

Patricia Conoabro

2011 AUG 10 A 9:39

ACTING TOWN CLERK

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
AUGUST 16, 2011

7:00 P.M. Public Hearing

=====
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. August 2, 2011/Public Hearing: Flood Control Bond
 - B. August 2, 2011 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. East Hartford Little League: Baseball Champs
 - B. Development Department Update
 - C. On-Call Service Contracts Report: FY2010-2011
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Reprogramming Community Development Block Grant Funds re: Interval House
 - B. Recommendations from Ordinance Committee:
 1. Proposed Job Description Revision to §2-115, Director of Public Works
 2. Proposed New Ordinance entitled "Flood Protection Committee"
 - C. Bond Referendum: Resolution Appropriating \$7,000,000 for Corrective Action to be taken on the Town's Flood Control System and Authorizing the Issuance of \$7,000,000 Bonds of the Town to Meet Said Appropriation and Pending the Issuance Thereof the Making of Temporary Borrowings for Such Purpose.
 - D. Bid Waiver for Flood Protection Rehabilitation Project re: Connecticut Southern Railroad
 - E. CRCOG Grant Applications:
 1. Reconstruction of Forbes Street
 2. Reconstruction of Brewer Street
 3. Pavement Rehabilitation of Hillside Street
 - F. Municipal Tax-Exempt Lease Purchase Financing Agreement re: Fire Engine and Bulky Waste Roll-off Truck
 - G. Refund of Taxes

H. Outdoor Amusement Permit Application: Gengras Harley-Davidson Fall Open House

9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
12. ADJOURNMENT (next meeting: September 6, 2011)

Patricia Conoalno

2011 AUG -8 P 2: 25

ACTING TOWN CLERK

TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT

AUGUST 2, 2011

PUBLIC HEARING/FLOOD CONTROL BOND

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 and Patricia Harmon

ABSENT Councillor Susan P. Skowronek

Chair Kehoe called the public hearing to order at 7:13 p.m. He announced the exit locations in accordance with Connecticut General Statutes § 29-381.

The following is a copy of a legal notice published in the Tuesday, July 26, 2011 edition of the Hartford Courant.

=====

LEGAL NOTICE

The Town Council of the Town of East Hartford will meet in the Council Chambers on **Tuesday, August 2, 2011 at 7:00 p.m.** for the purpose of holding a public hearing on the following resolution:

RESOLUTION APPROPRIATING \$7,000,000 FOR CORRECTIVE ACTION TO BE TAKEN ON THE TOWN'S FLOOD CONTROL SYSTEM AND AUTHORIZING THE ISSUANCE OF \$7,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE.

A copy of said resolution is on file open to public inspection at the office of the Town Clerk.

Dated this 19th day of July 2011.

Angela Attenello
TOWN COUNCIL CLERK

The Chair stated that the town has been working diligently with the federal government to address the U.S. Army Corps of Engineers (USACE) concerns on the town's flood control system.

The following citizens came forth:

Susan Kniep, 50 Olde Roberts Street, asked that the town look to the federal government for assistance, instead of bonding more money. If the federal government will not help the town, Mrs. Kniep suggested that the town make budget cuts in various areas, including

employee salaries. She also suggested that Congressman Larson should be contacted to ask for federal assistance in this matter.

Esther Clarke, 197 Langford Lane, believes that the flood control issue is extremely important, but is concerned about the expense the town is incurring. Mrs. Clarke pointed out the recent grant monies awarded Goodwin College and suggested that the town look to the state and/or the federal government for assistance.

Robert Valerio, 552 Goodwin Street, is concerned that even after the repairs to the levees are completed, the federal government may want additional work done which would incur an even greater expense to the taxpayer.

Don Sugalski, 1736 Main Street, inquired on the accuracy of previous reports by the U. S. Army Corps of Engineers which did not indicate any major deficiencies in the town's levees. Additionally, Mr. Sugalski believes that the federal government should be held accountable for any false reporting by the USACE and financially assist the town with the repairs to the levees.

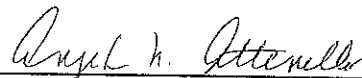
Roger Coleman, 22 Kenneth Drive, strongly supports asking the federal government for financial assistance to the town's dike system.

Edward Guminiak, 35 Village Street, inquired on how monies allocated for the relief of animal burrows in the town's dike system was spent.

ADJOURNMENT

MOTION By Eric Thompson
 seconded by Bill Horan
 to **adjourn** (8:05 p.m.)
 Motion carried 8/0.

Attest



Angela M. Attenello
Town Council Clerk

Patricia Conobno

2011 AUG -8 P 2: 25

ACTING TOWN CLERK

EAST HARTFORD TOWN COUNCIL

TOWN COUNCIL CHAMBERS

AUGUST 2, 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, and Patricia Harmon

ABSENT Councillor Susan P. Skowronek

CALL TO ORDER

Chair Kehoe called the meeting to order at 8:05 p.m., after which the Council joined him in the pledge of allegiance. The Chair had announced the exit locations at the public hearing preceding this meeting.

RECOGNITIONS AND AWARDS

Beautification Commission: July 2011 Awards

Pat Sirois, Chair of the Beautification Commission, presented the Dionne Family of 11 McNulty Drive the July 2011 award for outstanding landscaping. Ms. Sirois presented representatives of Phillips Farm Association the July 2011 outstanding community award for the landscaping at Phillips Farm.

The Town Council joined with Ms. Sirois in thanking the recipients of the Beautification Commission awards for making East Hartford a prettier place to live.

Majority Leader Rossi asked for a point of personal privilege to thank Ms. Sirois for her involvement in the East Hartford Summer Youth Festival's production of The Wiz.

To accommodate those present, the following motion was made.

MOTION By Eric Thompson
seconded by Bill Horan
to take item 6.A. East Hartford Little League: Softball Champs
out of order.
Motion carried 8/0.

COMMUNICATIONS AND PETITIONS

East Hartford Little League: Softball Champs

Vice Chair Horan introduced the East Hartford Little League Minor League Champions, sponsored by Progressive Engineering and coached by Eric Lamore, and the East Hartford Little League Major League Champions, sponsored by Keena Memorials and

coached by Brian Oatway. The players were praised for their dedication and commitment to the league.

Coach Oatway thanked the Mayor, Town Council and the Parks and Recreation Department for their support of Little League.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Peter Klock, 94 Sunset Ridge Drive, president of the East Hartford Rotary Club, spoke in favor of the waiver of the rental fee charged the Rotary Club for their weekly meetings held at the Veterans' Memorial Clubhouse. Additionally, Mr. Klock summarized the many charitable programs that the Rotary Club sponsors which benefit the community.

Mayor Leclerc (1) congratulated the Beautification Commission award recipients; (2) recognized the East Hartford Little League Champs; (3) supports the two ordinance revisions that a public hearing will set for; (4) welcomes the new people volunteering on Boards and Commissions; (5) announced that she accepted an award on behalf of Chief Oates for being the first green LEED certified firehouse in the state of Connecticut; and (6) stated that the new firehouse is pretty much on schedule, and on budget, and anticipates the grand opening to be early September.

APPROVAL OF MINUTES

July 12, 2011 Regular Meeting

MOTION By Barbara Rossi
seconded by Pat Harmon
to **approve** the minutes of the July 12, 2011 Regular Meeting.
Motion carried 7/0. **Abstain:** Thompson

July 19, 2011 Special Joint Meeting/East Hartford Housing Authority

MOTION By Barbara Rossi
seconded by Eric Thompson
to **approve** the minutes of the July 19, 2011 Special Joint Meeting
with the East Hartford Housing Authority.
Motion carried 8/0.

NEW BUSINESS

Recommendations from Fees Committee:

Refund of Building Permit Application Fee

MOTION By Marc Weinberg
seconded by Pat Harmon
to **recommend** that the Town Council incorporate into the Fees Schedule
the ability for the town to refund any permit application fee except for a

non-refundable amount of \$85.00 which shall consist of the following:

- \$50 Administrative Services
- \$25 Staff Services
- \$10 Finance Department Services

Motion carried 8/0.

East Hartford Rotary Club Fee

MOTION By Marc Weinberg
seconded by Eric Thompson
to **recommend** the Town Council **waive** the fee charged the East Hartford Rotary Club for their weekly meetings held at the Veterans Memorial Clubhouse provided that the East Hartford Rotary Club donates a minimum of \$10,000 for the benefit of East Hartford residents on a yearly basis and to report to the Mayor, the Town Council and the Finance Director by July 1st of each year a summary of the funds donated.
Motion carried 8/0.

Ordinance Committee re: Setting a Public Hearing Date for Flood Protection Committee Ordinance and Revised Job Description: Director of Public Works

MOTION By Bill Horan
seconded by Eric Thompson
to **set** a public hearing date of Tuesday, August 16, 2011 at 7:00PM in Town Council Chambers to hear public comment on (1) the proposed new ordinance entitled, Flood Protection Committee, as referenced in the draft dated July 19, 2011, and (2) to hear public comment on the proposed revisions to the job description for the Director of Public Works, as referenced in the draft dated July 19, 2011.
Motion carried 8/0.

Appointments to Boards and Commissions:

MOTION By Linda Russo
seconded by Barbara Rossi
to **approve** the appointment of Diane Carlucci, 69 Francis Street, to the Beautification Commission; whose term shall expire December 2012.
Motion carried 8/0.

MOTION By Ram Aberasturia
seconded by Bill Horan
to **approve** the appointment of Crystal Hernandez, 128 Goodwin Street, as an alternate to the Planning & Zoning Commission; whose term shall expire December 2015.
Motion carried 8/0.

MOTION By Linda Russo
seconded by Barbara Rossi
to **approve** the appointment of Catherine Condio, 19 Blinn Street,
to the Property Maintenance Code Board of Appeals; whose term shall
expire December 2015.
Motion carried 8/0.

MOTION By Ram Aberasturia
seconded by Linda Russo
to **approve** the appointments of Vincent Parys, 1480 Silver Lane, and
David Whalen, 86 Shawnee Road, to the Veterans Affairs Commission;
whose terms shall expire December 2012.
Motion carried 8/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Pat Harmon attended the recent production of The Wiz and praised the cast and crew for a wonderful performance.

Bill Horan asked if the town will repair/replace the curbing on Westerly Terrace.

Barbara Rossi thanked the Mayor for the quick response she received to her recent inquiries from citizens.

Eric Thompson wanted to clarify his understanding of Council liaison positions. He stated that he is aware that the Council appoints liaisons to certain boards, but he is not aware of information being passed along from the liaisons to the Council.

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

None

OPPORTUNITY FOR RESIDENTS TO SPEAK

Lanie Niver, 16 Washington Avenue, asked that handicapped access sidewalk ramps be provided in the Scott Street/Washington Avenue area near the senior citizen complex of Elms Village.

Walter Polinski, 25 Barbara Drive, asked that meetings be held in the Council Chambers, as opposed to the Welling Conference Room, since the audio system is better and the heating/cooling system works better, as well.

Mayor Leclerc (1) noted that some of the banners from the Coca-Cola contest have been hung on Main Street; (2) stated that on Thursday, August 11th, just prior to the Summer Concert Series on the Town Green, Coca-Cola will present the donations from the contest to this year's non-profit recipients – East Hartford Garden Club, Eco-Husky and the East Hartford YMCA; (3) reminded all that the Podunk Bluegrass Music Festival starts Thursday, August 4th and goes through Sunday, August 7th; (4) announced that she is starting a Citizens Academy for town

government in September and has included in this program the Town Council; (5) said that Connecticut Conference of Municipalities (CCM) will be designing a customer service program for East Hartford directors and employees, which should be ready this fall; (6) kicked off the "Fight Back" ceremony at the recent American Cancer Society's Relay for Life at Rentschler Field; and (7) attended the recent performance of The Wiz and agreed with all that it was a phenomenal performance.

Barbara Rossi reminded the viewers that all East Hartford residents are admitted to the Podunk Bluegrass Music Festival for free.


ADJOURNMENT

MOTION By Eric Thompson
 seconded by Bill Horan
 to **adjourn** (9:02 p.m.).
 Motion carried 8/0.

The Chair announced that the next meeting of the Town Council would be on August 16, 2011.

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

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

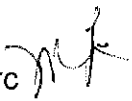
DATE: August 8, 2011
TO: Richard Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: Update: Development Department

Please allow time on the August 16, 2011 agenda for John Choquette, Director of the Development Department, to update the Town Council on town wide projects.

Thank you.

C: J. Choquette, Director, Development

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: August 9, 2011
TO: Richard Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: COMMUNICATION: On-Call Ordinance Reporting

Attached is the On-Call Ordinance Report for the period July 1, 2010 through June 30, 2011 per Town Ordinance 10-6(a).

Please place on the Town Council agenda for August 16, 2011.

Thank you.

C: M. Walsh, Finance Director



MEMORANDUM

DATE: August 8, 2011

TO: Marcia A. Leclerc, Mayor

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

TELEPHONE: (860) 291-7246

RE: On-Call Ordinance Reporting - Ordinance 10-6 (a)

By way of this memo, compiled below, please find amounts expended by the town on each on-call service contract during the fiscal year beginning on July 1, 2010 and ending on June 30, 2011 in accordance with Town Ordinance 10-6 (a).


**Town of East Hartford
On-call Service Contracts
For the Year Ended June 30, 2011**

Vendor Name	Contract Start Date	\$ Paid FY 2011	\$ Paid Life to Date
Air Temp Mechanical	02/2011	10,568	58,247
Anchor Electric	01/2008	0	25,682
BSC Group	07/2008	355	19,057
Capital Studio Architects	03/2008	37,065	78,131
FAK Electric	01/2008	14,632	45,791
Oatley Plumbing	12/2007	0	0
Purcell Engineers	08/2010	0	0
The Architects	01/2011	15,130	19,475

The aforementioned on-call contracts will be in force for a maximum of five years from the date of the Request for Proposal Award (RFP) or when the amount paid cumulatively under the on-call contract exceeds \$100,000, or such lesser amount as provided in the contract.

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

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: August 8, 2011
TO: Richard Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: Reprogramming Block Grant Funds

The Grants Administrator is requesting authorization to reprogram Community Development Block Grant funds in the amount of \$5,000.00 from the Senior Support Services account to the Interval House. Attached is a memo from the Grants Administrator that explains the function of Interval House.

Also included is a copy of the vote from the Town Council meeting held in June supporting this reprogramming of funds and the legal ad necessary to perform this movement of funds.

Please place this information and resolution on the agenda for August 16, 2011.
Thank you.

C: M. Martin, Grants Administration
M. Walsh, Finance Director

GRANTS ADMINISTRATION
MEMORANDUM

TO: Marcia A. Leclerc, Mayor
FROM: Mary G. Martin, Grants Administrator *MGM*
SUBJECT: Referral to Council – CDBG Reprogramming
DATE: July 28, 2011

RECEIVED

JUL 28 2011

TOWN OF EAST HARTFORD
OFFICE OF THE MAYOR

I am writing to request that the attached Resolution, reprogramming \$ 5,000 in 37th Year Community Development Block Grant funds from the Senior Support Services account to an Interval House account, be placed on the Town Council agenda for Tuesday, August 16, 2011.

At the June 21, 2011 Town Council meeting, a motion was passed supporting reducing the Senior Support Services account by \$ 5,000 and creating a new line item for Interval House. These funds will be used to shelter victims of domestic violence and to provide counseling services for low and moderate income East Hartford clients. This is an eligible CDBG activity under federal regulation 24CFR 570.201(e).

The Legal Notice announcing the Town's intent to reprogram these funds was published in The Hartford Courant on June 28, 2011. The citizen comment period ended July 27, 2011. No comments were received.

Attachments (3)

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
740 Main Street
East Hartford, Connecticut 06108



(860) 291-7364

FAX (860) 289-8394

GRANTS ADMINISTRATION

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation duly held on the 16th day of August, 2011.

RESOLUTION

WHEREAS, The Town Council of the Town of East Hartford voted, on June 21, 2011, to reduce Senior Support Services by \$ 5,000 and to establish a new line item for Interval House in the amount of \$ 5,000, from the Thirty-seventh Program Year (2011-2012) Community Development Block Grant; and

WHEREAS, in accordance with the Grants Administration Office's Citizen Participation Plan, a 30 calendar day citizen comment period was provided through the publication of a legal notice on June 28, 2011.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of East Hartford does authorize the reprogramming of the aforementioned 37th Year Community Development Block Grant funds in the amount of \$ 5,000 for Interval House.

AND, FURTHER, BE IT RESOLVED that the Town Council does authorize its Mayor, Marcia A. Leclerc, to act as a representative of the Town and to submit such documents as may be necessary to enact this reprogramming to the US Department of Housing and Urban Development.

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

IN WITNESS WHEREOF, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford this ___th day of August, 2011.

Angela M. Attenello
Town Council Clerk

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a motion passed at a meeting of the East Hartford Town Council of said corporation duly held on the 21st day of June, 2011.

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.

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

IN WITNESS WHEREOF, I do hereunto set my hand and affixed the corporate seal of said Town of East Hartford this 23rd day of June, 2011.



Angela M. Attenello
Town Council Clerk

POLICE

PUBLIC NOTICES

**LEGAL NOTICE
TOWN OF EAST HARTFORD
COMMUNITY DEVELOPMENT BLOCK
GRANT PROGRAM**

In accordance with Title I of the Housing and Community Development Act of 1974, as amended, the Town of East Hartford's Grants Administration Office does hereby notify the residents of East Hartford of revisions to the 37th Year (2011-2012) Action Plan as follows:

Reprogramming of a total of \$5,000 from the 37th Program Year Senior Support Services account to an Interval House account. Funds will be used for domestic violence shelter and counseling services for low and moderate income East Hartford clients.

Comments regarding this proposed revision should be directed to the Grants Administration Office, 740 Main Street, East Hartford, CT 06108 or by calling (860) 291-7354 (TDD/TDY users also). Monday through Friday, 8:30 AM - 4:30 PM. Comments will be received until 4:30 PM on Wednesday, July 27, 2011. The aforementioned revision will be presented to the East Hartford Town Council for approval at a public meeting to be held on Tuesday, August 16, 2011, at 7:30 PM in the Town Hall, 740 Main Street.

Mary Martin
Grants Administrator

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

Patricia Conobrio

2011 AUG 10 A 9:11
(860) 291-7208

ACTING TOWN CLERK
(860) 291-7389

DATE: August 10, 2011
TO: Town Council
FROM: Rich Kehoe
Town Council Chair
RE: Tuesday, August 16, 2011 7:00 P.M. Town Council Chambers

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

Tuesday, August 16, 2011

7:00 p.m.

Town Council Chambers

The purpose of the meeting is to hear public comment regarding:

1. Proposed revisions to Section 2-115, Director of Public Works job description
2. Proposed new ordinance entitled "Flood Protection Committee"

cc: Mayor Leclerc
Rich Gentile, Assistant Corporation Counsel
Frank Cassetta, Acting Human Resources Director
Tim Bockus, Acting Public Works Director
Denise Horan, Town Engineer

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD
740 Main Street
East Hartford, Connecticut 06108



Patricia Conobabo

2011 AUG - 8 (860) 291-7208

ACTING TOWN CLERK (860) 291-7389

August 3, 2011

Please publish the following legal notice in **Zone 4** of the Hartford Courant on **Tuesday, August 9, 2011**. Mail bill to the East Hartford Town Council Office, 740 Main Street, East Hartford, CT 06108.

=====

LEGAL NOTICE

Public notice is hereby given that the Town Council of the Town of East Hartford, Connecticut, will hold a public hearing on **Tuesday, August 16, 2011 at 7:00 p.m.** in the Town Council Chambers, 740 Main Street, East Hartford, Connecticut, regarding (1) proposed revisions to Section 2-115, Director of Public Works job description; and (2) the proposed new ordinance entitled "Flood Protection Committee".

Any person(s) wishing to express an opinion on this matter may do so at this meeting.

Angela Attenello
Town Council Clerk

LEGAL NOTICE

Public notice is hereby given that the Town Council of the Town of East Hartford, Connecticut, will hold a public hearing on **Tuesday, August 16, 2011 at 7:00 p.m.** in the Town Council Chambers, 740 Main Street, East Hartford, Connecticut, regarding (1) proposed revisions to Section 2-115, Director of Public Works job description; and (2) the proposed new ordinance entitled "Flood Protection Committee".

Any person(s) wishing to express an opinion on this matter may do so at this meeting.

Angela Attenello
Town Council Clerk

8-9-11

Section 2-115. Application of Article

July 19, 2011 Draft

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 professional experience in engineering, public works administration, construction project management, and shall demonstrate the knowledge, skills and supervisory abilities necessary to perform the functions of the position. A Connecticut professional engineer's license 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; and such other requirements as the town shall deem necessary.

FLOOD PROTECTION COMMITTEE ORDINANCE

July 19, 2011 DRAFT

- (a) There is established a Flood Protection Committee, consisting of four members: the Mayor, Public Works Director, Finance Director, and Town Engineer. The Committee shall periodically assess the condition and operation of the Town's flood protection structures and facilities and make recommendations concerning potential repairs, inspections, maintenance and alterations. The Mayor, or designee, shall serve as the "Superintendent" of the Committee as such term is described in 33 C.F.R. 208.10(a)(2).
- (b) The Town of East Hartford, in coordination with the Flood Protection Committee, shall be responsible for the inspection, operation, maintenance and integrity of the Town's flood protection structures and facilities including such inspection, maintenance, alterations and other actions as may be required by the Army Corps of Engineers pursuant to 33 C.F.R. 208.10 and the Operation and Maintenance Manual adopted by the Town of East Hartford.

RESOLUTION APPROPRIATING \$7,000,000 FOR CORRECTIVE ACTION TO BE TAKEN ON THE TOWN'S FLOOD CONTROL SYSTEM AND AUTHORIZING THE ISSUANCE OF \$7,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

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

Section 1. The sum of \$7,000,000 is appropriated, subject to Town Council approval of such appropriation, for improvements and repairs to the Town's flood control system, including, but not limited to, bringing the system into conformity with federally mandated standards imposed on the Town by the U.S. Army Corps of Engineers.

Section 2. To meet said appropriation \$7,000,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the tenth year after their date. Said bonds may be issued in one or more series as determined by the Mayor, Treasurer, and Director of Finance in the amount necessary to meet the Town's share of the cost of the Project, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the costs of issuance of such bonds. The bonds shall be in the denomination of \$5,000 or a whole multiple thereof, be issued fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the Mayor and the Treasurer, bear the Town seal or a facsimile thereof, be certified by a bank or trust company which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the certifying, registrar and transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds including approval of the rate or rates of interest, shall be determined by the Mayor, Treasurer, and Director of Finance in accordance with the General Statutes of Connecticut, Revision of 1958, as amended from time to time ("Connecticut General Statutes").

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

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

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

Section 5. The Town hereby expresses its official intent pursuant to §1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and anytime after the date of passage of this resolution in the maximum amount and for the project defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Bonds") authorized to be issued by the Town. The Bonds shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his designee is authorized to pay project expenses in accordance herewith pending the issuance of reimbursement bonds.

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

I HEREBY APPROVE the above action taken by the Town Council on _____, 2011 appropriating \$7,000,000 for the project set forth herein, authorizing general obligation bonds and notes to finance such project and submitting same to the electors for approval or disapproval.

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

MARCIA A. LECLERC, Mayor

Witness

MARCIA A. LECLERC, Mayor

Witness

Witness

_____ moved that said resolution be adopted and the motion was seconded by _____ . Upon roll call vote the ayes and nays were as follows:

Ayes
(List Names)

Nays

The Chairman thereupon declared the motion carried and the resolution adopted.

* * *

_____ introduced and read the following resolution.

RESOLVED: That the resolution entitled "Resolution Appropriating \$7,000,000 For Corrective Action To Be Taken On The Town's Flood Control System And Authorizing The Issuance Of \$7,000,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose", adopted by the Town Council on _____, be submitted to the Town electors for approval or disapproval at a referendum in conjunction with the general election to be held on Tuesday, November 8, 2011, between the hours of 6:00 a.m. and 8:00 p.m. (E.S.T.), and that the warning of said referendum shall state the question to be voted upon as follows:

1. "Shall the resolution entitled 'Resolution Appropriating \$7,000,000 For Corrective Action To Be Taken On The Town's Flood Control System And Authorizing The Issuance Of \$7,000,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose', adopted by the Town Council on _____, 2011, be approved?"

The ballot label for said question shall read as follows:

"Shall the \$7,000,000 appropriation and bond authorization for corrective action on the Town's Flood Control System be approved?"

YES _____

NO _____

The warning shall also state that the full text of the aforesaid resolution is on file, open to public inspection, in the office of the Town Clerk, that the vote on the aforesaid bond resolution is taken under the authority of Chapter VI Section 6.9 of the Charter of the Town of East Hartford, and Chapter 152 of the Connecticut General Statutes, as amended, and that absentee ballots will be available in accordance with law in the office of the Town Clerk.

_____ moved that said resolution be adopted as read and the motion was seconded by _____. Upon roll call vote the ayes and nays were as follows:

Ayes
(List Names)


Nays

The Chairman thereupon declared the motion carried and the resolution adopted.

* * * *

There being no further business the meeting was adjourned.

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: August 8, 2011
TO: Richard Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: BID WAIVER-Flood Protection Rehabilitation Project

I am requesting that the following motion for a Bid Waiver for the Flood Protection Rehabilitation Project with regard to Railroad Application & Review Fees be considered and acted on by the Town Council.

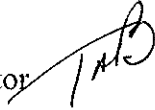
MOTION:

To waive the bidding requirements of Town Ordinance Section 10-7(b) and authorize the Administration to utilize Xorial as outlined in a July 25, 2011 memorandum from Nick Casparino, Civil Engineer, to Tim Bockus, Acting Director of Public Works, as a process for hiring a firm for consulting and engineering services related to the Flood Protection Rehabilitation Project that involves the railroad, 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.

I would like to recommend that this information be placed on the agenda for August 16, 2011 and that you consider waiving the bid requirements as requested.

C: M. Walsh, Finance Director
T. Bockus, Acting Director, Public Works
N. Casparino, Civil Engineer
J. Martin, Purchasing Agent

TO: Mayor Marcia A. Leclerc

FROM: Tim Bockus, Acting Public Works Director 

DATE: August 4, 2011

RE: Referral to Council
Flood Protection System Rehabilitation Project
Bid Waiver – Railroad Application & Review Fees
Connecticut Southern Railroad

The Engineering Division is continuing to move forward with the rehabilitation of the Town's Flood Protection System addressing deficiencies noted in the Army Corps of Engineer's 2010 Periodic Inspection. The design plans associated with the renovation of the Railroad closure structure are currently being developed. The Connecticut Southern Railroad is requiring the Town to enter into an agreement and pay fees for the review and administration of the project. The agreement requires an application fee of \$1,000, preliminary design review fee of \$3,500, final design review fee of \$5,000 and a fee for the construction phase to be determined at a later date.

The attached memorandum from Nick Casparino provides additional information on the agreement and fees.

Please request that an item be placed on the upcoming Town Council agenda seeking a bid waiver to allow the Town to enter into agreement with the Connecticut Southern Rail for the review and administration of the renovation of the railroad closure structure.

xc: Denise Horan, Town Engineer

Bid waiver 080411

TO: Tim Bockus, Public Works Director

FROM: Nick Casparino, Civil Engineer *UC*

DATE: July 25, 2011

RE: Flood Protection System Rehabilitation Project
Connecticut Southern Railroad Review & Coordination
Stop Log Structure

RailAmerica Transportation Corp. which is the parent company for Connecticut Southern Railroad has revised their procedures concerning project coordination and review. The company has outsourced the entire process and hired Xorial located in Jacksonville, FL to provide consulting and engineering services for the project. This process was traditionally completed by Railroad staff without any fees to the Town. The change in process is to improve the railroad's response time on the projects.

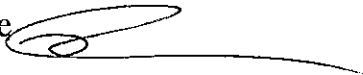
The new process requires an application fee of \$1,000, a preliminary design review fee of \$3,500, a final design fee of \$5,000 and a fee for the construction phase to be determined at a later date. The Town is required to enter into the attached agreement with the railroad prior to commencing review / coordination activities on the project. I spoke with Tony Cattedra, Xorail and Larry Romaine, RailAmerica about the amount of the fee compared to relatively minor scope of the Town's work. I was informed that the fees for review (not the application fee) were 50% of the normal charge based on their review of the information submitted to the railroad. Larry Romaine indicated that the fees had been reduced and were not negotiable.

The Corporation Counsel's office has determined that a bid waiver is necessary to for the Town to enter into the agreement and pay the necessary fees. Please transmit the necessary documentation so that the item can be added to the Town Council's meeting agenda for August 16, 2011. Rich Gentile, Assistant Corporation Counsel has a concern about the unknown costs associated with the construction phase of the project which I am also concerned about. Unfortunately until the design process is much further along, the scope of the construction and the coordination efforts are unknown. The other item mentioned by Rich deals with insurance requirements for the Contractor. I will transmit the document to Cindy Bennett, Risk Manager as requested but do not feel this will be a problem. The Railroad insurance requirements will be added to the bid documents and will supplement the Town's insurance requirements.

Do no hesitate to contact our office if you have any questions or need any information. Thank you for your assistance.

xc: Denise Horan, Town Engineer

OFFICE OF CORPORATION
COUNSEL

DATE : July 22, 2011
TO : Nick Casparino
FROM : Richard Gentile 
RE : Waiver
Insurance Requirements

I have reviewed the proposed agreement with Xorial with respect to engineering work for the levy project as it impacts the railroad crossing on Prospect Street. Here are my thoughts:

- You will need Town Council approval to waive the bidding requirements to allow you to enter into this contract.
- Like you, I have a problem with the Town entering into this contract with a potentially open-ended fee for Phase III. At a minimum we need to get a good-faith estimate and have background on hourly rates, what expenses might be charged back to the Town, etc.
- Cindy Bennett should sign off on the insurance requirements.

cc: Denise Horan

TO: Scott Chadwick, Corporation Counsel

FROM: Nick Casparino, Civil Engineer *NJC*

DATE: July 19, 2011

RE: Flood Protection System Rehabilitation Project
Connecticut Southern Railroad Review & Coordination
Stop Log Structure

RailAmerica Transportation Corp. which is the parent company for Connecticut Southern Railroad has revised their procedures concerning project coordination and review. The company has outsourced the entire process and hired Xorial located in Jacksonville, FL to provide consulting and engineering services for the project. This process was traditionally completed by Railroad staff without any fees to the Town. The change in process is to improve the railroad's response time on the projects.

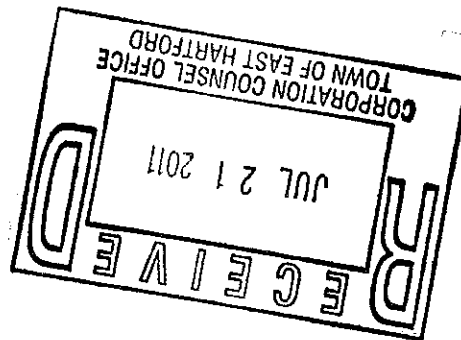
The new process requires an application fee of \$1,000, a preliminary design review fee of \$3,500, a final design fee of \$5,000 and a fee for the construction phase to be determined at a later date. The Town is required to enter into the attached agreement with the railroad prior to commencing review / coordination activities on the project. I spoke with Tony Cattedra, Xorail and Larry Romaine, RailAmerica about the amount of the fee compared to relatively minor scope of the Town's work. I was informed that the fees for review (not the application fee) were 50% of the normal charge based on their review of the information submitted to the railroad. Larry Romaine indicated that the fees had been reduced and were not negotiable.

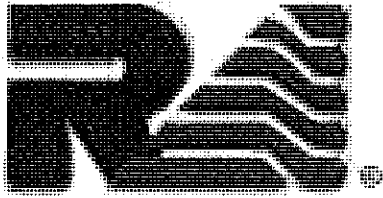
Please review the attached information and determine the correct process for the Town to move forward on this work. Staff normally handles permit fees administratively but no agreement is required. Does the agreement require Town Council approval for the Mayor to sign the agreement? Do not hesitate to contact our office if you have any questions or need any information.

Thank you for your assistance.

xc: Denise Horan, Town Engineer

corp counsel review 071911





RAILAMERICA TRANSPORTATION CORP.

Engineering Services

7411 Fullerton Street, Suite 300
Jacksonville, FL 32256
E-Mail: Larry.Romaine@RailAmerica.com
Direct Dial 904-538-6054
Facsimile 904-538-6457

**SUBJECT: RAILROAD CORRIDOR PROJECTS
PRELIMINARY ENGINEERING INITIATION**

Dear Jim Nickerson:

This is in response to your request for Railroad involvement regarding the proposed improvements associated with the proposed work location or facility adjacent to our rail corridor initiated by the Roadway Authority or their Consultant. The first step is to complete the enclosed "APPLICATION FOR HIGHWAY CROSSING OR CONSTRUCTION PROJECTS OVER/UNDER OR ADJACENT TO PROPERTIES AND TRACKS" (Form RA-1), sign and return the fee schedule acknowledgement, and provide a check for the application and preliminary engineering fees applicable to the proposed project.

RailAmerica, Inc., owns leading short line and regional railroads providing rail service to customers across North America. In 2008 RailAmerica relocated its Corporate Office to Jacksonville, Florida. The Company's 40 affiliated railroads operate in 27 states and 3 Canadian provinces with approximately 7,500 miles of track.

In order for the RailAmerica Engineering Services Department to support the work from all of the affiliated properties, and maintain standards and consistency for improvements and construction projects adjacent to or over the Railroad's right-of-way, we are now contracting our preliminary engineering and construction plan review to an outside consultant. We have taken this step in an effort to provide a more timely response to requests from various entities, or their consultants, regarding proposed construction projects in the vicinity of our rail corridor. This will expedite the plan review process and will allow us to better serve the various entities throughout the state. Below is a detailed explanation of the project stages, costs, and applicable fee requirements for the proposed project and the instructions for submittal of this information so that we can promptly address your request.

PHASE I – PRELIMINARY ENGINEERING

Preliminary Engineering		
Stage	Title	Description
Stage 1	Project Initiation	Roadway Agency requests proposed improvements. All fees/funding are secured to proceed with preliminary engineering (PE).
Stage 2	Preliminary Engineering (PE)	Perform PE Railroad Site Survey to collect all data/information to define project scope and prepare preliminary cost estimates.
Stage 3	PE Submittal	Prepare PE Package (Configuration Plans and Cost Estimates) for submittal to Roadway Agency.

The Preliminary Engineering (Stages 1, 2, 3) requires a \$3,500 (USD) PE cost and \$1,000 (USD) Application Fee to initiate and begin the project work. The PE Fee, Application fee, and signed acknowledgement of fee schedule are required before the PE process can begin. Additional fees may apply if there is extensive coordination or excessive delays in the review process, you will be notified in advance of any additional cost for authorization to proceed, and will be billed accordingly.



Please provide a check for the \$1,000.00 (USD) application fee(s), and the \$3,500.00 (USD) for Preliminary Engineering Fee(s), as well as the completed Application Form, the signed fee schedule acknowledgement and a detailed set of plans for each location involved. All correspondence and fee payments are to be addressed to the individual railroad stated below. The required documentation stated below must be received before Phase I work commences, and should be submitted as follows:

PHASE I – Submittal Instructions

<p>ORIGINAL DOCUMENTATION REQUIRED:</p> <ul style="list-style-type: none"> (1) Original Completed and Signed Application Form (1) Original Signed Check(s) for Fees Required (made payable to the railroad). <i>(To ensure fees are applied properly, the Check Memo should be labeled as: "Reimbursable Engineering Project" with City, State, and project name clearly noted).</i> (1) Original Letter or e-mail authorizing the RR to proceed with the Preliminary Engineering. (1) Signed fee schedule acknowledgement. 	<p>SEND ORIGINAL DOCUMENTATION TO:</p> <p>Conneticut Southern Railroad P.O. Box 409590 Atlanta, GA 30384</p>
---	---

<p>COPIES OF DOCUMENTATION REQUIRED:</p> <ul style="list-style-type: none"> (1) Copies of Signed Application Form (1) Copies of Signed Check(s) (1) Copies of Letter or e-mail authorizing the RR to proceed with the Preliminary Engineering. (1) Signed fee schedule acknowledgement. (1) Copies of Plans/Drawings for Proposed Improvements (1) CD-ROM copy of Plans/Drawings for Proposed Improvements <i>(Include Electronic Cadd Files with all reference files in Microstation or AutoCAD format).</i> 	<p>SEND COPIES OF DOCUMENTATION TO:</p> <p>Mr. Larry Romaine AVP – Engineering Services 7411 Fullerton Street, Suite 300 Jacksonville, Florida 32256</p>
---	--

PHASE II – FINAL APPROVAL/AGREEMENTS

The Preliminary Engineering is completed upon submittal of the preliminary engineering package to the Roadway Agency. Once completed, the project progresses to the Final Approval and Agreement Stage (Stages 4 & 5). This will involve final plan revisions, acceptance of all plans and estimates, and preparation of the crossing Lease, Construction and Maintenance, and Right-of-Entry Agreement(s) as applicable to cover this location, which will be submitted to you for signed execution during the Final Approval and Agreement stage. The estimated engineering cost for this stage is \$5,000 (USD) which is due before the Final Approval and Agreement Stage can commence.

Final Approval and Agreements		
Stage	Title	Description
Stage 4	Agreement Preparation	Any necessary final revisions completed, and PE Package approved by all agencies. PE Package submitted to the Railroad Real Estate Department for Lease, Construction, Maintenance, and Right of Entry agreements (as applicable) for submittal/execution to the Roadway Agency.
Stage 5	Construction Authorization	Roadway Agency approves Plans/Estimates for project scope, executes Agreements, pre-pays construction costs, and provides "Notice to Proceed" in order for project construction to commence.

To begin the Final Approval and Agreement stage, please provide a check for the \$5,000.00 (USD) Agreement Preparation Fee(s), as well as written notice to proceed with the agreement stage. All correspondence, checks, Purchase Orders, etc., are to be addressed to the railroad and will be required prior to Phase II work commencing. Submittal procedures for this phase will be the same as instructed in Phase I.



If there are utilities involved in the project, additional permitting may be required. Any new installation of overhead or underground utilities associated with this roadway project will require individual utility lease agreements to be filed with the Railroad. The Railroad contact for lease agreements pertaining to overhead or underground utilities will be as follows:

Donna Killingsworth, MBA
 Cable & Pipeline Transaction Manager
 7411 Fullerton St., Suite 110
 Jacksonville, FL 32256
 Office: 904-538-6365
 Fax: 904-256-1428
 E-Mail: donna.killingsworth@railamerica.com

PHASE III – FINAL ENGINEERING AND CONSTRUCTION

The Final Approval and Agreement stage is completed once all agreements are executed, pre-payment of the construction cost is received, and “Notice to Proceed” is issued by the Roadway Agency. Once completed, the project moves into the Final Engineering and Construction Stage. The estimated cost for this stage will be the full estimated project cost depicted on the approved Railroad Estimate during Phase II, and is payable in advance before the Final Engineering and Construction Stage can commence. Submittal procedures for this phase will be the same as instructed in Phase I.

Final Engineering and Construction (Post Construction Authorization)		
Stage	Title	Description
Stage 6	Secure Design/Build Vendor	Secure Design/Build Vendors for all required work efforts through competitive bidding.
Stage 7	Construction Commences	Railroad Design Team develops the following: a. Railroad Circuit Design b. Material Requisition c. Shop Wiring d. Material Shipment e. Field Installation Team Mobilization f. One-Call/Dig tickets/Permits are all secured. g. Construction Installation h. Field Testing i. In-Service Commissioning
Stage 8	Validation Acceptance	Railroad and/or Roadway Agency perform Validation of Installation and provides formal acceptance.
Stage 9	Project Records	Railroad provides Roadway Agency with Required Testing and Federal Railroad Administration filing documentation, as well as the As-In-Service Railroad Circuit Plans.
Stage 10	Project Completion	Project Documentation accepted, Final Invoicing Completed, and Project is closed.

To begin the Final Engineering and Construction Stage, please provide a check for the full estimated project cost depicted on the approved Railroad Estimate during Phase II, as well as written notice to the Railroad to proceed with the Construction stage. All correspondence, checks, Purchase Orders, etc., are to be addressed to the



Railroad and will be required prior to Phase III work commencing. Submittal procedures for this phase will be the same as instructed in Phase I.

Should you need to further discuss this matter or have any questions or comments, I can be reached at (904) 538-6054.

Sincerely,

Larry Romaine
AVP – Engineering Services
RailAmerica, Inc.

Enclosures: Form RA-1 (12292010)

.....
ROADWAY AUTHORITY FEE SCHEDULE ACKNOWLEDGEMENT AND ACCEPTANCE

Roadway agency acknowledges and accepts all fees and requirements outlined in this letter.

Roadway Authority Agency Name: _____
Address 1: _____
Address 2: _____
City/State/Zip: _____

Authorized Representative Name: _____
(Printed)

(Signature)

Date Accepted: _____

Please return this original signed acknowledgement with all applicable fees and documentation as instructed above.



L. Romaine
AVP - Engineering Services

APPLICATION FOR HIGHWAY CROSSING OR CONSTRUCTION
PROJECTS OVER/UNDER OR ADJACENT TO PROPERTIES AND TRACKS

- TYPE OF PROJECT (Check all that apply):
At-Grade Highway-Rail Crossing
Under-Grade Highway Crossing
Over-Grade Highway Crossing
Track Relocation/Realignment Request
Drainage Facility within/adjacent to Railroad Property
Other (provide detailed explanation):

Please fill in all applicable fields that apply to your project application.

- 1. Date of Application:
2. Applicant
Company Name:
Address:
City: State: Zip:
Contact: Phone:
E-Mail: Fax:
3. Highway Agency
Agency Name:
Address:
City State: Zip:
Contact: Phone:
E-Mail: Fax:

Crossing Identification

- 4. Nearest Municipality (City, ST):
5. Crossing in the County of:
6. Crossing Name: Route/ Highway Number Road/Street Name
7. Railroad Milepost Location:
8. Crossing AAR/DOT Inventory Number:
9. Railroad Region:
10. Railroad Subdivision:
11. Project Numbers Railroad:
Roadway:
Consultant
12. Public or Private
13. Type of Funding to be Utilized for the Proposed Changes: Federal 130 Funds State Funds
Municipal Funds Private Funds Other - Explain:



- 14. New or Reconstruction: _____
- 15. If Reconstruction, date of existing agreement: _____
- 16. Next Crossing to the North/West: _____ Distance: _____
- 17. Next Crossing to the South/East: _____ Distance: _____
- 18. Closest Turnout to the North/West: _____ Distance: _____
- 19. Closest Turnout to the South/East: _____ Distance: _____
- 20. Number of Tracks to cross: _____
- 21. Angle of intersection with tracks: _____
- 22. Track is curved or tangent: _____
- 23. Roadway is curved or tangent: _____
- 24. Track is cut in or fill: _____ If so, height or depth: _____

Utility Information

- 25. Overhead Crossings:
 - a) Clearance above top of rail: _____
 - b) Length of span: _____
 - c) Number of columns to be located on Railroad Property: _____
 - d) Distance face of closest column to nearest rail of closest track: _____
- 26. Underground Crossing:
 - a) Track Carried By: _____
 - b) Design Standards Followed: _____
- 27. Utility installation required by this project: _____

- 28. Utility relocation required by project: _____

- 29. Lane shifts account maintenance of traffic: _____

- 30. Plans for the proposed installation shall be submitted to and meet the approval of the Railroad. Design and materials are to be in strict accordance with all requirements of the Railroad, as well as all Federal, State, and Municipal requirements applicable for the installation of Highway/Railway Crossings. The original and two (2) copies of this form shall be submitted, accompanied by two (2) prints of associated drawing(s) prepared in accordance with Railroad Highway/Railway Crossing standards.
- 31. If application is approved, Applicant understands the agreement for this crossing will make Applicant responsible for all costs incurred by the Railroad incidental to the installation and maintenance of the crossing and further agrees to assume all liability for accidents or injuries, which arise as a result of this installation.
- 32. For Insurance requirements see attached Appendix C.



33. Application processing fee of \$1000.00 is enclosed with this application:
← (initial here if attached)

34. Authorized official making application:

Signature: _____

Name: _____

Title: _____

Phone: _____

Fax: _____

Questions concerning the application process may be directed to:

Larry Romaine
AVP – Engineering Services
phone: 904-538-6054
email: larry.romaine@railamerica.com



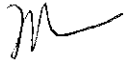
APPENDIX C

Insurance Requirements

CONTRACTOR shall, at its expense, procure, prior to commencement of the WORK, and shall maintain in full force and effect until the WORK has been completed and accepted, and shall require all subcontractors likewise to procure and maintain, unless they be covered by CONTRACTOR's insurance, the following kinds and minimum amounts:

1. Workmen's Compensation Insurance with minimum limits of not less than \$1,000,000 Bodily Injury by Accident, Each Accident; \$1,000,000 Bodily Injury by Disease, Policy Limit; \$1,000,000 Bodily Injury by Disease, Each Employee, and includes a waiver of subrogation in favor of RAILROAD.
2. CONTRACTOR's Public Liability, Property Damage Liability Insurance including Products & Completed Operations coverage with a minimum single combined limit of not less than \$2,000,000 per occurrence and \$6,000,000 aggregate. Coverage shall include Railroad Contractual Liability endorsement ISO GL 24 17 or its equivalent, have a cross-liability clause, name RAILROAD as an additional insured with endorsement ISO GL 20 10, and include a waiver of subrogation in favor of RAILROAD.
3. The CONTRACTOR shall maintain Commercial Automobile Insurance for all owned, non-owned and hired vehicles with a combined single limit of not less than \$1,000,000 for Bodily Injury and Property Damage Liability. Such policy shall be endorsed to provide Waiver of Subrogation in favor of RAILROAD and name RAILROAD as Additional Insured. If hauling hazardous materials, policy is to be endorsed with the MCS-90 endorsement.
4. CONTRACTOR shall acquire Railroad Protective Public Liability and Property Damage Liability Insurance with limits of \$2,000,000 per occurrence, \$6,000,000 annual aggregate, with RA and each of the RAILROADS as the named insured under (1) RPL for the entire contract. At RAILROAD's option and with the appropriate price reduction, RAILROAD may obtain such coverage for some projects where it is more economical for both CONTRACTOR and RAILROAD.
5. If required, the CONTRACTOR shall maintain Pollution Legal Liability Insurance with minimum limits of \$5,000,000 per occurrence covering all operations of the CONTRACTOR. Such policy shall be endorsed to provide Waiver of Subrogation in favor of RAILROAD and name RAILROAD as Additional Named Insured.
 - (b) Insurance shall be primary and without right of contribution from other insurance that may be in effect and without subordination. The insurance policies must be underwritten by a company licensed in the state where work is to be performed, and carry a minimum Best's rating of "A- VI" or better. Insurance shall not be materially modifiable or cancelable without thirty, (30) days prior written notice to RAILROAD. CONTRACTOR shall furnish RAILROAD with certificates of insurance showing compliance with these insurance provisions ten (10) days prior to the commencement of the WORK which must be signed by an authorized member of the insurance firm and which must show the name of the agreement to which the certificate is applicable.
 - (c) If any policies providing the required coverages are written on a claims-made basis, the following is applicable:
 - The retroactive date shall be prior to the commencement of the work
 - CONTRACTOR shall maintain such policies on a continuous basis
 - If there is a change in insurance companies or policies are canceled or not renewed, CONTRACTOR shall purchase an extended reporting period of not less than three (3) years after the contract completion date.

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

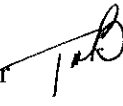
DATE: August 8, 2011
TO: Richard Kehoe, Chairman
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: CRCOG Grant Applications/Road Improvements

Attached are three resolutions to be placed on the Town Council agenda for the August 16, 2011 meeting. These resolutions would allow the town to apply transportation roadway grants through CRCOG.

Included in this packet are memos from Tim Bockus, Acting Director of Public Works and Nick Casparino, Civil Engineer, providing further details of the process for applying for this money and the criteria for picking the three projects.

C: Bockus, Acting Public Works Director
N. Casparino, Engineering
M. Martin, Grants Administrator
M. Walsh, Finance Director

TO: Mayor Marcia A. Leclerc

FROM: Tim Bockus, Acting Public Works Director 

DATE: August 4, 2011

RE: Referral to Council
CRCOG Grant Applications for Roadway Improvements
Town Council Resolution

The Engineering Division is in the process of developing three grant applications for State and Federal funding for roadway improvements. The Capitol Region Council of Governments (CRCOG) will be responsible for the reviewing and the ranking of the various projects submitted by member Towns seeking the transportation funds. Each Town is limited to three grant applications for traditional and pavement rehabilitation projects. The roadway candidates must be on the Federal Aid System which is comprised of the arterial and majority of the Town's collector roadways. Local / minor roadways do not qualify for funding under the program. A Town Council resolution is required as part of the grant application.

Two traditional projects and one pavement rehabilitation project will be submitted for consideration. The projects were selected as the best candidates based on the rating criteria identified by CRCOG. Once CRCOG finalizes the ranking all of the projects, projects will be recommended for funding up to the anticipated limits of Federal funding for the program. The attached memorandum from Nick Casparino provides additional information on the projects and the anticipated project limits.

Please request that an item be placed on the upcoming Town Council agenda seeking a Town Council resolution supporting the Town's 3 transportation grant applications.

xc: Denise Horan, Town Engineer
Mary Martin, Grants Administrator

TO: Tim Bockus, Acting Public Works Director
FROM: Nick Casparino, Civil Engineer *NJC*
DATE: August 3, 2011
RE: Town Council Resolutions
Federal Surface Transportation Program (STP) 2011

The Engineering Division is in the process of preparing three applications for submittal to the Capitol Region Council of Governments (CRCOG) for possible funding under the above referenced program. These applications will compete with other applications submitted by CRCOG member towns. The applications will be evaluated and rated by the CRCOG staff and the highest rated applications will be endorsed for funding. We will be submitting applications for the reconstruction of Forbes Street = Silver Lane to vicinity of Sandra Drive (approximately 1,900 LF), Brewer Street – Phase II = Main Street to the vicinity of #81 Brewer Street (approximately 1,330 LF) and the pavement rehabilitation of Hillside Street = Burnside Avenue to a point north of Roberts Street (approximately 2,350 LF). The completed application packages must be submitted to CRCOG by August 24, 2011 for the pavement rehabilitation and September 19, 2011 for the traditional projects.

A Town Council resolution for each of the funding applications supporting the project is required to be submitted to CRCOG by September 16, 2011 for all funding applications. The Council Resolutions are only to allow us to submit the applications to CRCOG. Should we be successful in having an application or applications funded, additional Council resolutions will be required to support the project prior to entering into the design phase.

Please submit a request on the next available Town Council agenda to obtain resolutions to support the submission of three (3) applications to CRCOG.

I have included 15 copies of a project summary, vicinity map and the Town Council resolution form for each application, for distribution to the Town Council members. As soon as the applications are completed, I will forward complete sets of applications for your information.

If you have any questions or need additional information regarding these projects, do not hesitate to call. Thank you for your assistance.

xc: Denise Horan, Town Engineer

FORBES STREET RECONSTRUCTION

SCHEDULE A

1) Project Description:

The proposed project is the total reconstruction of approximately 1900 linear feet of Forbes Street. The project limits begin at the terminus of Connecticut Department of Transportation Intersection Improvement Project #42-297 at the intersection of Silver Lane (Rte. 502) proceeding south to Sandra Drive. As part of this project, The Town of East Hartford is proposing the replacement of the existing sidewalks, installation of ADA compliant sidewalk ramps, installation of granite curbing within the project limits, upgrade of the existing storm drainage system with bicycle friendly catch basin grates. The proposal has incorporated, (2) 12 foot with a 5.5 foot bicycle lane located on the east/west side of Forbes Street. Additionally the Town of East Hartford has incorporated 5' wide concrete sidewalks to comply with ADA passing zone requirements throughout the project limits.

Reconstruction of this section of Forbes Street will link the recently completed Connecticut Department of Transportation Intersection Improvement Project #42-297 at the intersection of Silver Lane (Rte. 502). Future Town Roadway Reconstruction bond funds will be utilized to complete the reconstruction of Forbes Street in the southerly direction. Completion of this major North/South arterial will greatly benefit the residents who utilize this roadway on a daily basis.

2) Project Funding:

The construction cost estimate for this project is \$2,452,741.00, which includes the cost of design and Right of Way acquisition. The Town of East Hartford will have to make a commitment to provide 10% percent of the construction funding (\$245,274.00), 10% of the cost of design (\$22,206.00) and 10% of the Right of Way acquisition (\$1000.00). The total additional funds necessary for the completion of this project provided by the Town of East Hartford is \$268,480.00.

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAST HARTFORD,
CT.

I, Angela M. Attenello, duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 16th day of August 2011.

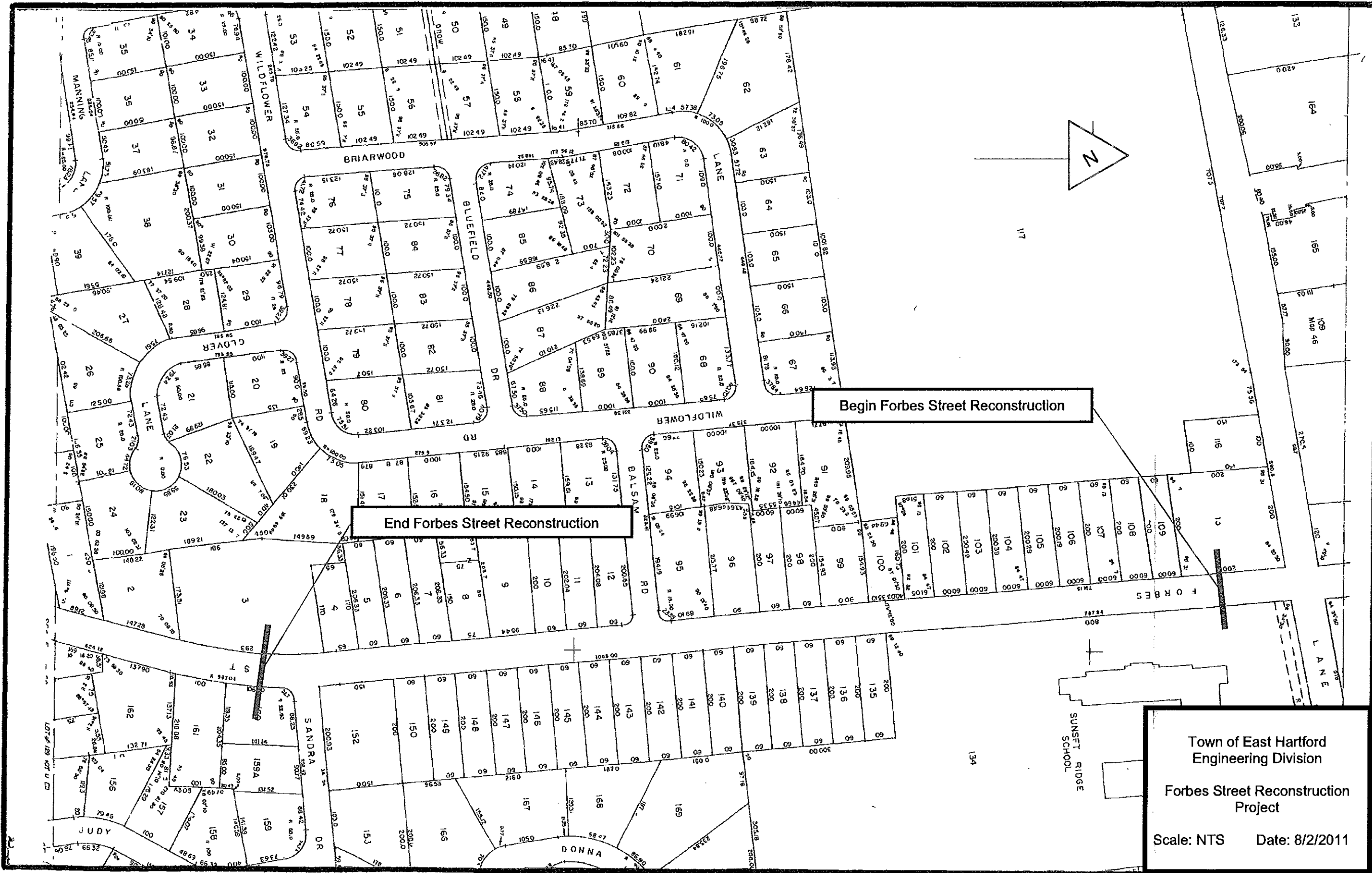
RESOLVED: that the East Hartford Town Council Strongly supports the Reconstruction of Forbes Street and the submittal of an application to the Capitol Region Council of Governments Transportation Committee for possible funding.

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

IN WITNESS WHEREOF, I do hereunto set my hand and affixed the corporate seal of said Town of East Hartford this _____ day of _____, 2011.

Angela M. Attenello

Date



Begin Forbes Street Reconstruction

End Forbes Street Reconstruction

Town of East Hartford
 Engineering Division
 Forbes Street Reconstruction
 Project
 Scale: NTS Date: 8/2/2011

August 3, 2011

**BREWER STREET RECONSTRUCTION
PHASE II**

Project Description

The project will be the second phase of the overall Brewer Street Reconstruction Project. All design activities for the various phases of the reconstruction project will be coordinated to insure that the existing deficiencies are addressed and provides for a uniform roadway.

The proposed project will involve the total reconstruction of Brewer Street, beginning at the intersection of Main Street – S.R #517 and running easterly to approximately #81 Brewer Street which is beginning point of Phase I of the roadway reconstruction. Phase I was previously approved by CRCOG and includes the reconstruction of the roadway from the easterly end of the Phase II to the intersection of Brewer Street with Glenn Road \ United Technologies entrance. The overall length of the project is approximately 1,328 linear feet. The proposal includes radii improvements at all of the intersections within the project limits, where necessary.

The project will include the modification of the traffic signal located at the intersection of Brewer / Main Streets. The work will include the appropriate modifications to the signal phasing and will provide pedestrian phase where appropriate.

A significant portion of the existing storm drainage system along the street is hydraulically inadequate for the existing conditions. The drainage system located to the west of Pewterpot Brook was constructed in the late 1940's. The project will include the installation of a new drainage system to correct the existing deficiencies. Other improvements to the roadway include total reconstruction of the pavement structure, the installation of concrete sidewalks, granite stone curbing and associated grading.

In order to facilitate the construction, 15 partial property acquisitions will be required for the project.

There are 100 year and 500 year flood plain limits as well as inland wetlands and buffer zones present within the project limits.

Project Funding

Based on CRCOG's construction costs for pavement rehabilitation projects, the estimated cost of construction is approximately \$2,500,000. If this project were to be selected, the Federal Government would fund eighty percent, the State would fund ten percent and the local match would 10 percent of the cost of the project. The Town's local share will be funded out of the 2010 bond funds approved by the voters for the current phase of the Town's Road Improvement Program. The local bond funds will be leveraged to increase the amount of the roadway network which can be resurfaced as part of the Town's Road Program by utilizing Federal and State funds.

Construction Cost Breakdown

Federal Government =	\$1,990,837
State Government =	\$ 248,855
Local Share =	\$ 248,855
<hr/> Estimated Construction Cost =	<hr/> \$2,488,547

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAST HARTFORD,
CT.

I, Angela M. Attenello, duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 16th day of August 2011.

RESOLVED: that the East Hartford Town Council Strongly supports the Reconstruction of Brewer Street-Phase II and the submittal of an application to the Capitol Region Council of Governments Transportation Committee for possible funding.

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

IN WITNESS WHEREOF, I do hereunto set my hand and affixed the corporate seal of said Town of East Hartford this _____ day of _____, 2011.

Angela M. Attenello

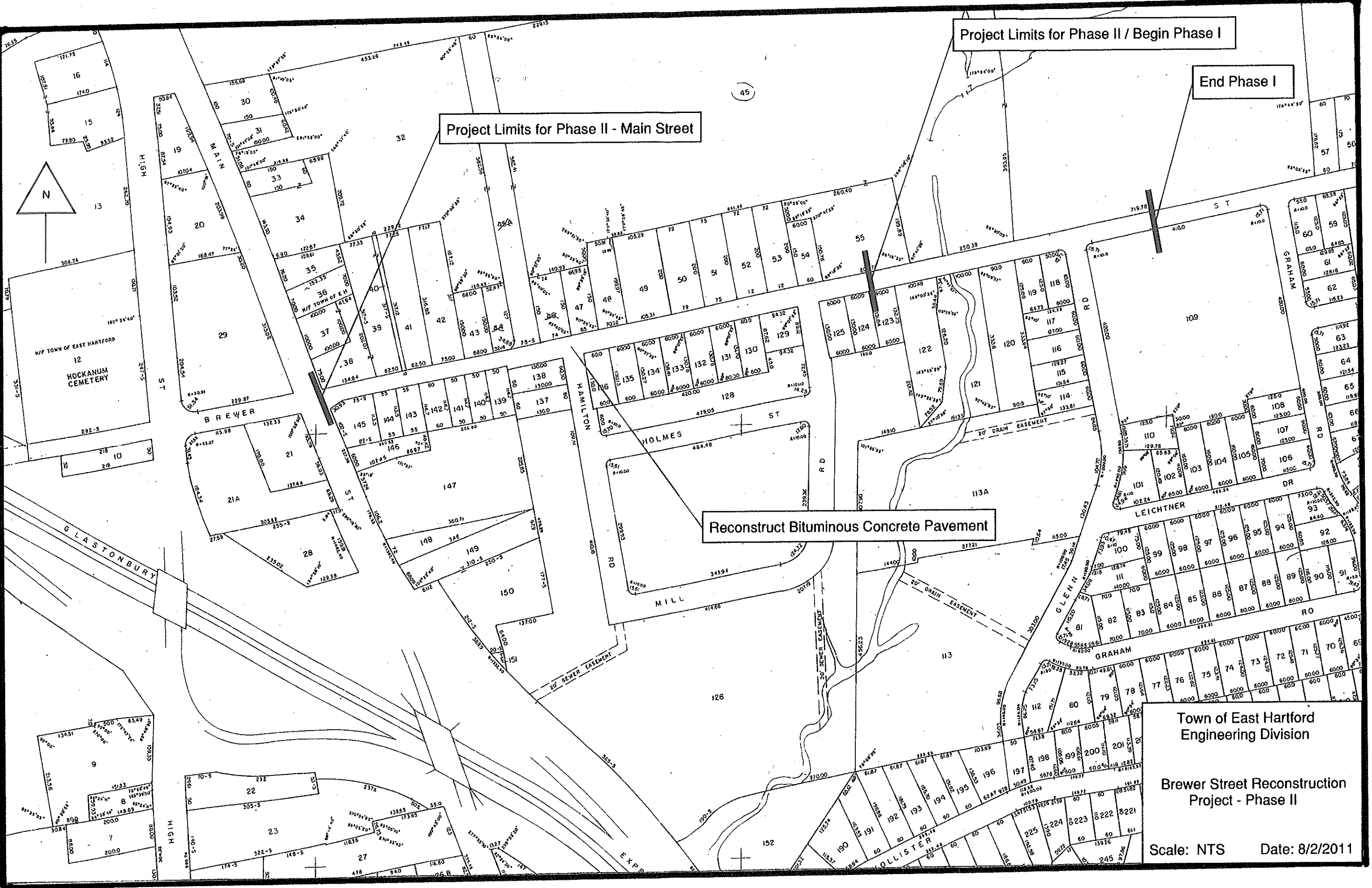
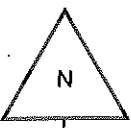
Date

Project Limits for Phase II / Begin Phase I

End Phase I

Project Limits for Phase II - Main Street

Reconstruct Bituminous Concrete Pavement



Town of East Hartford
Engineering Division
Brewer Street Reconstruction
Project - Phase II

Scale: NTS Date: 8/2/2011

Hillside Street Pavement Rehabilitation Project

Project Description

The proposed project will involve the rehabilitation of the pavement of Hillside Street, beginning at the intersection of Burnside Avenue (U.S. Route #44) and running southerly to the southerly project terminus located approximately 800 linear feet north of the intersection of Roberts Street. The overall length of the project is two thousand three hundred fifty (2,350') plus or minus feet in length. (See attached mapping) Hillside Street was reconstructed as part of State Project #42-288 in the early 1990's. The Town has maintained the roadway pavement utilizing preventive maintenance activities including crack sealing activities over the life of the pavement. The condition of the pavement has deteriorated to a point that a structural improvement is necessary. The project involves the milling of 3" inches of the pavement structure and the repaving of the roadway. The existing granite stone curb and the concrete sidewalks within the project limits will remain. Other improvements which are part of the project include: repaving of the bridge deck over the Hockanum River, the replacement of the bridge joint system, installation of sidewalk, installation of pavement markings, traffic loop detectors, storm drainage spot improvements including the replacement of catch basin tops and other minor improvements.

Project Funding

Based on CRCOG's construction costs for pavement rehabilitation projects, the estimated cost of construction is \$845,815. If this project were to be selected, the Federal Government would fund eighty percent of the construction cost of the project. The Town of East Hartford will be responsible to complete the necessary design and twenty percent of the cost of construction. The Town's local share will be funded out of the 2010 bond funds approved by the voters for the current phase of the Town's Road Improvement Program. The local bond funds will be leveraged to increase the amount of the roadway network which can be resurfaced as part of the Town's Road Program by utilizing Federal funds.

Construction Cost Breakdown

Federal Government =	\$675,852
Local Share =	\$168,963
Estimated Construction Cost =	\$844,815

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAST HARTFORD,
CT.

I, Angela M. Attenello, duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 16th day of August 2011.

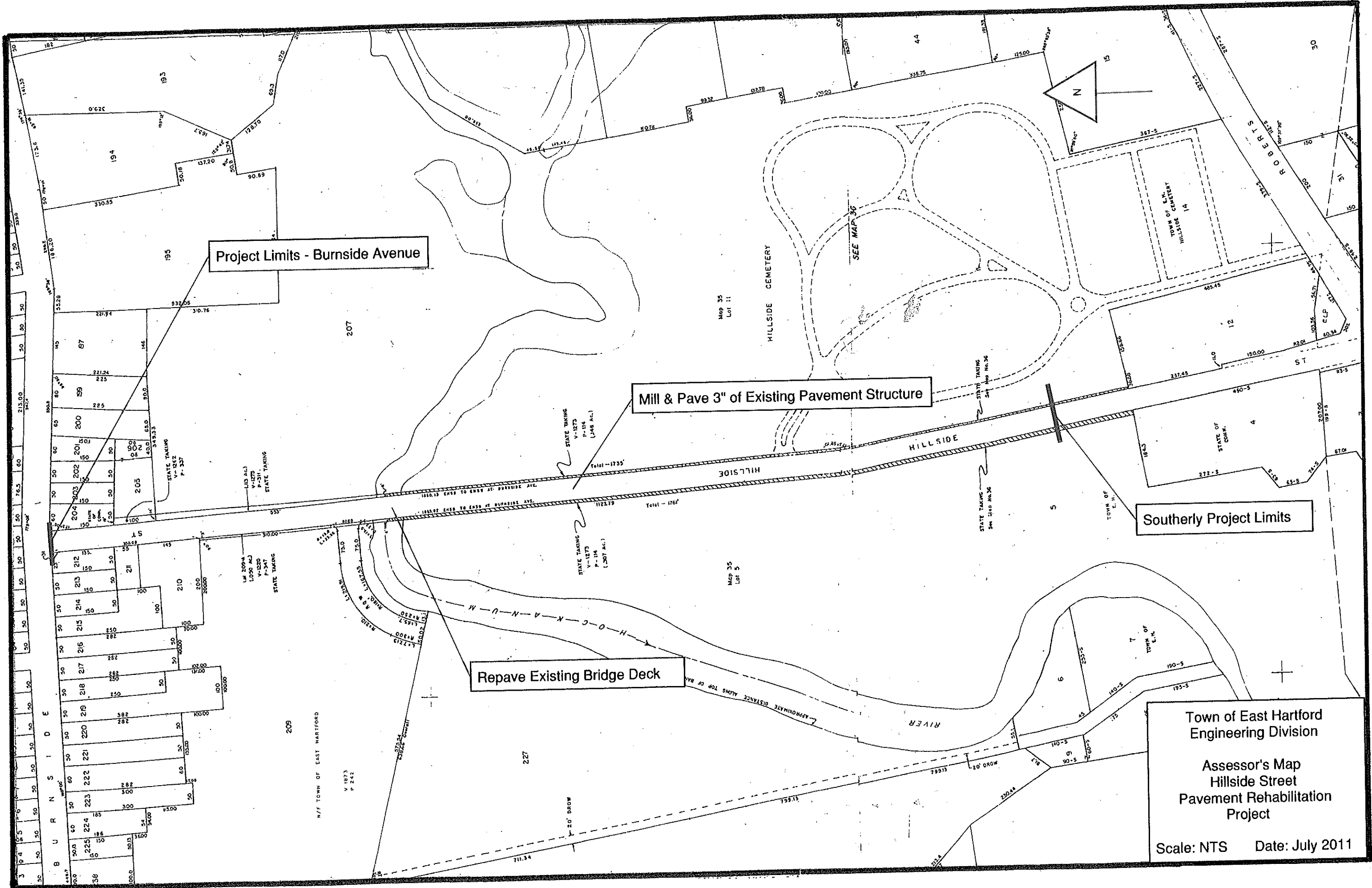
RESOLVED: that the East Hartford Town Council Strongly supports the Pavement Rehabilitation of Hillside Street and the submittal of an application to the Capitol Region Council of Governments Transportation Committee for possible funding.

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

IN WITNESS WHEREOF, I do hereunto set my hand and affixed the corporate seal of said Town of East Hartford this _____ day of _____, 2011.

Angela M. Attenello

Date



Project Limits - Burnside Avenue


Mill & Pave 3" of Existing Pavement Structure

Southerly Project Limits

Repave Existing Bridge Deck

Town of East Hartford
 Engineering Division
 Assessor's Map
 Hillside Street
 Pavement Rehabilitation
 Project
 Scale: NTS Date: July 2011

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: August 8, 2011
TO: Richard Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: Bond Premium Proceeds/Lease

Attached is a memo from Finance Director Mike Walsh that explains the bond rating process and his reasons for recommending leasing equipment. The original intent was to use a draw from the Fund Balance to purchase a fire engine and bulky waste roll-off truck. With new information available, he is recommending that we use the lease process instead.

I am requesting this information be placed on the Town Council agenda for the August 16, 2011 meeting for review and authorization to move forward by accepting the resolution provided.

Thank you.


C: M. Walsh, Finance Director



MEMORANDUM

DATE: August 4, 2011

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, Director of Finance 

TELEPHONE: (860) 291-7246

RE: Bond Premium Proceeds/Lease - To Replace Fund Balance Drawdown

As you know, on May 24th, the Town sold \$11M of General Obligation bonds to finance various road improvement and construction work. The proceeds of that sale were received by the Town on July 1st. Included in the proceeds (over and above the \$11M) was \$417k related to a bond premium received due to the Town's creditworthiness and the timing of the sale in a market that was demanding municipal bonds and was willing to pay a premium to get them.

Related to the sale, and specific to the bond rating issued by Moody's Investors Service, let me draw your attention to a comment from Moody's when they asked the question, "What could make the rating go down?" with the answer being, "Persistent Fund Balance draws".

To that end, know that as part of the Adopted 2011-2012 budget, the Mayor Recommended and the Town Council approved, prior to receiving Moody's rating comments, \$785k as a draw from Fund Balance to purchase a fire engine and a bulky waste roll-off truck.

With Moody's comments now available to us, I would like to propose that the Council approve the use of the premium to strengthen our financial position by foregoing the already approved \$785k Fund Balance transfer and instead issue a municipal tax-exempt lease for the capital purchases in conjunction with the premium which will be used to level debt service. Such a move would help further strengthen our Fund Balance position while adding borrowing in an environment where rates are at historic lows.

The rate received from Chase would be about 2% and we would issue a four-year deferred lease with payments beginning in 2013-2014. I have modeled the lease payment debt service in the attached Excel worksheet and attempted to keep the year-over-year payments relatively stable by using the premium in varying amounts over several years. This method will allow the Town some flexibility in future years as new capital equipment is required.

If you concur, the attached resolution will serve to cancel the Fund Balance drawdown and approve the municipal lease purchase and should be forwarded to the Council for action.

Should you have any questions or problems on the aforementioned, please contact me.

**RESOLUTION TO AUTHORIZE A MUNICIPAL TAX-EXEMPT
LEASE PURCHASE FINANCING AGREEMENT**

WHEREAS, the Town of East Hartford approved the purchase of a fire engine and bulky waste roll-off truck as part of the Town of East Hartford's Approved 5-Year Capital Improvement Plan for the Years 2011-2012 through 2015-2016; and

WHEREAS, the funding source for the aforementioned capital equipment was from Fund Balance; and

WHEREAS, in an effort to further strengthen the Town's financial position, the Fund Balance transfer for the purchase of the fire engine and bulky waste roll-off truck be cancelled and replaced with a municipal tax-exempt lease purchase financing, and

WHEREAS, because the Town received a \$417,000 bond premium based on an \$11M bond sale, the Town desires to use that funding toward the stabilization of future lease debt service; and

WHEREAS, the Town will budget \$208,000 in fiscal years 2013-2014 through 2016-2017 in the General Operating Fund to pay principal and interest on the aforementioned capital purchases.

THEREFORE BE IT RESOLVED, that the Mayor of the Town of East Hartford is authorized to enter into a master lease purchase agreement and related documents with Chase Equipment Finance, Inc. in the principal amount not to exceed \$785,000. The interest rate, payment schedule and other details of the financing shall be mutually determined between the company and the Mayor, whose signatures will indicate approval of specific terms and conditions.

BE IT FURTHER RESOLVED, that the Town declares its intent to be reimbursed for any temporary advances from the General Fund to pay for any part of the equipment from proceeds of the lease financing in accordance with Treasury Regulation 26 CFR 1.103-18 and/or 26CFR1.150-2.

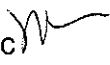
I, Angela Attenello, Clerk of the Town Council of the Town of East Hartford, certify that the above resolution was approved at a meeting of the Town Council held on August 16, 2011.

Angela Attenello, Clerk of the Town Council

The Town of East Hartford
 Schedule of Leases Payable
 For the Fiscal Year Ending June 30, 2012

Description	Master Lease #	Base Lease	Interest Rate	Fiscal Year											TOTAL DUE	
				FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19					
FY 2011-12 - Fire Engine and Bulky Waste Roll-off Truck	CB - 1000135231	785,000	2.00%	-	-	208,000	208,000	208,000	208,000	208,000	-	-	-	-	-	832,000
FY 2011-12 - Rolling Stock Replacements and Other CIP items	CB - 1000135231	563,198	1.81%	-	-	168,727	168,727	168,727	168,727	168,727	-	-	-	-	-	591,181
FY 2010-11 - WAN Network - 2011 Spring Installation	CB - 1000135233	290,000	1.90%	50,000	50,000	50,000	50,000	50,000	50,000	10,056	-	-	-	-	-	260,056
FY 2010-11 - Rolling Stock Replacements and Other CIP items	CB - 1000134147	901,000	3.10%	145,162	145,162	145,162	145,162	145,162	145,162	145,162	-	-	-	-	-	1,016,134
FY 2009-10 - Fire Tower truck	CB - 1000134146	1,247,850	2.60%	238,402	238,402	291,380	291,380	291,380	291,380	-	-	-	-	-	-	1,350,944
FY 2008-09 - Rolling Stock Replacements and Other CIP items	CB - 1000132587	850,000	3.54%	318,340	318,340	135,066	135,066	-	-	-	-	-	-	-	-	540,264
FY 2007-08 - Rolling Stock Replacements and Other CIP items	CB - 1000133009	1,180,500	3.35%	-	-	-	-	-	-	-	-	-	-	-	-	636,680
FY 2007-08 - Rolling Stock Replacements and Other CIP items	CB - 1000133990	110,010	2.49%	32,777	32,777	-	-	-	-	-	-	-	-	-	-	98,331
FY 2007-08 - Rolling Stock Replacements and Other CIP items	CB - 1000132401	325,375	2.49%	84,924	-	-	-	-	-	-	-	-	-	-	-	84,924
Less: Drawdown of 2011 Bond Sale Premium				-	-	(100,000)	(150,000)	(167,000)	-	-	-	-	-	-	-	(417,000)
Total Capital Lease Payments Due from General Fund				1,004,671	1,004,747	981,112	848,335	696,269	363,218	145,162	-	-	-	-	-	4,995,514
Projected lease payments for needed new Capital Equipment				-	-	-	-	-	-	-	-	-	-	-	-	-
FY 2012-13 - Rolling Stock Replacements and Other CIP items		750,000	2.00%	-	-	197,000	197,000	197,000	197,000	197,000	-	-	-	-	-	788,000
FY 2013-14 - Rolling Stock Replacements and Other CIP items		750,000	2.00%	-	-	197,000	197,000	197,000	197,000	197,000	-	-	-	-	-	788,000
FY 2014-15 - Rolling Stock Replacements and Other CIP items		750,000	2.00%	-	-	197,000	197,000	197,000	197,000	197,000	-	-	-	-	-	788,000
Total Projected lease payments for needed new Capital Equipment:				-	-	197,000	394,000	591,000	591,000	591,000	394,000	197,000	197,000	197,000	197,000	2,364,000
Total Capital Lease Payments Due including Projected Debt				1,004,671	1,004,747	1,128,112	1,242,335	1,287,269	954,218	539,162	197,000	197,000	197,000	197,000	197,000	7,357,514
Year Over Year Debt Service Increase (Decrease)				76	123,365	114,223	44,994	(333,051)	(415,056)	(342,162)	-	-	-	-	-	-

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: August 8, 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 \$3,672.48 as detailed in the attached listing from our Collector of Revenue.

Please place this item on the Town Council agenda for August 16, 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: 8/5/2011

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 \$3,672.48 See attached list.

Bill	Name	Address	Prop Loc/Vehicle Info.	Over Paid
2010-03-0051710	ASHE PETER T	30 SPRUCE DR E HARTFORD CT 06118 2827	1992/155CRG/1FTCR10A4NTA31677	\$ (9.54)
2010-03-0052575	BASKERVILLE BARRY H	61 GREENLAWN ST E HARTFORD CT 06108 2952	1974/33CG60/T25JEU22280	\$ (10.70)
2010-03-0056339	CHAMBERLAND KEVIN E	1026 FORBES ST E HARTFORD CT 06118 1912	2005/419WLKJTKDE167550049871	\$ (18.00)
2010-03-0057373	COMAROTTI PATRICIA L	437 BREWER ST E HARTFORD CT 06118 2207	1994/YT4502/1G2NWX15M3RC823656	\$ (8.85)
2010-03-0058544	CRAMER JOAN OR GEORGE	99 KNOLLWOOD RD EAST HARTFORD CT 06118	99 KNOLLWOOD ROAD	\$ (1,979.78)
2010-03-0062100	CURRIER JESSICA A	73 WICKHAM DR E HARTFORD CT 06118 3567	2010/889405/4YMJUL1212AV093156	\$ (37.17)
2010-03-0065165	FINAN JENNIFER OR MARK	6 SHAUGHNESSY DR E HARTFORD CT 06118 2366	2004/309UYG/JNKCV51F84M704345	\$ (349.36)
2010-03-0067676	GECF LOAN LEASE HOLDING INC	PO BOX 3649 DANBURY CT 06813	PPG01096	\$ (132.52)
2010-03-0068871	GUERRA ERIC E	244 JEFFERSON ST 1ST FL HARTFORD CT	2005/225XYL/WBAEK73455B328420	\$ (197.40)
2010-03-0072151	JACOBS PAUL D	3013 N HALIFAX AVE APT B34 DAYTONA BEACH FL 32118	2003/172XUL/5Y2SL628X3Z460868	\$ (41.37)
2010-03-0074414	KELLY GARRY C	118H NEW STATE RD MANCHESTER CT 06042	2007/842061/JKAZX4P157A018629	\$ (127.70)
2010-03-0075468	MANDLIK SHEKHAR D C/O VINIT ADURR	250 MAIN ST APT 614 HARTFORD CT 06106	1999/269YCH/JHMC65642XC000427	\$ (22.24)
2010-03-0077879	MIRANDA HECTOR R	PO BOX 4092 HARTFORD CT 06147 4092	1989/123457/2GBJG31K8K4161708	\$ (168.66)
2010-03-0079230	NALUZZE HELEN	31 HIGH ST 10107 E HARTFORD CT 06118 1878	1996/721WRG/4S3BD4553T7210788	\$ (6.40)
2010-03-0080962	PELLETIER EDGAR J	94 MCKEE ST E HARTFORD CT 06108 4017	1987/113601/1FDKE30L2HBB24835	\$ (18.10)
2010-03-0083082	POTTERTON NICOLE H	12835 BURBANK BLVD APT#15 VALLEY VILLAGE CA 91607	2004/264WGL/3N1CB51D54L908820	\$ (25.74)
2010-03-0083083	RIVERA VIVIANA	96 SILVER LANE E HARTFORD CT 06118	2002/749UHN/3N1CB51D92L634521	\$ (48.94)
2010-03-0087626	SANTANA IVAN	91 CHESSLEE RD EAST HARTFORD CT 06108	1996 CHEV MONTE CARLOS	\$ (59.73)
2010-03-0088264	SAUVE MICHELLE L	5548 BRICKYARD COURT GARNER NC 27529	2000/LZ7097/1J4FF47S8YL202063	\$ (21.45)
2010-03-0088564	SAUVE MICHELLE L	5548 BRICKYARD CT GARNER NC 27529	1998/510XXVC/W06VR52R1WR062825	\$ (13.39)
2010-02-0040718	TASH JOAN D OR EDWARD F	28 BARBARA DR EAST HARTFORD CT 06118 1901	2002 FORD WINDSTAR	\$ (59.52)
2004-01-0010687	VANN CAROL E	4 MONROE ST E HARTFORD CT 06118 2320	1983/1COUG/1MEBP9239DH622425	\$ (5.00)
2009-03-0086091	VENTURA ADELINA	124 CLEMENT RD EAST HARTFORD CT 06118	2000 DODGE INTREPID	\$ (103.23)

2009-03-0088316	VO HUYEN V	51 CHESSLEE RD E HARTFORD CT 06108 1807	2004/477RHM/1HGCM56634A116353	\$ (67.01)
	WALTER KENNETH D OR WALTER MARY E	65 WARREN DR E HARTFORD CT 06118 1141	2008/813JHX/1HGFA16548L095741	\$ (140.68)
	TOTAL			\$ (3,672.48)

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

August 1, 2011

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

**Re: Outdoor Amusement Permit Application -
"Gengras Harley-Davidson Fall Open House"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **Hannah Gavin, Events Coordinator, on behalf of Gengras Motor Cars, Inc.** The applicant seeks to conduct a Fall Open House Weekend featuring music, a cookout, sales and vendors, but not limited to a few small animal rescue organizations. The weekend event will be held at **221 Governor Street**, on the following days and times in **2011**:

Saturday, September 17 9AM – 4PM Music 11:30 AM – 3:30 PM
Sunday, September 18 10AM – 3PM

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 Parks & Recreation, Public Works and Fire Departments** approve the application as submitted.

The **Health Department** recommends approval and states that any food vendors will need to obtain a food service permit at least two weeks in advance.


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

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

- The proposed site is suitable for the amusement, the crowds are 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. As an event that is not Town-sponsored, this expense will

have to be borne by the applicant.
Respectfully submitted for your information.

Sincerely,



Mark J. Sirois
Chief of Police

xc:
Mayor Leclerc

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:
Gengras Harley-Davidson Fall Open House
2. Date(s) of Event:
September 17th & 18th
3. Applicant's name, home & work phone numbers, home address, and e-mail address:

see attached
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)
**Gengras Harley-Davidson
221 Governor Street, East Hartford, CT 06108**
6. List the dates and hours of operation for each day (if locations changes on a particular day, please list):
**September 17th 9:00 AM – 4:00 PM
September 18th 10:00 AM – 3:00 PM**
7. Provide a detailed description of the proposed amusement:
On Saturday, September 17th there will be live music 11:30 am – 3:30 pm. There will be vendors including, but not limited to a few small animal rescue organizations. There will also be a cook out and sales.
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)?
Saturday, September 17th 11:30 am – 3:30 pm within normal business hours
9. What is the expected age group(s) of participants?
Event is for people of 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.)
September 17th 700 people September 18th 400 people

REVISED APPLICATION

Question #3

Name of Applicant: Gengras Motor Cars, Inc., 300 Connecticut Blvd., East Hartford, CT 06108

By: Hannah Gavin, Its Events Coordinator, 1736 Exeter Rd., Lebanon, CT 06249
860-967-7912 (h) 860-528-7200 x6616 (w)
hgavin@gengras.com

Question #4

Skip Gengras, Chip Gengras, Jonathon Gengras, 300 Connecticut Blvd., East Hartford, CT 06108

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

a. Crowd Size Impact:

Crowd size impact will be minimal. Gengras Harley-Davidson has processes in place to direct crowd and traffic flow. Staff and Hartford HOG members are on site to assist with directing and controlling the crowd traffic.

b. Traffic Control and Flow Plan at Site & Impact on Surrounding / Supporting Streets:

We anticipate no impact for local street traffic as we will be immediately directing attendees to the appropriate lots. Also, we are easily accessible from Main Street, Governor St, Connecticut Blvd, I-84, and Rte 2. Customers will have several travel options to arrive at the dealership.

c. Parking Plan On Site & Impact on Surrounding / Supporting Streets:

There will be little to no impact for surrounding streets. Staff will be directing traffic to appropriate lots for parking.

d. Noise Impact on Neighborhood:

Noise impact will be minimal. Gengras Motorcycles is located in a commercial building zone where Gengras Motor Cars businesses are located. Neighboring business or homes will not be effected.

e. Trash & Litter Control Plan for the Amusement Site and Surrounding Community During and Immediately After the Proposed Amusement:

Gengras Harley-Davidson Staff and Hartford HOG members will be responsible for trash disposal.

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:

Entrances will be kept clear in case of emergency. Also a fire/emergency vehicle lane will remain open throughout the event.

b. Provisions for Notification of Proper Authorities in the Case of an Emergency:

Multiple on site telephones are available in case of emergency.

c. Any Provision for On-Site Emergency Medical Services:

None

d. Crowd Control Plan:

Gengras Staff and Hartford HOG members are instructed previous to the event how to handle any crowd control issues. We anticipate none but are prepared in the case that there is an issue.

e. If on Town Property, the Plan for the Return of the Amusement Site to Pre-Amusement Condition:

N/A

f. Provision of sanitary facilities:

There are multiple on site restrooms plus the addition of two port-o-lets.

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

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

Department Yes No.

14. Does the Proposed Amusement Involve the Sale and/or Provision of Alcoholic Beverages to Amusement Attendees,

Yes No Alcoholic Beverages will be served / provided.

If 'YES', Describe, In Detail, Any and All Arrangements and What Procedures Shall Be Employed:

a. For Such Sale or Provision,

b. To Ensure That Alcohol Is Not Sold or Provided to Minors or Intoxicated Persons.

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

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

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

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

a. False Statement is a Class A Misdemeanor.

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

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


(Applicant Signature)

Hannah Gavin
(Printed Name)

July 14, 2011
(Date Signed)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

Received By: Carol Frank

Employee Number: 9019

Date & Time Signed: July 19, 2011 10:24 AM ~~PM~~

Time remaining before event: 30th 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: **September 17 & 18, 2011**

Event: **Gengras Harley-Davidson Fall Open House Weekend**

Applicant: **Gengras Harley-Davidson by Hannah Gavin, Its 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

August 1, 2011

Signature

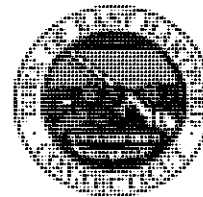
Date

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: **September 17 & 18, 2011**

Event: **Gengras Harley-Davidson Fall Open House Weekend**

Applicant: **Gengras Harley-Davidson by Hannah Gavin, Its 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

07/19/2011

Signature

Date

Comments:

Any food vendors will need to obtain a food service permit at least two weeks in advance.

Frank, Carol

From: Moss, Roger
Sent: Tuesday, July 19, 2011 12:31 PM
To: Frank, Carol
Subject: RE: Gengras Harley-Davidson Fall Open House Weekend

Approved 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: rross@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: Tuesday, July 19, 2011 10:51
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: Gengras Harley-Davidson Fall Open House Weekend

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 Tuesday, August 2, 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: Tuesday, July 26, 2011 3:10 PM
To: Frank, Carol
Subject: RE: Gengras Harley-Davidson Fall Open House Weekend

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: Tuesday, July 19, 2011 10:51
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: Gengras Harley-Davidson Fall Open House Weekend

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 Tuesday, August 2, 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: Gentile, Richard
Sent: Monday, July 25, 2011 3:54 PM
To: Frank, Carol
Subject: RE: Gengras Harley Davidson Fall Open House

This is OK with me now.

Rich Gentile
Assistant Corporation Counsel

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

From: Frank, Carol
Sent: Monday, July 25, 2011 15:05
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: Gengras Harley Davidson Fall Open House

Good afternoon all.

Attached please find An Application Revision Notice and REVISED Outdoor Amusement Permit Application in connection with the above captioned event.

THIS IS FOR INFORMATIONAL PURPOSES ONLY AND THERE IS NO NEED TO RESPOND TO THIS UNLESS ANY OTHER ISSUES ARISE. YOUR PREVIOUS REVIEWS, IF ALREADY PROVIDED, WILL REMAIN ON FILE FOR THIS APPLICATION.

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

Rusk mnynt

Frank, Carol

From: Bennett, Cindy
Sent: Wednesday, July 20, 2011 9:03 AM
To: Frank, Carol
Subject: RE: Gengras Harley-Davidson Fall Open House Weekend

I have an acceptable ins certificate on file-it will cover this event-if you need a copy, let me know-thanks

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

From: Frank, Carol
Sent: Tuesday, July 19, 2011 10:51 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: Gengras Harley-Davidson Fall Open House Weekend

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 Tuesday, August 2, 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



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: September 17 & 18, 2011

Event: Gengras Harley-Davidson Fall Open House Weekend

Applicant: Gengras Harley-Davidson by Hannah Gavin, Its 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

B. G. [Signature]
Signature

7/15/11
Date

Comments:

Tents and generators may require permit