

Patricia Conabro

2011 SEP -1 A 8: 53

ACTING TOWN CLERK

TOWN COUNCIL AGENDA  
TOWN COUNCIL CHAMBERS  
740 MAIN STREET  
EAST HARTFORD, CONNECTICUT  
SEPTEMBER 6, 2011

REVISED 09-01-11

=====  
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
  - A. Remembrance of the 10<sup>th</sup> Anniversary of September 11, 2001
  - B. Ringside World Tournament Champion: Mykquan Williams
  - C. Beautification Awards: August 2011:
    1. Residential –
      - a. The Roppo Family, 151 Sandra Drive
      - b. The Marshall Family, 7 Farnham Drive
    2. Business –
      - a. Willow Arms, 446 Main Street
      - b. Ballard Motors, 450 Main Street
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 16, 2011 Public Hearing/Ordinance Revisions
  - B. August 16, 2011 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
  - A. Resignation from Board of Ethics: Christian Moore
  - B. Podunk Bluegrass Music Festival: 2011 Expense Report
  - C. Hurricane Irene Update
7. OLD BUSINESS
  - A. Recommendation from Ordinance Committee re: Flood Protection Committee – **tabled** at the August 16, 2011 meeting
8. NEW BUSINESS
  - A. Bid Waiver: Riverside Drive Reconstruction
  - B. Contingency Transfer: Voter Primaries
  - C. Fees Committee – Acting as a Committee of the Whole – Parks and Recreation Department: Special Revenue Account
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 20, 2011)

MARCIA A. LECLERC  
MAYOR

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

(860) 291-7200  
FAX (860) 282-2978  
www.easthartfordct.gov

OFFICE OF THE MAYOR

PROCLAMATION

*WHEREAS, the Town of East Hartford is joining the National Moment of Remembrance of the Tenth Anniversary of September 11<sup>th</sup>; and*

*WHEREAS, the Town expresses their support of the United State's government regarding coming together as a Nation and ceasing all work or other activity for a moment of remembrance beginning at 1:00 p.m. eastern daylight time on September 11, 2011; and*

*WHEREAS, American Airlines Flight 11 was hijacked and crashed into the North Tower of the World Trade Center, United Airlines Flight 175 into the South Tower, American Airlines Flight 77 crashed at the Department of Defense headquarters and United Airlines Flight 93 crashed in Pennsylvania; and*

*WHEREAS, thousands of innocent victims lost their lives and tens of thousands narrowly escaped harm as witnesses to this horrific tragedy; and*

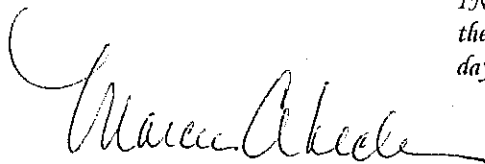
*WHEREAS, ten years later, thousands of men and women in the United States Armed Forces remain in harm's way defending the United States against those who seek to threaten our nation.*

*NOW, THEREFORE, I, Marcia A. Leclerc, Mayor of the Town of East Hartford, join with members of the East Hartford Town Council, the President of the United States, members of the Senate and Congress, along with all citizens of our great country to recognize a*

*MOMENT OF REMEMBRANCE OF THE 10<sup>TH</sup> ANNIVERSARY OF  
SEPTEMBER 11<sup>TH</sup>*

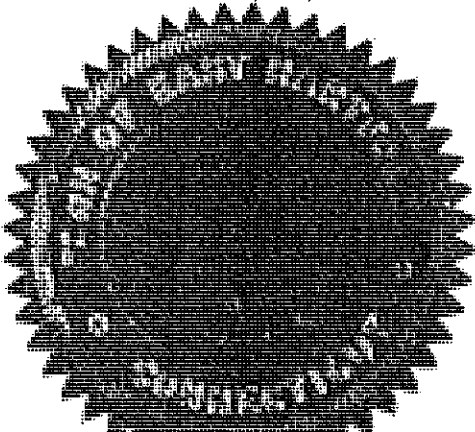
*and stop to honor the heroic efforts of civilians, first responders, fire and police personnel, state and local officials and countless volunteers who aided the victims of those attacks and in doing so, bravely risked and often gave their own lives.*

*IN WITNESS WHEREOF, we hereunto set our hands and cause the seal of the Town of East Hartford to be affixed this eleventh day of September, Two Thousand and Eleven.*



Marcia A. Leclerc, Mayor

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



MARCIA A. LECLERC  
MAYOR

# TOWN OF EAST HARTFORD

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OFFICE OF THE MAYOR

## PROCLAMATION

*Be it hereby known to all that East Hartford Mayor Marcia A. Leclerc and members of the Town Council hereby offer their congratulations to*

### *MYKQUAN WILLIAMS RINGSIDE WORLD TOURNAMENT CHAMPION*

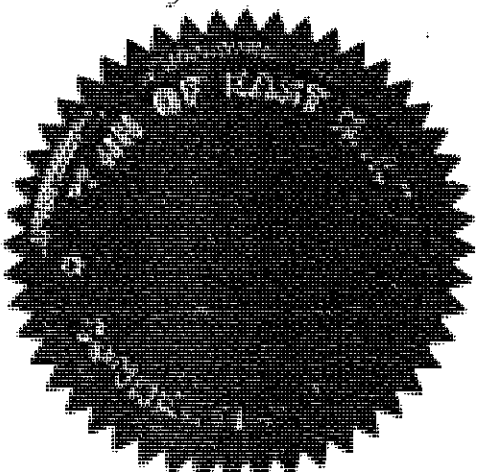
*On behalf of the citizenry of the Town of East Hartford, we hereby recognize the Ringside World Tournament title that Mykquan won in the thirteen-fourteen year old division, boxing three fourteen year olds during the event held on August 20, 2011 in Kansas City, Missouri.*

*IN WITNESS WHEREOF, we hereunto set our hand and cause the seal of the Town of East Hartford to be affixed this sixth day of September, Two-Thousand and Eleven.*



*Marcia A. Leclerc  
Mayor*

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



## Attenello, Angela

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**From:** pasirois@comcast.net  
**Sent:** Monday, August 22, 2011 9:23 AM  
**To:** Attenello, Angela  
**Subject:** Beautification Awards

Hi Angela,

The names of the Beautification Awards for August are:

Residential:

The Roppo Family  
151 Sandra Drive

The Marshall Family  
7 Farnham Drive

Business:

Willow Arms  
446 Main St.

Ballard Motors  
450 Main St.

We are giving out 2 each for August.

Can you put me on the September 6th Agenda? I am dropping off copies of the letters to the Mayor today.

Thanks,  
Pat Sirois

ps: I am also working on the Amusement permit this week for Holiday Fest. Can you believe how fast the summer flew by!

Patricia Conobro

2011 AUG 22 A 9:41

ACTING TOWN CLERK

TOWN COUNCIL CHAMBERS

740 MAIN STREET

EAST HARTFORD, CONNECTICUT

AUGUST 16, 2011

PUBLIC HEARING/ORDINANCE REVISIONS

DIRECTOR OF PUBLIC WORKS  
FLOOD PROTECTION COMMITTEE

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

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

The following is a copy of a legal notice published in the Tuesday, August 9, 2011 edition  
of the Hartford Courant.

=====

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

The Chair gave a brief explanation of the revisions to the Director of Public Works job  
description. The proposed ordinance will allow applicants to that position to have a degree  
in *either* engineering, public administration or business management – not exclusively civil  
engineering as is presently required in the ordinance.

The Flood Protection Committee, required by federal regulation, is charged with oversight  
of the town's levee system. The Committee will be comprised of the Mayor, Public Works  
Director, Finance Director, and Town Engineer.

The following citizens came forward:

Mary Alice Dwyer-Hughes, 37 Green Terrace, (1) stated that there should be a supervisory requirement in the Director of Public Works job description; (2) said that job descriptions should not be tailored for a specific person; (3) recommended that a town resident should be part of the Flood Protection Committee.

Susan Kniep, 50 Olde Roberts Street, (1) recommended that the Flood Protection Committee be part of the Town Council; and (2) does not agree with eliminating the requirement of a degree in civil engineering in the Director of Public Works job description.

#### ADJOURNMENT

MOTION      By Eric Thompson  
                  seconded by Bill Horan  
                  to adjourn (7:20 p.m.).  
                  Motion carried 9/0.

Attest Angela M. Attenello  
          Angela M. Attenello  
          Town Council Clerk

Patricia Conoabno

EAST HARTFORD TOWN COUNCIL

2011 AUG 22 A 9:41

TOWN COUNCIL CHAMBERS

ACTING TOWN CLERK

AUGUST 16, 2011

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

#### CALL TO ORDER

Chair Kehoe called the meeting to order at 7:35 p.m. He announced the exit locations in accordance with Connecticut General Statutes § 29-381, after which the Council joined him in the pledge of allegiance.

The Chair called for a moment of silence to honor the life of Charlie Brewer who recently passed away. Mr. Brewer was a longtime East Hartford resident who was very active in East Hartford sporting leagues, the Boy Scouts of America, and past Chair of the Building Code Board of Appeals. He will be missed.

#### OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Susan Kniep, 50 Olde Roberts, (1) thanked the Mayor and Chief of Police for posting the part 1 crime statistics map for East Hartford to the town's website; (2) suggested that the liaison to CRCOG give an update to the Town Council; (3) asked if the CRCOG application on tonight's agenda for Brewer Street is for a new section of Brewer Street; (4) agrees with the reprogramming of the CDBG funds for Interval House; and (5) questioned the repetitive use of architectural services as listed on the on-call service contracts.

Mary Alice Dwyer-Hughes, 37 Greene Terrace, (1) congratulated the East Hartford Little League Baseball Minor League champs, sponsored by Sal's Glass; (2) looks forward to the Development Department update; (3) asked that the EHWorks website be updated with more current information; (4) supports the reprogramming of CDBG funds for Interval House; (5) recommends that a resident from the town be included in the Flood Protection Committee; (6) applauds the Finance Director for the proposed municipal tax-exempt lease purchase agreement for the fire engine and the bulky waste roll-off truck; (7) cautioned the Council on revising the Town Clerk job description so as to not tailor a job description to fit a specific applicant; and (8) found a grant on-line that could help assist the town with the flood control bond issue or stormwater management and will pass this along to the Mayor.

Mayor Leclerc (1) congratulated all the East Hartford Little League Baseball players for an outstanding season; (2) supports the revision to the job description of the Director of Public Works; (3) thanked Ms. Dwyer-Hughes for bringing the on-line grant information to her and indicated that the town has already applied for that grant; (4) supports the CRCOG grants for Forbes Street, Brewer Street and Hillside Street; and (5) favors the referral to the Ordinance Committee for the proposed revision to the Town Clerk job



description and hopes that the Council waive the certification requirement that is presently in the job description; and (6) looks forward to the Development Department's update.

### APPROVAL OF MINUTES

#### August 2, 2011 Public Hearing/ Flood Control Bond

MOTION By Barbara Rossi  
seconded by Pat Harmon  
to **approve** the minutes of the August 2, 2011 Public Hearing/Flood Control Bond.  
Motion carried 9/0.

#### August 2, 2011 Regular Meeting

MOTION By Barbara Rossi  
seconded by Eric Thompson  
to **approve** the minutes of the August 2, 2011 Regular Meeting.  
Motion carried 9/0.

### COMMUNICATIONS AND PETITIONS

#### East Hartford Little League: Baseball Champs

Vice Chair Horan introduced the East Hartford Little League Major Baseball Champions, sponsored by I.A.M. and coached by Tara Lewis, and the East Hartford Little League Minor Baseball Champions, sponsored by Sal's Glass and coached by Tim Kiro.

Coach Kiro thanked the Mayor and the Town Council for recognizing the dedication and commitment of the players and the parents.

#### Development Department Update

John Choquette, Director of Development, addressed four areas of development: (1) growing the grand list; (2) job growth impact; (3) existing under-utilized commercial areas; and (4) new initiatives. Mr. Choquette thoroughly explained what steps he and his department have taken in marketing the town and the various commercial properties that are available for sale and/or lease. He also reminded the Council that both market conditions and demographics play an important role in moving the town forward. Mr. Choquette touched briefly on the Mayor's proposed initiative for a tax deferral program which would be available to homeowners and commercial property owners.

#### On-Call Service Contracts Report: FY 2010-2011

Chair Kehoe briefly explained the conditions of Town Ordinance §10-6(a) and the compliance with that ordinance. The town has eight outstanding on-call contracts which will be in effect for a maximum of five years from the date of the award of the contract or for a maximum dollar amount of \$100,000, whichever comes first.

NEW BUSINESS

Reprogramming Community Development Block Grant Funds re: Interval House

MOTION      By Linda Russo  
                  seconded by Susan Skowronek  
                  to adopt the following 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 37<sup>th</sup> 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.

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

Recommendations from Ordinance Committee:

Proposed Job Description Revision to §2-115, Director of Public Works

MOTION      By Bill Horan  
                  seconded by Eric Thompson  
                  to amend Section 2-115 of the Town of East Hartford Code of Ordinances entitled Director of Public Works consistent with the draft proposed ordinance dated July 19, 2011 that was unanimously recommended by the Ordinance Committee.  
                  Motion carried 9/0.

**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.

Proposed New Ordinance entitled Flood Protection Committee:

MOTION By Bill Horan  
seconded by Eric Thompson  
to **table** this issue until the next Town Council meeting scheduled for September 6, 2011.  
Motion carried 9/0.

NEW BUSINESS

Bond Referendum: Flood Control

MOTION By Barbara Rossi  
seconded by Eric Thompson  
to **waive** the reading of Sections 2 through 6.  
Motion carried 9/0.

MOTION By Barbara Rossi  
seconded by Linda Russo  
to **approve** 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

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.

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

Placement on the Ballot

MOTION By Barbara Rossi  
seconded by Susan Skowronek  
to approve the following:

**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 August 16, 2011, 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 August 16, 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.

Motion carried 9/0.

Explanatory Text Publication and Payment Thereof for Bond Referenda

MOTION By Barbara Rossi  
seconded by Linda Russo  
that the Town Clerk prepare for publication the explanatory text regarding the bond referenda and that those costs be paid for by the Town Clerk's office.  
Motion carried 9/0.

CRCOG Grant Applications:

Reconstruction of Forbes Street

MOTION By Ram Aberasturia  
seconded by Susan Skowronek  
to adopt the following resolution:

**RESOLVED:** That the East Hartford Town Council strongly supports the reconstruction of Forbes Street and the submittal of an application to the Capital Region Council of Government's Transportation Committee for possible funding.

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

Reconstruction of Brewer Street

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

RESOLVED: That the East Hartford Town Council strongly supports the reconstruction of Brewer Street – Phase II and the submittal of an application to the Capital Region Council of Government's Transportation Committee for possible funding.

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

Pavement Rehabilitation of Hillside Street

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

RESOLVED: That the East Hartford Town Council strongly supports the pavement rehabilitation of Hillside Street and the submittal of an application to the Capital Region Council of Government's Transportation Committee for possible funding.

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

*The Town Council recognized that this was the last Town Council meeting for Grants Administrator Mary Martin and wished her well in retirement.*

Municipal Tax-exempt Lease Purchase Financing Agreement re: Fire Engine and Buldy Waste Roll-off Truck

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

**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.

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

Refund of Taxes

MOTION By Marc Weinberg  
seconded by Pat Harmon  
to refund taxes in the amount of \$3,672.48  
pursuant to Section 12-129 of the Connecticut General Statutes.  
Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Over Paid
2010-03-0051710	ASHE PETER T	1992/155CRG/1FTCR10A4NTA31677	\$ (9.54)
2010-03-0052575	BASKERVILLE BARRY H	1974/33CG60/T25JEU22280	\$ (10.70)
2010-03-0056339	CHAMBERLAND KEVIN E	2005/419WLK/JTKDE167550049871	\$ (18.00)
2010-03-0057373	COMAROTTI PATRICIA L	1994/YT4502/1G2NW15M3RC823656	\$ (8.85)
2010-03-0058544	CRAMER JOAN OR GEORGE	99 KNOLLWOOD ROAD	\$(1,979.78)
2010-03-0062100	CURRIER JESSICA A	2010/889405/4YMUL1212AV093156	\$ (37.17)
2010-03-0065165	FINAN JENNIFER OR MARK	2004/309UYG/JNKCV51F84M704345	\$ (349.36)
2010-03-0067676	GECF LOAN LEASE HOLDING	PPG01096	\$ (132.52)
2010-03-0068871	GUERRA ERIC E	2005/225XYL/WBAEK73455B328420	\$ (197.40)
2010-03-0072151	JACOBS PAUL D	2003/172XUL/5Y2SL628X3Z460868	\$ (41.37)
2010-03-0074414	KELLY GARRY C	2007/842061/JKAZX4P157A018629	\$ (127.70)
2010-03-0075468	MANDLIK SHEKHAR D C/O VINIT ADURR	1999/269YCH/JHMCG5642XC000427	\$ (22.24)
2010-03-0077879	MIRANDA HECTOR R	1989/123457/2GBJG31K8K4161708	\$ (168.66)
2010-03-0079230	NALUZZE HELEN	1996/721WRG/4S3BD4553T7210788	\$ (6.40)
2010-03-0080962	PELLETIER EDGAR J	1987/113601/1FDKE30L2HHB24835	\$ (18.10)
2010-03-0083082	POTTERTON NICOLE H	2004/264WGL/3N1CB51D54L908820	\$ (25.74)
2010-03-0083083	RIVERA VIVIANA	2002/749UHN/3N1CB51D92L634521	\$ (48.94)
2010-03-0087626	SANTANA IVAN	1996 CHEV MONTE CARLOS	\$ (59.73)
2010-03-0088264	SAUVE MICHELLE L	2000/LZ7097/1J4FF47S8YL202063	\$ (21.45)
2010-03-0088564	SAUVE MICHELLE L	1998/510XVC/W06VR52R1WR062825	\$ (13.39)

2010-02-0040718	TASH JOAN D OR EDWARD F	2002 FORD WINDSTAR	\$ (59.52)
2004-01-0010687	VANN CAROL E	1983/1COUG/1MEBP9239DH622425	\$ (5.00)
2009-03-0086091	VENTURA ADELINA	2000 DODGE INTREPID	\$ (103.23)
2009-03-0088316	VO HUYEN V	2004/477RHM/1HGCM56634A116353	\$ (67.01)
	WALTER KENNETH D OR WALTER MARY E	2008/813JHX/1HGFA16548L095741	\$ (140.68)
		<b>TOTAL</b>	<b>\$(3,672.48)</b>

Gengras Harley-Davidson Fall Open House

MOTION By Linda Russo  
seconded by Barbara Rossi  
to **approve** the outdoor amusement permit application submitted by Hannah Gavin, Events Coordinator, on behalf of Gengras Motor Cars, Inc. to conduct a Fall Open House weekend featuring music, a cookout, sales and vendors at 221 Governor Street on Saturday, September 17, 2011 from 9AM to 4PM, with music provided on that day from 11:30 AM to 3:30PM, and on Sunday, September 18, 2011 from 10AM to 3PM, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.  
Motion carried 9/0.

Referral to Ordinance Committee re: Town Clerk Job Description

MOTION By Bill Horan  
seconded by Eric Thompson  
to **refer** to the Ordinance Committee Section 2-115 of the Town of East Hartford Code of Ordinances entitled Town Clerk/Registrar of Vital Statistics to investigate the issue of whether the job description for the Town Clerk should be amended and to report back to the Town Council with its recommendations.  
Motion carried 9/0.

Waiver of Certification Requirement for Town Clerk

MOTION By Bill Horan  
seconded by Susan Skowronek  
to **waive** the certification requirement for the Town Clerk pursuant to Section 2-114 of the Town of East Hartford Code of Ordinances.  
Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Susan Skowronek (1) notified the Mayor of a large pothole on Overbrook Drive; and (2) told the Council that, while on vacation in Florida, she saw a televised announcement for the Podunk Bluegrass Music Festival.



Ram Aberasturia (1) requested a written summary of the update from the Development Department; (2) suggested a multi-lingual option for the town's website; and (3) reminded parents that the first day of school is approaching soon and to purchase uniforms for their children.

Barbara Rossi announced that the town received the Commercial and Institutional Award of Merit from the Connecticut Green Building Council for the new firehouse on Brewer Street.

Marc Weinberg (1) stated that a woman from New York in attendance at the Podunk Bluegrass Music Festival remarked on how safe she felt at Martin Park; and (2) wished Roger Moss a happy birthday.

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

None

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

ADJOURNMENT

MOTION      By Eric Thompson  
                  seconded by Bill Horan  
                  to **adjourn** (9:57 p.m.).  
                  Motion carried 9/0.


The Chair announced that the next meeting of the Town Council would be on September 6, 2011.

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

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

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**DATE:** August 29, 2011  
**TO:** Richard Kehoe, Chair  
**FROM:** Mayor Marcia A. Leclerc   
**RE:** RESIGNATION: Board of Ethics

Attached is a copy of a letter of resignation from Christian Moore.

He has served the community for several years as a valuable contributor to this Board and will be missed by his fellow members, residents and employees of our town who had the pleasure of working with him.

Please place this communication on the Town Council agenda for September 6, 2011.

Thank you.

August 8, 2011

The Honorable Marcia A. LeClerc, Mayor  
740 Main Street  
East Hartford, CT 06108

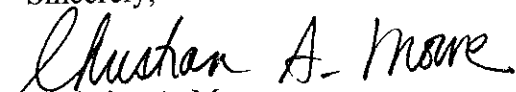
Re: Town of East Hartford Board of Ethics

Dear Mayor LeClerc,

It is with deep regret that I am hereby informing you that effective immediately, I am resigning from my position as a member of the Town of East Hartford Board of Ethics.

I was honored when former Mayor, The Honorable Melody A. Currey re-appointed me to this position back on January 5, 2010, however due to many other obligations, I am no longer able to serve.


Sincerely,

  
Christian A. Moore

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

---

**DATE:** August 29, 2011  
**TO:** Richard Kehoe, Chair  
**FROM:** Mayor Marcia A. Leclerc   
**RE:** COMMUNICATION: 2011 Podunk Expenses

Attached is the 2011 Podunk Expense report provided by Roger Moss. Please place this information on the Town Council agenda for the September 6, 2011 meeting. Thank you.

**C:** C. R. Moss, Director, Parks & Recreation  
M. Walsh, Finance Director

# East Hartford Parks and Recreation

# Memo

RECEIVED

AUG 24 2011

TOWN OF EAST HARTFORD  
OFFICE OF THE MAYOR

**To:** Mayor Marcia Leclerc

**From:** C. Roger Moss, CPRP 

**Date:** 8/19/11

**Re:** 2011 Podunk Expenses

By way of this memo, please find my annual breakdown regarding the Podunk Bluegrass Festival in regards to Town expenses spent including Police overtime. For the sixth year in a row the cost to the town has been reduced. We have worked hard to maintain the overtime costs associated each year that we have operated the festival. This year there were no Fire Department employees scheduled at the festival as per Chief Oates. Again this year the festival was able to cover the costs of Park Maintenance Overtime, all rental equipment and the Port-A-Johns used at the festival.

## 2011

Park Maintenance Overtime	\$ 0	Paid for by Festival	\$ 6,119.50
Police Department Overtime	\$10,382		
Fire Department Overtime	\$ 0		
Port-A-Johns	\$ 0	Paid for by Festival	\$ 4,605.60
Equipment Rental	\$ 0	Paid for by Festival	\$ 3,530.00
Total	\$10,382.00		\$14,255.10

## 2010

Park Maintenance Overtime	\$ 0	Paid for by Festival	\$ 6,335.87
Police Department Overtime	\$10,476.32		
Fire Department Overtime	\$ 0		
Port-A-Johns	\$ 0	Paid for by Festival	\$ 3,482.26
Equipment Rental	\$ 0	Paid for by Festival	\$ 5,205.00
Total	\$10,476.32		\$15,023.13

## 2009

Park Maintenance Overtime	\$ 0	Paid for by Festival	\$ 4,595.89
Police Department Overtime	\$ 8,898.48		
Fire Department Overtime	\$ 2,891.19		
Port-A-Johns	\$ 0	Paid for by Festival	\$ 4,131.57
Equipment Rental	\$ 0	Paid for by Festival	\$ 3,055.75
Total	\$11,789.67		\$11,783.21

**2008**

Park Maintenance Overtime	\$10,561.15	
Police Department Overtime	\$ 8,548.61	
Fire Department Overtime	\$ 2,418.45	
Port-A-Johns	\$ 0	Paid for by Festival
Equipment Rental	\$ 0	Paid for by Festival
Total	<u>\$21,528.21</u>	

**2007**

Park Maintenance Overtime	\$10,320.14
Police Department Overtime	\$ 8,653.70
Fire Department Overtime	\$ 3,116.17
Port-A-Johns	\$ 3,665.10
Equipment Rental	<u>\$ 4,428.00</u>
Total	\$30,183.11

**2006**

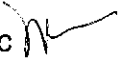
Park Maintenance Overtime	\$11, 838.21
Police Department Overtime	\$ 8,566.22
Fire Department Overtime	\$ 2,884.87
Port-A-Johns	\$ 3,866.80
Equipment	<u>\$ 4,525.02</u>
Total	\$31,681.12

**CC:** Mike Walsh, Finance Director

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

---

**DATE:** August 29, 2011  
**TO:** Richard Kehoe, Chair  
**FROM:** Mayor Marcia A. Leclerc   
**RE:** COMMUNICATION: Hurricane Irene

I would like to have time on the September 6, 2011 Town Council agenda to provide an overview of the storm and the handling of different situations that arose as a result of the hurricane.

Thank you.

## FLOOD PROTECTION COMMITTEE ORDINANCE

July 19, 2011 DRAFT

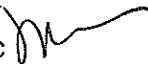
- (a) There is established a Flood Protection Committee, consisting of four members: the Mayor, Public Works Director, Finance Director, and Town Engineer. The Committee shall periodically assess the condition and operation of the Town's flood protection structures and facilities and make recommendations 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.



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

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**DATE:** August 25, 2011  
**TO:** Richard Kehoe, Chair  
**FROM:** Mayor Marcia A. Leclerc   
**RE:** BID WAIVER-Riverside Drive Reconstruction

I am requesting that the following motion for a Bid Waiver to allow the Town to use the RFQ process for the selection of professional services associated with the design for the reconstruction of Riverside Drive.

**MOTION:**

To waive the bidding requirements of Town Ordinance Section 10-7(b) and authorize the Administration to use the RFQ process as described in a memorandum from Tim Bockus, Acting Director of Public Works, as a process for hiring a firm for professional services related to the reconstruction of Riverside Drive.

I would like to recommend that this information be placed on the agenda for

September 6, 2011 and that you consider waiving the bid requirements as requested.

**C:** M. Walsh, Finance Director  
T. Bockus, Acting Director, Public Works  
D. Horan, Town Engineer  
J. Martin, Purchasing Agent

**TOWN OF EAST HARTFORD  
DEPARTMENT OF PUBLIC WORKS  
INTEROFFICE MEMORANDUM**

**TO:** Marcia A. Leclerc, Mayor

**FROM:** Tim Bockus, Acting Director of Public Works



**DATE:** August 22, 2011

**RE:** Bid Waiver for Engineering RFQ  
Riverside Drive Reconstruction

---

Engineering for the reconstruction of Riverside Drive will be paid for using a federal earmark that will be administered by the Connecticut Department of Transportation (DOT). To retain a design firm, the DOT requires that we follow procedures outlined in their manual titled *Consultant Selection, Negotiation And Contract Monitoring Procedures For Municipally Administered Projects*. Those procedures utilize a request for qualifications (RFQ) approach, which will require a bid waiver from the Town Council.


Please request that a bid waiver be placed on the upcoming Town Council's agenda to allow the use of the RFQ process for the selection of professional services associated with design for the reconstruction of Riverside Drive.

The Engineering Division is currently drafting the RFQ for DOT review prior to advertisement in a newspaper and professional trade magazine. After receipt of both the DOT comments and the bid waiver, the RFQ can be advertised and the selection process started.

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

---

**DATE:** August 29, 2011  
**TO:** Richard Kehoe, Chairman  
**FROM:** Mayor Marcia A. Leclerc   
**RE:** CONTINGENCY TRANSFER – Voter Primaries

Attached is a Contingency Transfer in the amount of \$32,318.00 to be approved by the Town Council. These are funds that will be used to pay expenses associated with the upcoming Primary to be held on September 13, 2011.

Please place on the agenda for the September 6, 2011 meeting. Thank you.

**C:** M. Walsh, Finance Director  
Registrar of Voters



## MEMORANDUM

**DATE:** August 26, 2011

**TO:** Marcia A. Leclerc, Mayor

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

**TELEPHONE:** (860) 291-7246

**RE:** Contingency Transfer for Upcoming Primaries

---

As you are aware, a variety of primaries to select candidates for a host of offices will be held on September 13th.

This primary election will result in unanticipated expenditures attributable to the Registrar of Voters budget in the amount \$32,318 as detailed in the attached memos and transfer form.

Because the cost of this primary is traditionally not budgeted as part of the 2011-2012 budget process, we respectfully need to request a Contingency Transfer from the Town Council to cover the cost of this primary.

A transfer form is attached. Please forward this item on to the Town Council for action.

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

Town Of East Hartford  
Request for Budgetary Transfer of Funds

Department Name CONTINGENCY  
Fund Name General



Fiscal Year 2011-2012  
Date Fund Number August 25, 2011  
GO1

To: Account No.	Account Name	Amount	From: Account No.	Account Name	Amount
Registrar of Voters - Election Officials	G1300-60135	\$ 23,725	Contingency Reserve	G9600-63492	\$ 32,318
Registrar of Voters - Election Day Expenses	G1300-62360	\$ 5,293			
Registrar of Voters - Inspec. Of Voting Mach.	G1300-63227	\$ 1,500			
Registrar of Voters - Telephone	G1300-65212	\$ 1,800			
<b>Total</b>		<b>\$ 32,318</b>			
			<b>Total</b>		<b>\$ 32,318</b>

**JUSTIFICATION:** Provide detail and specific reasons for this transfer. This should include future budget impact on both the "to" and the "from" accounts. Attach additional information if necessary.

To provide a source of funds to hold Democrat and Republican primaries in September of 2011

  
 Signature- Director/Department Head

	
Approvals	Date Approved
Finance Director	
<hr/>	<hr/>
Mayor	Date Approved
<hr/>	<hr/>
Town Council/Clerk	Date Approved
<hr/>	<hr/>

**FINANCE DEPARTMENT USE ONLY**

Transfer \_\_\_\_\_ Date Entered \_\_\_\_\_ Entered By \_\_\_\_\_

MARCIA A. LECLERC  
MAYOR

# TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

(860) 291-7280

FAX (860) 289-0881

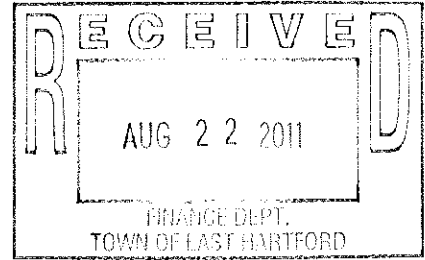
REGISTRAR OF VOTERS

Date: August 23, 2011  
To: Marcia A, Leclerc, Mayor  
From: Mary J. Mourey, Republican Registrar of Voters  
Re: Republican Municipal Primary – September 13, 2011

The following is my budget for the September 13, 2011 primary

CODES		RATE	TOTAL
60135	1 Head Moderator		300.00
60135	7 District Moderators	300.00	2,100.00
60135	7 Assistant Registrars	275.00	1,925.00
60135	7 Official Checkers	200.00	1,400.00
60135	7 Ballot Clerks	200.00	1,400.00
60135	7 Voting Tabulator Tenders	200.00	1,400.00
60135	1 Absentee Ballot Moderator		300.00
60135	2 Absentee Ballot Casters	200.00	400.00
60135	1 Set-up/Break Down Staff		300.00
60135	1 Registrar of Voter		600.00
60135	1 Deputy Registrar of Voter		300.00
62360	St. Christopher's Church Hall ½ cost		100.00
62360	1,670 Ballots @ .30 cents each, plus ½ shipping cost		551.00
62360	Programming of Ballots– Based on 13 candidates, 2 lines, size 8 ½ x 11 , 32 memory cards		1,350.00
62360	Programming HandicapIVS phone/fax machine ½ cost		50.00
63227	Movers – ½ cost		750.00
65212	Telephone – 2 phone lines per district –Includes . phone systems for handicap voters – ½ cost		900.00
		Total	\$14,126.00

cc: Michael Walsh



DATE August 22, 2011  
 TO: Michael Walsh, Finance  
 FROM: Margaret A. Byrnes *Ray*  
 RE: Democratic Primary September 13, 2011


The following is my proposed budget for the Democratic Primary.

Codes		Rate	Total
60135	1 Head Moderator	300.00	300.00
60135	7 District Moderators	300.00	2100.00
60135	7 Assistant Registrars	275.00	1925.00
60135	19 Official Checkers	200.00	3800.00
60135	7 Ballot Clerks	200.00	1400.00
60135	7 Voting Tabulator Tenders	200.00	1400.00
60135	1 Absentee Ballot Moderator	300.00	300.00
60135	3 Absentee Ballot Casters	200.00	600.00
60135	1 Assistant Absentee Moderator	275.00	275.00
62360	St. Christopher's Church Hall -1/2 Cost	200.00	100.00
63227	Movers 1/2 Cost of 1500.00	750.00	750.00
65212	Telephone 2 phone lines for district includes phone system for handicap voters. 1/2 Cost of 1800.00	900.00	900.00
62360	Programming of Ballots	1166.00	1166.00
62360	6700 Ballots at 28 cents each plus 1/2 shipping cost of 100.00	1926.00	1926.00
60135	1 Set-up person	300.00	300.00
62360	1 IVS (Handicap System) Programming 1/2 cost of 100.00	50.00	50.00
60135	1 Democratic Registrar of Voters	600.00	600.00
60135	1 Democratic Deputy Registrar of Voters	300.00	300.00
		<b>Total</b>	<b>18,192.00</b>

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

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**DATE:** August 23, 2011  
**TO:** Richard F. Kehoe, Chair  
**FROM:** Mayor Marcia A. Leclerc   
**RE:** REFERRAL TO FEES: Special Revenue Accounts

Attached is a memo from Roger Moss, Director of Parks and Recreation, requesting a referral to the Fees Committee to create a new account in the Special Revenue Fund for the Farmer's Market held on the Town Green on Saturdays through October 29, 2011.

Please place on the Town Council Agenda of September 6, 2011 for referral to the Fees Committee.

Thank you.

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



# Memo

**To:** Mayor Marcia Leclerc

**From:** C. Roger Moss, CPRP Director of Parks and Recreation



**Date:** 8/18/11

**Re:** Referral to Council Special Revenue Accounts

---

I would like to request the addition of creating a new account for the Special Revenue Program to be conducted during the fiscal year 2011-2012 on a self-supporting basis.

This new account will be used to collect money for vendors at the Farmer's Market on Saturdays at the Town Green.

If you have, any questions concerning this matter please do not hesitate to contact me.

*East Hartford Parks and Recreation Presents:*

# *The Green Harvest*

## *Farmer's Market*

*Saturdays from July 9 to October 29, 2011*

*10:00 AM - 2:00 PM*

*Alumni Park - Town Green*

*1047 Main Street, East Hartford*

We are looking for crafters and other vendors who are interested in joining us for our first Farmer's Market. Vendors will be allowed to set-up on a weekly basis or for the entire season. We anticipate this new weekly market will draw people who have heard about it or are driving by on Main Street/Route 5.

### **Important Information:**

1. Crafter/vendors must supply all of their own equipment. (tables, chairs, tents, etc...)
2. Crafter/Vendors check-in begins at 9:00 AM.
3. Everyone must check-in with the Market Coordinator Mike Wilcox before setting up.
4. Crafter/Vendors must be set up by 9:45 AM.
5. All vehicles must be out of the market area by 9:30 AM.
6. **Booth Fees:** Non-Profit Organization \$10.00, Crafter (all items made by seller) \$25.00, Merchandise (less than 50% made by seller) \$60.00, Commercial (Nothing made by seller or product such as windows, siding etc.) \$100. per 12x12 foot area.

**Paid In Advance Discount** – 16 weeks (includes 1 free week) – 50% off weekly booth price, 8 to 15 Weeks – 25% off weekly booth price. Price Per Week: Non-Profit \$7.50 Crafter - \$18.75, Merchandise \$45, Commercial \$75.00. 4 to 7 Weeks – 10% Discount off weekly booth price.

Further Questions?

Contact:

The East Hartford Parks and Recreation Dept.  
50 Chapman Place Box 1  
East Hartford, CT 06108  
(860)291-7166

# *The Green Harvest Farmer's Market*

## *Crafter/Vendor Application*

Please complete this form and return it to:  
East Hartford Parks & Recreation Department  
50 Chapman Place  
East Hartford, CT 06108

PHONE: 860-291-7166, FAX: 860-282-8239

Crafter/Vendor registration deadline: Each Thursday of the week.

Company Name: \_\_\_\_\_ Booth Fee: \_\_\_\_\_

Contact's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Type of Crafter/Vending Item(s): \_\_\_\_\_

Amt. Paid: \_\_\_\_\_ Check#: \_\_\_\_\_ Cash: \_\_\_\_\_ Date Paid: \_\_\_\_\_  
(checks must be made payable to: TOWN OF EAST HARTFORD)

### **Important Information:**

1. Crafter/Vendors must supply all of their own equipment. (tables, chairs, tents, etc...)
2. Crafter/Vendor check-in begins at 9:00 AM.
3. Everyone must check-in with the Market Coordinator, Mike Wilcox before setting up.
4. Crafter/Vendors must be set up by 9:45 AM.
5. All vehicles must be out of the market area by 9:30 AM.
6. **Booth Fees:** Non-Profit Organization \$10.00, Crafter (all items made by seller) \$25.00, Merchandise (less than 50% made by seller) \$60.00, Commercial (Nothing made by seller or product such as windows, siding etc.) \$100. per 12x12 foot area.  
**Paid In Advance Discount** – 16 weeks (includes 1 free week) – 50% off weekly booth price, 8 to 15 Weeks – 25% off weekly booth price. Price Per Week: Non-Profit \$7.50 Crafter - \$18.75, Merchandise \$45, Commercial \$75.00. 4 to 7 Weeks – 10% Discount off weekly booth price.

I agree to clean my area before leaving each week I vend at the Farmer's Market. I understand that "Silly String", "Poppers", toy guns or projectile type toys are **NOT** allowed to be sold. Failure to follow the rules and regulations set will result in forfeiture of my space and vending rights

Signature: \_\_\_\_\_ Date: \_\_\_\_\_