

Robert J. Pasch

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
APRIL 17, 2012

2012 APR 11 P 2:03
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. April 3, 2012 Executive Session/Lentocha
 - B. April 3, 2012 Regular Meeting
 - C. April 12, 2012 Special Joint Meeting/Board of Education
6. COMMUNICATIONS AND PETITIONS
 - A. Resignations:
 1. Diane Carlucci from Beautification Commission
 2. Jen Adkins from Inland/Wetlands Environment Commission
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Special Supplemental Nutrition Program for Women, Infants and Children (WIC)
 - B. Commerce Bank – Accounts Payable Cash Back Program
 - C. Recommendation from Investigation & Audit Committee: Appointment of Auditors for Fiscal Year ending June 30, 2012
 - D. Referral to Ordinance Committee re: §10-24 Property Tax Exemption – Solar
 - E. Referral to Real Estate Acquisition & Disposition Committee re: 46 Central Avenue
 - F. Appointment to Inland/Wetlands Environment Commission: James Welch
 - G. Outdoor Amusement Permit Applications:
 1. Cinco de Mayo
 2. Memorial Day Parade – 2012
 - H. Refund of Taxes
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: May 1, 2012)

Robert J. Pask

TOWN COUNCIL MAJORITY OFFICE

2012 APR -9 A 9:24

APRIL 3, 2012

TOWN CLERK
EAST HARTFORD

EXECUTIVE SESSION

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

ABSENT Chair Richard F. Kehoe, Councillor Patricia Harmon

ALSO
PRESENT Scott Chadwick, Corporation Counsel

CALL TO ORDER

Vice Chair Horan called the meeting to order at 7:03 p.m.

MOTION By Eric Thompson
seconded by Marc Weinberg
to **go into** Executive Session to discuss the Workers' Compensation claim of Officer Todd Lentocho,
Motion carried 7/0.

MOTION By Eric Thompson
seconded by Marc Weinberg
to **go back to** Regular Session.
Motion carried 7/0.

ADJOURNMENT

MOTION By Eric Thompson
seconded by Marc Weinberg
to **adjourn** (7:24 p.m.)
Motion carried 7/0.

Attest

William P. Horan Jr.
William P. Horan, Jr.
Town Council Vice Chair *At*

Robert J. Pasch

EAST HARTFORD TOWN COUNCIL 2012 APR -9 A 9:24

TOWN COUNCIL CHAMBERS

TOWN CLERK
EAST HARTFORD

APRIL 3, 2012

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

ABSENT Chair Richard F. Kehoe, Councillor Patricia Harmon

CALL TO ORDER

Vice Chair Horan called the meeting to order at 7:37 p.m. The Vice 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

Michael Kaluszka, 34 Prasser Drive, and Michelle DeDominicis, 56 Hills Street, came forward to speak against the Referral to the Fees Committee regarding the proposed lease for New Cingular Wireless Cell Tower at Gorman Park.

Susan Kniep, 50 Olde Roberts Street, (1) spoke against the proposed lease for New Cingular Wireless Cell Tower at Gorman Park; and (2) is concerned about parking on Olde Roberts Street near Mt. Carmel Hall. Additionally, Ms. Kniep objected to a police department policy whereby any citizen who reports a hazardous situation to the police is directed to stay and wait for an officer to arrive at the scene.

Charles Casella, 22 Brookline Drive, a member of the Library Commission, spoke in favor of the bid waiver for the architects on the Raymond Library expansion and the State Library Construction grant for that same project. Mr. Casella acknowledged the following members of the Library Commission who attended this meeting in support of the expansion project: Debra Arrieta, Rosalie Tavtigan, Gloria Visgilio-Lupi and Florence Schroeter.

Jon Petoskey, 110 Ellington Road, senior pastor of The Pentecostals of East Hartford, part of Wesley Memorial United Methodist Church, spoke in support of the Concert of Praise amusement permit application.

APPROVAL OF MINUTES

March 20, 2012 Executive Session/Lentocha

MOTION By Barbara Rossi
seconded by Eric Thompson
to **approve** the minutes of the March 20, 2012 Executive Session.
Motion carried 7/0.

March 20, 2012 Regular Meeting

MOTION By Barbara Rossi
seconded by Bob Damaschi
to **approve** the minutes of the March 20, 2012 Regular Meeting.
Motion carried 7/0.

COMMUNICATIONS AND PETITIONS

Presentation: Update on the Raymond Library Expansion Project

Mary Martin, Project Administrator for the Raymond Library Addition Project, briefed the Council on the history of the Raymond Library and the proposed expansion. The new addition itself will add slightly more than 11,000 square feet to the existing building which is approximately 21,000 square feet. This addition will expand the children's and young adult's section with family restrooms adjacent to this area, increase computer access, and add a new elevator in the existing section of the library for the community rooms and museum display areas.

Ms. Martin acknowledged Patrick Jones, Director of Library Services, Roy Spiller, Vice President of the Raymond Library Company and members of the Library Commission who were in attendance this evening.

NEW BUSINESS

Bid Waiver: Tuthill & Wells Architects LLC re: Raymond Library Expansion Project

MOTION By Linda Russo
seconded by Barbara Rossi
to **waive** the bidding requirements of Town Ordinance §10-7 and **authorize** the Administration to enter into a contract with Tuthill & Wells Architects LLC, already procured by the Raymond Library Company, for their design services of the renovations and expansion of the Raymond Library; such waiver will be in the best interests of the town.
Motion carried 7/0.

Connecticut State Library Construction Grant: Raymond Library Expansion Project

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

RESOLVED, that the duly elected Mayor, Marcia A. Leclerc, of the Town of East Hartford, is empowered to execute and deliver in the name and on behalf of this organization a certain contract with the Connecticut State Library, State of Connecticut, for a State Public Library Construction Grant.

On call of the vote, motion carried 7/0.

Local Capital Improvement Program (LoCIP) Funds Grant

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

RESOLVED: That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents as may be required by the State of Connecticut Office of Policy and Management to secure Local Capital Improvement Program funds (LoCIP) in the amount of \$413,115 for projects listed in the approved 2013 municipal capital improvement plan. The projects will be:

- Property Acquisition and Demolition \$200,115
- Vacant Fire House #5 Demolition \$ 40,000
- Fire House #6 Window and Door Replacement \$ 25,000
- Fire Station # 2 Exterior Painting \$ 20,000
- Tennis Court Repairs \$128,000

On call of the vote, motion carried 7/0.

Referral to Fees Committee re: New Cingular Wireless Cell Tower Lease/Gorman Park

MOTION By Marc Weinberg
seconded by Linda Russo
to **refer** to the Fees Committee the proposal by New Cingular Wireless PCS to lease a portion of Gorman Park for the placement of a cellular communications tower with instructions to investigate the issue and report back to the Town Council with its recommendations, if any.
Motion carried 7/0.

CCM Energy Purchasing Program Participation Agreement: Solar Applications

MOTION By Linda Russo
seconded by Marc Weinberg
to **adopt** the following resolution:

RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE THE CCM ENERGY PURCHASING PROGRAM PARTICIPATION AGREEMENT

WHEREAS, the Town of East Hartford desires to explore the competitive market for financially appropriate solar applications, and

WHEREAS, the Connecticut Conference of Municipalities (CCM), an organization to which East Hartford belongs, is exploring the solar market on behalf of Connecticut Municipalities, and

WHEREAS, the solar market will soon be very competitive pending the public auction of \$8 million of Zero Emission Renewable Energy Credits (ZEREC) by order of PURA (Public Utility Regulatory Agency), and

WHEREAS, the Town desires to participate in one or more solar applications coupled with the execution of a power purchase agreement provided both the solar applications and the power purchase agreement benefit the town financially and environmentally.

NOW THEREFORE BE IT RESOLVED, that the Mayor of the Town of East Hartford is authorized to enter into a CCM Energy Purchasing Program Participation Agreement. The details of the agreement shall be mutually determined between the Mayor and CCM, whose signatures will indicate approval of specific terms and conditions.

On call of the vote, motion carried 7/0.

Contingency Transfer: Republican Presidential Primary

MOTION By Eric Thompson
seconded by Ram Aberasturia
to **approve** the contingency fund transfer of \$17,682 to cover the costs associated with the Republican Presidential Preference Primary to be held in East Hartford on April 24, 2012 as follows:

From G9600-63492	\$17,682
To G1300-60135	12,375
To G1300-62360	1,950
To G1300-63227	1,500
To G1300-65212	1,857

Motion carried 7/0

Appointment to Library Commission

MOTION By Bob Damaschi
seconded by Eric Thompson
to **approve** the appointment of Esther Clarke to the Library Commission; term to expire December 2014.
Motion carried 7/0.

Refund of Taxes

MOTION By Marc Weinberg
seconded by Eric Thompson
to **refund** taxes in the amount of \$15,553.55 pursuant to Section 12-129 of the Connecticut General Statutes.
Motion carried 7/0.

Bill	Name	Prop Loc/Vehicle Info.	Int Paid	Fee Pd	Over Paid
2010-03-0067529	A PLUS INSTALLATION LLC	2008//JALB4W16287400548			\$ (319.42)
2010-01-0000298	ALBANI MARIE C	49 HUCKLEBERRY RD			\$ (97.02)
2010-01-0000461	CORELOGIC	160 RIDGEWOOD RD			\$ (2,724.17)
2010-01-0000661	CORELOGIC	24-26 GRAHAM RD			\$ (2,690.61)
2010-01-0007350	CORELOGIC	24 TERRY RD			\$ (2,019.60)
2010-01-0010283	CORELOGIC	82 TIMBER TR			\$ (2,369.48)
2010-01-0009027	CORELOGIC	40 FOWLER LN			\$ (2,521.61)
2010-01-0005368	FREMONT PITKIN L L C	296 PITKIN ST			\$ (249.20)
2010-03-0064714	GRABKA ALFRED OR GRABKA KRISANN	2009//1J4FT47B99D107628			\$ (117.96)

2010-03-0066797	HOLMGREN CARL G	2004//1GTEK14VX4Z346036			\$	(151.28)
2010-02-0040927	K & S DISTRIBUTORS INC	50 OAKLAND AVE			\$	(154.72)
2010-01-0007624	KELSO WALTER T OR KELSO EVELYN	55 BIRCHWOOD RD			\$	(10.00)
2010-01-0008305	LAWTON RICHARD E	1970 MAIN ST			\$	(188.62)
2010-01-0009937	MILTON CAROLYN	27 WOOD DR			\$	(6.00)
2010-01-0011740	POTTERTON CRAIG R OR DONNA POTTERTON	39 GRANDE RD			\$	(13.26)
2010-03-0079771	RAJAGOPALAN RANGARAJAN	2001//3N1CB51D31L454353			\$	(36.55)
2010-04-0086153	ROY ROBBILEE A	2003//JH2MC13073K903370	\$(2.00)	\$(5.00)	\$	(8.85)
2010-01-0001707	SANCHEZ CHRISTOPHER	51 VERNON RD			\$	(402.69)
2010-03-0085758	TANGUAY MARCEL OR TANGUAY JULIE	2005//3GNFK16ZX5G113707			\$	(234.06)
2009-03-0087085	TOYOTA MOTOR CREDIT	2006//JTHCK262962003180			\$	(397.26)
2010-03-0086763	TOYOTA MOTOR CREDIT	2007//JTHBJ46G972109054			\$	(141.36)
2010-04-0086986	TOYOTA MOTOR CREDIT	2011//5TDBK3EH0BS054546			\$	(662.83)
2010-01-0015371	WHITE JAMES P OR WHITE JANE A	69 PROSPECT ST			\$	(10.00)
2010-01-0015538	WILSON NANCY M	25 CRESCENT CT			\$	(20.00)
SUB TOTAL			\$ (2.00)	\$ (5.00)	\$	(15,546.55)
TOTAL						\$(15,553.55)

Outdoor Amusement Permit Applications:

Masonicare Quality of Life Walk

MOTION By Linda Russo
seconded by Barbara Rossi
to **approve** the amusement permit application entitled "Masonicare Quality of Life Walk", submitted by Patricia L. Morgan, Director of Development for the Masonic Charity Foundation of CT, to conduct a walking fundraiser in Great River Park on Saturday, May 19, 2012 from approximately 8AM to 12:30PM with music from 9AM to 12:30PM, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to **waive** the associated permit fee under the provisions of Town Ordinance §5-6(c) as this event is being sponsored by a charitable organization.
Motion carried 7/0.

Walk 4 Hearing

MOTION By Marc Weinberg
seconded by Linda Russo
to **approve** the outdoor amusement permit application, entitled
"Walk 4 Hearing" submitted by Terry Bedard of Hear Here of
Hartford (Hearing Loss Assn. of America) to conduct a walk in
Great River Park on Saturday, June 2, 2012 from 8AM to 12PM
with music from 9AM to 11AM, 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 Town Ordinance §5-6(c) as it is a non profit
and tax exempt organization.
Motion carried 7/0.

*For the following motion, Vice Chair Horan recognized Councillor Aberasturia who
deferred to Minority Leader Thompson.*

Concert of Praise

MOTION By Eric Thompson
seconded by Ram Aberasturia
to **approve** the outdoor amusement permit application entitled,
"Concert of Praise", submitted by Shakera Brown, Event Coordinator
for The Pentecostals to conduct a free outdoor music conference for
town residents to be held on the Town Green on Sunday, September 16,
2012 from 11AM to 3PM, with music during those same hours, 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 Town Ordinance 5-6 (c) as this is a
charitable organization.
Motion carried 7/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

None

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

Workers' Compensation Claim: Officer Todd Lentocha

MOTION By Barbara Rossi
seconded by Bob Damaschi
that pursuant to the request of Officer Todd Lentocha made through
Counsel, Attorney Jeffrey Ment, the Town agrees to **defer** the collection or
payment of its lien for workers' compensation benefits paid to or on behalf
of Officer Todd Lentocha until the conclusion of a product liability claim or
action (or other Third Party claim or action related to the accident of

January 4, 2012) brought by or on behalf of said officer, subject to the review and approval of the Town's applicable insurance and/or excess carrier(s).
Motion carried 7/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

Eric Thompson wished all a Happy Easter and Marc Weinberg wished all a Happy Passover.

Vice Chair Horan thanked the Council Clerk for her services and recognized the efforts of the volunteers for Channel 5.

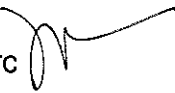
ADJOURNMENT

MOTION By Eric Thompson
 seconded by Barbara Rossi
 to **adjourn** (8:50 p.m.).
 Motion carried 7/0.

The Vice Chair announced that the next meeting of the Town Council would be on April 17, 2012.

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

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

DATE: April 5, 2012
TO: Richard Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESIGNATION: Boards and Commissions

Attached is the letter of resignation from Diane Carlucci, Beautification Commission. She has served as valuable member of this Commission. She will be missed by fellow Commission members, employees of the town and residents of the community.

Please place this communication on the Town Council agenda for April 17, 2012.

Thank you.

Diane Carlucci
E4 Nanni Drive
Winsted, CT 06098
April 2, 2012

Mayor Marcia LeClerc
East Hartford Town Hall
740 Main Street
East Hartford, CT 06108

Dear Mayor LeClerc:

It is with great regret that I am writing to you to resign from the East Hartford Beautification Commission. Unfortunately due to unforeseen circumstances I will no longer reside in East Hartford.

I appreciated the opportunity to be a member of the Commission and will miss working with you and the other members of the East Hartford Democrats. I hope our paths will meet again. I wish you the best in your continued success.


Sincerely,

A handwritten signature in cursive script that reads "Diane Carlucci". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Diane Carlucci

RECEIVED
APR - 5 2012
TOWN OF EAST HARTFORD
OFFICE OF THE MAYOR

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: April 11, 2012
TO: Richard Kehoe, Chair 
FROM: Mayor Marcia A. Leclerc
RE: RESIGNATION: Boards and Commissions

Attached is the letter of resignation from Jen Adkins, Inland - Wetlands Commission. She has served as valuable member of this Commission. She will be missed by fellow Commission members, employees of the town and residents of the community.

Please place this communication on the Town Council agenda for April 17, 2012.

Thank you.

Jen Adkins
18 Brook Street
East Hartford, CT

April 7, 2012

Judith Shanahan
Inlands & Wetlands Chair
29 Whitney Street
East Hartford, CT 06118

RECEIVED

APR 10 2012

TOWN OF EAST HARTFORD
OFFICE OF THE MAYOR

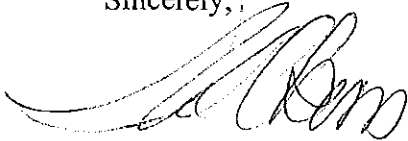
Dear Judith:

It is with regret that I tender my resignation from the Inlands & Wetlands Commission, effective immediately.

I am grateful for having had the opportunity. Due to Assignments within my Employment, that were not a factor at the time of my Appointment, it is in the best interest of the Commission, the EHRTC that I step down.

I offer my best wishes for my successor.

Sincerely,



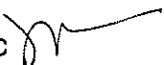
Jen Adkins

RECEIVED

APR 10 2012

TOWN OF EAST HARTFORD
ENGINEERING DIVISION

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 30, 2012
TO: Richard Kehoe, Chairman
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: Special Supplemental Nutrition Program for Women, Infants and Children (WIC Program)

Please place on the April 17, 2012 Town Council agenda, attached a proposal response for the Special Supplemental Nutrition Program for Women, Infants and Children (WIC Program), which would authorize the Mayor to make application and execute all documents associated with this grant.

Thank you

C: C. Fravel, Grants Administrator
M. Walsh, Director of Finance
K. Minicucci, Coordinator WIC Program

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

(860) 291-7364

FAX (860) 289-8394



GRANTS ADMINISTRATION

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation duly held at the East Hartford Town Council Chambers, 740 Main Street, East Hartford, Connecticut on the 17th day of April, 2012.

WHEREAS, the Special Supplemental Nutrition Program for Women, Infants and Children (WIC Program) is funded by the United States Department of Agriculture administered by the State of Connecticut Department of Public Health for services including provision of nutritious food, nutrition and health education, breastfeeding promotion and referrals to healthcare and social services for categorically eligible individuals found to be at nutritional and/or medical risk; and

WHEREAS, the Town of East Hartford is submitting a proposal for WIC Program funding to the State of Connecticut Department of Public Health for the period October 1, 2012 through September 30, 2017;

NOW, THEREFORE BE IT RESOLVED that the Town Council of the Town of East Hartford does support and authorize the submission of a proposal for WIC Program funding;

AND FURTHER BE IT RESOLVED Marcia A. Leclerc, Mayor of the Town of East Hartford and in her absence, Richard F. Kehoe, Chair of the East Hartford Town Council, have been empowered to sign contracts and any of its amendments hereto, on behalf of the Town of East Hartford, between the Town of East Hartford and the Department of Public Health or its successor agency.

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

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of April, 2012.

seal

Angela M. Attenello
Town Council Clerk

MEMORANDUM

TO: Marcia A. Leclerc, Mayor

FROM: Kathy Minicucci, MPH, Coordinator, WIC Program

SUBJECT: Referral to Council – Resolution regarding Request for Proposal Response enabling the Town of East Hartford to continue hosting the Women, Infants and Children’s Program, WIC, RFP #2012-0917.

DATE: March 29, 2012

EXECUTIVE SUMMARY

The Town of East Hartford has been the grantee for United States Department of Agriculture-funded and State of Connecticut, Department of Public Health-administered Special Supplemental Nutrition Program for Women, Infants and Children (WIC) for the past 35 years.

This year, the State Health Department is requiring that a Request for Proposal process be executed in order for contractor agencies to continue administering the WIC Program over the next 5 years. Our service area will continue to be Region 4 which includes 18 towns in addition to East Hartford. Participants will continue to be served through the office at 50 Chapman Place in addition to 3 satellites located in Enfield, Manchester and Vernon.

The response contains a Work Plan and Objectives, Certifications of Compliance and Budget Proposals for federal fiscal years 2013 through 2017. The aggregate amount represented by the budget proposals, covering the period October 1, 2012 through September 30, 2017, is \$4,242,770.

Through approximately 20,000 patient visits per year, we are currently serving approximately 5,100 low-income women, infants and children in our area through the provision of nutritious food, health education and referrals to other critical medical and social services. If the need is determined during our intake procedures, we ensure that people coming through our doors are provided HUSKY medical insurance, Head Start Program enrollment, Birth to Three services, immunizations, pediatric services and/or prenatal/obstetric care at the East Hartford Community Health Center. We also register over 300 voters per year. The checks we distribute to our participants, for the purchase of foods at authorized local food stores, have a value exceeding \$4 million per year. This

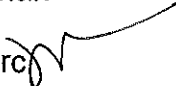
has the collateral effect of generating local commerce within our business community. The majority of our caseload resides in East Hartford (3,100). This will continue to be the case.

In addition to help alleviate hunger, infant mortality, premature and low birth weight babies, anemia, cognitive development problems and nutrition-related diseases; having WIC has been a win-win situation for all.

I am respectfully requesting that the attached Resolution be placed on the Town Council agenda for their April 17, 2012 meeting. The Resolution will authorize you as Mayor to sign East Hartford's WIC Request for Proposal response to the Connecticut Department of Public Health, and to make application and execute all documents associated with this grant.

Cc: Clare Fravel, Grants Administrator
Michael P. Walsh, Director of Finance

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: April 5, 2012
TO: Richard Kehoe, Chairman
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: Commerce Bank- Accounts Payable Cash Back Program

Please place on the April 17, 2012 Town Council agenda. The attached authorizing resolution is required to participate in the Active Funds Program offered by Commerce Bank. It will allow us to execute documents that are necessary to access this program.

Thank you


C: M. Walsh, Director of Finance



MEMORANDUM

DATE: April 5, 2012

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, Director of Finance 

TELEPHONE: (860) 291-7246

RE: Commerce Bank - Accounts Payable Cash Back Program

By way of this memo, let me respectfully request that you forward the attached Corporate Resolution along to the Town Council for approval to allow the Town of East Hartford to participate in the ActiveFunds Program offered by Commerce Bank.

The ActiveFunds program basically provides cash back (up to 1.27%) based on eligible purchases made by the town to various vendors. Participation in the program will provide the town with a new annual revenue stream of between \$25,000 to \$50,000.

As a bit of background, a somewhat dated term called "5 - 10; net 30" allowed the Town, if full payment was made to a vendor in 10 days, to deduct 5% of the amount due as an award for paying promptly. If the town did not pay within 10 days, the full amount was due in 30 days. This benefit is almost non-existent today and in fact has been replaced by "cash back" or "rewards" based credit cards.

Many of us carry those types of credit cards which give us 1% or 2% back on certain purchases or allow us to obtain airline miles or other credit to be redeemed for tickets or goods. While some communities participate in credit card programs, I'm not comfortable from an internal control perspective distributing credit cards to be used for town purchases.

I have also looked at bank based "P-Card" programs (procurement card) which also provide rewards to towns who procure on the P-Card. These programs look very similar to credit cards and are branded with local bank marketing. For a variety of reasons, also internal control based, I'm also not comfortable recommending the use of these cards.

In the end, in order to allow the town the opportunity to earn revenue, I am comfortable with the Commerce Bank Program which does not use credit or P-cards, but allows the town to send electronic funds transfers to Commerce Bank during our normal accounts payable processing cycle which are then sent to our vendors by Commerce Bank.

The town will issue fewer accounts payable checks while avoiding the expense of printing, processing, mailing, and bank redemption. More importantly, based on the cash volume, the town will receive monthly payments from Commerce Bank of up to 1.27% of the gross amounts of funds processed. Commerce Bank is FDIC insured and our transfers are classified as a deposit, so concerns about safety have been addressed.

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

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

(860) 291-7208

FAX (860) 291-7389

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation duly held on the 17th day of April, 2012.

RESOLVED, that Mayor Marcia A. Leclerc be and hereby is authorized, directed and empowered to establish an ActiveFunds program ("Program") with Commerce Bank (herein called "Commerce") and to execute all documents to effectuate this purpose which she may deem necessary and proper, including, without limitation, any application and/or agreement (each an "Agreement") to establish the Program.

FURTHER RESOLVED, that any one of the foregoing named officers of this Corporation may, from time to time, appoint an Administrator to assist Commerce in the administration of the Program as provided in the Agreement (each such term as defined in the Agreement).

FURTHER RESOLVED, Commerce is authorized to act upon these resolutions until written notice of revocation is delivered to Commerce, and that the authority hereby granted shall apply with equal force and effect to the successors in office of the officers named herein.

The undersigned further certifies that the specimen signature appearing below is the signature of the officer authorized to sign for this corporation by authority of this resolution.

SPECIMEN SIGNATURE:

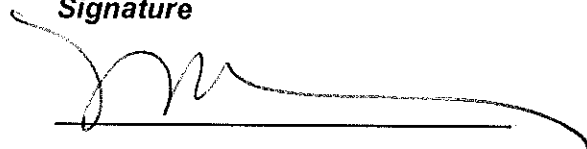
Name

Title

Signature

Marcia A. Leclerc

Mayor



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

IN WITNESS WHEREOF, I do hereunto set my hand and affixed the corporate seal of said Town of East Hartford this day of April, 2012.

Angela M. Attenello
Town Council Clerk

INVESTIGATION AND AUDIT COMMITTEE

TOWN COUNCIL MAJORITY OFFICE

APRIL 8, 2008

Selection of Auditor for Auditing Services for the Town of East Hartford

Finance Director Mike Walsh gave a brief overview of the Request for Proposal (RFP) process for selecting the Town auditor. Three bids were received pursuant to the RFP, but only two companies met the requirements of the RFP. The remaining two companies are Blum Shapiro (which absorbed Scully & Wolf, the town's present auditor), and Kostin, Ruffkess. The bid by Blum Shapiro was slightly lower, and Blum Shapiro provides auditing services for about 90 towns, while Kostin, Ruffkess provides auditing services to about 30 towns.

Chair Horan noted that Blum Shapiro employs the auditors from Scully & Wolf that have been auditing East Hartford for many years.

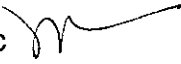
MOTION By Barbara Rossi
 seconded by Don Pitkin
 to **accept** the proposal of Blum Shapiro to provide auditing services to the Town of East Hartford for five one-year contracts; fiscal years ending June 30, 2008, June 30, 2009, June 30, 2010, June 30, 2011 and June 30, 2012 contingent upon approval of the Town Council for each year.
 Motion carried 3/0.

APPENDIX A (cont.)

AUDIT FEE	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
General Audit	\$36,400	\$37,800	\$39,300	\$40,800	\$42,400
State Single Audit	10,200	10,500	10,800	11,100	11,400
B of E ED001 Audit	4,800	4,850	4,900	4,950	5,000
Federal Single Audit	<u>9,500</u>	<u>9,750</u>	<u>10,000</u>	<u>10,250</u>	<u>10,500</u>
TOTAL AUDIT FEE	<u>\$60,900</u> /	<u>\$62,900</u> /	<u>\$65,000</u> /	<u>\$67,100</u> /	<u>\$69,300</u> /

The fees stated above are quoted on a *not-to-exceed* basis, and you will not be billed for charges incurred in excess of our quote without first discussing the cause with you, exploring alternative approaches and receiving your approval. Should any unanticipated problems arise, we will let you know immediately and discuss with you the best course of action. Any out-of-pocket expenses incurred in the course of performing our work, such as travel, are included.

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 30, 2012
TO: Richard Kehoe, Chairman
FROM: Mayor Marcia Leclerc 
RE: REFERRAL: Ordinance Committee- Section 10-24 Property Tax
Exemption – Solar

Please place on the April 17, 2012 Town Council agenda referral to the Ordinance Committee. The attached memo from the Director of Finance is requesting to add the following clarification related to Ordinance Article 4, Sec. 10-24 Solar Energy Tax Exemption/Property Tax Exemption.

Thank you.


C: M. Walsh - Finance



MEMORANDUM

DATE: March 30, 2012

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, Director of Finance 

TELEPHONE: (860) 291-7246

RE: Ordinance Section 10-24 Property Tax Exemption - Solar

Attached please find East Hartford Ordinance Article 4, Section 10-24 Solar Energy Tax Exemption/Property Tax Exemption.

I would respectfully request a referral to the Town's Ordinance Committee to add the following clarification related to this ordinance.

- The Town of East Hartford exempts from property tax any rooftop or canopy structure that is part of the production of electricity from solar sources.

As you are aware, East Hartford is participating in a CCM Solar project whereby 5 sites are under active consideration for solar applications. More competition related to the bidding and ultimately lower construction costs will occur if these projects are tax exempt.

It should be noted that any property tax exempted on these projects will be replaced by lower electricity costs as part of the power-repurchase agreement that is part and parcel to these solar constructions. The removal of a variable like property tax over a period of 20 years will produce the absolute lowest construction cost and the highest possible electricity savings, both of which will benefit East Hartford.

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

ARTICLE 4. SOLAR ENERGY TAX EXEMPTION

Sec. 10-24. Property Tax Exemption.

- (a) Pursuant to subdivision (56) of section 12-81 of the Connecticut General Statutes, the town of East Hartford exempts from property tax assessment any building which is constructed with an active solar energy heating or cooling system or any building which is equipped with an active solar energy heating or cooling system, provided that such construction or system addition is within the time period authorized by Conn. Gen. Stat. section 12-81(56) for such exemption. The exemption shall be the extent to which the value of the real property with such heating or cooling system exceeds the value of the real property if such real property was equipped with a conventional heating or cooling system. Such exemption shall apply for the first fifteen assessment years following such construction or system addition. As used in this section, "active solar energy heating and cooling system" shall have the same meaning as such term is defined in Conn. Gen. Stat. section 12-81(56)(b).
- (b) Pursuant to subdivision (57) of section 12-81 of the Connecticut General Statutes, the town of East Hartford exempts from property tax assessment any Class I renewable energy source, as defined in Conn. Gen. Stat. section 16-1 or any hydropower facility described in subdivision (27) of Conn. Gen. Stat. section 16-1 installed for the generation of electricity for a single family dwelling or multifamily dwelling consisting of two to four units.
- (c) Pursuant to subdivision (62) of section 12-81 of the Connecticut General Statutes, the town of East Hartford exempts from property tax assessment any building which is constructed with a passive or hybrid solar energy heating or cooling system or any building which is equipped with a passive or hybrid solar energy heating or cooling system, provided that such construction or system addition is within the time period authorized by Conn. Gen. Stat. section 12-81(62) for such exemption. The exemption shall be the extent to which the value of the real property with such heating or cooling system exceeds the value of the real property if such real property was equipped with a conventional heating or cooling system provided any portion of such system which is allowed an exemption under Conn. Gen. Stat. section 12-81(56) shall not be eligible. Such exemption shall apply for the first fifteen assessment years following such construction or system addition. As used in this section, "passive solar energy heating and cooling system" and "hybrid system" shall have the same meaning as such terms are defined in Conn. Gen. Stat. section 12-81(62).
- (d) Any person claiming an exemption under this section shall file an application, in accordance with the procedure established in Conn. Gen. Stat. section 12-81 for such exemptions, with the tax assessor by November 1 of the first year in which the exemption would apply. The exemption shall continue for fifteen years without any new application being required unless such system is altered.

Voted: 03-07-06
Published 03-15-06
Effective: 04-05-06

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: April 5, 2012
TO: Richard Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: REFERRAL: Real Estate Acquisition and Disposition Committee-46
Central Ave.

Please place this on the April 17, 2012 Town Council meeting agenda for a referral to the Real Estate Acquisition and Disposition Committee. Attached is a memo requesting approval to allow us to proceed in obtaining the necessary appraisals to move forward.

Thank you.

C: R. Gentile, Assistant Corporation Counsel
T. Bockus, Director of Public Works
M. Walsh, Director of Finance
P. Jones, Director of Libraries

TO: Mayor Marcia A. Leclerc
FROM: Mary G. Martin, Raymond Library Addition Project Administrator *mym*
SUBJ: Request Referral to Town Council – 46 Central Avenue Acquisition
DATE: April 5, 2012

On March 6, 2012 the Town Council's Real Estate Acquisition and Disposition Committee voted to direct the Administration to obtain a real property appraisal on the property known as 40 Central Avenue and to enter into negotiations for purchase of all or a portion of that property. I have been working with Assistant Corporation Counsel Richard P. Gentile on these negotiations. As of today there is no definitive decision on the part of the property owner to accept our offer to purchase.


It has recently come to our attention that 46 Central Avenue (immediately to the east of 40 Central Avenue) is on the market for sale. Either property would be beneficial to providing parking for patrons of the Raymond Library during and after construction of the addition to the Library. This parcel is approximately equal to 40 Central Avenue in square footage and also contains a multi-family rental unit requiring demolition.

I am requesting that you place this item on the Town Council agenda for their meeting to be held April 17, 2012 as a referral to the Real Estate Acquisition and Disposition Committee. Their subsequent approval will allow us to proceed with our due diligence including, but not limited to, obtaining necessary appraisals.

Cc: Richard P. Gentile, Assistant Corporation Counsel
Timothy J. Bockus, Director of Public Works
Michael P. Walsh, Director of Finance
Patrick Jones, Director of Libraries

M: Raymond/acquire/refercouncil/april12

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: April 11, 2012
TO: Richard Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: APPOINTMENT– Boards & Commissions

I am recommending the following appointment to the Town Boards and Commissions:

<u>Inland-Wetland Environment Commission</u>	<u>TERM EXPIRES</u>
R James D. Welch 68 Chapel Street	12/14

Please place on the Town Council Agenda for April 17, 2012.

Thank you.

East Hartford Republican Town Committee
Jack Jacobs, Chair
505 Burnside Ave Apt C-14
East Hartford, CT 06108

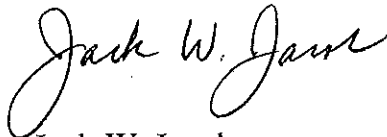
April 11, 2012

Hon Marcia Leclerc
Mayor of East Hartford
740 Main Street
East Hartford, CT 06109

Dear Mayor Leclerc,

On April 9, 2012, the East Hartford Republican Committee voted to recommend James D. Welch, 68 Chapel Street, East Hartford CT 06108 (860/ 883-7231) to fill the vacancy on the Inland/ Wetlands Environment Commission for the term ending December, 2014.

Sincerely yours,



Jack W. Jacobs
Chair, EHRTC

cc: James D Welch
Mary J. Moury, Vice Chair
Esther B. Clarke, Recording Secretary

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

Police Department

81 School Street
East Hartford, Connecticut 06108

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

MARK J. SIROIS
CHIEF OF POLICE

March 29, 2012

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

**Re: Outdoor Amusement Permit Application -
"Cinco De Mayo"**

Dear Chairman Kehoe:

Attached please find the amusement permit application from **Margaritas Restaurant by Matthew Nord, its General Manager**. The applicant seeks to conduct an outdoor bottled beer and Margarita serving station (near the lounge entrance) to celebrate Cinco De Mayo at **Margarita's Restaurant** located at **330 Roberts St., East Hartford**, on the following 2012 date and time:

**Saturday, May 5th, beginning at 11 AM and ending at 2:00 AM on
Sunday, May 6th**

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

The **Public Works Department** states the application be approved subject to the following condition:

- **Section 11c of the application indicates that adjacent street parking is proposed. The northern side of Roberts Street in the vicinity of the event location is posted as a no-parking zone and as such, no on-street parking will be allowed.**

The **Inspections and Permits Department** states the application be approved as submitted and offers the following comments: Tents and generators will require permits.

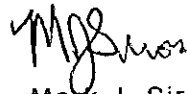
The **Police Department** conducted a review of the application and states the application be revised, approved subject to the conditions set forth in the following comments:

- The Department will require the hiring of a minimum of three (3) police officers for this event. As an event that is not Town

sponsored, this expense will have to be borne by the applicant.

- **Evidence of a valid Patio Permit issued by the State of Connecticut Department of Consumer Protection must be provided prior to the event.**
- The Police Department can provide adequate police protection for this event. The proposed site is suitable for the proposed amusement, the crowd is of moderate size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.

Sincerely,



Mark J. Sirois
Chief of Police

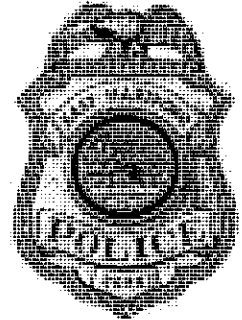
xc:
Applicant

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: *Cinco De Mayo*
2. Date(s) of Event: *5/5/12*
3. Applicant's name, home & work phone numbers, home address, and e-mail address: *Margaritas Restaurant*
by MATH Nord 860-778-7351(C) 860-289-7212 (W) 350 Roberts St East Hartford CT
mnorde@margs.com
4. If partnership, corporation, club, or association, list names of all partners or officers and business address.
Margaritas Management group 200 GRIFFIN RD. Suite 1
Portsmouth, NH 03801
5. List the location of the proposed amusement: (Name of facility and address)
Margaritas Restaurant 350 Roberts Street, East Hartford CT 06108
6. List the dates and hours of operation for each day (if locations changes on a particular day, please list):
1 day 11AM-2AM
7. Provide a detailed description of the proposed amusement:
Area set outside for sale of Beverages only.
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?
21 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.)
50-200 people in this area.
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:
minimal to expected attendance

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

none

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

Employee parking road adjacent

d. Noise Impact on Neighborhood:

none.

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

our staff will clean this

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:

will not change

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

will have police on site

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

none.

d. Crowd Control Plan:

mgmt & police

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:

N/A

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. *only beverages in this area*

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.

our staff is trained & certified.

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

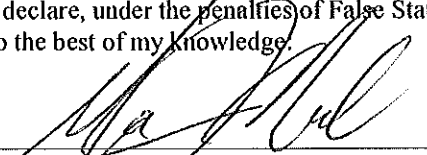
15. Include any other information which the applicant deems relevant (ie: time waivers and fee waiver requests should go here):

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)

Matthew Nosh
(Printed Name)

3/19/2012
(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

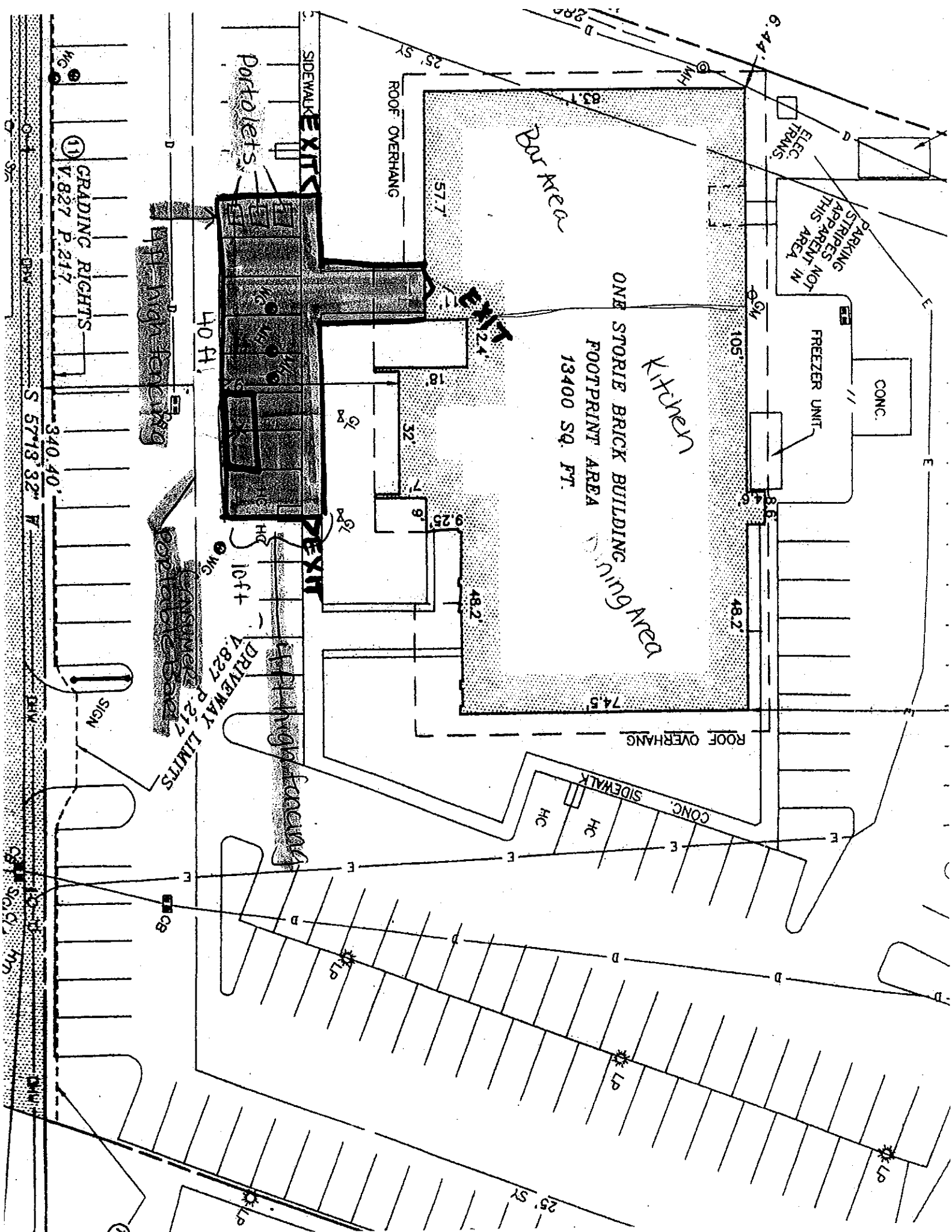
NO

Received By: Carri Frank

Employee Number: 9019

Date & Time Signed: March 19, 2012 2:51 AM PM

Time remaining before event: 30+ days.



Bar Area

ONE STOREY BRICK BUILDING
FOOTPRINT AREA
13400 SQ. FT.

Kitchen

Dining Area

PARKING STRIPES APPEAR IN THIS AREA

FREEZER UNIT

CONC.

ROOF OVERHANG

ROOF OVERHANG

SIDEWALK

CONC.

Portolets

EXIT

EXIT

EXIT

DRIVEWAY LIMITS

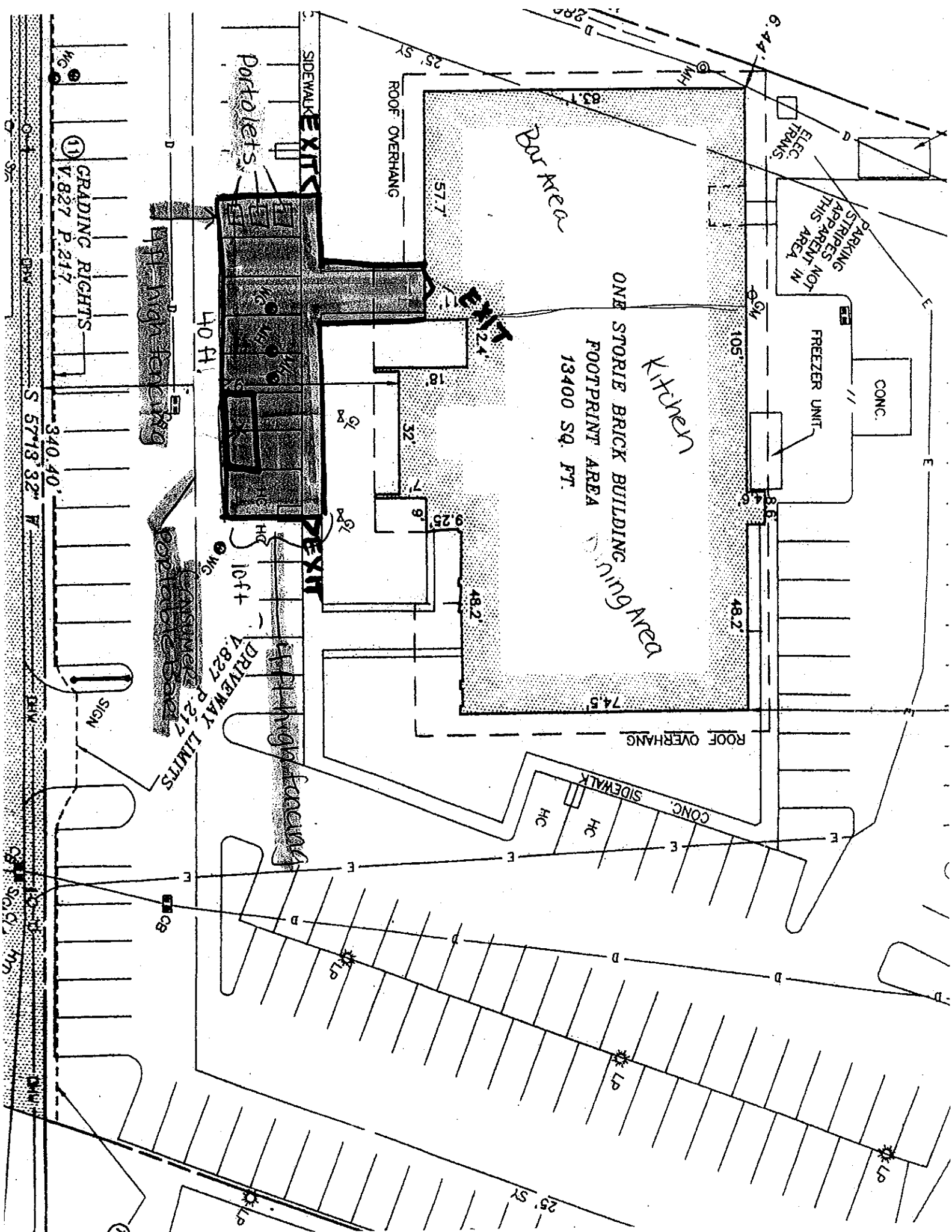
CONC.

GRADING RIGHTS
V.827 P.217

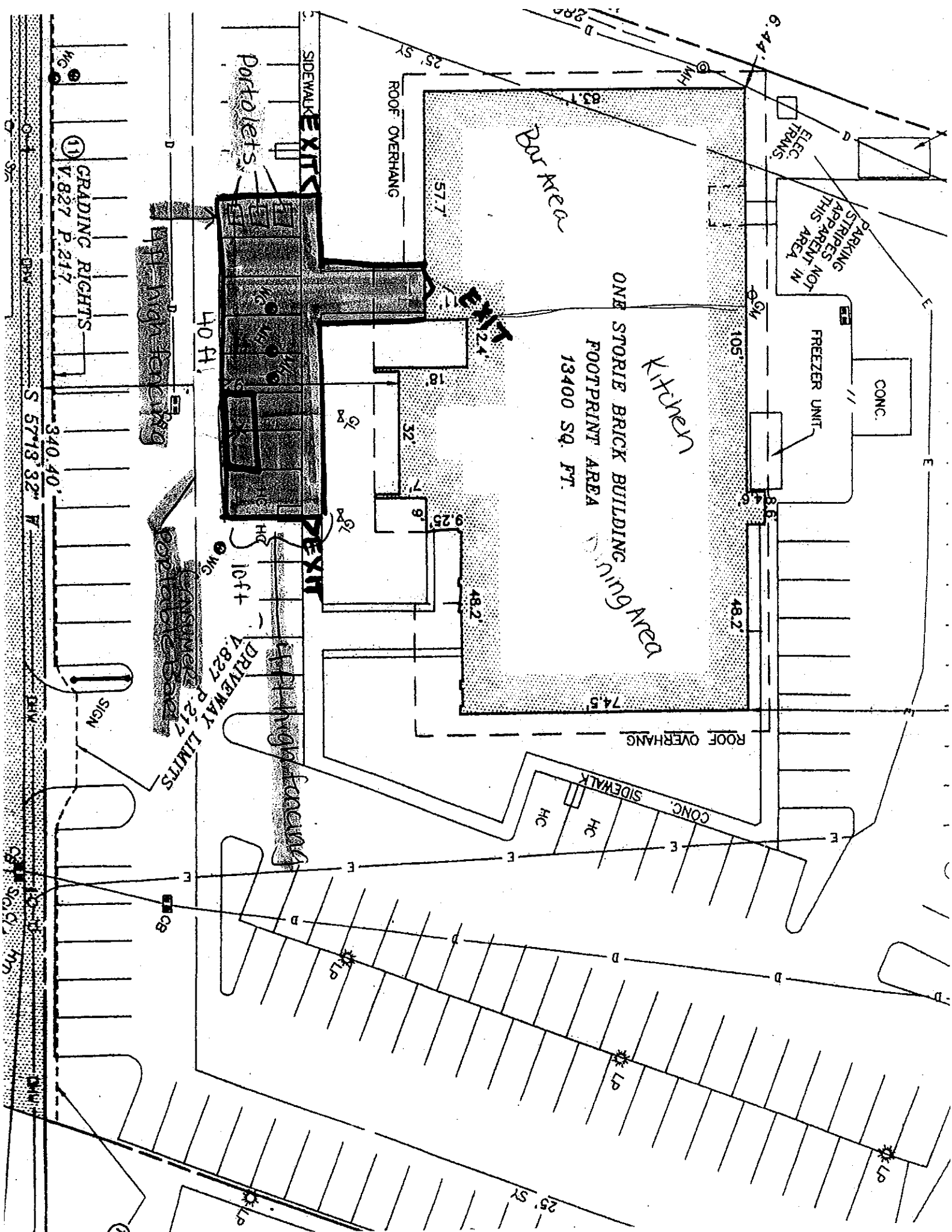
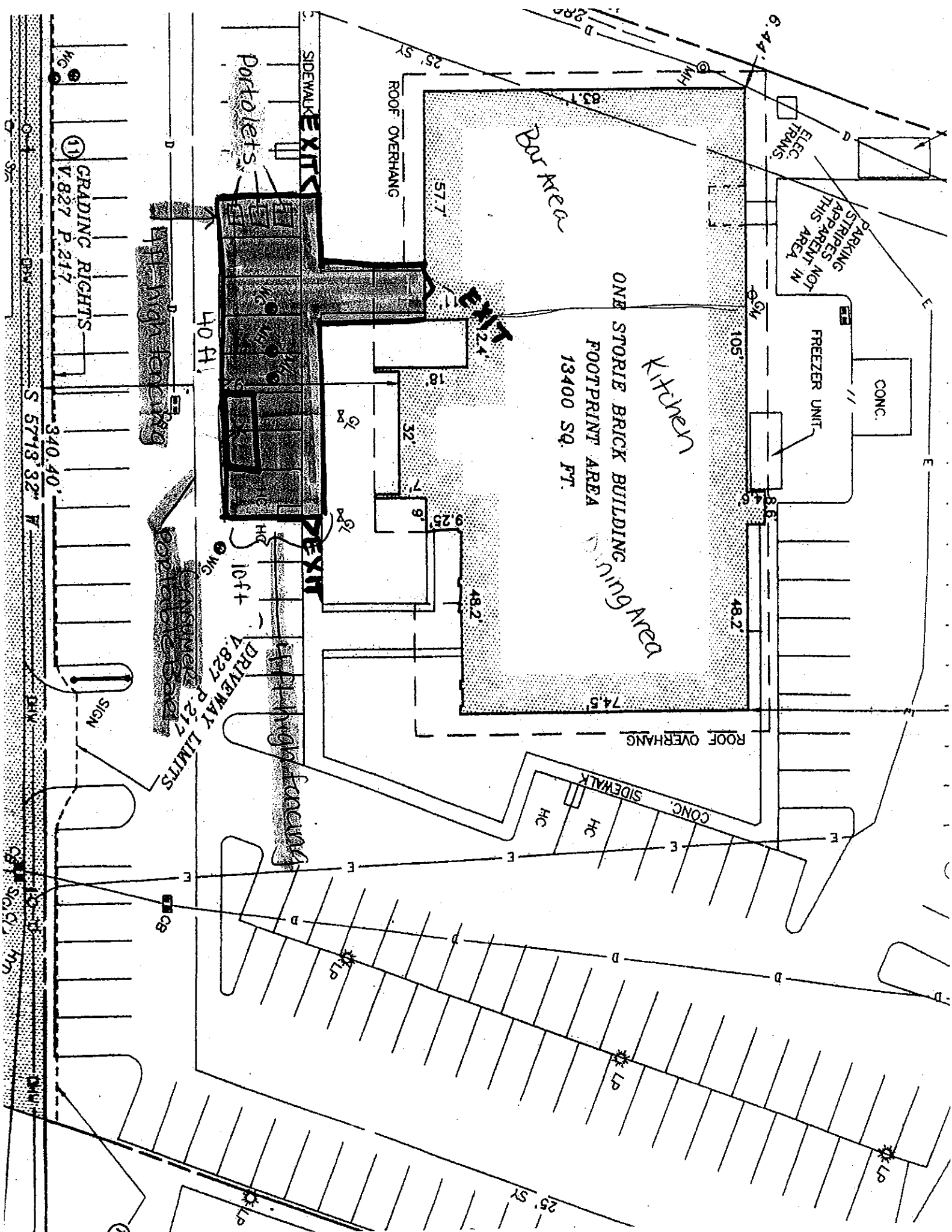
340.40'

S 57°18'32" W

SIGN



25' ST





CERTIFICATE OF LIABILITY INSURANCE

OP ID: 4Z

DATE(MM/DD/YYYY)

03/14/12

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

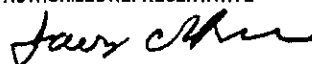
PRODUCER Hays Companies 133 Federal Street, 2nd Floor Boston, MA 02110	817-723-7775 817-723-5155	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: MARGA-7	FAX (A/C, No):
	INSURED Margaritas Management Group, Inc 200 Griffin Rd Portsmouth, NH 03801-7145		INSURER(S) AFFORDING COVERAGE
		INSURER A: Travelers P & C Co. of America	NAIC # 25674
		INSURER B: Charter Oak Fire Insurance Co.	25615
		INSURER C: First Mercury Insurance Co.	10657
		INSURER D: Travelers Indemnity Company	25658
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		630520M4237	01/01/12	01/01/13	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			8102179X92A	01/01/12	01/01/13	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$			NYEX000000316001	01/01/12	01/01/13	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB224M900411	12/31/11	12/31/12	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Blanket Building			630520M4237	01/01/12	01/01/13	Bld Limit 8,991,000
A	Blanket Pers Prop			630520M4237	01/01/12	01/01/13	BPP Limit 11,800,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Evidence of Insurance.

CERTIFICATE HOLDER Town of East Hartford, CT 740 Main Street East Hartford, CT 06108	TOWNOFFICE	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
----------------------------------------------------------------------------------------------------------	-------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

© 1988-2009 ACORD CORPORATION. All rights reserved.

This liquor permit is not in effect until filed with the Town Clerk of a Section 30-53

STATE OF CONNECTICUT + DEPARTMENT OF CONSUMER PROTECTION

LIQUOR PERMIT

This certifies that

JOHN J PELLETTIER
350 ROBERTS ST
EAST HARTFORD, CT 06108-3604

is authorized to sell such alcoholic liquors as provided by law under permit number

RESTAURANT LIQUOR

Permit # LIR-0016272

TRANSFERS

Trade Name: TIO JUAN'S MARGARITAS
Backer: EAST HARTFORD RESTAURANT GROUP INC

Effective: 09/10/2011

Expiration: 09/09/2012

William M. Rubenstein
William M. Rubenstein, Commissioner

2011 SEP 22 P 1:50
JOHN CLERK
EAST HARTFORD

John J. Peletier

Fire Dept



Mark J. Sirosis
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: **Friday, May 5, 2012**
Event: **Cinco De Mayo**
Applicant: **Matthew Nord, General Manager, Margarita's Restaurant**

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

March 23, 2012

Signature

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: Friday, May 5, 2012

Event: Cinco De Mayo

Applicant: Matthew Nord, General Manager, Margarita's Restaurant

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 O'Connell
Signature

3/14/12
Date

Comments:

Frank, Carol

From: Bockus, Tim
Sent: Tuesday, March 27, 2012 1:27 PM
To: Frank, Carol
Subject: RE: Cinco De Mayo

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

- In response to sec 11c of the application, the applicant indicates that adjacent on-street parking is proposed. The northern side of Roberts Street in the vicinity of the event location is posted as a no-parking zone and as such, no on-street parking will be allowed.

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: Monday, March 19, 2012 15:06
To: Oates, John; Bockus, Tim; Cordier, James; Fravel, Theodore
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; Uhrig, Jim
Subject: Cinco De Mayo

Good afternoon 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 Monday, April 2, 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 Counsel

Frank, Carol

From: Gentile, Richard
Sent: Wednesday, March 21, 2012 9:26 AM
To: Frank, Carol; Oates, John; Bockus, Tim; Cordier, James; Fravel, Theodore
Cc: Vibberts, Richard; Bennett, Cindy; Cohen, Bruce; Dimarco, Joe; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Miller, James; O'Connell, Michael; Perez, William; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim
Subject: RE: Corrected Directors' Review & Notice - Cinco De Mayo

I have no comments/concerns on this application.

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

From: Frank, Carol
Sent: Tuesday, March 20, 2012 07:38
To: Oates, John; Bockus, Tim; Cordier, James; Fravel, Theodore
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; Uhrig, Jim
Subject: Corrected Directors' Review & Notice - Cinco De Mayo

Good morning all.

Attached please find a corrected Director's review which corrects an error I made yesterday. This document reflects the CORRECT STARTING TIME of the event which is 11 AM. Please base your review on this starting time and disregard yesterday's notice.

Feel free to contact me with any questions or concerns you may have.

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

Frank, Carol

From: Bennett, Cindy
Sent: Monday, March 19, 2012 3:08 PM
To: Frank, Carol
Subject: RE: Cinco De Mayo

The certificate should be amended to add the Town as an additional insured for liabilities associated with the permit activities.

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

From: Frank, Carol
Sent: Monday, March 19, 2012 3:06 PM
To: Oates, John; Bockus, Tim; Cordier, James; Fravel, Theodore
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; Uhrig, Jim
Subject: Cinco De Mayo

Good afternoon all.

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Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, April 2, 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

Frank, Carol

From: Bennett, Cindy
Sent: Wednesday, March 28, 2012 2:35 PM
To: 'Greg Cyr'; Frank, Carol; Matt Nord
Subject: RE: Margaritas East Harford Certificate

This is acceptable-thank you

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

From: Greg Cyr [mailto:gcyr@margs.com]
Sent: Wednesday, March 28, 2012 2:09 PM
To: Frank, Carol; Matt Nord
Cc: Bennett, Cindy
Subject: FW: Margaritas East Harford Certificate

Carol please find amended certificate of insurance stating liquor liability is covered under general liability. Thanks Greg

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

From: Dawn Debuhr [mailto:ddebuhr@hayscompanies.com]
Sent: Wednesday, March 28, 2012 2:07 PM
To: Greg Cyr
Subject: RE: Margaritas East Harford Certificate

Please find attached the amended certificate of insurance.
If you have any questions or need anything further please let us know.

Thank you,
Dawn DeBuhr

Dawn DeBuhr
Core Services | Hays Companies | 80 So. 8th Street, Suite 700 | Minneapolis, MN 55402
Ph: 612-373-7284 | Fax: 612-313-1676 | E-mail: ddebuhr@hayscompanies.com

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

From: Greg Cyr [mailto:gcyr@margs.com]
Sent: Wednesday, March 28, 2012 12:38 PM
To: Dawn Debuhr
Subject: FW: Margaritas East Harford Certificate

Dawn - In the Description section of the certificate can you please add that our liquor liability insurance is included in our general liability insurance. Thanks Greg

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

From: CBennett@easthartfordct.gov [mailto:CBennett@easthartfordct.gov]
Sent: Wednesday, March 28, 2012 1:07 PM
To: Greg Cyr; CFrank@easthartfordct.gov
Cc: Matt Nord
Subject: RE: Margaritas East Harford Certificate

Yes thank you

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

From: Greg Cyr [mailto:gcyr@margs.com]
Sent: Wednesday, March 28, 2012 12:34 PM
To: Frank, Carol
Cc: Matt Nord; Bennett, Cindy
Subject: RE: Margaritas East Harford Certificate



CERTIFICATE OF LIABILITY INSURANCE

Certificate

OP ID: D7

DATE (MM/DD/YYYY)

03/28/12

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hays Companies 133 Federal Street, 2nd Floor Boston, MA 02110 Phil N. Bean	617-723-7775 617-723-5155	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID # MARGA-7	FAX (A/C, No):
INSURED Margaritas Management Group, Inc 200 Griffin Rd Portsmouth, NH 03801-7145	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Travelers P & C Co. of America	25674	
	INSURER B: Charter Oak Fire Insurance Co.	25615	
	INSURER C: First Mercury Insurance Co.	10657	
	INSURER D: Travelers Indemnity Company	25658	
	INSURER E:		
	INSURER F:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		630520M4237	01/01/12	01/01/13	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			8102179X92A	01/01/12	01/01/13	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			NYEX00000316001	01/01/12	01/01/13	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	UB224M900411	12/31/11	12/31/12	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Blanket Building			630520M4237	01/01/12	01/01/13	Bid Limit 8,991,000
A	Blanket Pers Prop			630520M4237	01/01/12	01/01/13	BPP Limit 11,800,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
RE: Cinco De Mayo Function on 6/5/2012.
Certificate holder is additional insured as respects general liability policy where required by written contract.
Liquor Liability is included under the general liability policy.

CERTIFICATE HOLDER Town of East Hartford, Connecticut 740 Main Street East Hartford, CT 06108	TOWNOFF	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Jay Ch...</i>
--------------------------------------------------------------------------------------------------------	---------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

March 27, 2012

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

Re: Memorial Day Parade - 2012

Dear Chairman Kehoe:

Attached please find the parade permit application for the Town of East Hartford Patriotic Commission, which seeks a permit to conduct the Town's annual Memorial Day Parade on **Monday, May 28, 2012**, from **9:00 AM to approximately 12:00 noon**. The permit is sought in accordance with Town Ordinance TO 5-1(b).

Town Ordinance 5-5(a) requires that a certificate of insurance must accompany an application for a parade permit. As a Town commission, the proposed parade would be covered by the Town's insurance. A memorandum from Cindy Bennett, Risk Manager, regarding this coverage is attached.

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed by the Directors of the Police, Fire, Parks and Recreation, Health and Public Works Departments. Their comments are as follows:

The **Fire, Health and Parks & Recreation Departments** approve the application as submitted.

The **Public Works Department** reviewed the application and recommends that the application be approved subject to the following conditions:

- The applicant shall obtain a highway use permit from the DOT District 1 Office for the closure and detour of Burnside Avenue (Rte. 44).
- The applicant shall coordinate the placement of barricades and signs with the Department of Public Works.

The **Police Department** can supply adequate police protection for the conduct of this activity and offers the following comments:

- The proposed route requires the establishment of two (2) complex detour routes. This will require employing approximately thirty-five (35) Police Officers to establish and maintain the parade route and traffic detours. The majority of these Officers will be provided through overtime hiring. The cost to provide these officers is yet to be determined.

- The applicant has made or will make application to the State Traffic Commission for the necessary road closure permit for Route 44 (Burnside Avenue) and to the Town's Director of Public Works for Hillside Street. It is anticipated that these permits will be approved.
- The necessary prohibition of all vehicles on the parade route (Burnside Avenue between Long Hill and Hillside Streets and between Hillside and Roberts Streets]) will severely disrupt the traffic flow in the vicinity. This prohibition is anticipated to be for a period of approximately 3.5 hours. Alternative routes to most intersecting streets are available. It should be noted that during the road closure period, vehicles will not be allowed to exit or enter onto Burnside Avenue from the following streets:

Bidwell Street
Church Street
Elmer Street
Francis Street
Hanmer Street
Howard Court
Larrabee Street

Moore Avenue
Price Court
School Street
Scotland Road
Terry Street
Williams Street
Wind Road

- The posting of temporary NO PARKING signs and the placement of temporary traffic barricades and over numerous detour signs will be accomplished by the Public Works Department. These signs and barricades facilitate the closing of the parade route. Because of the complexity and scope of this task, it will be necessary to establish early detours, and close the parade route to vehicles well in advance of the actual parade obstruction.
- During the parade, access to the area for emergency vehicles will continue to be provided. Police personnel equipped with two-way radios are stationed along the parade route at strategic locations. Should access by emergency vehicles be necessary, the parade is halted, and marking units shifted to one side of the street, thereby allowing for the safe passage of emergency vehicles and personnel.
- No vehicles will be permitted inside Hillside Cemetery. It will be necessary for parade route vehicles to be parked on side streets in the area of Roberts Street.

It is recommended that the Council require the applicant to conduct an aggressive public information program well in advance of the parade, to inform the public of the closures and detours.

Respectfully submitted for your information.

Sincerely,



Mark J. Sirois
Chief of Police

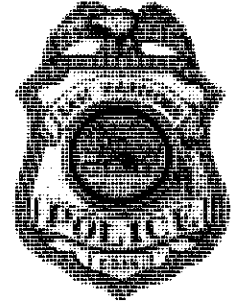
cc: Applicant

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: East Hartford Memorial Day Parade
2. Date(s) of Event: May 28, 2012
3. Applicant's name, home & work phone numbers, home address, and e-mail address:

Margaret Byrnes, Chairman, East Hartford Patriotic Commission
(H) 860 528-3271 (W) 860 291- 7281 - 57 Garvan St., 06108 Thebyrneses@comcast.net
4. If partnership, corporation, club, or association, list names of all partners or officers and business address.
5. List the location of the proposed amusement: (Name of facility and address)
West on Burnside Ave. beginning at Long Hill, to Hillside St., south on Hillside to Hillside Cemetery
6. List the dates and hours of operation for each day (if locations changes on a particular day, please list):
9:00 – 12:00
7. Provide a detailed description of the proposed amusement:
The Town's Annual Memorial Day Parade
8. Will Music or Other Entertainment Be Provided Out-Of-Doors?

XX Yes No

a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? 5/28/12 – 10:30 AM - Noon
9. What is the expected age group(s) of participants?
Children to Adults
10. What is the expected attendance at the proposed amusement:
(If more than one performance, indicate time/ day / date and anticipated attendance for each.)

Depending on weather – we hope to have many thousands of an-lookers
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:
Depending on weather
- b. Traffic Control and Flow Plan at Site & Impact on Surrounding/ Supporting Streets:
Streets will be closed – see Parade Notebook at Police Department
- c. Parking Plan On Site & Impact on Surrounding/ Supporting Streets:
- d. Noise Impact on Neighborhood:
Only bands playing as parade progresses
- e. Trash & Litter Control Plan for the Amusement Site and Surrounding Community During and Immediately After the Proposed Amusement:

N/A

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

N/A

- g. Other Expected Influence on Surrounding Neighborhood:

N/A

- 12. Provide a Detailed Plan for the Following:
 - a. Accessibility of Amusement Site to Emergency, Police, Fire & Medical Personnel and Vehicles:
Parade stops and moves to side of road
 - b. Provisions for Notification of Proper Authorities in the Case of an Emergency:
Police and fire personnel are in parade.
 - c. Any Provision for On-Site Emergency Medical Services:
See b
 - d. Crowd Control Plan:
See b
 - e. If on Town Property, the Plan for the Return of the Amusement Site to Pre-Amusement Condition:
 - f. Provision of sanitary facilities:
Port-a-lets at both ends of route.

- 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.

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: **May 28, 2012**

Event: **Memorial Day Parade**

Applicant: **Margaret Byrnes, East Hartford Patriotic Commission**

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 March 26, 2012

Signature

Date

Comments:

Health 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: **May 28, 2012**

Event: **Memorial Day Parade**

Applicant: **Margaret Byrnes, East Hartford Patriotic Commission**

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

Michael T. O'Connell
Signature

Michael T. O'Connell 3/14/12
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. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: May 28, 2012

Event: Memorial Day Parade

Applicant: Margaret Byrnes, East Hartford Patriotic Commission

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

Jul Jul

Signature

3/21/12

Date

Comments:

Reviewed with Tim Bockus

Frank, Carol

From: Bockus, Tim
Sent: Tuesday, March 27, 2012 9:21 AM
To: Frank, Carol
Subject: RE: Memorial Day Parade - 2012

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

1. Applicant shall obtain a highway use permit from the DOT District 1 office for the closure and detour of Burnside Avenue (Rt 44). 2. Applicant shall coordinate the placement of barricades and signs with the Department of Public Works.

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: Wednesday, March 14, 2012 11:22
To: Oates, John; Bockus, Tim; Cordier, James; Fravel, Theodore
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; Uhrig, Jim
Subject: Memorial Day Parade - 2012

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 Wednesday, March 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 Counsel

Frank, Carol

From: Gentile, Richard
Sent: Wednesday, March 14, 2012 1:54 PM
To: Frank, Carol; Oates, John; Bockus, Tim; Cordier, James; Fravel, Theodore
Cc: Vibberts, Richard; Bennett, Cindy; Cohen, Bruce; Dimarco, Joe; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Miller, James; O'Connell, Michael; Perez, William; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim
Subject: RE: Memorial Day Parade - 2012



Gentile Richard.vcf
(3 KB)

Looks Ok to me but for the signature on the application.

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

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

From: Frank, Carol
Sent: Wednesday, March 14, 2012 11:22
To: Oates, John; Bockus, Tim; Cordier, James; Fravel, Theodore
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; Uhrig, Jim
Subject: Memorial Day Parade - 2012

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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

Risk Mngmt

Frank, Carol

From: Bennett, Cindy
Sent: Thursday, March 15, 2012 10:37 AM
To: Frank, Carol
Subject: RE: Memorial Day Parade - 2012

They opened this time-thanks The patriotic commission falls under the Towns liability program and no ins. Certificate will be necessary-thanks

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

From: Frank, Carol
Sent: Thursday, March 15, 2012 10:11 AM
To: Bennett, Cindy
Subject: RE: Memorial Day Parade - 2012

Let's try this again. Let me know if it works.

Carol

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

From: Bennett, Cindy
Sent: Thursday, March 15, 2012 09:55
To: Frank, Carol
Subject: RE: Memorial Day Parade - 2012

Can you resend this email I cannot open it-thanks

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

From: Frank, Carol
Sent: Wednesday, March 14, 2012 11:22 AM
To: Oates, John; Bockus, Tim; Cordier, James; Fravel, Theodore
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; Uhrig, Jim
Subject: Memorial Day Parade - 2012

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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 Wednesday, March 28, 2012. Thank you.

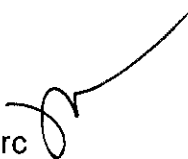
If you should have any questions, please feel free to contact me.

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

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: April 11, 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 \$8,713.44 as detailed in the attached listing from our Collector of Revenue.

Please place this item on the Town Council agenda for April 17, 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: 4/10/2012

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 \$8,713.44 See attached list.

Bill	Name	Address	Prop Loc/Vehicle Info.	Over Paid
2010-01-0000047	20 VILLAGE STREET LLC	389 MARION AVE PLANTSVILLE CT 06479	28 VILLAGE ST	\$ (200.00)
2010-03-0051981	AYYANARRAJA SATHISHKUMAR	1212 MIDDLE TPKE WEST APT AB2 MANCHESTER CT 06040	2004//1HGCM56884A029694	\$ (22.27)
2010-01-0002327	CENLAR FED SAVINGS BANK C/O CORELOGIC ATTN: TAX REFUNDS	1 CORELOGIC DR MAIL CODE : DFW 1-3 WESTLAKE TX 76262	34 PINECREST DR	\$ (1,780.72)
2010-01-0015650	CHASE C/O CORELOGIC ATTN: TAX REFUNDS	1 CORELOGIC DR MAIL CODE : DFW 1-3 WESTLAKE TX 76262	32 BIDWELL AVE	\$ (2,985.94)
2010-03-0058461	CT RESTORATION SPECIAL	210D ROBERTS ST E HARTFORD CT 06108	2008//JH4KB16648C002735	\$ (377.07)
2010-03-0058465	CT RSTRATION SPECIALISTS	210 ROBERTS STREET HARTFORD CT 06108 3609	2006//1GNDT13S262310912	\$ (5.25)
2010-03-0060524	DUBE JEAN P	122 OXFORD DR E HARTFORD CT 06118 2643	2009//1UJBJ02K291JM0188	\$ (266.91)
2010-03-0062435	FLORES MARIA E	15 PRIMROSE DR E HARTFORD CT 06118 1312	2003//JTEHH20V630255464	\$ (35.45)
2010-01-0006339	HAJEK ALBERT J & NANCY C	22 HEMLOCK LA EAST HARTFORD CT 06118	22 HEMLOCK LN	\$ (30.00)
2010-01-0007425	HAMBELL L L C	1602 MAIN ST EAST HARTFORD CT 06108	1602 MAIN ST	\$ (168.42)
2010-01-0006927	MATHIAU DAVID J JR	12 HOLLISTER DR EAST HARTFORD CT 06118	12 HOLLISTER DR	\$ (199.79)
2010-01-0001524	NIEMIROSKI THEODORE A	112 BROOKFIELD DR EAST HARTFORD CT 06118	112 BROOKFIELD DR	\$ (1,925.63)
2010-01-0000485	OCTOBER HILL APARTMENTS	905 BURNSIDE AVE 1000 EAST HARTFORD CT 06108	929 BURNSIDE AVE GAR #18	\$ (192.75)
2010-01-0000486	OCTOBER HILL APARTMENTS	905 BURNSIDE AVE 1000 EAST HARTFORD CT 06108	929 BURNSIDE AVE GAR #19	\$ (192.75)
2010-01-0000487	OCTOBER HILL APARTMENTS	905 BURNSIDE AVE 1000 EAST HARTFORD CT 06108	929 BURNSIDE AVE GAR #20	\$ (192.75)
2010-03-0079829	RAMKISSOON MEENAWATIE	68 NORTHFIELD DR E HARTFORD CT 06118 2053	2000//JN1CA31A7YT022268	\$ (13.01)
2010-03-0060422	RICCIO LEONARD A	51 COLBY DR E HARTFORD CT 06108 1415	2008//4T1BK36B78U315438	\$ (7.98)
2010-01-0012898	SAMELA NICHOLAS OR SAMELA DOROTHY	486 GOODWIN ST EAST HARTFORD CT 06108	486 GOODWIN ST	\$ (9.36)

2010-03-0087605	VANDEBERG CARRIE L OR VANDEBERG HANS R	77 CAVAN RD E HARTFORD CT 06118 2012	2009//3VVWTL71K29M346572	\$ (10.40)
2010-03-0088014	VENTURA ADELINA R	124 CLEMENT RD E HARTFORD CT 06118 1105	2000//1FAFP5325YA179454	\$ (90.87)
2010-03-0088514	WALLACE GARY M	PO BOX 30 SOUTH GLASTONBURY CT 06073	1997//3N1AB41D4VL036116	\$ (6.12)
TOTAL				\$(8,713.44)