

Robert J. Posch

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
MARCH 20, 2012

2012 MAR 14 A 9:36
TOWN CLERK
EAST HARTFORD

=====
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. March 5, 2012 Budget Workshop/Various Town Departments
 - B. March 6, 2012 Regular Meeting
 - C. March 7, 2012 Public Hearing/2012-2013 Budget
 - D. March 8, 2012 Public Hearing/2012-2013 Budget
 - E. March 13, 2012 Special Meeting/2012-2013 Budget
6. COMMUNICATIONS AND PETITIONS
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Recommendation from Real Estate Acquisition & Disposition Committee re: Porter Brook Culvert Easements
 - B. State of Connecticut – Division of Emergency Management and Homeland Security re: Emergency Management Performance Grant
 - C. Refund of Taxes
 - D. Outdoor Amusement Permit Applications:
 1. 25th Annual Memorial Mile
 2. 28th Annual Riverfest 5K Road Race
 3. 16th Annual Sounds of Summer Concert Series
 4. 23rd Annual Fall Fest
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: April 3, 2012)

Robert J. Rossi

2012 MAR -6 A 11: 21

TOWN COUNCIL CHAMBERS
EAST HARTFORD CONNECTICUT

TOWN CLERK
EAST HARTFORD

MARCH 5, 2012

BUDGET WORKSHOP

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

ALSO Marcia A. Leclerc, Mayor
PRESENT Michael P. Walsh, Finance Director
Clare Fravel, Grants Administrator
Tim Bockus, Director of Public Works
Gregg Verallis, Facilities Manager
Jim Uhrig, Parks and Recreation
Jim Cordier, Director of Health and Social Services
Joanne Dorn, Program Supervisor, Social Services
Michelle Pantaleo, Elderly Services Coordinator, Social Services
Michael O'Connell, Environmental/Public Health Supervisor

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:37 p.m. He announced the exit locations in accordance with Connecticut General Statutes §29-381, after which he led the Town Council in the Pledge of Allegiance.

The Council reviewed the following department budgets for fiscal year 2012-2013:

Grants Administration
Historic District Commission
Public Works
Parks and Recreation
Health and Social Services

MOTION By Eric Thompson
seconded by Bill Horan
to **adjourn** (9:10 p.m.).
Motion carried 9/0.

Attest

Richard F. Kehoe

Richard F. Kehoe
Town Council Chair

Robert J. Pasch

EAST HARTFORD TOWN COUNCIL
TOWN COUNCIL CHAMBERS
MARCH 6, 2012

2012 MAR -9 A 9: 26

TOWN CLERK
EAST HARTFORD

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

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:43 p.m. The Chair announced the exit locations in accordance with Connecticut General Statute §29-381, after which the Council joined him in the pledge of allegiance.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Susan Kniep, 50 Olde Roberts Street, (1) spoke to transparency in government; (2) suggested that the Council allow for a public hearing within 48 hours after presenting their budget to the residents of East Hartford; (3) believes that all union contracts should be presented at a public hearing before being ratified; (4) read from a list of employee salaries and commented that Town Hall employees are on the lowest end of the wage scale of those employed by the town; and (5) asked that there be a 3 year wage freeze.

APPROVAL OF MINUTES

February 21, 2012 Executive Session/Board of Education

MOTION By Barbara Rossi
seconded by Bob Damaschi
to approve the minutes of the February 21, 2012 Executive Session/Board of Education.
Motion carried 9/0.

February 21, 2012 Regular Meeting

MOTION By Barbara Rossi
seconded by Eric Thompson
to approve the minutes of the February 21, 2012 Regular Meeting.
Motion carried 9/0.

February 27, 2012 Budget Workshop/ Police and Fire Departments

MOTION By Barbara Rossi
seconded by Pat Harmon

to **approve** the minutes of the February 27, 2012 Budget Workshop/Police and Fire Departments.
Motion carried 9/0.

February 29, 2012 Budget Workshop/Board of Education

MOTION By Barbara Rossi
seconded by Bob Damaschi
to **approve** the minutes of the February 29, 2012 Budget Workshop/Board of Education.
Motion carried 9/0.

March 3, 2012 Budget Workshop/Various Town Departments

MOTION By Barbara Rossi
seconded by Pat Harmon
to **approve** the minutes of the February 29, 2012 Budget Workshop/Various Town Departments.
Motion carried 9/0.

NEW BUSINESS

State of Connecticut Office of Policy and Management: Police & Youth Program Grant

MOTION By Bill Horan
seconded by Linda Russo
to **adopt** the following resolution:

RESOLVED, that Marcia A. Leclerc Mayor of the Town of East Hartford, is hereby authorized to execute on behalf of this municipality a grant application in an amount not to exceed \$10,000 with the State of Connecticut Office of Policy and Management Criminal Justice Policy and Planning Division for a "Police & Youth Program" grant and to file any amendments or reports as may be required to successfully complete the terms of the grant contract.

BE IT FURTHER RESOLVED that Marcia A. Leclerc is currently serving as Mayor of the Town of East Hartford. Her term of office began on January 10, 2011 and will continue until November 12, 2013. As Mayor, Marcia A. Leclerc serves as the Chief Executive Officer for the Town of East Hartford, and is duly authorized to enter into agreements and contracts on behalf of the Town of East Hartford.

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

Referral to Town-owned Property Other Than Real Estate Subcommittee re: Health Department: Physical Examination Items

MOTION By Marc Weinberg
seconded by Barbara Rossi
to refer to the Town-owned Property Other Than Real Estate Subcommittee the disposal of physical examination items formerly used by the town's Health Department, as listed and attached to a memo from Mayor Leclerc to Chair Rich Kehoe dated February 27, 2012, by donating those items to East Hartford

Community Health Care, with instructions to review the issue and report back to the Town Council with its recommendations, if any.
Motion carried 9/0.

Appointment to Board of Ethics (Alternate): Susan Skowronek

MOTION By Linda Russo
seconded by Barbara Rossi
to approve the appointment of Susan Skowronek, 84 Syracuse Drive, to the Board of Ethics, as an Alternate; term to expire December 2012.
Motion carried 7/2. Nays: Harmon, Damaschi

Outdoor Amusement Permit Applications:

7th Annual Abelon Memorial Walk

MOTION By Marc Weinberg
seconded by Eric Thompson
to approve the outdoor amusement permit application submitted by Rachel Buck, CIBA Student Advisory Board member, to conduct a fundraising walk to raise public awareness of the cause and effects of pancreatic cancer on Saturday, May 19th on the grounds of the Connecticut IB Academy, 857 Forbes Street from approximately 8AM to 2PM, with the walk starting at 10AM at CIBA and following Forbes Street to Sunset Ridge School and retraces its steps back to CIBA, 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, and to waive the associated permit fee under the provisions of Section 5-6(c) in the East Hartford Code of Ordinances, as this is a charitable fund-raising event.
Motion carried 9/0.

Olmstead Pops Series – Hartford Pops

MOTION By Linda Russo
seconded by Pat Harmon
to approve the outdoor amusement permit application submitted by Jessica Leone, Public Events Manager, for Riverfront Recapture, Inc. to conduct the Olmstead Pops concert series, to be held in Great River Park in East Hartford on the following Saturdays in 2012: May 26th, June 23rd and July 21st from 7PM to 9PM, with music from 7PM to 9PM; additionally, the applicant seeks authorization to sell or dispense alcoholic beverages in connection with this event under the provisions of §14-7(b) and §14-10(13) of the Town of East Hartford Code of Ordinances, provided a current and updated liquor permit is submitted to the Town prior to the June 23rd event date, 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.

Riverfest 2012

MOTION By Linda Russo
 seconded by Eric Thompson
 to **approve** the outdoor amusement permit application, Riverfest 2012, filed on behalf of Riverfront Recapture, Inc. by Jessica Leone, its Public Events Manager, to conduct outdoor musical performances on Saturday July 7, 2012 – with a rain date of Sunday, July 8th – between the hours of 4PM and 9:30PM, with music occurring between the hours of 4PM and 9PM, and a fireworks display occurring between 9PM and 9:30PM, in the vicinity of Founders Plaza and Great River Park on East River Drive, 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.

Riverfront U.S. Title Series

MOTION By Bill Horan
 seconded by Linda Russo
 to **approve** the outdoor amusement permit application, Riverfront U.S. Title Series, submitted by Jessica Leone, Public Events Manager, for Riverfront Recapture to conduct professional power boat races on the Connecticut River, launched out of Great River Park, with food, merchandise vendors, and musical entertainment on the following dates and times in 2012:

Friday, August 31 st	Setup/Boat Testing	9AM to 5PM
Saturday, Sept 1 st	Racing	10AM to 5PM
Sunday, Sept 2 nd	Racing	12PM to 5PM

Additionally, the applicant seeks authorization to sell or dispense alcoholic beverages in connection with this event under the provisions of §14-7(b) and §14-10 (13) of the Town of East Hartford Code of Ordinances, provided (1) a current and updated liquor permit is submitted to the Town prior to the August 31st event date; and (2) an appropriate certificate of liability insurance has been obtained and provided; 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.

Head of the Riverfront Rowing Regatta

MOTION By Ram Aberasturia
 seconded by Eric Thompson
 to **approve** the outdoor amusement permit application submitted by Jessica Leone, Public Events Manager, for Riverfront Recapture, Inc. to conduct a rowing regatta on the Connecticut River beginning at the Charter Oak Landing in Hartford on Sunday, September 30, 2012 from 7AM to 4PM, 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.

ING Hartford Marathon

MOTION By Ram Aberasturia
seconded by Pat Harmon
to **approve** the outdoor amusement permit submitted by Beth Shluger of the Hartford Marathon Foundation to conduct a marathon and an outdoor musical event with volunteers and several thousand spectators and runners on Saturday, October 13, 2012 from 7:30AM to 12PM, with music between the hours of 9AM and 12PM, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.
Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Eric Thompson inquired on the agreement reached between the Town of East Hartford and Leinad, Inc. d/b/a Kahoots, and what impact the Sexually Oriented Business ordinance had on this agreement.

OPPORTUNITY FOR RESIDENTS TO SPEAK

Barbara Rossi reminded all that the St. Patrick's Day Parade will be held in Hartford on Saturday, March 10th at 11AM.

ADJOURNMENT

MOTION By Eric Thompson
seconded by Bill Horan
to **adjourn** (8:20 p.m.).
Motion carried 9/0.

The Chair announced that the first of two public hearings on the 2012-2013 budget will be held on Wednesday, March 7, 2012.

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

Robert J. Pasch

2012 MAR -9 A 9: 26

TOWN COUNCIL CHAMBER
EAST HARTFORD, CONNECTICUT

TOWN CLERK
EAST HARTFORD

MARCH 7, 2012

PUBLIC HEARING/BUDGET

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, Patricia Harmon and Robert J. Damaschi

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:18 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 gave a brief overview of the Mayor's recommended 2012-2013 budget which represents a 4.8% increase in expenses, or \$7.6 million. Of the \$7.6 million, \$3.2 million is going to the Board of Education; \$3.3 million is set aside for health benefits; \$845,000 is set aside for additional pension costs, which leaves only \$204,000 to cover the increase in the town's operating budget.

Due to revaluation, the Chair stated that the impact of this year's budget varies dramatically, whether residential or commercial, and therefore, it is difficult to announce the average tax increase to homeowners as has been done in the past. However, since the burden of the tax increase has shifted from residential property owners to business owners, the Chair stated that roughly 60% of all homeowners in East Hartford will see a decrease in their yearly property taxes.

Chair Kehoe announced that the Council, as a whole, is planning to set aside sufficient funds to provide the Board of Education with financial resources to keep the Synergy Alternative High School and the HeadStart program.

The following citizens came forth to speak on the impact that revaluation had on their property taxes:

John Bezzini, 92 Copper Beech Way, stated that his yearly taxes will increase over \$600, but his assessment decreased by \$12,000. Mr. Bezzini asked for the process that Municipal Valuation Services uses to obtain a fair assessment of residential properties.

Paul Gallo, 104 Jessica Drive, stated that the value of his home decreased by 9.3%, but his taxes will increase by 12.8%. When he received notice from the town in December of this change, he did not question it because the Mayor's budget was not yet available and, therefore, he did not know what impact the budget would have on his assessment.

The following citizens came forward to speak in favor of keeping the HeadStart program:

Maria Guzman, 812 Brewer Street; Diane Stone, Teacher at Willowbrook School, who also read a letter from Georgia Clark, 105 Smith Drive, in support of HeadStart; Aphrodite "Dede" Koutsares, Teacher at Willowbrook School; Kimberly Pedneault, Teacher at Willowbrook School; Betsy Valentin, 19 Margery Drive; Victoria Starr, 17 Chickasaw Drive; and David Akai, 50 Church Street.

The following citizens came forward to speak in favor of keeping the Synergy Alternative High School program:

Shelly Nearing, 377 School Street; Angel Fontanez, 49 Cannon Road; Jennifer Wisnewski, 1192 Forbes Street; Betsy Valentine, 19 Margery Drive; Malcolm Freeman, Jr., 23 Higbie Drive; Joshua Lam, 106 Greenlawn Street; and Nathan Allison, Teacher at Synergy Alternative High School.

Susan Kniep, 50 Olde Roberts Street, (1) spoke in favor of keeping both the HeadStart and Synergy Alternative High School programs; (2) suggested that the Town Council hold another public hearing after they present their budget to the residents and before actually setting the budget; and (3) believes there should be a 3-year wage freeze on all town employees' salaries.

The Chair announced that another public hearing on the budget will be held tomorrow evening, March 8th, at 7PM in Council Chambers. Additionally, he noted that the Council is scheduled to vote on the budget on Tuesday, March 13th at 7PM in Council Chambers.

ADJOURNMENT

MOTION By Eric Thompson
 seconded Bill Horan
 to adjourn (8:45 p.m.).
 Motion carried 9/0.

Attest Angela H. Attenello
 Angela Attenello
 Town Council Clerk

Robert J. Prael

2012 MAR 12 A 9:51

TOWN CLERK
EAST HARTFORD

TOWN COUNCIL CHAMBER
EAST HARTFORD, CONNECTICUT

MARCH 8, 2012

PUBLIC HEARING/BUDGET

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, Patricia Harmon and Robert J.
Damaschi

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:05 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 gave a brief overview of the Mayor's recommended 2012-2013 budget which represents a 4.8% increase in expenses, or \$7.6 million. Of the \$7.6 million, \$3.2 million is going to the Board of Education; \$3.3 million is set aside for health benefits; \$845,000 is set aside for additional pension costs, which leaves only \$204,000 to cover the increase in the town's operating budget.

Due to revaluation, the Chair stated that the impact of this year's budget varies dramatically, whether residential or commercial, and therefore, it is difficult to announce the average tax increase to homeowners as has been done in the past. However, since the burden of the tax increase has shifted from residential property owners to business owners, the Chair stated that roughly 60% of all homeowners in East Hartford will see a decrease in their yearly property taxes.

Chair Kehoe announced that the Council, as a whole, is planning to set aside sufficient funds to provide the Board of Education with financial resources to keep the Synergy Alternative High School and the HeadStart program.

The following citizens came forth to speak on the impact that revaluation had on their property taxes:

Janice Allison, 97 Copper Beech Way, asked why 60% of homeowners had a decrease in yearly taxes, while 40% had an increase. Ms. Allison suggested that the increase in the budget should be equalized by disbursing the increase to all residential property owners.

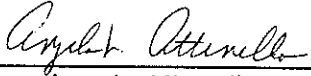
Susan Kniep, 50 Olde Roberts Street, (1) suggested that the Town Council hold another public hearing after they present their budget to the residents and before actually setting the budget; (2) questioned the Governor's proposed \$1.7 million grant to the Board of Education; (3) commented on the 40% increase in health benefits for employees; (4) suggested a 3-year wage freeze for all town employees; (5) asked that the Council provide the source of funding for any wage increases and healthcare benefits that are in the 2012-

2013 budget; (6) believes that all union contracts should be subject to a public hearing before those contracts are fully executed; and (7) suggested that the Council hold a meeting and have the Town Assessor and Municipal Valuation Services – the entity hired by the Town of East Hartford to perform the 2011 revaluation – to explain how the assessments were formulated for homes in East Hartford.

The Chair announced that the next meeting will be held Tuesday, March 13th at 7PM in Council Chambers when the Council will set the 2012-2013 budget. The next regular Town Council meeting will be held Tuesday, March 20th.

ADJOURNMENT

MOTION By Eric Thompson
 seconded Bill Horan
 to adjourn (7:38 p.m.).
 Motion carried 9/0.

Attest 
 Angela Attenello
 Town Council Clerk

Robert J. Paek

2012 MAR 14 A 8:30

TOWN COUNCIL CHAMBERS
EAST HARTFORD, CONNECTICUT

TOWN CLERK
EAST HARTFORD

MARCH 13, 2012

SPECIAL MEETING/BUDGET

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, Patricia Harmon and Robert J. Damaschi, Sr.

Chair Kehoe called the meeting to order at 7:15 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.

Adoption of the 2012-2013 Budget

MOTION By Barbara Rossi
seconded by Marc Weinberg
to **adopt** the following budget for 2012-2013 in accordance with Section 6.4(b) of the Town Charter, as follows:
That the Mayor's proposed budget which
resulted in the Town Government Budget of-----\$ 72,880,782
Board of Education Budget of-----\$ 85,766,419
and a Debt Service payment of -----\$ 8,099,382
and a Capital Improvement Budget of----- \$ 1,323,619

for a total budget of -----\$168,070,202
be amended as follows:

Account Number	Description	Amount	Comments
G2100-61400	Mayor's Office - Employee Incentive	(3,000)	Council directed cut
G2100-63133	Mayor's Office - Professional Services	(30,000)	Council directed cut
G3200-62216	Accounts and Controls - Prof. Dev/Travel	(330)	Council directed cut
G3400-62316	Purchasing - Copier/Print Supplies	(3,000)	Council directed cut
G3700-62311	Tax Office - Office Supplies	(3,250)	Council directed cut
G3700-63221	Tax Office - Printing	(10,000)	Council directed cut
G3700-63236	Tax Office - Office Equipment Maintenance	(4,000)	Council directed cut
G3700-64602	Tax Office - Computer, Printers	(1,200)	Council directed cut
G3800-61430	Emp. Benefits - Pension Contrib.	(680,609)	Council directed cut - discount rate at 8.25%

G5317-62336	Fire Admin. - Fire Fighting Supplies	(5,450)	Council directed cut
G5320-60110	Fire App. Maint. - Permanent Services	(4,867)	Council directed cut
G5322-64601	Fire Alarm - Commo. Equip.	(3,000)	Council directed cut
G5324-63550	EM - CERT	(250)	Council directed cut
G7100-62216	Engineering - Prof. Dev.	(775)	Council directed cut
G8100-60110	Parks Admin. - Permanent Services	(3,750)	Council directed cut
G9100-62213	Health - Dues and Subs.	(100)	Council directed cut
G9837-60120	Pension and Benefit Board - Clerk Wages	(200)	Council directed cut
G9842-63221	Planning and Zoning - Printing	(300)	Council directed cut
G9884-63214	Fine Arts - Advertising	(1,000)	Council directed cut
G9884-63488	Fine Arts - Expenses	(1,500)	Council directed cut
G9600-63903	Contingency - BOE State Funding	675,000	Council directed addition

Subtotal - Expenditure Increase (Decrease)	<u>(81,581)</u>
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Net Increase (Decrease) to Mayor's Recommended Budget	<u>(81,581)</u>
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MOTION By Eric Thompson
seconded by Pat Harmon
to **amend** the motion by substituting the reductions in the main motion with the following revisions to the Mayor's recommended budget:

Account Number	Description	Amount	Comments
G1100-60141	Town Council Overtime	(300)	10% Reduction in OT
G1200-60141	Town Clerk Overtime	(70)	10% Reduction in OT
G1200-63221	Printing/Reproduction	(27,000)	Reduction
G1200-63139	Vital Statistics	(500)	Reduction
G1300-63221	Registrar of Voters Printing/Reproduction	(1,000)	Reduction
G1400-60122	Selectmen Other Services	(2,190)	Reduction
G2100-61400	Employee Incentive/Mayor's office	(15,000)	Reduction
G2100-62216	Professional Develop./Travel-Mayor's office	(8,500)	Reduction
G2100-63133	Professional Services-Mayor's office	(100,000)	Reduction
G2300-62216	Professional Dev/Travel - Human Resources	(891)	Reduction

G2400-60110	Public Library Permanent Services	(15,033)	Reduction
G2500-62214	Probate Court Books/Maps/Reference	(2,700)	Reduction
G2500-62311	Office Supplies	(860)	Reduction
G2500-62316	Copier/Print Supplies	(1,390)	Reduction
G2500-63221	Printing/Reproduction	(8,030)	Reduction
G2600-60110	Youth Services Youth Task Force Coordinator	(59,869)	Elimination of YTFC
G3100-60141	Finance Administration	(50)	10% Reduction in OT
G3300-60141	Permanent Services	(23,652)	Reduction of ISS to PT
G3300-60141	Overtime	(800)	10% Reduction in OT
G3400-62316	Copier/Print Supplies	(1,575)	Reduction
G3400-63236	Office Equipment	(1,960)	Reduction
G3500-60100	Treasurer	(4,000)	Elimination of Renumeration
G3600-63236	Office Equipment	(500)	Reduction
G3700-62311	Office Supplies	(2,875)	Reduction
G3700-63236	Office Maintenance	(3,000)	Reduction
G3700-64602	Computers, Printers	(1,200)	Reduction
G3700-60141	Overtime	(600)	10% Reduction in OT
G3900-60110	Risk Management Permanent Services	(818)	Reduction
G5203-60141	Police Admin Overtime	(44,785)	10% Reduction in OT
G5203-60144	OT Spc events	(5,475)	10% Reduction in OT
G5203-60146	OT K9 Acct	(1,000)	10% Reduction in OT
G5203-60147	OT Regional	(500)	10% Reduction in OT
G5203-60149	OT Spc Programs	(2,738)	10% Reduction in OT
G5203-60202	OT MIS	(1,500)	10% Reduction in OT
G5203-60204	Admin OT	(3,453)	10% Reduction in OT
G5203-60205	CID OT	(10,000)	10% Reduction in OT
G5203-60206	OT Training	(13,140)	10% Reduction in OT
G5203-60207	OT Records	(1,122)	10% Reduction in OT
G5203-63236	Office Equipment	(2,250)	Reduction
G5203-63363	Cleaning/Laundry	(1,500)	Reduction
G5203-64600	Office Furniture	(5,000)	Reduction

G5204-62333	K9 Expense	(5,000)	Reduction
G5316-60110	Permanent Services	(99,788)	Delay implementation of 1 Asst Fire Chief
G5316-60141	Overtime	(1,200)	10% Reduction in OT
G5317-60141	Overtime - Fire Suppression	(75,000)	10% Reduction in OT
G5319-60141	Overtime	(2,000)	10% Reduction in OT
G5320-60141	Overtime - Fire App Maint	(800)	10% Reduction in OT
G5320-63159	Staff Training	(1,500)	Reduction
G5322-60141	Overtime - Fire Alarm Maint	(1,000)	10% Reduction in OT
G5323-60141	Overtime - Emergency Med Services	(1,000)	10% Reduction in OT
G5324-60141	Overtime - Emergency Management	(600)	10% Reduction in OT
G5324-62316	Professional Development/Travel	(700)	Reduction
G5324-62314	Phot/Rec/Radio	(1,000)	Reduction
G5325-60141	Overtime - Fire Training	(500)	10% Reduction in OT
G5325-63159	Staff Training	(4,100)	Reduction
G5325-64514	Other Cap Equipment	(1,500)	Reduction
G5400-60141	Overtime - Public Safety Communications	(10,300)	10% Reduction in OT
G5400-64599	Cap Items	(1,000)	Reduction
G6100-60141	Overtime - Inspections and Permits	(400)	10% Reduction in OT
G6100-62214	Books, Maps,	(400)	Reduction
G7100-60141	Overtime - Public Works	(160)	10% Reduction in OT
G7200-60141	Overtime - Engineering	(270)	10% Reduction in OT
G7200-64602	Computers, Printers	(2,000)	Reduction
G7300-60141	Overtime - Highway Services	(17,600)	10% Reduction in OT
G7400-60141	Overtime - Waste Services	(5,800)	10% Reduction in OT
G7700-60141	Overtime - Fleet Services	(8,600)	10% Reduction in OT
G7800-60141	Overtime - Building Maint	(2,000)	10% Reduction in OT
G8100-60141	Overtime - Parks and Rec	(1,200)	10% Reduction in OT
G8100-60110	Permanent Services -Parks and Rec	(5,500)	Reduce Directors pay to 84,000 Total
G8200-60141	Overtime - Maintenance Div	(11,827)	10% Reduction in OT
G9100-62213	Dues	(100)	Reduction due to error
G9200-60141	Overtime - Community Health Nursing	(100)	10% Reduction in OT

G9300-60141	Overtime - Environmental Control	(75)	10% Reduction in OT
G3800-61430	Emp. Benefits - Pension Contrib.	(680,609)	Discount rate to stay at 8.25%
G9600-63903	Contingency - BOE State Funding	675,000	Contingency - For BOE
G5320-60110	Fire App. - Permanent Services	(4,867)	Move back to step 2
Various	Permanent Services	(7,050)	Reset non-union 1% raises to freeze
Subtotal - Expenditure Increase (Decrease)		<u>(657,372)</u>	
Net Increase (Decrease) to Mayor's Recommended Budget		<u>(657,372)</u>	

On call of the vote to amend the original motion, motion defeated 3/6. Yeas: Thompson, Harmon, Damaschi.

On call of the vote of the original motion, motion carried 6/3. Nays: Thompson, Harmon, Damaschi.

MOTION By Barbara Rossi
seconded by Linda Russo
that the taxes for the uniform fiscal year 2012-2013 will be due and payable as follows: one half on July 1, 2012 and one half on January 1, 2013, except when the tax due is not in excess of \$300 and then it shall be due and payable in full on July 1, 2012, or when the property tax due is in an amount less than \$5.00, such tax shall be waived pursuant to C.G.S. Section 12-144c.
Motion carried 9/0.

MOTION By Barbara Rossi
seconded by Linda Russo
to **adopt** the following receipts for the 2012-2013 uniform fiscal year in accordance with Section 6.4(b) of the Town Charter as follows:

Grand List as of October 1, 2011	\$ 2,695,242,754
Tax Collection Rate 97.77	
Mill Rate of 42.7902	
Generating taxes of	\$ 112,758,795
(Local Elderly, Veteran's, Leased Engines Relief)	- 1,025,000
Other Receipts	\$ 56,254,826
Total Revenue	\$ <u>167,988,621</u>

Motion carried 6/3. Nays: Thompson, Harmon, Damaschi

Resolution Approving the Proposed Special Revenue Program and Budget for the Fiscal Year 2012-2013

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

BE IT, THEREFORE, RESOLVED:

That the East Hartford Town Council does hereby approve the Mayor's recommendation for the Special Revenue Programs to be conducted during the fiscal year 2012-2013 on a self-supporting basis, and further requires that any new programs to be offered under Special Programs Fund must first be approved by the Town Council. The Council further requires that any excess funds accruing in this account at the end of each fiscal year, as determined by the independent auditors, shall be transferred to the General Fund as revenue in the next succeeding fiscal year.

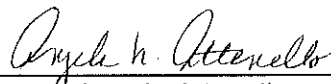
On call of the vote, motion 9/0.

Adoption of the Town of East Hartford's 5-Year Capital Improvement Program

MOTION By Barbara Rossi
seconded by Linda Russo
to **adopt** the Town of East Hartford's 5-Year Capital Improvement Program for fiscal years 2012-2013 through 2016-2017 as contained in the Mayor's Recommended Budget for Fiscal year 2012-2013.
Motion carried 6/3. **Nays:** Thompson, Harmon, Damaschi

ADJOURNMENT

MOTION By Eric Thompson
seconded by Bill Horan
to **adjourn** (8:25 p.m.)
Motion carried 9/0.

Attest 
Angela Attenello
Town Council Clerk

Porter Brook Culvert Easements

Tim Bockus, Public Works Director, initiated a general discussion about the Porter Brook Culvert and provided the Committee with photographs of the culvert both before and after the start of the project to remove sediment from the culvert and generally clean up the culvert. The Town is looking to release a larger existing easement and obtain a smaller easement on each side of the culvert for purposes of further cleaning the culvert area. Mr. Bockus opined that surrounding property owners are generally pleased with the plan because cleaning the culvert benefits everyone, especially landowners upstream. Attorney Gentile opined that the Town could obtain the easements at no cost.

MOTION By Eric Thompson
 seconded by Bill Horan
 to **recommend** that the Town Council accept permanent drainage easements, to clean accumulated sediment and debris from within and around the drainage culvert that carries Porter Street over Porter Brook, as outlined on easement maps dated November 29, 2011, by the BSC Group, which maps were presented to the Town Council at its February 21, 2012 meeting, as follows:

- Easement across the property known as 111 Porter Street (Property of Vincent J. Incandella and Camille H. Marshall)
- Easement across the property known as 121 Porter Street (Property of James Bidwell, et al.)

Motion carried 3/0.

ADJOURNMENT

MOTION By Eric Thompson
 seconded by Bill Horan
 to **adjourn** (6:10 p.m.)
 Motion carried 3/0.

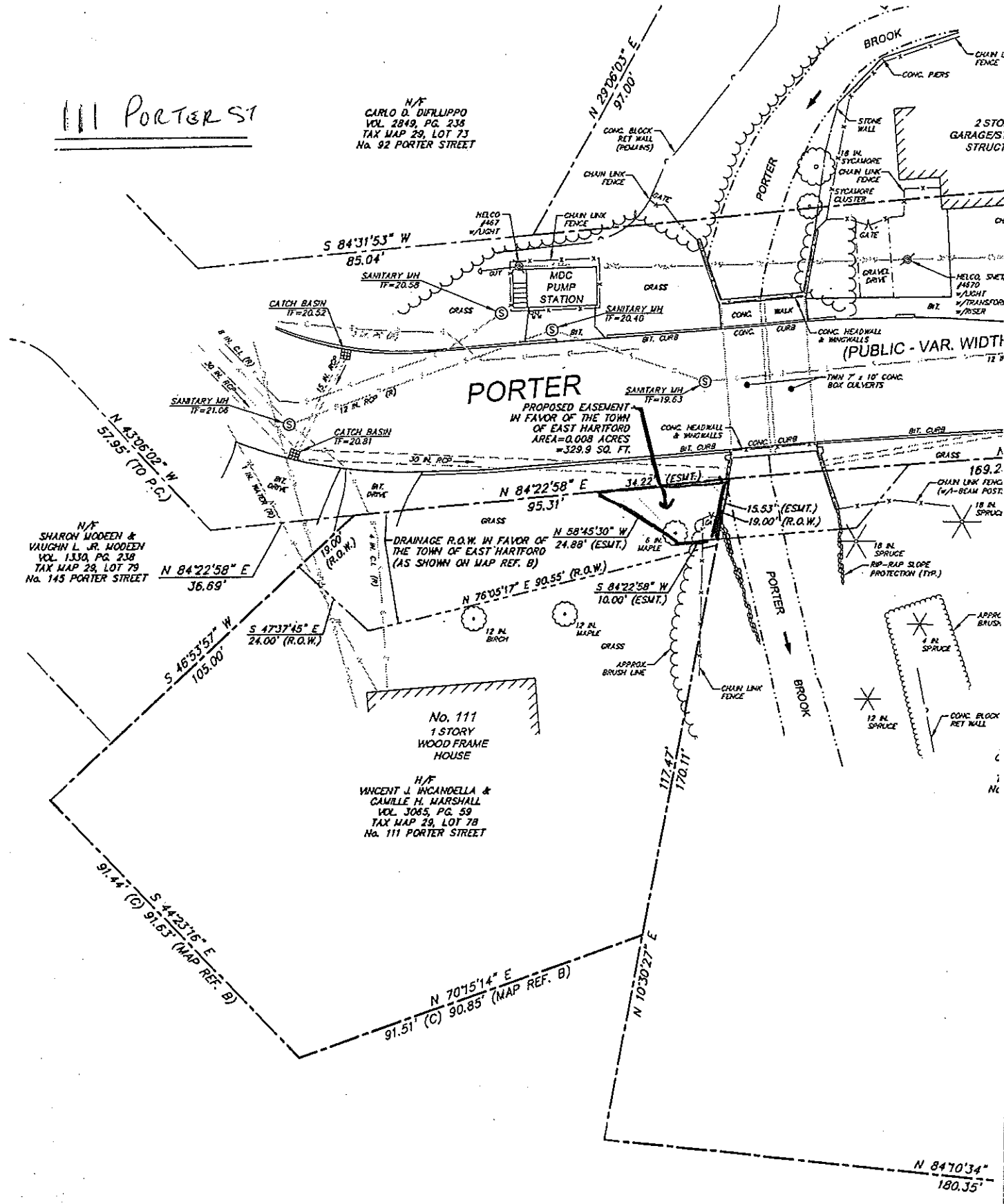
cc: Town Council
 Marcia Leclerc, Mayor
 Rich Gentile, Assistant Corporation Counsel
 Tim Bockus, Public Works Director
 Mary Martin, Raymond Library Project Coordinator
 John Choquette, Development Director

111 PORTER ST

N/F
CARLO D. DUFILIPPO
VOL. 2849, PG. 238
TAX MAP 29, LOT 73
No. 92 PORTER STREET

N/F
SHARON MOEEN &
VAUGHN L. JR. MOEEN
VOL. 1330, PG. 238
TAX MAP 29, LOT 79
No. 145 PORTER STREET

H/F
VINCENT J. INCANDELLA &
CAMILLE H. MARSHALL
VOL. 3065, PG. 59
TAX MAP 29, LOT 78
No. 111 PORTER STREET

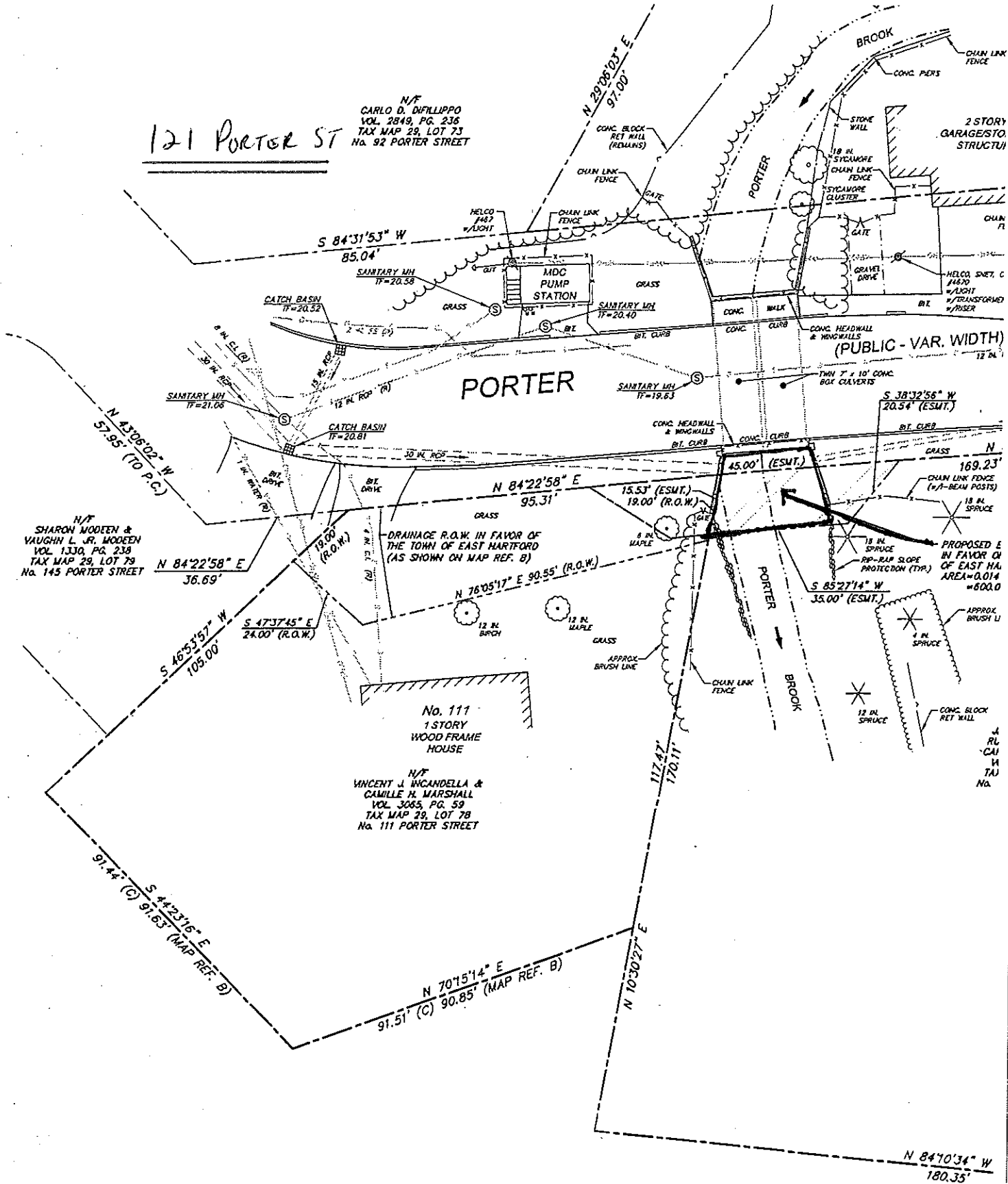


121 PORTER ST

N/F
CARLO D. DIFILIPPO
VOL. 2849, PG. 236
TAX MAP 29, LOT 73
No. 92 PORTER STREET


N/F
SHARON WOODEN &
VAUGHN L. JR. WOODEN
VOL. 1330, PG. 238
TAX MAP 29, LOT 78
No. 145 PORTER STREET

N/F
VINCENT J. INCANDELLA &
CAMILLE H. MARSHALL
VOL. 3065, PG. 59
TAX MAP 29, LOT 78
No. 111 PORTER STREET



$N 84^{\circ}10'34'' W$
180.35'

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: March 12, 2012
TO: Richard Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: REFERRAL: Resolution Documents for the State of Connecticut Division of Emergency Management and Homeland Security (DEMHS)

Please place this on the March 20, 2012 Town Council meeting agenda for a referral to participate in the annual Emergency Management Performance Grant (EMPG) through the State of Connecticut Division of Emergency Management & Homeland Security (DEMHS). This is to authorize signing any grant documents for submission to DEMHS. Attached is a brief description of the resolution and the documents which need to be signed.

Thank you.

C: Chief Oates-Fire

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

CERTIFICATION: 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 and correct copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation duly held on the 20th day of March, 2012 at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Town Council of the Town of East Hartford, Connecticut, may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate pertaining to an "Emergency Management Performance Grant" for the period of October 1, 2011 through September 30, 2012; and

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

The undersigned further certifies that Marcia A. Leclerc now holds the office of Mayor and that she has held that office since January 10, 2011.

IN WITNESS WHEREOF: the undersigned has executed this certificate this ____ day of March, 2012.

Angela M. Attenello, Town Council Clerk

seal

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
31 School Street – Fire Headquarters

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

FIRE DEPARTMENT
JOHN H. OATES
FIRE CHIEF

East Hartford, Connecticut 06108

March 7, 2012

TO: Mayor Marcia Leclerc

FROM: Fire Chief John H. Oates

RE: Referral to Council – Resolution Regarding Documents for the State of Connecticut Division of Emergency Management and Homeland Security (DEMHS)

The Town of East Hartford is again eligible to participate in the annual Emergency Management Performance Grant (EMPG) through the State of Connecticut Division of Emergency Management & Homeland Security (DEMHS). A resolution must be passed by the Town Council authorizing you to sign any grant documents for submission to DEMHS.

Participating with these programs will allow the Town of East Hartford to receive Federal funds to support emergency management and homeland security projects and programs that benefit the Town.

With projects associated with the EMPG, the Emergency Management Coordinator will submit quarterly reports to the DEMHS Region 3 Office detailing actual money expended from the Town Budget in specific areas spelled out in the grant application. DEMHS will then reimburse the Town of East Hartford the eligible matching funds.

The amount received by the Town, is calculated on the basis of \$.50 per-capita. The exact amount received will be based on which census number used for the calculation.

I am respectfully requesting that the attached Resolution be placed on the Town Council agenda for the March 20, 2012 meeting. The Resolution will authorize you as Mayor to enter into this agreement.



EMPG STATE AND LOCAL ASSISTANCE (SLA) PROGRAM



**ACCEPTANCE OF EMPG PROGRAM CONDITIONS OF ELIGIBILITY
& BUDGET ESTIMATE FOR FFY 2012 (10/1/11 – 9/30/12)**

The Town of East Hartford accepts these conditions of eligibility to apply for
(Town or City Name)

Emergency Management Performance Grant (EMPG) program funding support for Federal Fiscal Year (FFY) 2012 which began on October 1st, 2011. (See DEMHS Advisory Bulletin 2012-2 Revised on 12/20/11 for additional guidance).

1. The receipt of EMPG funding brings with it a commitment on the part of the municipality to increase operational capability through the funding of personnel and administrative expenses.
2. The municipality will keep records of expenditures in accordance with the State Single Audit Act and will make records available to representatives of the Federal Emergency Management Agency (FEMA) and the Department of Emergency Services and Public Protection Division of Emergency Management and Homeland Security (DESPP / DEMHS) during regular business hours. All Federal Emergency Management Agency EMPG guidelines shall also apply.
3. Any individual whose salary is paid on a part-time or full-time basis under the EMPG program will be placed under the merit system personnel procedures promulgated by and meeting the standards of the Federal Office of Management and Budget.
4. The Connecticut Loyalty Oath for Civil Preparedness (C.G.S. Section 28-12) will be taken annually by all local personnel orally before a local civil preparedness officer or officers (emergency management director) empowered by the DESPP Commissioner, or his designee. The oath must also be taken orally by all volunteers entering on-duty with DEMHS, regardless of whether or not they are being reimbursed from EMPG funds.
5. Acceptance of an award under this program, as demonstrated in the execution of this application package and the issuance of a sub-grant by DESPP / DEMHS, constitutes a legally binding agreement, including an agreement to abide by and comply with all relevant and applicable state and federal statutes, regulations and conditions.
6. The municipality will submit promptly to DEMHS excerpts of all audit reports prepared in accordance with the Single Audit Act (P.L. 98-502) and/or State statute, sufficient to identify the jurisdiction, the auditor(s) and the period audited, to include all references to funds received from DESPP / DEMHS or the Federal Emergency Management Agency.

Signature of Chief Executive Officer indicates acceptance of these six conditions.

Signed: _____ Date: _____
Typed Name: Marcia Leclere Title: Mayor

Acknowledged By: _____ Date: _____
Daniel M. Dubé, Emergency Management Coordinator



EMPG STATE AND LOCAL ASSISTANCE (SLA) PROGRAM

WAIVER OF EXCESS MATCH

The **Town of East Hartford** verifies that expenses (both cash and in-kind services) submitted for reimbursement under the Emergency Management Performance Grant (EMPG) State and Local Assistance (SLA) program meet the following conditions:

1. Initial payment of the expense that will be submitted for reimbursement will not be made using a Federal source of funding.
2. The expense that will be submitted for reimbursement will not be used as a match against any other State, Federal or Local program.
3. The municipality authorizes the Department of Emergency Services and Public Protection to use any outstanding expenses as a matching source of funding to capture additional Federal or State Funding.

Signature of Chief Executive Officer indicates acceptance of these three conditions.

Signed: _____ Date: _____
 Typed Name: Marcia Leclerc Title: Mayor

Acknowledged By: _____ Date: _____
 Daniel M. Dubé, Emergency Management Coordinator

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: March 13, 2012

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 \$9,894.81 as detailed in the attached listing from our Collector of Revenue.

Please place this item on the Town Council agenda for March 20, 2012 .

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: 3/12/2012

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 \$9,894.81 See attached list.

Bill	Name	Address	Prop Loc/Vehicle Info.	Int	Over Paid
2010-02-0042346	AMERICAN RAILWAYS TECH INC	PO BOX 312 GLASTONBURY CT 06033 0312	61 ALNA LN	\$ -	\$ (58.10)
2010-03-0051068	AMERICAN RAILWAYS TECH INC	PO BOX 312 GLASTONBURY CT 06033 0312	2004//1GAHG39U541160969	\$ -	\$ (176.58)
2010-03-0053752	BOLLING NELSON L	59 COLUMBUS CIR EAST HARTFORD CT 06108	1995//1N4BU31D6SC159838	\$ -	\$ (28.71)
2010-03-0053781	BONES INGRID T	249 WOODYCREST DR E HARTFORD CT 06118 2755	2006//JNKAY01F36M260425	\$ -	\$ (112.70)
2010-03-0058174	CRAMER GEORGE W JR OR CRAMER JOAN	99 KNOLLWOOD RD E HARTFORD CT 06118 1731	2007//ZGCEK13ZX71106048	\$ -	\$ (180.23)
2010-03-0058498	CUMMINGS KATELIN M	144 WHITEHALL DRIVE E HARTFORD CT 06118 3063	2004//1J4GL58K44W155267	\$ -	\$ (78.48)
2010-04-0081592	CUMMINGS KATELIN M	144 WHITEHALL DRIVE E HARTFORD CT 06118 3063	2010//JTDJT4K31A5317512	\$ -	\$ (20.89)
2010-03-0059703	DERY ANITA OR DERY DWIGHT	199 WOODMONT DR E HARTFORD CT 06118 3340	1999//4N2XN11T6XD807072	\$ -	\$ (14.75)
2010-03-0060892	EAN HOLDINGS LLC	8 ELLA GRASSO TPKE WINDSOR LOCKS CT 06096	2009//1FAHP36N69W243539	\$ -	\$ (303.96)
2010-03-0061014	EAN HOLDINGS LLC	8 ELLA GRASSO TPKE WINDSOR LOCKS CT 06035	2010//JM1BL1SG5A1269347	\$ -	\$ (119.89)
2010-03-0061098	EAN HOLDINGS LLC	8 ELLA GRASSO TPKE WINDSOR LOCKS CT 06035	2011//3GCPKSEA3BG135347	\$ -	\$ (69.22)
2010-04-0082518	FURBUSH STEVEN J	20 LYNN ST E HARTFORD CT 06108 3043	2007//4A4MN31S57E078493	\$ -	\$ (192.26)
2009-04-0083046	GOSLEE AARON W	112 WASHINGTON ST SPRINGFIELD MA 01108	1999//1N4DL01D8XC119892	\$ -	\$ (51.07)
2002-01-0006676	HENRY DOUGLAS A	57 FOWLER LA EAST HARTFORD CT 06118	57 FOWLER LN	\$ -	\$ (2,217.73)
2010-03-0066231	HERMANOWSKI STEVEN R JR	33 GODAR TERR E HARTFORD CT 06118 1925	2006//1HD1CGP196K411878	\$ -	\$ (5.07)
2010-03-0066780	HOLMES JACQUELINE	268 PLAIN DR E HARTFORD CT 06118 1525	2004//KM8SB12B64U716080	\$ -	\$ (31.49)
2010-01-0007693	KICE CAROL A	19 SIOUX ROAD EAST HARTFORD CT 06118	19 SIOUX RD	\$ -	\$ (28.71)
2010-01-0007995	KIMA & ASSOCIATES LLC	37 JEROME AVE SUITE 2 BLOOMFIELD CT 06002	747 BREWER ST	\$ -	\$ (211.52)
2010-03-0069910	LAFONTAINE JOHN S	50 NORTH AYERS RD COVENTRY CT 06238	2006//1FTPX12516NA50961	\$ -	\$ (311.99)
2010-01-0010642	LAW OFFICES OF JASON DOYON LLC	PO BOX 330155 WEST HARTFORD CT 06133	55 BEDFORD AVE	\$ -	\$ (26.80)
2010-04-0084002	LITTLE DEVON P OR COLEY LITTLE NIKISHA	60 SEDGWICK RD E HARTFORD CT 06108 1034	2008//5N1AR18B48C604825	\$ -	\$ (112.79)

2010-03-0071716	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475	2001//1HVBBAAAN2YH305543	\$ -	\$ (106.58)
2010-03-0071717	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475	2001//1HVBBAAAN2YH305557	\$ -	\$ (106.58)
2010-03-0071721	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475	2001//1HVBBABP81H509625	\$ -	\$ (65.40)
2010-03-0071729	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475 0801	2003//4DRBRABP22B945985	\$ -	\$ (127.08)
2010-03-0071734	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475 0801	2003//4DRBRABP42B945986	\$ -	\$ (127.08)
2010-03-0071739	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475 0801	2003//4DRBRABP02B945984	\$ -	\$ (117.70)
2010-03-0071746	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475 0801	2001//1HVBBAAP91H384068	\$ -	\$ (65.40)
2010-03-0071747	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475 0801	2001//1HVBBAAP71H384067	\$ -	\$ (65.40)
2010-03-0071748	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475 0801	2001//1HVBBAAP51H384066	\$ -	\$ (65.40)
2010-03-0071749	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475 0801	2001//1HVBBAAP11H384064	\$ -	\$ (65.40)
2010-03-0071762	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475 0801	2004//1HVBBAAP24H655606	\$ -	\$ (201.18)
2010-03-0071763	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475 0801	2004//1HVBBAAP94H655621	\$ -	\$ (201.18)
2010-03-0071765	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475 0801	2004//1HVBBAAP44H655641	\$ -	\$ (201.18)
2010-03-0071766	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475 0801	2004//1HVBBAAP64H655642	\$ -	\$ (201.18)
2010-03-0071767	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475 0801	2004//1HVBBAAP84H655643	\$ -	\$ (201.18)
2010-03-0071768	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475 0801	2004//1HVBBAAPX4H655630	\$ -	\$ (201.18)
2010-03-0071769	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475 0801	2004//1HVBBAAP34H655646	\$ -	\$ (220.86)
2010-03-0071770	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475 0801	2004//1HVBBAAP54H655647	\$ -	\$ (201.18)
2010-03-0071771	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475 0801	2004//1HVBBAAP14H655645	\$ -	\$ (201.18)
2010-03-0071772	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475 0801	2004//1HVBBAAP64H655608	\$ -	\$ (201.18)
2010-03-0071773	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475 0801	2004//1HVBBAAP74H655598	\$ -	\$ (201.18)
2010-03-0071774	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475 0801	2004//1HVBBAAPX4H655644	\$ -	\$ (201.18)
2010-03-0071775	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475 0801	2004//1HVBBAAP14H655614	\$ -	\$ (201.18)
2010-03-0071776	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475 0801	2004//1HVBBAAP74H655603	\$ -	\$ (201.18)
2010-03-0071777	M AND J BUS INC	BOX 801 OLD SAYBROOK CT 06475 0801	2004//1HVBBAAP34H655596	\$ -	\$ (201.18)
2010-03-0072131	MALTEZ MARIA B	74 GOVERNOR ST E HARTFORD CT 06108	2001//JHLRD17451S011997	\$ -	\$ (132.93)
2010-03-0072883	MATHIAU EDGAR G OR MATHIAU EVANGELINE	31 WOODBRIDGE AVE E HARTFORD CT 06108 4032	2008//1G1ZH57B584200762	\$ -	\$ (180.00)
2010-03-0073293	MCDONOUGH MARTIN R	88 WASHINGTON AVE E HARTFORD CT 06118 2655	2007//5N1AN08U67C505428	\$ -	\$ (204.29)
2010-03-0076073	NISSAN INFINITI LT	BOX 254648 SACRAMENTO CA 95865	2009//JN8AZ18W69W121980	\$ -	\$ (235.08)
2009-03-0077079	ORTA LUZ E	1164 BROAD ST 2ND FL HARTFORD CT 06106	1999//1HGCG2253XA004062	\$ (17.79)	\$ (169.44)
2010-03-0076795	ORTA LUZ E	1164 BROAD ST 2ND FL HARTFORD CT 06106	1999//1HGCG2253XA004062	\$ (21.00)	\$ (155.58)
2010-03-0081989	ROSSIGNOL JOSEPH K OR ROSSIGNOL MARIE	16 HEATHER DR E HARTFORD CT 06118 3114	1998//JT8BF28G6W5044700	\$ -	\$ (168.66)

2010-01-0014297	TESTA NANCY	77 SHERWOOD DRIVE EAST HARTFORD CT 06108	77 SHERWOOD DR	\$ -	\$ (229.58)
2010-04-0087200	VAZQUEZ CYNTHIA	278 MAPLE AVE FL 3 HARTFORD CT 06114 1035	2000//1B4HS28Z8YF170446	\$ (2.00)	\$ (8.47)
2010-01-0015260	WEAVER DAVID L	40 OLDE ROBERTS ST EAST HARTFORD CT 06108	40 OLDE ROBERTS ST	\$ -	\$ (67.65)
SUBTOTAL				\$ (40.79)	\$ (9,854.02)
TOTALS					\$ 9,894.81

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

February 29, 2012

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

**Re: Outdoor Amusement Permit Application -
"25th Annual Memorial Mile"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by the **East Hartford Parks & Recreation Department** by **Jim Uhrig** and the **East Hartford Board of Education Physical Education Department**. The applicants seek to conduct the 25th Annual Memorial Mile Road Race, on **Monday, May 28, 2012** from approximately **10:20 AM to completion**. The race will start at the intersection of Burnside Ave. and Scotland Road and finish on Hillside Street across from Hillside Cemetery. Race registration and check-in will take place at the VFW Post #2083 located at the intersection of Tolland and Bidwell Streets between 8 AM – 9 AM. ****Race location will ultimately be determined by the parade route.****

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

The **Public Works Department** recommends approval with the following conditions:

- Approval is recommended based upon the submitted route sketch and the understanding that the event will be held in conjunction with the Memorial Day parade and the implementation of all necessary traffic control devices required for that event. Any changes to the proposed route will require additional review and approval.
- The event is proposed to take place on State Highway Rt. 44 and the applicant shall coordinate their activities with the Department of Transportation (DOT) and obtain all necessary permits.
- The DOT reconstruction project of Rt. 44 at Short Reach is expected to be active at the time of the event and may impact the proposed route. The applicant shall coordinate their activities with

DOT project representatives. Any changes to the proposed route will require additional review and approval.

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

- The Police Department can provide adequate police protection for this event. The site is suitable for the proposed amusement, the crowd is of moderate to large size, and the area has sufficient parking available.
- As in the past, Police Officers will be required to staff pedestrian and traffic control posts.
- In the event that the police manpower required for this event exceeds the Department's normal patrol complement, some overtime hiring may be necessary. The number of officers and cost of such overtime hiring is yet to be determined.

Respectfully submitted for your information.

Sincerely,



Mark J. Sirois
Chief of Police

xc:
Mayor Leclerc
Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

SUPPORT 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:
25th Annual Memorial Mile
2. Date(s) of Event:
May 28, 2012
3. Applicant's name, home & work phone numbers, home address, and e-mail address:
East Hartford Parks & Rec Dept, 50 Chapman Pl., East Hartford, CT 06108 c/o Jim Uhrig, CPRP
4. If partnership, corporation, club, or association, list names of all partners or officers and business address.
East Hartford Parks & Recreation Dept., 50 Chapman Place, East Hartford, CT 06108 and East Hartford Board of Ed Physical Education Dept.
5. List the location of the proposed amusement: (Name of facility and address)
The race will start on Scotland Rd. in front of Cellu Tissue and finish on Burnside Avenue just west of Hillside Street. ****Race location will ultimately be determined by the parade route**.**
6. List the dates and hours of operation for each day (if locations changes on a particular day, please list):
Monday, May 28, 2012 at 10:20 AM preceding the Memorial Day Parade.
7. Provide a detailed description of the proposed amusement:
The EH Parks & Rec Dept, and the Board of Ed Physical Education Dept. will present the 25th Annual Memorial Mile on Monday, May 28th at 10:20 AM preceding the Memorial Day parade. The one-mile race will start at the intersection of Burnside Ave./Scotland Rd. and finish on Hillside St. across from Hillside Cemetery. The race is over a certified course. Race day registration and check-in will take place at VFW Post #2083 located at the intersection of Tolland and Bidwell Streets from 8-9AM. ****Race location will ultimately be determined by the parade route**.**
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)?
9. What is the expected age group(s) of participants?
From under 8 years old to 70 years old and over.
10. What is the expected attendance at the proposed amusement:
(If more than one performance, indicate time / day / date and anticipated attendance for each.)
150

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

 - b. Traffic Control and Flow Plan at Site & Impact on Surrounding / Supporting Streets:
Parade traffic control will already be in place.

 - c. Parking Plan On Site & Impact on Surrounding / Supporting Streets:
Parking will be at the VFW.

 - d. Noise Impact on Neighborhood:
N/A

 - e. Trash & Litter Control Plan for the Amusement Site and Surrounding Community During and Immediately After the Proposed Amusement:
Park Maintenance will clean up and remove all litter or trash generated by this event on that day.

 - f. List expected general disruption to neighborhood's normal life and activities:
Momentary traffic stoppage along same route the parade will follow. **Race location will ultimately be determined by the parade route.**

 - g. Other Expected Influence on Surrounding Neighborhood:

12. Provide a Detailed Plan for the Following:
- a. Accessibility of Amusement Site to Emergency, Police, Fire & Medical Personnel and Vehicles:
The route is fully accessible to emergency vehicles.

 - b. Provisions for Notification of Proper Authorities in the Case of an Emergency:
Cell phones and two-way radios will be available.

 - c. Any Provision for On-Site Emergency Medical Services:
No

 - d. Crowd Control Plan:
Same

 - 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:
Lavatories at the VFW will be used.

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:

[Signature]
(Applicant Signature)

Jim Whig
(Printed Name)

02/09/2012
(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

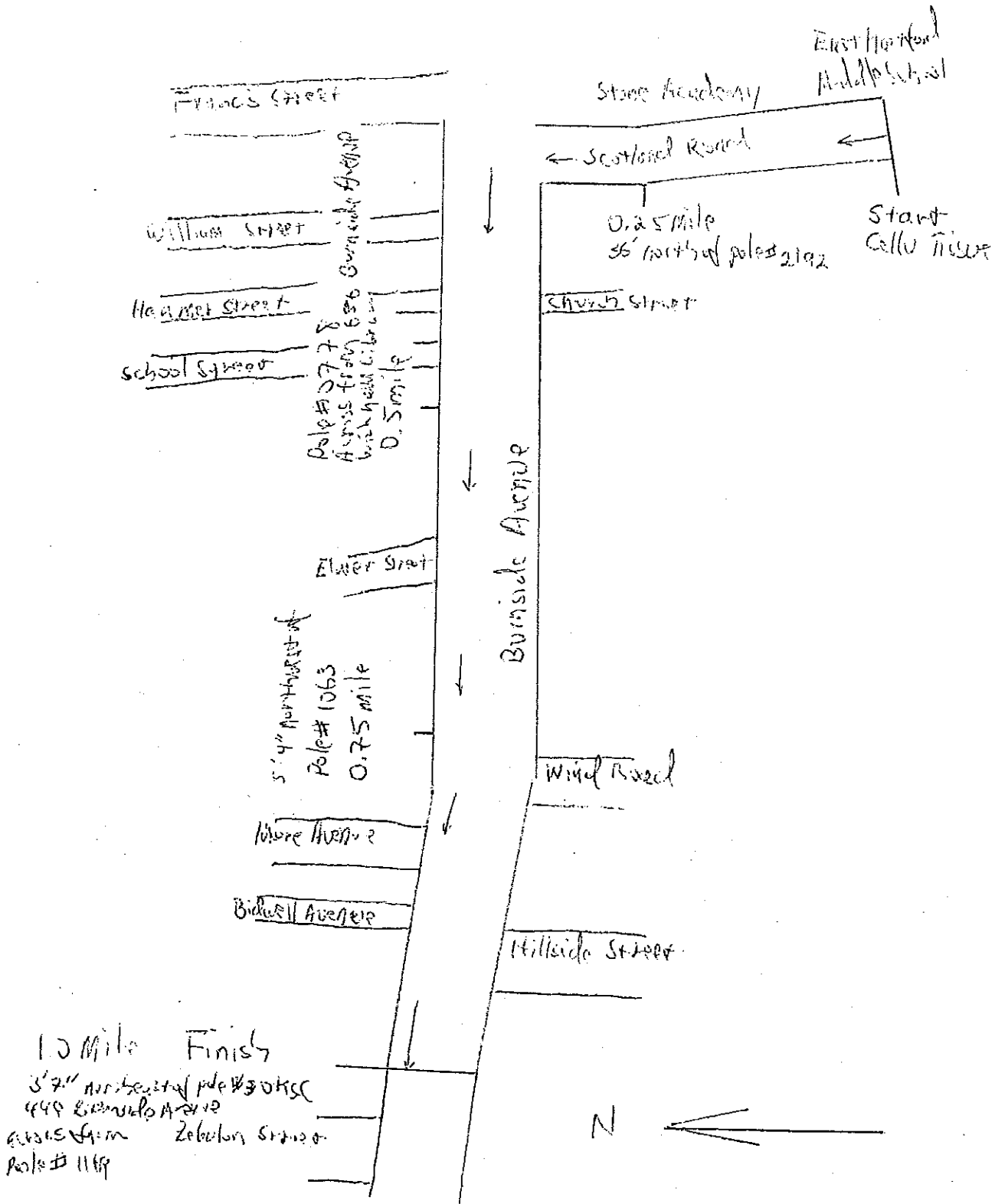
Received By: Carmel Stark

Employee Number: 9019

Date & Time Signed: Jul 14 2012 8:01 AM ~~PM~~

Time remaining before event: 304 days.

East Hartford Parks & Recreation Department
Memorandum



Measured: 5/2010

Fin



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **May 28, 2012**

Event: **25th Annual Memorial Mile Road Race**

Applicant: **East Hartford Parks & Recreation Department by Jim Uhrig and
the East Hartford Board of Education Physical Education
Department**

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

- 1. the application be approved as submitted.
 - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
 - 3. the application be disapproved for the reason(s) set forth in the attached comments.
-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel

William Perez, Assistant Fire Chief February 27, 2012

Signature

Date

Comments:

Health



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

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Applicant: East Hartford Parks & Recreation Department by Jim Uhrig and the East Hartford Board of Education Physical Education Department

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- 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

Michael T. O'Connell
Signature

Michael T. O'Connell 2/15/12

Date

Comments:



Mark J. Sirois
Chief of Police

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



Marcia A. Leclero
Mayor

Administrative Review of Amusement Permit

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- 1. the application be approved as submitted.
- 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
- 3. the application be disapproved for the reason(s) set forth in the attached comments.

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

Signature

Date

02/28/2012

Comments:

Frank, Carol

From: Bockus, Tim
Sent: Friday, February 24, 2012 8:33 AM
To: Frank, Carol
Subject: RE: 25th Annual Memorial Mile Road Race

I've reviewed this application and pursuant to Town Ordinance 5.3, I recommend that the application be approved with the following conditions:

1- Section 7 of the application states that the race route will depend on the parade route. Traditionally the race organizers rely on the parade committee to establish a route, obtain road closure permits, and install the required traffic control devices. To date, we have not seen an application from the parade organizers and we do not know which route they will utilize. Approval is recommended based upon the submitted route sketch and the understanding that the event will be held in conjunction with the Memorial Day Parade and the implementation of all necessary traffic control devices required for that event. Any changes to the proposed route will require additional review and approval.

2- The event is proposed to take place on state highway Rt. 44 and the applicant shall coordinate their activities with the Department of Transportation (DOT) and obtain all necessary permits.

3- The Department of Transportation reconstruction project of Rt. 44 at Short Reach is expected to be active at the time of the event and may impact the proposed route. The applicant shall coordinate their activities with DOT project representatives. Any changes to the proposed route will require additional review and approval.

Tim Bockus
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, February 14, 2012 10:30
To: Uhrig, Jim; Bockus, Tim; Cordier, James; Oates, John
Cc: Vibberts, Richard; Bennett, Cindy; Cohen, Bruce; Dimarco, Joe; Gentile, Richard; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Miller, James; O'Connell, Michael; Perez, William; Stokes, Gloria; Thurnauer, Beau
Subject: 25th Annual Memorial Mile Road Race

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, February 28, 2012. Thank you.

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

Regards,

Carol A. Frank
East Hartford Police Dept.
Support Services Bureau

Corp Counsel



Mark J. Sirois
Chief of Police

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




Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit


Event Date: **May 28, 2012**
Event: **25th Annual Memorial Mile Road Race**
Applicant: **East Hartford Parks & Recreation Department by Jim Uhrig and the East Hartford Board of Education Physical Education Department**

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

- 1. the application be approved as submitted.
 - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
 - 3. the application be disapproved for the reason(s) set forth in the attached comments.
-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel



Signature



Date

Comments:

Risk Mngmt

Frank, Carol

From: Bennett, Cindy
Sent: Tuesday, February 14, 2012 10:55 AM
To: Frank, Carol
Subject: RE: 25th Annual Memorial Mile Road Race

Covered under Town/BOE self insured program-no insurance certificate required

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

From: Frank, Carol
Sent: Tuesday, February 14, 2012 10:30 AM
To: Uhrig, Jim; Bockus, Tim; Cordier, James; Oates, John
Cc: Vibberts, Richard; Bennett, Cindy; Cohen, Bruce; Dimarco, Joe; Gentile, Richard;
Horan, Denise; Leclerc, Marcia; McConville, Timothy; Miller, James; O'Connell, Michael;
Perez, William; Stokes, Gloria; Thurnauer, Beau
Subject: 25th Annual Memorial Mile Road Race

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, February 28, 2012. Thank you.

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

Regards,

Carol A. Frank
East Hartford Police Dept.
Support Services Bureau
31 School St.
East Hartford, CT 06108

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

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

February 29, 2012

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

**Re: Outdoor Amusement Permit Application -
"28th Annual Riverfest 5K Road Race"**

Dear Chairman Kehoe:

Attached please find the amusement permit application submitted by the **East Hartford Parks & Recreation Department** by **Jim Uhrig**. The applicant seeks to conduct a **5K run**, in conjunction with the July River Festival, beginning and ending at the Goodwin School/Park, 1235 Forbes Street, on **Saturday, July 7, 2012** from **6 AM** to approximately **11 AM**.

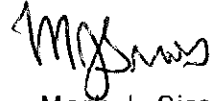
Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed by the Directors of the Fire, Health, Parks & Recreation, and Public Works Departments. The **Fire, Public Works, Health, and Parks and Recreation Departments** approve the application as submitted.

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

- The **Police Department** can provide adequate police protection for the event. The site is suitable for the amusement, the crowd is of a moderate size and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.
- It is probable that some overtime hiring of Officers will be required to provide this additional manpower. The cost of such overtime hiring is yet to be determined.

Respectfully submitted for your information.

Sincerely,

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

Mark J. Sirois
Chief of Police

xc:
Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

SUPPORT 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:
28th Annual Riverfest 5k Road Race
2. Date(s) of Event:
July 07, 2012
3. Applicant's name, home & work phone numbers, home address, and e-mail address:
**East Hartford Parks & Recreation, 50 Chapman Place, East Hartford, CT 06108,
c/o Jim Uhrig, CPRP, 860-291-7164**
4. If partnership, corporation, club, or association, list names of all partners or officers and business address.
**East Hartford Parks & Recreation, 50 Chapman Place, East Hartford, CT 06108,
c/o Jim Uhrig, CPRP**
5. List the location of the proposed amusement: (Name of facility and address)
Goodwin School/Park, 1235 Forbes Street, East Hartford, CT 06118
6. List the dates and hours of operation for each day (if locations changes on a particular day, please list):
Saturday, July 7, 2012 - 6AM to approximately 11AM
7. Provide a detailed description of the proposed amusement:
**A 5K run beginning and ending at Goodwin Park in East Hartford. Sponsored by EH Parks and
Recreation Dept. in conjunction with the July River Festival.**
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)?
9. What is the expected age group(s) of participants?
Children to Adults (Varies)
10. What is the expected attendance at the proposed amusement:
(If more than one performance, indicate time / day / date and anticipated attendance for each.)
Last year there were approximately 200 runners.

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:
About 200 Attendees (Varies)
 - b. Traffic Control and Flow Plan at Site & Impact on Surrounding / Supporting Streets:
The Police Dept, would need to block off roads for this 5K race for a short period of time for all of the runners to complete the course.
 - c. Parking Plan On Site & Impact on Surrounding / Supporting Streets:
Parking would take place at upper Goodwin Park behind Goodwin School. The race will begin and end in upper Goodwin Park which accesses Forbes Street.
 - d. Noise Impact on Neighborhood:
N/A
 - e. Trash & Litter Control Plan for the Amusement Site and Surrounding Community During and Immediately After the Proposed Amusement:
Park Maintenance / Parks & Recreation will clean up and remove all litter or trash generated by this event on that day.
 - f. List expected general disruption to neighborhood's normal life and activities:
There shouldn't be too much disruption as the race starts around 8:30AM on a Saturday morning when there isn't much traffic on the road and would take an hour or less in most cases for runners to complete the course.
 - g. Other Expected Influence on Surrounding Neighborhood:
Individuals from the Parks & Rec. Dept. will see that all trash is disposed of properly.
12. Provide a Detailed Plan for the Following:
 - a. Accessibility of Amusement Site to Emergency, Police, Fire & Medical Personnel and Vehicles:
This event will take place at a park/school which is accessible to emergency units. The Police will be on hand to direct traffic, etc.
 - b. Provisions for Notification of Proper Authorities in the Case of an Emergency:
See C.
 - c. Any Provision for On-Site Emergency Medical Services:
Police will already be on-site for traffic control.
 - d. Crowd Control Plan:
The Police will be on hand to direct traffic as well as Parks & Rec. individuals who will also direct people in parking, etc.
 - e. If on Town Property, the Plan for the Return of the Amusement Site to Pre-Amusement Condition:
Parks & Rec. Dept. staff will ensure that everything is neat and orderly upon completion of this event just as in past years. This is our 28th year of coordinating this event. Each year the EH Parks & Rec. Dept. has successfully managed and provided the appropriate coordination of efforts to ensure positive results.
 - f. Provision of sanitary facilities:
See E.

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):

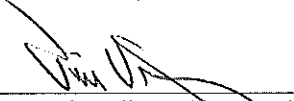
CGS Sec. 53a-157. False Statement: Class A Misdemeanor.

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)

Jim Whig

(Printed Name)

02/09/2012

(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:

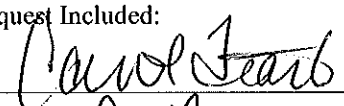
YES

NO

Fee Waiver Request Included:

YES

NO

Received By: 

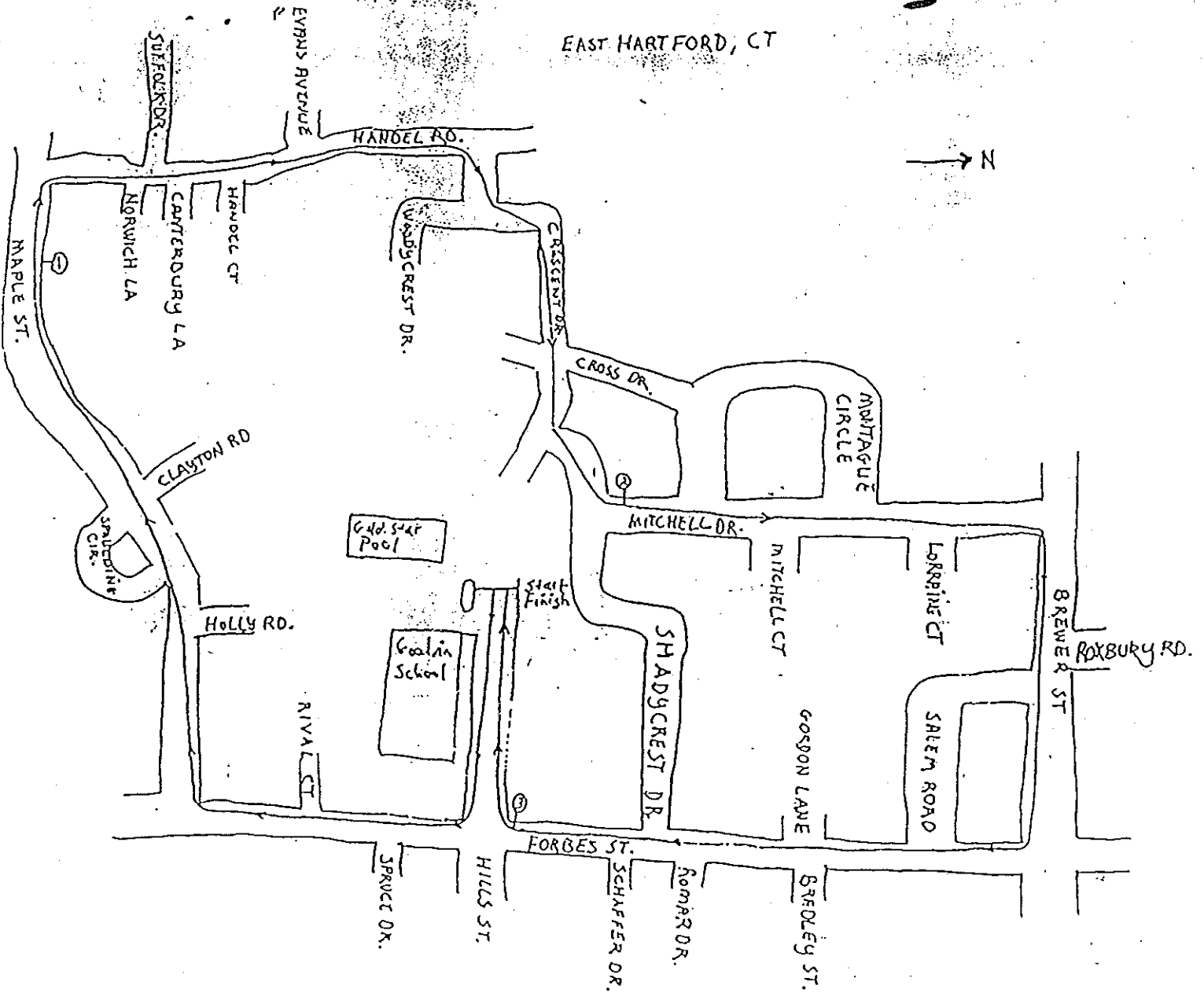
Employee Number: 9019

Date & Time Signed: Feb 14, 2012 8:04 AM ~~PM~~

Time remaining before event: 30+ days.

Riverfest 5k

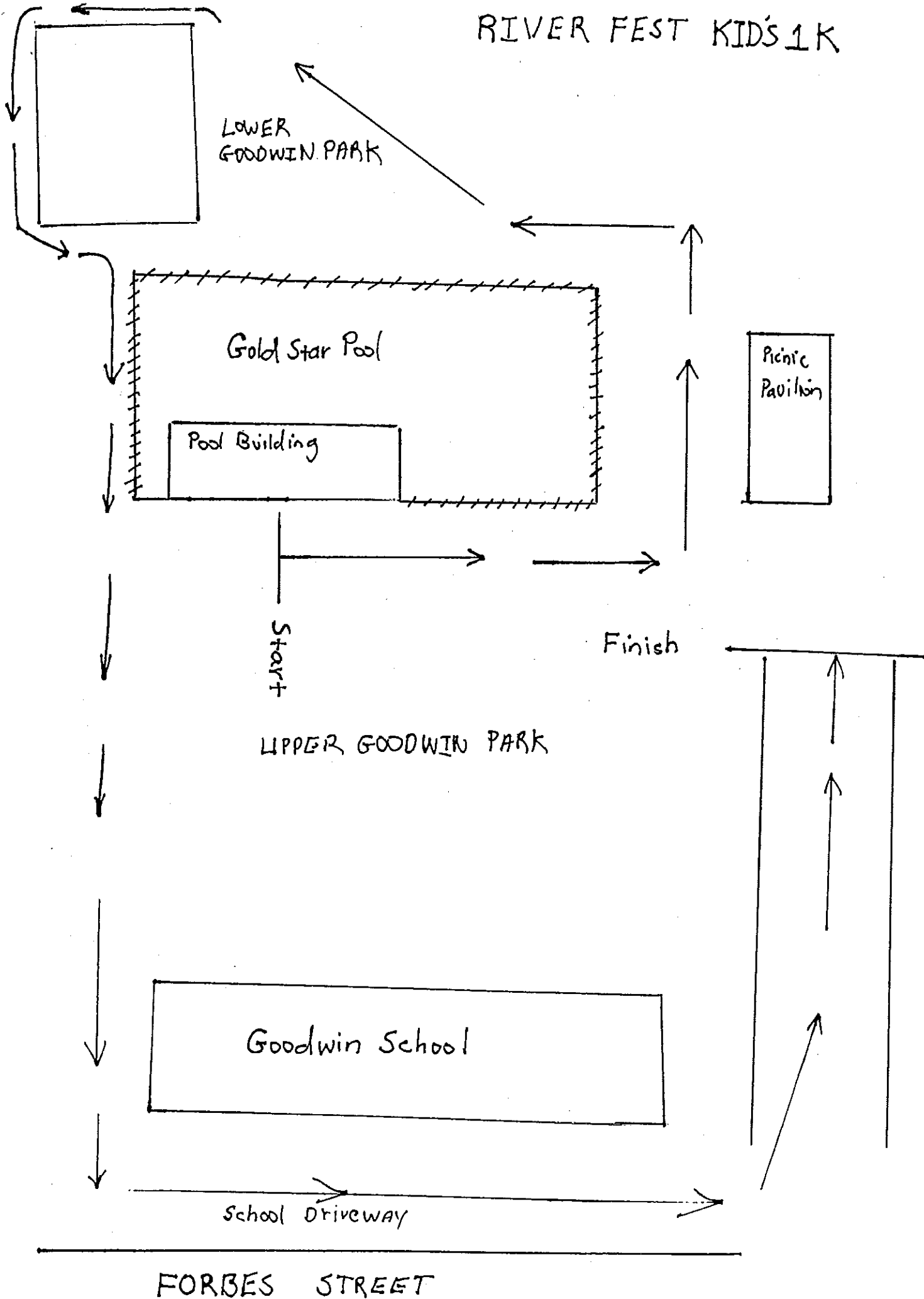
EAST HARTFORD, CT



Start - 8'8" North of pole # 5058
 1 mile - 25'6" West of pole # 254 on Maple St.
 2 mile - 61'6" North of pole # 3316 at intersection of Shadycrest and Mitchell Dr.
 3 mile - 9'1" South of stop sign before Goodwin School driveway.
 Finish - 8'8" North of pole # 5058

Measured by Jim Whrig, East Hartford, CT
 29 March 1987

RIVER FEST KIDS 1K



File



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: July 7, 2012
Event: 28th Annual Riverfest 5K Road Race
Applicant: East Hartford Parks & Recreation Department by J. Uhrig

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 February 27, 2012

Signature

Date

Comments:

Health



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

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

Michael T. O'Connell
Signature

2/15/12
Date

Comments:



Mark J. Sirois
Chief of Police

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



Marcia A. Leclero
Mayor

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

Signature

Date

02/28/2012

Comments:

Frank, Carol

From: Bockus, Tim
Sent: Friday, February 24, 2012 8:08 AM
To: Frank, Carol
Subject: RE: 28th Annual Riverfest 5K Road Race

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

Tim Bockus
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, February 14, 2012 10:30
To: Uhrig, Jim; Bockus, Tim; Cordier, James; Oates, John
Cc: Vibberts, Richard; Bennett, Cindy; Cohen, Bruce; Dimarco, Joe; Gentile, Richard; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Miller, James; O'Connell, Michael; Perez, William; Stokes, Gloria; Thurnauer, Beau
Subject: 28th Annual Riverfest 5K Road Race

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, February 28, 2012. Thank you.

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

Regards,

Carol A. Frank
East Hartford Police Dept.
Support Services Bureau
31 School St.
East Hartford, CT 06108

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

Corp Council



Mark J. Sirois
Chief of Police

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



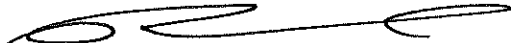
Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: July 7, 2012
Event: 28th Annual Riverfest 5K Road Race
Applicant: East Hartford Parks & Recreation Department by J. Uhrig

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


Signature

2/14/12
Date

Comments:

Frank, Carol

From: Bennett, Cindy
Sent: Tuesday, February 14, 2012 12:19 PM
To: Frank, Carol
Subject: RE: 28th Annual Riverfest 5K Road Race

I don't remember this one for P & R-but yes if they are the applicant then insurance will be waived-sorry for the confusion

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

From: Frank, Carol
Sent: Tuesday, February 14, 2012 12:14 PM
To: Bennett, Cindy
Subject: RE: 28th Annual Riverfest 5K Road Race

Cindy -

This is sponsored by Parks & Rec, not Riverfront Recapture. In any event, can I assume the insurance is all set because this is a Town sponsored event?

Carol

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

From: Bennett, Cindy
Sent: Tuesday, February 14, 2012 10:54
To: Frank, Carol
Subject: RE: 28th Annual Riverfest 5K Road Race

Already have ins from riverfront recapture

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

From: Frank, Carol
Sent: Tuesday, February 14, 2012 10:30 AM
To: Uhrig, Jim; Bockus, Tim; Cordier, James; Oates, John
Cc: Vibberts, Richard; Bennett, Cindy; Cohen, Bruce; Dimarco, Joe; Gentile, Richard; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Miller, James; O'Connell, Michael; Perez, William; Stokes, Gloria; Thurnauer, Beau
Subject: 28th Annual Riverfest 5K Road Race

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, February 28, 2012. Thank you.

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

Regards,

Carol A. Frank
East Hartford Police Dept.
Support Services Bureau
31 School St.
East Hartford, CT 06108

MARCLA 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

February 29, 2012

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

Re: Outdoor Amusement Application:
"16th Annual Sounds of Summer Concert Series"

Dear Chairman Kehoe:

Attached please find the amusement application submitted by **The East Hartford Parks & Recreation Department by Jim Uhrig**. The applicant seeks to conduct the 16th Annual Sounds of Summer Concert Series on the **East Hartford Town Green** from **6:00 PM - 8:00 PM** on the following **2012 dates (all Thursdays)**:

July 12, 19 & 26
August 2, 9, 16, 23 & 30

Pursuant to TO 5-3(b), the departments of Fire, Public Works, Health, and Parks & Recreation have also conducted a review of the application. **The Fire and Public Works Departments** approve the application as submitted.

The Parks and Recreation Department approves the application as submitted. *It also requests, that August 2, 2012 be added to the concert series on the Town Green to ensure the artist who had been scheduled to appear that date at the now defunct Podunk Bluegrass Festival can still perform. A copy of the request is attached hereto.*

The Health Department recommends approval provided temporary food service licensed are obtained prior to the events.

Corporation Counsel states that artists must sign Town form of contract.

The Inspections & Permits Department approves the application as submitted and states that any tents or generators will require permits.

The **Police Department** has reviewed the application and offers the following comments:

- The Police Department can provide adequate police protection for these events. The site is suitable for the proposed amusements. The crowd is expected to be moderate in size, and the area has sufficient parking available.

- This event can be conducted with a minimal impact upon the surrounding neighborhoods while maintaining a near-normal flow of traffic on the streets adjacent to the site.
- A Police Officer may be required to maintain crowd and traffic control. If there are insufficient police personnel on duty for the concert, the overtime hiring of an Officer may be required.

Respectfully submitted for your information.

Sincerely,



Mark J. Sirois
Chief of Police

Cc:
Applicant

*Request to add
August 2nd*

Frank, Carol

From: Uhrig, Jim
Sent: Tuesday, February 28, 2012 1:27 PM
To: Frank, Carol
Subject: Sounds of Summer concert Series

02/28/2012

Carol,

The Parks and Recreation Department is adding Thursday, August 2 to its Sounds of Summer concert series as a result of the Podunk Festival relocating.

Thank you.

Jim

Jim Uhrig, CPRP, CPSI
Assistant Parks & Recreation Director
50 Chapman Place
East Hartford, CT 06108-2145
860-291-7164, fax-860-282-8239
e-mail: juhrig@easthartfordct.gov

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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



Mark J. Sirois
Chief of Police

OUTDOOR AMUSEMENT PERMIT APPLICATION

1. Name of Event:
16th Annual Sounds Of Summer Concert Series
2. Date(s) of Event:
7/12 - 8/30/12
3. Applicant's name, home & work phone numbers, home address, and e-mail address:
East Hartford Parks & Recreation Dept., 50 Chapman Place, East Hartford, CT 06108, c/o Jim Uhrig, CPRP – 860-291-7164
4. If partnership, corporation, club, or association, list names of all partners or officers and business address.
East Hartford Parks & Recreation Dept., 50 Chapman Place, East Hartford, CT 06108, c/o Jim Uhrig, CPRP
5. List the location of the proposed amusement: (Name of facility and address)
East Hartford Town Green, 1047 Main St., East Hartford, CT 06108
6. List the dates and hours of operation for each day (if locations changes on a particular day, please list):
Thursdays, 6:00 pm to 8:00 pm, 7/12 – 8/30/12 (No 8/2)
7. Provide a detailed description of the proposed amusement:
Outdoor concert series will be held on the Town Green from Mid July to the End of August. Each week a different band will perform from 6:00-8:00 pm.
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)?
6:00 – 8:00 pm, Thursdays
9. What is the expected age group(s) of participants?
Families through seniors
10. What is the expected attendance at the proposed amusement:
(If more than one performance, indicate time / day / date and anticipated attendance for each.)
We anticipate between 200 and 500 people each week

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: **200 to 500**
 - b. Traffic Control and Flow Plan at Site & Impact on Surrounding / Supporting Streets:
Parking will be provided in the Town Green Parking Lot or surrounding streets or other parking lots located near Town Green.
 - c. Parking Plan On Site & Impact on Surrounding / Supporting Streets:
In the 15 previous years that the concert series has been held, we have not experienced and parking problems. Many people walk or ride their bikes to the concerts.
 - d. Noise Impact on Neighborhood:
Music will be played so those in the park may enjoy it.
 - e. Trash & Litter Control Plan for the Amusement Site and Surrounding Community During and Immediately After the Proposed Amusement:
Self-policed with daily routine cleaning done by Park Maintenance.
 - 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:
Vehicles may enter the park from either Main Street or Richard Road entrances.
 - b. Provisions for Notification of Proper Authorities in the Case of an Emergency:
Cell phone will be used or Parks and Recreation office phone to contact in the event of emergency. (One bicycle police officer is requested to be present during each concert to address crowd behavior issues and to provide security for money that is collected.)
 - c. Any Provision for On-Site Emergency Medical Services:
None Provided.
 - d. Crowd Control Plan:
Seating will be on the grass area of the Green, leaving the walkways open.
 - e. If on Town Property, the Plan for the Return of the Amusement Site to Pre-Amusement Condition:
Will maintain Town Green
 - f. Provision of sanitary facilities:
Port-A-Potties provided at Town Green and bathrooms in Community Cultural Center

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. **Contact will be made with the East Hartford Health Department**

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:

[Signature]
(Applicant Signature)

Jim Whigg
(Printed Name)

02/09/2012
(Date Signed)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

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

Received By: Carm Trank

Employee Number: 9019

Date & Time Signed: Feb 14, 2012 8:02 AM ~~PM~~

Time remaining before event: 30⁺ days.



Mark J. Sirois
Chief of Police

2
TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Marcia A. Leclerc
Mayor

Fire Dept

Administrative Review of Amusement Permit

Event Dates: **July 12, 19 & 26, 2012**
 August 9, 16, 23 & 30, 2012

Event: **16th Annual Sounds of Summer Concert Series**

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

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 February 27, 2012

Signature

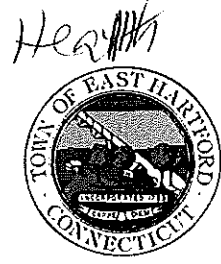
Date

Comments:



Mark J. Sirois
Chief of Police

2
TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Dates: **July 12, 19 & 26, 2012**
 August 9, 16, 23 & 30, 2012

Event: **16th Annual Sounds of Summer Concert Series**

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

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

Michael T. O'Connell
Signature

Michael T. O'Connell 2/15/12
Date

Comments:

Approval is recommended provided that appropriate temporary food service licenses are obtained prior to the events.

Parks + Rec



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Dates: July 12, 19 & 26, 2012
August 2, 9, 16, 23 & 30, 2012

Event: 16th Annual Sounds of Summer Concert Series

Applicant: East Hartford Parks & Recreation Department by Jim Uhrig

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

- 1. the application be approved as submitted.
- 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
- 3. the application be disapproved for the reason(s) set forth in the attached comments.

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

Signature

Date

02/27/2012

Comments:

Add August 2, 2012 to replace performance the week of Belton Festival.

Frank, Carol

From: Uhrig, Jim
Sent: Tuesday, February 28, 2012 1:27 PM
To: Frank, Carol
Subject: Sounds of Summer concert Series

02/28/2012

Carol,

The Parks and Recreation Department is adding Thursday, August 2 to its Sounds of Summer concert series as a result of the Podunk Festival relocating.

Thank you.

Jim

Jim Uhrig, CPRP, CPSI
Assistant Parks & Recreation Director
50 Chapman Place
East Hartford, CT 06108-2145
860-291-7164, fax-860-282-8239
e-mail: juhrig@easthartfordct.gov

Frank, Carol

From: Bockus, Tim
Sent: Friday, February 24, 2012 7:46 AM
To: Frank, Carol
Subject: RE: 16th Annual Sounds of Summer Concert Series

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

Tim Bockus
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, February 14, 2012 10:30
To: Uhrig, Jim; Bockus, Tim; Cordier, James; Oates, John
Cc: Vibberts, Richard; Bennett, Cindy; Cohen, Bruce; Dimarco, Joe; Gentile, Richard; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Miller, James; O'Connell, Michael; Perez, William; Stokes, Gloria; Thurnauer, Beau
Subject: 16th Annual Sounds of Summer Concert Series

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, February 28, 2012. Thank you.

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

Regards,

Carol A. Frank
East Hartford Police Dept.
Support Services Bureau
31 School St.
East Hartford, CT 06108

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



Mark J. Sirois
Chief of Police

²
TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401

Corp Council



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Dates: July 12, 19 & 26, 2012
August 9, 16, 23 & 30, 2012

Event: 16th Annual Sounds of Summer Concert Series

Applicant: East Hartford Parks & Recreation Department by Jim Uhrig

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

- 1. the application be approved as submitted.
- 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
- 3. the application be disapproved for the reason(s) set forth in the attached comments.

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

Signature

Date

2/14/12

Comments:

Note: Artists must sign
Town form of Contract.

Frank, Carol

From: Bennett, Cindy
Sent: Monday, February 27, 2012 8:50 AM
To: Frank, Carol; Perez, William; Uhrig, Jim
Cc: Cohen, Bruce; Collins, Courtney; Driscoll, Eileen
Subject: RE: Outdoor Amusement Permit reviews

For sounds of summer we do not have insurance certificate requirements for the entertainers but there is a contract/indemnification agreement that Rich gentile sent to parks to be signed. So no ins certificate needed from sounds of summer entertainers- thanks.

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

From: Frank, Carol
Sent: Monday, February 27, 2012 8:44 AM
To: Perez, William; Uhrig, Jim; Bennett, Cindy
Cc: Cohen, Bruce; Collins, Courtney; Driscoll, Eileen
Subject: Outdoor Amusement Permit reviews

Good morning all.

This is just to remind you that your reviews for the following events - FALL FEST / SOUNDS OF SUMMER CONCERT SERIES / RIVERFEST 5K RUN / MEMORIAL MILE RACE - are due tomorrow, Feb. 28th. If you should have any questions, please don't hesitate to contact me.

Fire, Parks & Recreation Departments - all 4 events

Risk Management - Sounds of Summer Concert Series

Inspections and Permits - review only if applicable

Regards,

Carol

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

February 29, 2012

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

**Re: Outdoor Amusement Permit Application -
"23rd Annual Fall Fest"**

Dear Chairman Kehoe:

Attached please find the amusement permit application submitted by **Jim Uhrig on behalf of the East Hartford Parks & Recreation Department**. The applicant seeks to conduct the **23rd Annual Fall Fest on the Town Green on Sat., October 20, 2012, from 10 AM – 5 PM**. The festival will include children's activities such as arts and crafts, pumpkin painting, games, pony rides and a petting zoo. In the event of inclement weather, the activities will be held inside the Community Cultural Center.

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

The Health Department recommends approval of the application provided the appropriate food service licenses are obtained prior to the event.

The Risk Management Department states that pony rider owner and petting zoo owner will need to submit insurance for both auto liability and general liability for One (1) Million dollars.

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

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

Respectfully submitted for your information.

Sincerely,

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

Mark J. Sirois
Chief of Police

xc:
Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

SUPPORT 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:
23rd Annual Fall Fest
2. Date(s) of Event:
October 20, 2012
3. Applicant's name, home & work phone numbers, home address, and e-mail address:
East Hartford Parks & Recreation Dept., 50 Chapman Place, East Hartford, CT 06108 c/o Jim Uhrig, CPRP
4. If partnership, corporation, club, or association, list names of all partners or officers and business address.
East Hartford Parks & Recreation Dept., 50 Chapman Place, East Hartford, CT 06108
5. List the location of the proposed amusement: (Name of facility and address)
East Hartford Town Green, Main Street, East Hartford, CT (In the event of inclement weather, the Fall Fest activities will be held inside the Community Cultural Center).
6. List the dates and hours of operation for each day (if locations changes on a particular day, please list):
Saturday, October 20, 2012 - 10AM-5PM
7. Provide a detailed description of the proposed amusement:
The 23rd Annual Fall Fest is a family-oriented event which will consist of musical entertainment , pony rides, children's activities, games, arts & crafts for children, pumpkin painting, petting zoo and contests. The event has a fall theme and will take place at the same location as the Farmer's Market.
8. Will Music or Other Entertainment Be Provided Out-Of-Doors?
 Yes No
 - a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)?
10AM-5PM, 10/20/12
9. What is the expected age group(s) of participants?
This is a family event which attracts people of all ages. The predominant age range is 3-11.
10. What is the expected attendance at the proposed amusement:
(If more than one performance, indicate time / day / date and anticipated attendance for each.)
Between 1000 and 2000 people have attended the Fall Fest in previous years.

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

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

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

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

Department Yes No.

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

Yes No Alcoholic Beverages will be served / provided.

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

a. For Such Sale or Provision,

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

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

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

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

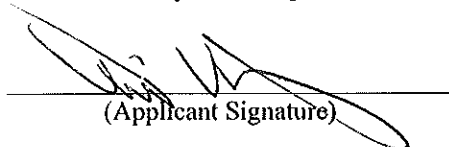
CGS Sec. 53a-157. False Statement: Class A Misdemeanor.

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

a. False Statement is a Class A Misdemeanor.

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

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


(Applicant Signature)

Jim Chry
(Printed Name)

02/01/2012
(Date Signed)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

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

Received By: Carol Stark

Employee Number: 9019

Date & Time Signed: Jul 14, 2010 : _____ AM PM

Time remaining before event: 30+ days.

Fire Dept



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **October 20, 2012**

Event: **23rd Annual Fall Fest**

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

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

- 1. the application be approved as submitted.
- 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
- 3. the application be disapproved for the reason(s) set forth in the attached comments.

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

William Perez, Assistant Fire Chief
Signature

February 27, 2012

Date

Comments:



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **October 20, 2012**
Event: **23rd Annual Fall Fest**
Applicant: **Jim Uhrig, East Hartford Parks & Recreation Department**

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

- 1. the application be approved as submitted.
 - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
 - 3. the application be disapproved for the reason(s) set forth in the attached comments.
-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel

Michael T. O'Connell
Signature

Michael T. O'Connell

2/15/12
Date

Comments:

Approval of the application is recommended, provided that appropriate food service licenses are obtained prior to the event.



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: October 20, 2012

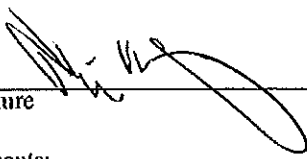
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- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel

Signature 

02/28/2012
Date

Comments:

Frank, Carol

From: Bockus, Tim
Sent: Friday, February 24, 2012 7:34 AM
To: Frank, Carol
Subject: RE: 23rd Annual Fall Fest

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

Tim Bockus
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, February 14, 2012 10:39
To: Uhrig, Jim; Bockus, Tim; Cordier, James; Oates, John
Cc: Vibberts, Richard; Bennett, Cindy; Cohen, Bruce; Dimarco, Joe; Gentile, Richard; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Miller, James; O'Connell, Michael; Perez, William; Stokes, Gloria; Thurnauer, Beau
Subject: 23rd Annual Fall Fest

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, **TO MY ATTENTION AT THE POLICE DEPARTMENT** by Tuesday, February 28, 2012. Thank you.

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

Regards,

Carol A. Frank
East Hartford Police Dept.
Support Services Bureau
31 School St.
East Hartford, CT 06108

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

Corp Council



Mark J. Sirois
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
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Marcia A. Leclerc
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Administrative Review of Amusement Permit

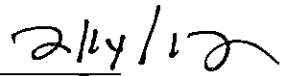
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- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel


Signature Asst Corp. Counsel


Date

Comments:

Frank, Carol

From: Bennett, Cindy
Sent: Tuesday, February 14, 2012 10:52 AM
To: Frank, Carol
Subject: RE: 23rd Annual Fall Fest

Pony ride owner and petting zoo owner will need to submit insurance for both auto liability and general liability 1 million dollars-Parks and Rec covered under Towns self insured liability policy. Thank you

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

From: Frank, Carol
Sent: Tuesday, February 14, 2012 10:30 AM
To: Uhrig, Jim; Bockus, Tim; Cordier, James; Oates, John
Cc: Vibberts, Richard; Bennett, Cindy; Cohen, Bruce; Dimarco, Joe; Gentile, Richard; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Miller, James; O'Connell, Michael; Perez, William; Stokes, Gloria; Thurnauer, Beau
Subject: 23rd Annual Fall Fest

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Regards,

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East Hartford Police Dept.
Support Services Bureau
31 School St.
East Hartford, CT 06108

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Fax: 860-291-6290