is recommended that your camp has a fire extinguisher readily available (under cover but within easy access) in case of an emergency. When leaving please make sure your camp fire is out – do not bury partially burned wood or trash - replace the top soil and stamp down. You will be asked to leave the 2011 Podunk Rendezvous if these requests are not complied with and will forfeit any invitation for future years. **THANK YOU** for understanding – Safety First!

15.....CONTEST AND SPECIAL EVENTS:

Primitive Archery, Fire Starting, Hawk Throw and Frying Pan Throw contests will take place throughout the weekend at designated times under the guidelines that have been implemented by the 2011 Podunk Rendezvous. Contests are open to registered campers 15 years of age and older – there are no competition fees, but you will be asked to sign a "Hold Harmless" form before competing – Juniors 15 to 17 years of age must also have a parent or guardian sign the "Hold Harmless" form and be present when Junior is competing in any contest. All contests must have three or more entries to take place. Awards will be given in all of the above mentioned competitions plus Aggregate awards in the Men's, Woman's and Junior divisions when participating in all contest mention above. Score cards will be kept – no person shall sign anything for another person and all score cards must be turned in by 2:00 p.m. on Sunday to the Range Safety Officer to be eligible for awards. Please check the area you wish to participate in on the front of the application. Skirmishes and Fife & Drum Corps competition will take place at scheduled times. Special awards will be given to the above mentioned events. Please list your area of interest on the last page of the application form under groups, units and participants needed to enhance the 2011 Podunk Rendezvous. Thank you in advance for your assistance.

16.....YOUTH /SCHOOL DAY:

Thursday – October 6th the 2011 Podunk Rendezvous will open at 9:00 a.m. and be known as "Youth/School Day". East Hartford school children and out of town students will attend with their teachers to be educated to the time frame you portray. Please be prepared to discuss your period time frame and/or present a demonstration.

17.....VOLUNTEERS:

As with all major events it's the volunteers that make it happen. On the last page of the application form there is an area for you to fill out to become a team member of the 2011 Podunk Rendezvous at Cabela's. Check the box next to the area you are willing to participate in. THANK YOU in advance for your support at this great living history event!!!!!!!!!!!!!!!!!!!!!!!

18.....INSPECTION:

The Podunk Rendezvous Committee will review and reserves the right to not allow the exhibit or sale of any item(s) they consider to be detrimental to the 2011 Podunk Rendezvous and to Cabela's. Please remove such items when asked to do so. All participants must be in period dress from 8:00 a.m. Thursday – October 6th to 6:00 p.m. Sunday – October 9th. Your area must be neat and attractive throughout the weekend; if it is not pre-1840 or in representation of the time frame being portrayed, cover it up and keep all modern items out of site ~ i.e. colored towels, coolers, modern glasses, shoes/sneakers etc. All firearms including cannons will be inspected during a designated inspection time if you are doing a demonstration or skirmish – no projectiles can be used. Range Safety Officer has final decision in regard to safety. You must be ready to greet the general public by 8:00 a.m. on all four days of the 2011 Podunk Rendezvous. You will be asked to leave the Rendezvous if these requests are not complied with and will forfeit any invitation for future years. Decisions by the 2011 Podunk Rendezvous Committee are final in all matters.

19.....INSURANCE:

All period Food Vendors and regular Food Vendors shall be required to furnish evidence of insurance coverage acceptable to the 2011 Podunk Rendezvous Committee indicating the following coverage. This coverage shall remain in full force for the duration of the contract term including any and all extensions. All renewal certificates shall be furnished at least ten (10) days prior to policy expiration. Each insurance certificate shall provide not less than a 30-day notice of cancellation to the 2011 Podunk Rendezvous Committee. Commercial General Liability Insurance including but not limited to, products liability and complete operations, contractual liability, independent contractor, for a combined single limit of no less than \$1,000,000 per occurrence for bodily injury and property damage with a minimum policy aggregate of \$2,000,000. Such general liability insurance must be endorsed as Primary/Non-Contributory as to any insurance maintained by the Additional Insured and have a severability of interests clause. The Food Vendor expressly agrees to waive its rights, benefits and entitlements under the "other insurance" clause of its commercial general liability insurance policy with respect to the Additional Insured. All deductibles and retentions are the sole responsibility of the Food Vendor to pay and/or indemnify; Comprehensive Automobile Liability Insurance covering all owned, non-owned and hired vehicles for a minimum combined single limit of \$1,000,000; Workers' Compensation-Statutory Limits & Employers Liability with limits not less than \$500,000/\$500,000/\$500,000; The 2011 Podunk Rendezvous Committee, Cabela's, Pratt & Whitney, Matos Group, Rentschler Field, State of Connecticut, Town of East Hartford, are named as Additional Insured on the insurance coverage named above for claims arising out of the Food Vendor performance of the contract herein. All additional insured must be shown on the space provided on the insurance certificate.

20.....SAFETY AND SOUND:

As this is an educational and cultural setting, loud speakers are not allowed. The 2011 Podunk Rendezvous will

not allow alcohol, drugs, fireworks, firearms and/or dangerous weapons that are not related to the 2011 Podunk Rendezvous on the grounds at any time. Loud and unruly behavior will not be tolerated. Failure to comply will result in immediate expulsion from the 2011 Podunk Rendezvous and Cabela's grounds. Quiet time starts at 11:00 p.m. and last until 5:00 a.m. throughout the event.

21.....SECURITY:

Although there will be security present during the 2011 Podunk Rendezvous & overnight, The 2011 Podunk Rendezvous and Cabela's assume no responsibility for the safety, welfare or security of your area, animals, equipment or goods before, during or after this event. **THERE IS NO SETTING UP DURING THE NIGHT. IF YOU ARRIVE AFTER DARK, PARK WHERE DIRECTED BY SECURITY AND SET UP IN THE MORNING.**

5 of 6

2011 Podunk Rendezvous - Pertinent Information and Requirement Guidelines - Continued

22.....WEATHER:

The 2011 Podunk Rendezvous will take place rain or shine. The 2011 Podunk Rendezvous Committee will determine, at its sole discretion, if it is unsafe to hold the event due to extreme weather conditions. No refunds will be made as a result of weather related postponements or cancellations.

23.....REGISTRATION:

*Your application must be postmarked no later than the **SEPTEMBER 12, 2011** deadline* and you must pre-register - **NO WALK-INS WILL BE ACCEPTED AT THE EVENT** - As space is limited, please apply early. This request will enable us to prepare schedules, contest, site plans and make sure your area is guaranteed; and assign camp space if conditions warrant.

24.....CONFIRMATION:

You will receive a confirmation letter once the 2011 Podunk Rendezvous Committee has received and reviewed your signed and completed application form with the appropriate fees and applicable certificates. When you arrive at the 2011 Podunk Rendezvous hosted at Cabela's in East Hartford, CT you will receive a packet containing your parking pass, medallions and information pertinent to the 2011 Podunk Rendezvous and event activities. Fees will be returned to you if your application is denied.

25.....INFORMATION:

Please feel free to call (860) 904-7661 or e-mail c.condio@comcast.net if you have any questions, concerns, suggestions or if you wish to discuss a demonstration, seminar, skirmish or Fife and Drum Corps field music presentation. Mail your application with appropriate fees and certificates where applicable - (make check(s) payable to: PBGMF) - postmarked no later than the September 12, 2011 deadline to:

2011 Podunk Rendezvous
19 Blinn Street
East Hartford, CT. 06108

We know there are a lot of rules and procedures that must be followed, but we are sure you will agree and understand that an event of this magnitude safety comes first. Please abide by these "Pertinent Information and Requirement Guidelines" to ensure a safe and successful 2011 Podunk Rendezvous; they will be strictly enforced. Decisions by the 2011 Podunk Rendezvous Committee are final in all matters.

We look forward to you joining us for this Historical, Cultural, Educational and this special living history event at Cabela's in East Hartford and THANK YOU in advance for your help and understanding.

Welcome to the 2011 Podunk Rendezvous!!!

Host Site Cabela's.

Again, Thank You for your help, understanding and abiding to the Pertinent Information and Requirements Guidelines!!!

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

Police Department

31 School Street
East Hartford, Connecticut 06108

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

MARK J. SIROIS
CHIEF OF POLICE

June 20, 2011

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

**Re: Outdoor Amusement Permit Application -
"22nd Annual Fall Fest"**

Dear Chairman Kehoe:

Attached please find the amusement permit application from Jim Uhrig, CPRP, on behalf of the East Hartford Parks & Recreation Department. The applicant seeks an amusement permit for the purpose of conducting the **22nd Annual Fall Fest** on the **Town Green** on **Sat., October 15, 2011**, from **10 AM – 5 PM**. The festival will include children's activities such as arts and crafts, pumpkin painting, games, pony rides and a petting zoo. In the event of inclement weather, the activities will be held inside the Community Cultural Center.

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed by the Directors of the Fire, Health, Parks & Recreation, and Public Works Departments. **The Fire, Public Works, Parks & Recreation, Health, and Departments** approve the application as submitted.

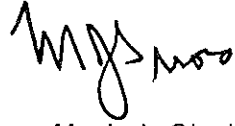
The **Risk Management Department** states that it will need to submit a Certificate of Insurance for the petting zoo and pony rides.

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

- The Police Department can provide adequate police protection for this event. The site is suitable for the proposed amusement, the crowd is of a moderate size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.
- In the event that the police manpower required for this event exceeds the Department's normal Patrol complement, some overtime hiring may be necessary.

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink, appearing to read 'MJSirois', written in a cursive style.

Mark J. Sirois
Chief of Police

xc:
Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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



Mark J. Sirois
Chief of Police

OUTDOOR AMUSEMENT PERMIT APPLICATION

1. Name of Event:
22nd Annual Fall Fest
2. Date(s) of Event:
October 15, 2011
3. Applicant's name, home & work phone numbers, home address, and e-mail address:
East Hartford Parks & Recreation Dept., 50 Chapman Place, East Hartford, CT 06108 c/o Jim Uhrig, CPRP
4. If partnership, corporation, club, or association, list names of all partners or officers and business address.
East Hartford Parks & Recreation Dept., 50 Chapman Place, East Hartford, CT 06108
5. List the location of the proposed amusement: (Name of facility and address)
East Hartford Town Green, Main Street, East Hartford, CT (In the event of inclement weather, the Fall Fest activities will be held inside the Community Cultural Center).
6. List the dates and hours of operation for each day (if locations changes on a particular day, please list):
Saturday, October 15, 2011 - 10AM-5PM
7. Provide a detailed description of the proposed amusement:
The 22nd Annual Fall Fest is a family-oriented event which will consist of musical entertainment , pony rides, children's activities, games, arts & crafts for children, pumpkin painting, petting zoo and contests. The event has a fall theme and will take place at the same location as the Farmer's Market.
8. Will Music or Other Entertainment Be Provided Out-Of-Doors?
 Yes No
 - a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)?
10AM-5PM, 10/15/11
9. What is the expected age group(s) of participants?
This is a family event which attracts people of all ages. The predominant age range is 3-11.
10. What is the expected attendance at the proposed amusement:
(If more than one performance, indicate time / day / date and anticipated attendance for each.)
Between 1000 and 2000 people have attended the Fall Fest in previous years.

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:**
The Fall Fest will utilize the East Hartford Town Green grounds. The event is an outdoor event, which emphasizes family activities. The Parks & Recreation Dept. main stage will serve as the staging area for musical entertainment and announcements. Pony rides and a children's petting zoo will be set up on the Green.
 - b. **Traffic Control and Flow Plan at Site & Impact on Surrounding / Supporting Streets:**
Family activities and children's crafts will be set up in the center of the Green.
 - c. **Parking Plan On Site & Impact on Surrounding / Supporting Streets:**
Parking will be at the Town Green Parking Lot. People may park in the downtown area and walk to the festival. Event parking will not be permitted on Main Street directly in front of the Green. Disabled parking will be provided in the Town Green Parking Lot.
 - d. **Noise Impact on Neighborhood:**
Noise levels are not expected to be disruptive to the surrounding homes and businesses.
 - e. **Trash & Litter Control Plan for the Amusement Site and Surrounding Community During and Immediately After the Proposed Amusement:**
Park Maintenance personnel will be available to provide litter clean-up during and immediately after the conclusion of the event.
 - f. **List expected general disruption to neighborhood's normal life and activities:**
 - g. **Other Expected Influence on Surrounding Neighborhood:**
The department is hopeful that the event will gain support from the Main Street merchants. The department is optimistic that people will be attracted to the central business district of East Hartford as a result of this event.
12. Provide a Detailed Plan for the Following:
- a. **Accessibility of Amusement Site to Emergency, Police, Fire & Medical Personnel and Vehicles:**
Emergency, police, fire and medical personnel and vehicles will have immediate access to the event through the entrance located off Main Street and Robin Terrace.
 - b. **Provisions for Notification of Proper Authorities in the Case of an Emergency:**
Event officials will have cell phones and portable radios, which have Park frequency and Police frequency capabilities. In the event of an emergency, the proper authorities can be notified immediately.
 - c. **Any Provision for On-Site Emergency Medical Services:**
In past years, on-site emergency medical services have not been provided. In the event of a medical emergency, personnel from the East Hartford Fire Department will be summoned. The event has no activities which present an inherent risk of injury to those in attendance.
 - d. **Crowd Control Plan:**
Park Rangers will assist with crowd control and parking.
 - e. **If on Town Property, the Plan for the Return of the Amusement Site to Pre-Amusement Condition:**
Park Maintenance personnel will be on-site to control litter during the event. At the conclusion of the event, all litter and trash will be moved from the Town Green grounds and surrounding areas as required. The Town Green grounds will be returned to the same state that they were in prior to the operation of the event.

- f. Provision of sanitary facilities:
Portable sanitary facilities will be provided.

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):

Since 1990, the East Hartford Parks & Recreation Dept. Fall Fest has been a community event which has focused on family activities. Traditionally, the event has featured activities at low or no cost to participants. For example, the musical entertainment has been provided at no charge, and pumpkins are distributed for free to children to paint and then take home for Halloween. Face painting and children's games and contests are presented at no cost to the patrons. Pony rides and refreshments have a nominal charge. It was determined that a central location on Main Street is preferable at this time of year. The visibility of a Main Street location serves to attract additional patrons. This is an enjoyable event which provides the opportunity for East Hartford residents to have a low-cost family outing. Overall, the event promotes many of the positive features of the Town.


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:


(Applicant Signature)

A. Roger Moss
(Printed Name)

6/7/11
(Date Signed)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

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

Received By: Carol Frank

Employee Number: 9019

Date & Time Signed: June 9, 2011 8:00 AM ~~PM~~

Time remaining before event: 30 days.



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **October 15, 2011**

Event: **22nd Annual Fall Fest**

Applicant: **Jim Uhrig, East Hartford Parks & Recreation Department**

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

William Perez, Assistant Fire Chief June 14, 2011
Signature _____ Date

Comments:



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **October 15, 2011**

Event: **22nd Annual Fall Fest**

Applicant: **Jim Ubrig, East Hartford Parks & Recreation Department**

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

Robin Sleeman, MSPH, RS
Signature

June 9, 2011

Date

Comments:

Frank, Carol

From: Moss, Roger
Sent: Thursday, June 09, 2011 8:36 AM
To: Frank, Carol
Subject: RE: 22nd Annual Fall Fest

The Parks and Recreation Department approves the application as submitted.

C. Roger Moss, Director
East Hartford Parks and Recreation
50 Chapman Place
East Hartford, CT 06108
2010 IBMA Event of the Year - Podunk Bluegrass Music Festival

EMAIL AS OF 12/1/10: rmosseasthartfordct.gov

W(860)291-7166 - Number as of 8/31/09
C(860)209-8314
Website: www.ehccc.com
Website: http://podunkbluegrass.net

-----Original Message-----

From: Frank, Carol
Sent: Thursday, June 09, 2011 08:35
To: Oates, John; Bockus, Tim; Cordier, James; Moss, Roger
Cc: Thurnauer, Beau; Bennett, Cindy; Gentile, Richard; Horan, Denise; Leclerc, Marcia; Miller, James; Nichols, Bonnie; Perez, William; Sleeman, Robin; Stokes, Gloria
Subject: 22nd Annual Fall Fest

Good morning all.

Attached please find the Outdoor Amusement Permit Application 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 Thursday, June 23, 2011. Thank you.

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

Regards,

Carol A. Frank
East Hartford Police Dept.
Operations/MSB
31 School St.
East Hartford, CT 06108

Work: 860-291-7631
Fax: 860-291-6290

Frank, Carol

From: Bockus, Tim
Sent: Monday, June 20, 2011 11:25 AM
To: Frank, Carol
Subject: RE: 22nd Annual Fall Fest

I've reviewed this application and pursuant to Town Ordinance 5.3, I recommend that the application be approved as submitted.

Tim Bockus, Acting Director of Public Works
Town of East Hartford
740 Main Street
East Hartford, CT 06108
Phone (860) 291-7361
Fax (860) 291-7370
TBockus@easthartfordct.gov

-----Original Message-----

From: Frank, Carol
Sent: Thursday, June 09, 2011 08:35
To: Oates, John; Bockus, Tim; Cordier, James; Moss, Roger
Cc: Thurnauer, Beau; Bennett, Cindy; Gentile, Richard; Horan, Denise; Leclerc, Marcia; Miller, James; Nichols, Bonnie; Perez, William; Sleeman, Robin; Stokes, Gloria
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Regards,

Carol A. Frank
East Hartford Police Dept.
Operations/MSB
31 School St.
East Hartford, CT 06108

Work: 860-291-7631
Fax: 860-291-6290

Frank, Carol

From: Gentile, Richard
Sent: Thursday, June 09, 2011 9:43 AM
To: Frank, Carol
Subject: RE: 22nd Annual Fall Fest

Our office has no comments on this application and gives its approval.

Rich

Richard P. Gentile
Assistant Corporation Counsel
Town of East Hartford
740 Main Street
East Hartford, CT 06108
860.291.7215 (Office)
860.291.0145 (fax)

-----Original Message-----

From: Frank, Carol
Sent: Thursday, June 09, 2011 08:35
To: Oates, John; Bockus, Tim; Cordier, James; Moss, Roger
Cc: Thurnauer, Beau; Bennett, Cindy; Gentile, Richard; Horan, Denise; Leclerc, Marcia; Miller, James; Nichols, Bonnie; Perez, William; Sleeman, Robin; Stokes, Gloria
Subject: 22nd Annual Fall Fest

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

Regards,

Carol A. Frank
East Hartford Police Dept.
Operations/MSB
31 School St.
East Hartford, CT 06108

Work: 860-291-7631
Fax: 860-291-6290

Frank, Carol

From: Bennett, Cindy
Sent: Monday, June 13, 2011 9:26 AM
To: Frank, Carol
Subject: RE: 22nd Annual Fall Fest

We will need a certificate of ins for the petting zoo/pony rides.

-----Original Message-----

From: Frank, Carol
Sent: Thursday, June 09, 2011 8:35 AM
To: Oates, John; Bockus, Tim; Cordier, James; Moss, Roger
Cc: Thurnauer, Beau; Bennett, Cindy; Gentile, Richard; Horan, Denise; Leclerc, Marcia; Miller, James; Nichols, Bonnie; Perez, William; Sleeman, Robin; Stokes, Gloria
Subject: 22nd Annual Fall Fest

Good morning all.

Attached please find the Outdoor Amusement Permit Application 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 Thursday, June 23, 2011. Thank you.

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

Regards,

Carol A. Frank
East Hartford Police Dept.
Operations/MSB
31 School St.
East Hartford, CT 06108

Work: 860-291-7631
Fax: 860-291-6290