

Robert J. Boeck

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
FEBRUARY 19, 2013

2013 FEB 14 A 9:35
TOWN CLERK
EAST HARTFORD

7:00 P.M. Public Hearing

REVISED 02-14-13

=====

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. February 5, 2013 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. Pension Valuation and Investment Results Presentations:
 1. Segal Company: Pension Contributions for FY 2013-2014
 2. 3D Asset Management: Discussion of the Town's Portfolio – Equity Side
 3. Fiduciary Investment Advisors: Discussion of the Town's Portfolio – Fixed Income Side
 - B. Refunding Bond Sale
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Recommendation from Ordinance Committee re:
 1. Section 10-7: Use of Request for Qualifications for State and Federal Bidding Procedures
 2. Sections 5-1, 5-3, 5-4, & 5-5 and 14-7: Revising the Amusement Permit Process
 3. Section 7-8 a.: Withholding Building Permits on Delinquent Tax Property
 - B. Outdoor Amusement Permit Applications:
 1. 26th Annual Memorial Mile
 2. 29th Annual Riverfest 5K Road Race
 3. 17th Annual Sounds of Summer Concert Series
 4. Concert of Praise:
 - a. Approval of Application
 - b. Waiver of Permit Fee
 - C. Refund of Taxes
 - D. 2013 Golf Course Task Force Report and Recommendations

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: March 5, 2013)

Robert J. Cook

EAST HARTFORD TOWN COUNCIL

2013 FEB 11 P 1:45

TOWN COUNCIL CHAMBERS

TOWN CLERK
EAST HARTFORD

FEBRUARY 5, 2013

Corrected 02-11-13

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 Esther B. Clarke

CALL TO ORDER

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

RECOGNITIONS AND AWARDS

Presentation By Cabela's to the East Hartford Police Department: K-9 Division

Officer Zavalick, K-9 Axel, Officer Mona, K-9 Primo, and Officer Grossi, K-9 Hades were present when representatives from Cabela's donated to the East Hartford Police Department the Generation 3 Go-Pro Hero camera.

Chair Kehoe and Mayor Leclerc recognized the partnership between the town and Cabela's and also thanked the EHPD K-9 division for all they do everyday.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Susan Kniep, 44-46 and 50 Olde Roberts Street, (1) thanked Cabela's for their donation to the EHPD; (2) supports the appointment of Joseph Kronen to the MDC; (3) suggested that the MDC liaison from the Town Council report any updates from the MDC; (4) believes that the MDC should follow Mayor Leclerc's example by posting vital information to their website, such as employee salaries, benefits, bonding information, etc.; (5) noted that several employees salaries exceed \$100,000 annually, and asked how this will affect their pensions which will be paid for by the taxpayers; (6) believes that the step increases for wages are an important part of the budget discussion; (7) reiterated her FOI request from the December 11, 2012 Town Council meeting; and (8) asked that there be a referral to the Ordinance Committee to strengthen the town's Ethics laws.

Mayor Leclerc (1) supports the Retirees Pension increases, the ING Hartford Marathon and the appointments and reappointments to the various Boards and Commissions; (2) announced that again this year, the Town Clerk will waive the marriage license fee on February 14th, St. Valentine's Day; and (3) reported that there will be a public gathering at the Marco Polo on February 13th and 14th to support Ashlee Feliciano, an East Hartford resident, will be a contestant on American Idol.

APPROVAL OF MINUTES

January 15, 2013 Executive Session/Asiamah

MOTION By Barbara Rossi
seconded by Eric Thompson
to approve the minutes of the January 15, 2013 Executive
Session/Asiamah.
Motion carried 9/0.

January 15, 2013 Regular Meeting

MOTION By Barbara Rossi
seconded by Pat Harmon
to approve the minutes of the January 15, 2013 Regular Meeting.
Motion carried 9/0.

COMMUNICATIONS AND PETITIONS

Resignation of James D. Welch: Inland/Wetlands Commission

Chair Kehoe announced that James Welch has offered his resignation from the Inland/Wetlands Commission. He thanked him for his service to the town.

NEW BUSINESS

Retiree Pension Increases: Retirees from January 1, 1999 through December 31, 1999

MOTION By Barbara Rossi
seconded by Marc Weinberg
to adopt the following resolution:

RESOLUTION TO PROVIDE AN ANNUAL ONE PERCENT COST OF LIVING INCREASE TO TOWN OF EAST HARTFORD RETIREES WHO RETIRED AFTER DECEMBER 31, 1998 THROUGH DECEMBER 31, 1999

WHEREAS, the Town of East Hartford, through its Retirement Board, is contractually obligated to study every three years, the effect that economic conditions has had on retiree payments; and

WHEREAS, the results of the Retirement Board commissioned study shall be submitted to the Mayor who shall forward it to the Town Council for possible action; and

WHEREAS, the Mayor and Town Council jointly recognize the economic impacts that have caused retiree pensions to fail to keep up with the effects of inflation and will fund an increase in the fiscal year 2013-2014 budget to provide for this increase in retiree pensions.

THEREFORE BE IT RESOLVED, that the Town Council hereby approves an annual one percent cost of living adjustment for retirees and beneficiaries who retired after December 31, 1998 through December 31, 1999 to be paid as part of the pension payment for the period beginning July 1, 2012, and annually thereafter.

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

State of Connecticut Department of Emergency Management & Homeland Security re:
Emergency Management Performance Grant

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

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, 2012 through September 30, 2013; 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.

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

Referral to Tax Policy Committee re: Tax Lien Sales

MOTION By Bill Horan
 seconded by Barbara Rossi
 to refer to the Tax Policy Committee the list of properties
 recommended for the town's annual tax lien sale as attached to a
 memorandum dated January 22, 2013 from Finance Director Michael
 Walsh to Mayor Marcia Leclerc, with instructions to review the
 proposed list of properties and the criteria used by the town to
 implement a tax lien sale and to report back to the Town Council
 with its recommendations, if any.
 Motion carried 9/0.

Referral to Real Estate Acquisition & Disposition Committee:

Removal of Retaining Wall – 157 King Street

MOTION By Linda Russo
 seconded by Barbara Rossi
 to refer to the Real Estate Acquisition & Disposition Committee the
 possibility of the town entering into an agreement with the property
 owner of 157 King Street for the purposes of removing an existing
 concrete block wall that is failing, with instructions to investigate the
 issue and report back to the Town Council with its
 recommendation, if any.
 Motion carried 9/0.

Release of State-owned Parcels – Route 5 (North) and Park Avenue

MOTION By Linda Russo
 seconded by Barbara Rossi

to refer to the Real Estate Acquisition & Disposition Committee the possibility of the town acquiring two parcels of state-owned land at the intersection of Park Avenue and Main Street (Route 5 – North), with instructions to investigate the issue and report back to the Town Council with its recommendation, if any.
Motion carried 9/0.

ING Hartford Marathon

MOTION By Ram Aberasturia
seconded by Eric Thompson
to approve the outdoor amusement permit submitted by Josh Miller, Technical Director for the Hartford Marathon Foundation to conduct a marathon, road races and outdoor musical entertainment with volunteers and several thousand spectators and runners on Saturday, October 12, 2013 from 7:30AM to 1:30PM, 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.

Appointments to Various Boards and Commissions:

MOTION By Marc Weinberg
seconded by Barbara Rossi
to approve the following appointments:

<u>Library Commission</u>			<u>Term</u>
D	Todney Harris	34 Passaro Drive	12/16
<u>Economic Development Commission</u>			
D	Paul J. Sousa	56 Columbus Street	12/16
D	John P. Ryan	172 Burke Street	12/16
<u>Redevelopment Agency</u>			
D	John P. Ryan	172 Burke Street	12/16

Motion carried 9/0.

Reappointments to Various Boards and Commissions:

MOTION By Marc Weinberg
seconded by Barbara Rossi
to approve the following reappointments:

<u>Beautification Commission</u>			<u>Term</u>
D	Elizabeth Russell	118 Oak Street	12/16
D	Lee Ann Manning	119 Brandon Road	12/16
 <u>BUILDING BOARD OF APPEALS</u>			
D	Peter Bonzani	50 Bedford Avenue	12/18
 <u>Commission on Services for People with Disabilities</u>			
D	Virginia Lynch	77 Chapel Street	12/15
 <u>ECONOMIC DEVELOPMENT COMMISSION</u>			
D	Debra Arrieta	6 Sunset Ridge Drive	12/16
 <u>Emergency Medical Services Commission</u>			
D	Ana Gould	446 Main Street, Apt. 112	12/15
 <u>Board of Ethics</u>			
<u>Alternates</u>			
D	Susan Skowronek	84 Syracuse Drive	12/18
D	Judy Shanahan	29 Whitney Street	12/18
 <u>Fine Arts Commission</u>			
D	Terrye Blackstone	26 Holland Lane	12/18
D	Regina Barall	821 Brewer Street	12/18
 <u>HISTORIC DISTRICT COMMISSION</u>			
D	Gloria Visgilio-Lupi	106 Sherwood Drive	12/18
 <u>Library Commission</u>			
D	Debra Arrieta	6 Sunset Ridge Drive	12/16
D	Gloria Visgilio-Lupi	106 Sherwood Drive	12/16
 <u>Planning & Zoning Commission</u>			
D	Thomas Fitzgerald	6 Elaine Drive	12/18
 <u>Public Building Commission</u>			
D	Richard Domler	147 Woodlawn Circle	12/18
 <u>Redevelopment Agency</u>			
D	Ellen McCreery	39 Greene Terrace	12/18

<u>Veterans Affairs Commission</u>			<u>Term</u>
D	Mary Ann Roczynski	244 Handel Road	12/15
D	Vincent Parys	1480 Silver Lane	12/15
D	Kirk Allison	66 School St., Apt. B-8	12/15
D	David Whalen	86 Shawnee Road	12/15
D	Linda Carrasquillo	66 Arnold Drive	12/15
D	Paul Barry	23 Candlewood Drive	12/15

ZONING BOARD OF APPEALS

D	Richard Torpey	134 Manor Circle	12/18
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Motion carried 9/0.

Appointments to Boards and Commissions: Republican

MOTION By Eric Thompson
seconded by Esther Clarke
to approve the following appointments:

1. Michelle Lock to Inland Wetlands/Environment Commission; term to expire December 2014
2. Eileen Powers, Alternate, to Inland Wetlands/Environment Commission; term to expire December 2014

Motion carried 9/0.

Setting a Public Hearing Date of Tuesday, February 19, 2013 @ 7PM for Revisions to the Town of East Hartford Code of Ordinances

MOTION By Bill Horan
seconded by Barbara Rossi
to set a public hearing date of Tuesday, February 19, 2013 at 7PM in Town Council Chambers to hear citizen comment on the proposed revisions to the following sections of the town of East Hartford Code of Ordinances:

- Section 10-7: Use of Request for Qualifications for State and Federal Bidding Procedures
- Sections 5-1, 5-3, 5-4, & 5-5 and 14-7: Revising the Amusement Permit Process
- Section 7-8 a.: Withholding Building Permits on Delinquent Tax Property

Motion carried 9/0.

Refund of Taxes

MOTION By Marc Weinberg
seconded by Eric Thompson
to refund taxes in the amount of \$3,898.14
pursuant to Section 12-129 of the Connecticut General Statutes.
Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Over Paid
2011-03-0053138	BERUBE CLARENCE J OR BERUBE GENEVA M	2008/JHLRE48568C004311	\$ (10.87)
2010-02-0041931	BLIVEN DON	486 MAIN ST	\$ (409.69)
2011-03-0054390	BROWN FAMILY LIVING TRUST	1998/JF1GF4854WH809912	\$ (122.81)
2010-03-0055092	CAB EAST LLC FORD CREDIT PERS PROP TAX	2007/3MEHM01177R615927	\$ (265.62)
2010-03-0055093	CAB EAST LLC FORD CREDIT PERS PROP TAX	2008/3LNHM26T28R625060	\$ (346.44)
2010-03-0055098	CAB EAST LLC FORD CREDIT PERS PROP TAX	2008/3LNHM28T58R637183	\$ (277.77)
2010-03-0055109	CAB EAST LLC FORD CREDIT PERS PROP TAX	2008/1FTWW31R88EC00467	\$ (902.50)
2010-03-0055115	CAB EAST LLC FORD CREDIT PERS PROP TAX	2008/1FMCU93198KB00796	\$ (466.74)
2011-01-0005079	FISH DOROTHY F	135 APPLETREE DR	\$ (20.00)
2010-03-0062599	FORD MOTOR CREDIT CO FORD CREDIT PERS PROP TAX	2005/1FBNE31L95HA74435	\$ (266.41)
2010-03-0062601	FORD MOTOR CREDIT CO FORD CREDIT PERS PROP TAX	2005/1FTNE24L45HA79463	\$ (238.53)
2010-03-0062603	FORD MOTOR CREDIT CO FORD CREDIT PERS PROP TAX	2005/1FTNE24L45HA53414	\$ (238.53)
2011-03-0071261	LONERGAN JAMES M, ESTATE OF C/O SIMON LEBO, EXECUTRIX	2006/1G6DM57T860113385	\$ (170.22)
2011-03-0071843	MAILHOT RENE J	1969/CM43K9C124484	\$ (19.77)
2011-03-0086766	ULLMAR MICHAEL C	1969/9A46Q189813	\$ (101.80)
2011-03-0086767	ULLMAR MICHAEL C	2005/1ZVHT85H355236141	\$ (40.44)
		TOTAL	\$(3,898.14)

Appointment of Joseph Kronen to the Metropolitan District Commission

MOTION By Eric Thompson
seconded by Pat Harmon
to appoint Joseph Kronen to the Metropolitan District Commission

to fill the unexpired term created by the death of John Grottole;
such term to expire December 2014.
Motion carried 9/0.

Corrected 02-11-13

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Esther Clarke believes there is a safety issue ~~with the right-on-red sign installed~~ at the corner of Main Street and Brewer Street (near 7-11), especially since she observed a vehicle turning east onto Brewer while a large fire engine was traveling down that same lane toward the intersection with its lights on. **She suggested a No Right-on-Red sign be installed.** Also, Councillor Clarke stated that the driveway from the 7-11 onto Brewer Street could also be a safety concern under that circumstance. *The Mayor stated she would bring this issue to the attention of Tim Bockus, Public Works Director.*

OPPORTUNITY FOR RESIDENTS TO SPEAK

Reginald Thibault, 42 Chester Street, is concerned about the operation of Kahoot's, 639 Main Street and their adherence to the town's Sexually Oriented Business ordinance. Mr. Thibault read from a report that he had written from his personal observances.

Todney Harris, 34 Passaro Drive, thanked the Council for approving his appointment to the Library Commission, to which he commented that it was the first step in serving his community.

Mayor Leclerc stated that she is working on the town's budget.

Barbara Rossi congratulated Jan Presutti, former Parks and Recreation Department employee, on her retirement after 33 years of service to the town of East Hartford.

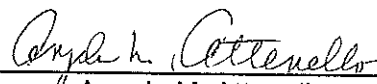
Marc Weinberg wished a belated Happy Birthday to Esther Clarke.

ADJOURNMENT

MOTION By Eric Thompson
 seconded by Bill Horan
 to adjourn (8:50 p.m.).
 Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be on February 19, 2013.

Attest



Angela M. Attenello
TOWN COUNCIL CLERK

Town of East Hartford
740 Main Street
East Hartford, CT 06108

Town of East Hartford Issues Refunding Bonds

\$12,195,000 issued by the Town

For Immediate Release

Wednesday, February 12, 2013

**Contact: Marcia A. Leclerc, Mayor, Town of East Hartford
 Joseph R. Carlson, Treasurer, Town of East Hartford
 Michael P. Walsh, Director of Finance, Town of East Hartford**

On Tuesday, February 12, 2013, the Town of East Hartford successfully sold \$12,195,000 of General Obligation Bonds in a refunding to reduce the carrying interest rate on existing bonds. The sale allowed the town to save \$1,000,282 in interest costs without extending the term of the new bonds beyond that of the old bonds.

The bonds were sold at a total interest cost of 1.77% with the Royal Bank of Canada providing the underwriting. The Town's bond rating is AA2 as rated by Moody's Investor Service of New York.

Mayor Marcia Leclerc was extremely pleased with the interest rate secured by the Town on the bonds sold and commented, "the town was able to replace existing debt with lower cost debt for important projects like road improvements and levee reconstruction. The lower rates will allow the town to save over \$1 million in interest costs which directly benefit the taxpayers of East Hartford."

Town Treasurer Joseph R. Carlson said, "after assisting the town for over eight years selling bonds, it was again gratifying to see that bond investors view the town as a safe place to invest their capital."

Independent Bond and Investment Consultants of Madison served as the Bond Advisors to the town on the sale and the law firm of Robinson and Cole of Hartford handed the legal aspects of the transaction.

**Ordinance Authorizing the Use of Request for Qualifications and State and
Federal Bidding Procedures**

(10/9/12)

Section 10-7 of the Code of Ordinances of the Town of East Hartford is repealed and the following is substituted in lieu thereof:

(a) All single purchases and contracts, except for professional services as provided in subsection (c) of this section, in which the amount of expenditure is estimated to be ten thousand dollars or greater, shall be made from or let by sealed bids. All purchases, except for those for professional services and except as provided in subsection (c) of this section of less than ten thousand dollars, but greater than five thousand dollars, shall be substantiated by three written quotations which shall be held as a permanent record for audit and public inspection.

(b) Purchases of professional services estimated to cost ten thousand dollars or more shall be subject to the following requirements:

(1) The Director requiring [the service(s)] professional services shall (A) prepare a request for proposals defining the specific services to be delivered by the professional, requiring those responding to set out their professional qualifications, experience and ability to deliver such services, as well as the fee to be charged and containing such other information as may be required by the Director, or (B) prepare a request for qualifications containing a list of services to be provided, requiring those responding to set out their professional qualifications, experience and ability to deliver such services as well as the rates to be charged for each service and containing such other information as may be required by the Director;

(2) The Director shall appoint a committee of three persons, each of whom shall be qualified to judge such proposals by having knowledge, expertise and background in the field or subject matter addressed in the proposals. The committee shall review and evaluate such proposals and may, on behalf of the Town, negotiate specific terms, rates and prices with any person who submits a proposal;

(3) The Committee shall, after reviewing such proposals, submit its report and recommendations to the Mayor and the Director along with copies of the proposals. The Mayor may accept the committee's recommendation, select one of the other proposals, or reject all proposals. If the Mayor selects one of the other proposals or rejects all proposals, he shall document his reason for doing so in writing;

(4) Notices for requests for proposals shall be published in accordance with Section 10-8(a)(1) of The Code of Ordinances.

(c) The Town Council may waive the requirements of subsection (a) or this section whenever it deems that such waiver is in the best interests of the Town.

(d) The provisions of subsections (a) and (b) of this section and section 10-8 and section 10-9 of the town ordinances do not apply if a single purchase or contract in excess of ten thousand dollars is made or let based on a bid, either through a competitive bidding process or reverse auction process, received by (1) a federal or state government, (2) a regional governmental entity, including but not limited to the Capitol Region Council of Governments; (3) a purchasing consortium of state governments, including but not limited to the Western States Contracting Alliance; or (4) the Connecticut Conference of Municipalities, when such government, governmental entity or purchasing consortium has received such bid through a sealed competitive bidding process and the bidder agrees to offer such goods or professional services at that bid to municipal governments in Connecticut.

(e) The provisions of subsections (a) and (b) of this section and section 10-8 and section 10-9 of the town ordinances do not apply if a single purchase or contract in excess of ten thousand dollars is made or let in connection with a project funding in whole or in part by state or federal funds and (1) the town is required, as a condition of receipt of such funds, to follow state or federal bidding procedures and (2) the Purchasing Agent certifies that such federal or state bidding procedures have been followed.

Proposed Ordinance Revising the Amusement Permit Process

(01-23-13 draft)

Section 1. Section 5-1 of the East Hartford Code of Ordinances is repealed and the following is substituted in lieu thereof:

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

[Notwithstanding the provisions of subsection (a), no person shall conduct a parade, fireworks display, airshow, outdoor carnival, ordeal, circus, tent show or an outdoor amusement event where (1) there is a musical performance and more than one hundred people are anticipated to attend, or (2) where roads or sidewalks in the town, or portions thereof, are closed to public use, without first obtaining a permit from the Town Council pursuant to section 5-4 of the town ordinances] No person shall conduct an outdoor amusement event or an event where roads or sidewalks in the town are closed to public use without first obtaining a permit pursuant to section 5-3 and section 5-4 of the town ordinances.

No person shall conduct an outdoor amusement event on town property or conduct an outdoor amusement event sponsored or co-sponsored by the Town of East Hartford without (i) obtaining a permit from the Chief of Police with approval of the Town Council pursuant to Section 5-4 of the town ordinances; (ii) executing a contract delineating the responsibilities of the town and such persons, in a form acceptable to the Corporation Counsel's office; and (iii) obtaining a certificate of insurance consistent with the requirements of section 5-5

As used in this section, "outdoor amusement event" means [a]

- (1) Parade
- (2) Road race
- (3) Fireworks display
- (4) Airshow
- (5) Outdoor carnival
- (6) Rodeo
- (7) Circus
- (8) Tent show
- (9) planned gathering of people that is open to the public, or members of an organization whether or not there is an admission fee, where there is entertainment, such as music or a theatrical performance, and the event is held, wholly or in part, outdoors provided it shall not include any family life event celebration where attendees must be invited, such as weddings, birthdays, bachelor parties or anniversaries.

Section 2. Section 5-3 of the East Hartford Code of Ordinances is repealed and the following is substituted in lieu thereof:

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

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

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

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

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

Section 3. Section 5-4 of the East Hartford Code of Ordinances is repealed and the following is substituted in lieu thereof:

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

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

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

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

(e) If the application is not approved by a majority vote of the Town Council, the Clerk of the Town Council shall notify the applicant in writing of the denial of the application.
Section 4. Section 5-5 of the East Hartford Code of Ordinances is repealed and the following is substituted in lieu thereof:

[(a) In addition to the application requirements set forth in subsection (1) of Section 5-2, the applicant for a permit to conduct an outdoor amusement event where alcoholic beverages are served shall provide a Certificate of Insurance indicating that the applicant has obtained a Liquor Liability policy in the limit and with such coverages as may be set by the Finance Director in consultation with the Risk Manager. The insurance policy shall be endorsed to add the Town as an additional insured on all such policies.]

(a) In addition to the application requirements set forth in subsection (b) of Section 5-2, the applicant for a permit to sponsor, produce or conduct an [parade, road race, fireworks display, airshow, outdoor carnival, rodeo, circus or tent show] outdoor amusement event shall provide a Certificate of Insurance indicating that the applicant has obtained a Comprehensive General Liability (CGL) insurance policy and, if required, a liquor liability policy in the limit as set by the Finance Director in consultation with the Risk Manager, to cover any injury to persons or damage to property resulting from such [parade, road race, fireworks display, airshow, outdoor carnival, rodeo, circus or tent show] outdoor amusement event. Notwithstanding any other provisions of this Article, no permit to sponsor, produce or conduct an [parade, road race, fireworks display, airshow, outdoor carnival, rodeo, circus or tent show] outdoor amusement event shall be issued unless the Town's Finance Director or his representative has reviewed and approved such Certificate. The insurance policy shall be endorsed to add the Town as an additional insured. In addition, no permit to conduct an outdoor amusement event sponsored or co-sponsored in whole or in part by the Town of East Hartford where alcoholic beverages are served shall be granted without the express consent of the Mayor after the purchase by the Town of a Liquor Liability policy in the limits set by the Finance Director in consultation with the Risk Manager.

(b) Notwithstanding any other provisions of this Article, the Town Council shall not approve application for any permits under 5-1 hereof without written [to sponsor, produce or conduct a parade, fireworks display, airshow, outdoor carnival, rodeo, circus or tent show in the absence of written] notification from the Town's Finance Director or his or her

representative that the Certificates of Insurance required by subsection (a) [and (b)] of this section [has] have been reviewed and found acceptable.

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

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

(b) The [Director] Chief of Police, after consultation with the Mayor may, by permit, authorize the sale or dispensing of alcoholic beverages within a designated area of a town park or recreational facility, provided (1) such sale or dispensing is in conjunction with an event; (2) the permittee has obtained a liquor permit for such sale from the state of Connecticut; [and] (3) the permittee maintains liquor liability insurance as required by the Director of Finance in consultation with the Risk Manager; (4) the Chief of Police determines that the event can be conducted in a safe manner consistent with the public safety and public welfare of the Town. The provisions of this subsection shall not apply to any outdoor amusement event permitted pursuant to Section 5-3 of the town ordinances.

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

Ordinance Authorizing the Town to Withhold Building Permits on Delinquent Tax Property

(01-23-13)

The Code of Ordinances of the Town of East Hartford is amended by adding a new section 7-8 a. as follows:

- a. No building permit shall be issued by the Director of Inspections and Permits or designee until: (1) the Director or designee determines that taxes, interest and lien fees on the property for which the Building Permit would be issued are current; or (2) if taxes are delinquent, (A) the Collector of Revenue or designee has informed the Director in writing that the owner of such property has entered into a delinquent tax repayment plan approved by the Collector of Revenue; or (B) the Director of Inspections and Permits certifie[d]s in writing that the construction, repair or improvement described in such permit will address a health or safety emergency affecting the occupants of the building that is the subject of the permit.
- b. As used in the section, "building permit" shall include a building permit, certificate of occupancy, electrical permit, mechanical permit, and all other permits and certificates issued by the Director of Inspections and Permits or designee under the State of Connecticut Building Code.

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 5, 2013

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

**Re: Outdoor Amusement Permit Application -
"26th 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 Ted Fravel, its Director 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 27, 2013** 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.****

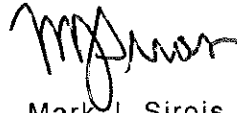
Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed by the Directors of the Fire, Health, Parks & Recreation, and Public Works Departments. The **Fire, Parks & Recreation, Public Works and Health Departments** approve the application as submitted.

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 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,

A handwritten signature in black ink, appearing to read "M. Sirois".

Mark J. Sirois
Chief of Police

xc:
Mayor Leclerc
Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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



Mark J. Sirois
Chief of Police

OUTDOOR AMUSEMENT PERMIT APPLICATION

1. Name of Event:
26th Annual Memorial Mile
2. Date(s) of Event:
05/27/13
3. Applicant's name, home & work phone numbers, home address, and e-mail address:
EH Parks & Recreation Dept.
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 parade route**
6. List the dates and hours of operation for each day (if locations changes on a particular day, please list):
Mouday, May 27, 2013 at 10:20 AM preceeding the Memorial Day Parade.
7. Provide a detailed description of the proposed amusement:
The EH Parks & Rec Dept. and the Board of Ed Pysical Education Dept. will present the 26th Annual Memorial Mile on Monday, May 27th at 10:20 AM preceeding 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 #208 located at the intersection of Tolland and Bidwell Streets from 8-9 AM. **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. Pre-packaged foods and beverages will be provided.

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):

A time waiver is requested for this application.

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:

Ted Frank
(Applicant Signature)

Ted Frank
(Printed Name)

1/11/13
(Date Signed)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

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

Received By: Carol Frank

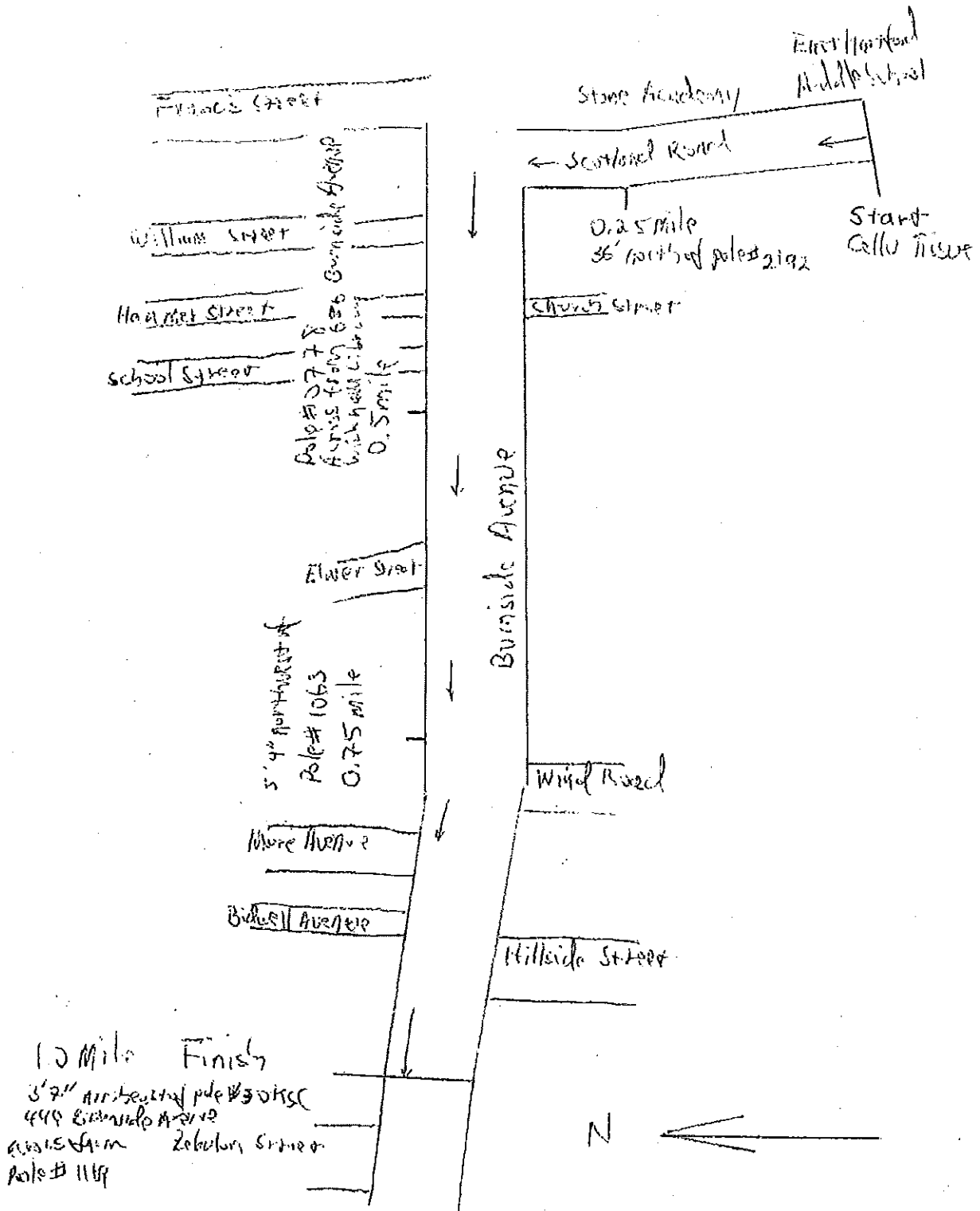
Employee Number. 9019

Date & Time Signed: Jan 23, 2013 8:37 AM

Time remaining before event: +30 days.

East Hartford Parks & Recreation Department

Memoria Trail



Measured: 5/2013

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 27, 2013**

Event: **26th Annual Memorial Mile Road Race**

Applicant: **East Hartford Parks & Recreation Department by Ted Fravel 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 5, 2013

Signature

Date

Comments:

Heath



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 27, 2013

Event: 26th Annual Memorial Mile Road Race

Applicant: East Hartford Parks & Recreation Department by Ted Fravel and the East Hartford Board of Education Physical Education Department

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

Michael P. O'Connell
Signature

1/23/13
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 27, 2013

Event: 26th Annual Memorial Mile Road Race

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the East Hartford Board of Education Physical Education
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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

Jed L _____ 2/4/13 _____
Signature Date

Comments:

Frank, Carol

From: Bockus, Tim
Sent: Monday, February 04, 2013 10:47 AM
To: Frank, Carol
Subject: RE: 26th Annual Memorial Mile Road Race

I have 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: Wednesday, January 23, 2013 10:16
To: Oates, John; Bockus, Tim; Cordier, James; Fravel, Theodore
Cc: Vibberts, Richard; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim
Subject: 26th Annual Memorial Mile Road Race

Good morning all.

Attached please find the Outdoor Amusement Permit Application, map 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, February 6, 2013. 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, January 23, 2013 10:21 AM
To: Frank, Carol
Subject: RE: 26th Annual Memorial Mile Road Race

Approved

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

From: Frank, Carol
Sent: Wednesday, January 23, 2013 10:16
To: Oates, John; Bockus, Tim; Cordier, James; Fravel, Theodore
Cc: Vibberts, Richard; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim
Subject: 26th Annual Memorial Mile Road Race

Good morning all.

Attached please find the Outdoor Amusement Permit Application, map 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, February 6, 2013. 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. 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: May 27, 2013

Event: 26th Annual Memorial Mile Road Race

Applicant: East Hartford Parks & Recreation Department by Ted Fravel 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

N/A

Milton Gregory Grew 01/23/2013
Signature DIR. OF INSPECTIONS & PERMITS Date

Comments:

PER 5-3 MY APPROVAL NOT REQUIRED.
PERMITS MAY BE REQUIRED FOR TENTS OR
ELECTRICAL WORK.

Risk mgmt

Frank, Carol

From: Bennett, Cindy
Sent: Wednesday, January 23, 2013 10:54 AM
To: Frank, Carol
Subject: RE: 26th Annual Memorial Mile Road Race

No ins certificate needed for this event-will fall under the Town's liability program

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

From: Frank, Carol
Sent: Wednesday, January 23, 2013 10:16 AM
To: Oates, John; Bockus, Tim; Cordier, James; Fravel, Theodore
Cc: Vibberts, Richard; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard;
Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael;
Perez, William; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim
Subject: 26th Annual Memorial Mile Road Race

Good morning all.

Attached please find the Outdoor Amusement Permit Application, map 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, February 6, 2013. 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 5, 2013

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

**Re: Outdoor Amusement Permit Application -
"29th Annual Riverfest 5K Road Race"**

Dear Chairman Kehoe:

Attached please find the amusement permit application submitted by the **East Hartford Parks & Recreation Department** by **Ted Fravel, its Director**. 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 6, 2013** from **6 AM** to approximately **11 AM**.

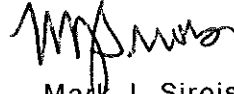
Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed by the Directors of the Fire, Health, Parks & Recreation, and Public Works Departments. The **Fire, Public Works, Health, and Parks and Recreation Departments** approve the application as submitted.

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

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



Mark J. Sirois
Chief of Police

OUTDOOR AMUSEMENT PERMIT APPLICATION

1. Name of Event:
29th Annual Riverfest 5k Road Race
2. Date(s) of Event:
July 6, 2013
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 Theodore Fravel, Director, 860-291-7166
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 Theodore Fravel, Director
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 6, 2013 – 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 8:30 AM 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. 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):

A time waiver is requested for this application.

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)

Paul Frone!
(Printed Name)

1/11/13
(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: Caine Frank

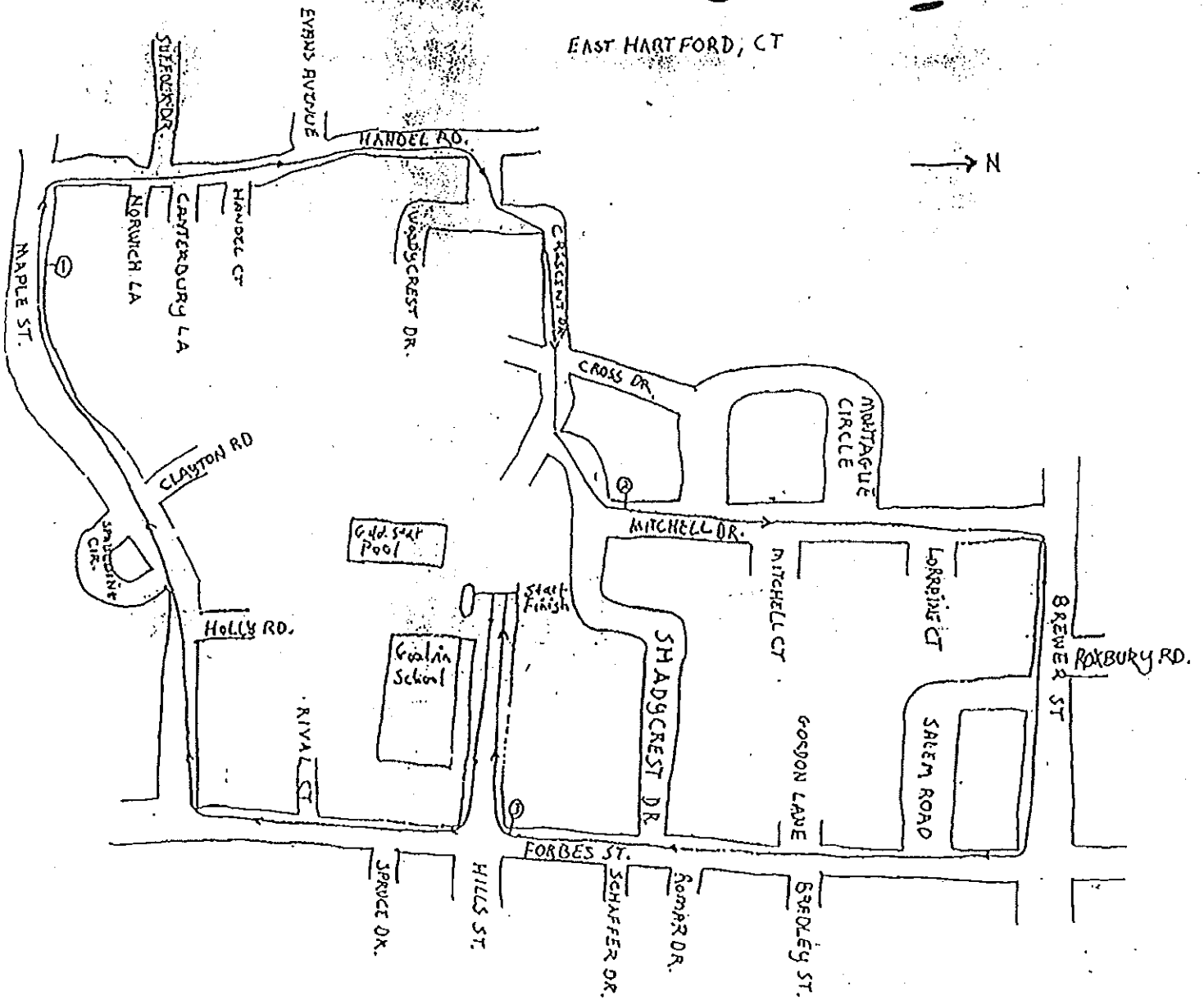
Employee Number: 9019

Date & Time Signed: Jan 23, 2013 8:38 AM

Time remaining before event: 930 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

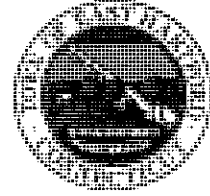
Measured by Jim Uhrig, East Hartford, CT
29 March 1987

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: **July 6, 2013**

Event: **29th Annual Riverfest 5K Road Race**

Applicant: **East Hartford Parks & Recreation Department by Ted Fravel, its Director**

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 5, 2013

Signature

Date

Comments:

Partes & Klee



Mark J. Siros
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. Leclere
Mayor

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- 1. the application be approved as submitted.
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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

Ted Fravel Signature 2/4/13 Date

Comments:

Frank, Carol

From: Bockus, Tim
Sent: Tuesday, February 05, 2013 11:25 AM
To: Frank, Carol
Subject: RE: 29th Annual Riverfest 5K Road Race

I have 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: Wednesday, January 23, 2013 10:18
To: Oates, John; Bockus, Tim; Cordier, James; Fravel, Theodore
Cc: Vibberts, Richard; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim
Subject: 29th Annual Riverfest 5K Road Race

Good morning all.

Attached please find the Outdoor Amusement Permit Application, map 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, February 6, 2013. 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, January 23, 2013 10:25 AM
To: Frank, Carol
Subject: RE: 29th Annual Riverfest 5K Road Race

Approved

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

From: Frank, Carol
Sent: Wednesday, January 23, 2013 10:18
To: Oates, John; Bockus, Tim; Cordier, James; Fravel, Theodore
Cc: Vibberts, Richard; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim
Subject: 29th Annual Riverfest 5K Road Race

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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

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 6, 2013

Event: 29th Annual Riverfest 5K Road Race

Applicant: East Hartford Parks & Recreation Department by Ted Fravel, its Director

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.

N/A

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

Milton Gregory Grew 01/23/2013
Signature DIR. OF INSPECTIONS & PERMITS Date

Comments:

PER 5-3 MY APPROVAL NOT REQ'D.
TENTS & ELECTRICAL WORK MAY REQUIRE PERMITS.

Risk Mgmt

Frank, Carol

From: Bennett, Cindy
Sent: Wednesday, January 23, 2013 10:55 AM
To: Frank, Carol
Subject: RE: 29th Annual Riverfest 5K Road Race

No ins certificated needed for this event

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

From: Frank, Carol
Sent: Wednesday, January 23, 2013 10:18 AM
To: Oates, John; Bockus, Tim; Cordier, James; Fravel, Theodore
Cc: Vibberts, Richard; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim
Subject: 29th Annual Riverfest 5K Road Race

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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 Wednesday, February 6, 2013. 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 5, 2013

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

Re: Outdoor Amusement Application:
"17th Annual Sounds of Summer Concert Series"

Dear Chairman Kehoe:

Attached please find the amusement application submitted by **The East Hartford Parks & Recreation Department** by **Ted Fravel, its Director**. The applicant seeks to conduct a series of summer evening concerts on the **East Hartford Town Green** from **6:00 PM - 8:00 PM** on the following **2013** dates (**all Thursdays**):

July 11, 18 & 25
August 1, 8, 15, 22 & 29

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

The **Health Department** recommends approval provided the appropriate food service permits are obtained prior to the events.

The **Inspections & Permits Department** approves the application as submitted and states that any tents or electrical work may require permits.

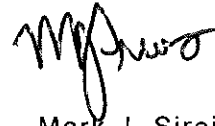
The **Police Department** has reviewed the application and offers the following comments:

- 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,

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

Mark J. Sirois
Chief of Police

Cc:
Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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



Mark J. Sirois
Chief of Police

OUTDOOR AMUSEMENT PERMIT APPLICATION

1. Name of Event:
17th Annual Sounds of Summer Concert Series
2. Date(s) of Event: *Thurs*
7/11-8/29/13
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
Theodore Fravel, Director, 860-291-7166
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
Theodore Fravel, Director
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, 7/11-8/29/13
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 16 previous years that the concert series has been held, we have not experienced any 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):

A time waiver is requested for this application.

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)

Ted Fravel
(Printed Name)

1/11/13
(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: *[Signature]*

Employee Number: 9014

Date & Time Signed: Jan 23, 2013 8:39 AM ~~PM~~

Time remaining before event: 30 days.

Fire Dept



Mark J. Sirois
Chief of Police

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 11, 18 & 25 and August 1, 8, 15, 22 & 29

Event: 17th Annual Sounds of Summer Concert Series

Applicant: East Hartford Parks & Recreation Department by Ted Fravel, its Director

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

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- 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 5, 2013

Signature

Date

Comments:



Mark J. Sirois
Chief of Police

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 J. O'Connell
Signature

1/23/13
Date

Comments:

Approval recommended provided that appropriate food service permits are obtained prior to the events.

Parks + Rec



Mark J. Sirois
Chief of Police

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

Ted Fravel
Signature

2/4/13
Date

Comments:

Frank, Carol

From: Bockus, Tim
Sent: Tuesday, February 05, 2013 11:25 AM
To: Frank, Carol
Subject: RE: 17th Annual Sounds of Summer Concert Series

I have 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: Wednesday, January 23, 2013 10:17
To: Oates, John; Bockus, Tim; Cordier, James; Fravel, Theodore
Cc: Vibberts, Richard; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim
Subject: 17th Annual Sounds of Summer Concert Series

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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, January 23, 2013 10:26 AM
To: Frank, Carol
Subject: RE: 17th Annual Sounds of Summer Concert Series

approved

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

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Sent: Wednesday, January 23, 2013 10:17
To: Oates, John; Bockus, Tim; Cordier, James; Fravel, Theodore
Cc: Vibberts, Richard; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim
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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

**POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits**
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East Hartford, CT 06108
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Marcia A. Leclerc
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- 3. the application be disapproved for the reason(s) set forth in the attached comments.

N/A

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

Milton Gregory Crew . 01/23/2013
Signature DIR. OF INSPECTIONS & PERMITS Date

Comments:

PER 5-3 MY APPROVAL NOT REQUIRED.
TENTS OR ELECTRICAL WORK MAY REQUIRE PERMITS.

Risk Mgmt

Frank, Carol

From: Bennett, Cindy
Sent: Wednesday, January 23, 2013 10:58 AM
To: Frank, Carol
Subject: RE: 17th Annual Sounds of Summer Concert Series

No ins cert needed-falls under town program

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

From: Frank, Carol
Sent: Wednesday, January 23, 2013 10:17 AM
To: Oates, John; Bockus, Tim; Cordier, James; Fravel, Theodore
Cc: Vibberts, Richard; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim
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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 5, 2013

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

**Re: Outdoor Amusement Permit Application -
"Concert of Praise"**

Dear Chairman Kehoe:

Attached please find the amusement permit application submitted by **The Pentecostals by Shakera Brown, Event Coordinator**. The applicant seeks to conduct a free outdoor music concert for Town residents to be held on the **Town Green**, on **Sunday, September 15, 2013** from **10AM to 3PM** with music from **12PM - 2PM**.

The applicant respectfully requests a **waiver of the associated permit fee**, under the provisions of (TO) 5-6(c), due to the Town of East Hartford as this is a charitable organization.

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

The **Public Works Department** recommends the application be approved with the following condition:

- A written narrative or sketch shall be submitted for review and approval to the Park Maintenance Division depicting the location of all activities within the park.

Corporation Counsel states that the applicant will need to execute a License Agreement for use of the Town Park.

The **Inspections and Permits Department** states that tents and electrical work may require permits.

The **Risk Management Department** states the Church will need to submit a certificate of liability insurance for 1 million dollars naming and endorsing the Town as an additional insured.

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 small 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 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. As an event that is not Town sponsored, this expense will have to be borne by the applicant.

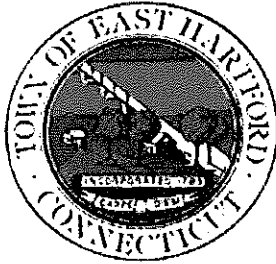
Sincerely,



Mark J. Sirois
Chief of Police

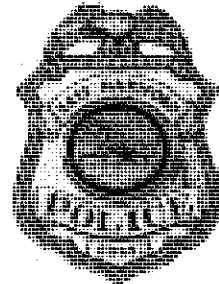
Cc:
Applicant

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

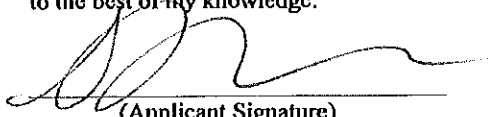
1. Name of Event: **Concert of Praise**
2. Date(s) of Event: **Sunday, September 15, 2013**
3. Applicant's name, home & work phone numbers, home address, and e-mail address:
The Pentecostals of Greater Hartford, 110 Ellington Rd, East Hartford CT; 860-528-9834
4. If partnership, corporation, club, or association, list names of all partners or officers and business address.
Jon Petoskey, Senior Pastor; John Cadasse, Treasurer; Madeline Nieves, Secretary.
5. List the location of the proposed amusement: (Name of facility and address)
East Hartford Town Green
6. List the dates and hours of operation for each day (if locations changes on a particular day, please list):
September 15, 2013; 10am-3pm
7. Provide a detailed description of the proposed amusement:
Free outdoor music for the town residents.
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)?
September 15, 2013; 12-2pm
9. What is the expected age group(s) of participants?
All ages.
10. What is the expected attendance at the proposed amusement:
(If more than one performance, indicate time / day / date and anticipated attendance for each.)
100-200
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: **100-200**

- b. Traffic Control and Flow Plan at Site & Impact on Surrounding / Supporting Streets:
Public Parking at park, no street closures required for event.
 - c. Parking Plan On Site & Impact on Surrounding / Supporting Streets:
Available free parking at green; anticipate more walking traffic.
 - d. Noise Impact on Neighborhood:
Moderate.
 - e. Trash & Litter Control Plan for the Amusement Site and Surrounding Community During and Immediately After the Proposed Amusement:
We will have staff during and after concert.
 - f. List expected general disruption to neighborhood's normal life and activities:
Moderate.
 - g. Other Expected Influence on Surrounding Neighborhood:
Minimal.
12. Provide a Detailed Plan for the Following:
- a. Accessibility of Amusement Site to Emergency, Police, Fire & Medical Personnel and Vehicles:
There will be access from the main street entrance for emergency vehicle and personnel.
 - b. Provisions for Notification of Proper Authorities in the Case of an Emergency:
There will be multiple cellular lines available as well as landlines in the vicinity.
 - c. Any Provision for On-Site Emergency Medical Services:
We will have minimally two trained and certified CPR personnel.
 - d. Crowd Control Plan:
We will have usher staff to accommodate up to 250 people.
 - e. If on Town Property, the Plan for the Return of the Amusement Site to Pre-Amusement Condition:
We leave the town green better than how we found it.
 - f. Provision of sanitary facilities:
We will utilize the existing port-a-john.
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):

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) Shakena Brown 9/22/13
(Printed Name) (Date Signed)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:
Liquor Permit Included:
Time Waiver Request Included:
Fee Waiver Request Included:

<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO

Received By: Carmichael

Employee Number: 9019

Date & Time Signed: Jan 3, 2013 8:41 AM ~~PM~~

Time remaining before event: 30 days.

January 22, 2013

To Whom It May Concern:

In connection with our event, Concert Of Praise, scheduled for September 15, 2013, I respectfully request the permit fee of \$10.00 associated with the issuing of an Outdoor Amusement permit be waived as we are a church.

If you should have any questions, please feel free to contact me, Shakera Brown, at 860-478-5203.

Respectfully,

A handwritten signature in black ink, appearing to read 'Shakera S. Brown', with a long horizontal flourish extending to the right.

Shakera S. Brown

Event Coordinator

The Pentecostals of Greater Hartford



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/08/2013

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 Church Mutual Insurance Company 3000 Schuster Lane Merrill WI 54452	CONTACT NAME: Amy J Fandrey PHONE (AG, No, Ext): 1-800-554-2642 Option 1 FAX (AG, No): 855-264-2320 E-MAIL ADDRESS: ncsqd@churchmutual.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Church Mutual Insurance Company</td> <td>18767</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Church Mutual Insurance Company	18767	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
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INSURER E:														
INSURER F:														
INSURED PENTECOSTALS (THE) 110 ELLINGTON RD EAST HARTFORD CT 06108-1101														

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			0245313-02-435023	04/10/2012	04/10/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 1,000,000 \$								
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$								
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			<table border="1"> <tr> <td>WC STATU-TORY LIMITS</td> <td>OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATU-TORY LIMITS	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
WC STATU-TORY LIMITS	OTH-ER														
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E.L. DISEASE - EA EMPLOYEE	\$														
E.L. DISEASE - POLICY LIMIT	\$														

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Evidence Of Liability Insurance for a church sponsored concert at East Hartford Town Green, 740 Main Street, East Hartford, CT 06108-3140 held on September 16, 2013. 612

CERTIFICATE HOLDER Town of East Hartford 740 Main Street East Hartford, CT 06108-3140	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 
---	--



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: **September 15, 2013**
Event: **Concert of Praise**
Applicant: **The Pentecostals by Shakera S. Brown, Events Coordinator**

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

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

William Perez, Assistant Fire Chief February 5, 2013
Signature _____ Date

Comments:

Heath



Mark J. Sirois
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
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- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel

Michael P. O'Connell
Signature

1/23/13
Date

Comments:



Mark J. Sirois
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
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- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel

Del. Frank _____ 2/4/13
Signature Date

Comments:

Frank, Carol

From: Bockus, Tim
Sent: Monday, February 04, 2013 11:01 AM
To: Frank, Carol
Subject: RE: Concert of Praise

I have reviewed this application and Pursuant to Town Ordinance 5.3, I recommend that the application be approved subject to the following condition:

- A written narrative or sketch depicting shall be submitted for review and approval to the Park Maintenance Division indicating the location of all activities in the park.

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, January 23, 2013 10:17
To: Oates, John; Bockus, Tim; Cordier, James; Fravel, Theodore
Cc: Vibberts, Richard; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim
Subject: Concert of Praise

Good morning all.

Attached please find the Outdoor Amusement Permit Application, fee waiver request, Certificate of Insurance 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, February 6, 2013. 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: Gentile, Richard
Sent: Wednesday, January 23, 2013 10:24 AM
To: Frank, Carol; Oates, John; Bockus, Tim; Cordier, James; Fravel, Theodore
Cc: Vibberts, Richard; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim
Subject: RE: Concert of Praise

Parks Department will need to have them execute a license agreement for use of the Town Park.

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

From: Frank, Carol
Sent: Wednesday, January 23, 2013 10:17
To: Oates, John; Bockus, Tim; Cordier, James; Fravel, Theodore
Cc: Vibberts, Richard; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim
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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

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
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Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: September 15, 2013

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

N/A

Milton Gregory Grew 01/23/2013
 Signature DIR. OF INSPECTIONS & PERMITS Date

Comments:

PER 5-3 MY APPROVAL NOT REQUIRED.
TENTS & ELECTRICAL WORK MAY REQUIRE PERMITS.

Risk mgmt

Frank, Carol

From: Bennett, Cindy
Sent: Wednesday, January 23, 2013 10:56 AM
To: Frank, Carol
Subject: RE: Concert of Praise

The Pentecostals of Greater Hartford will need to submit a certificate of ins for 1 million liability naming the Town as an additional insured for liabilities associated with this event.

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

From: Frank, Carol
Sent: Wednesday, January 23, 2013 10:17 AM
To: Oates, John; Bockus, Tim; Cordier, James; Fravel, Theodore
Cc: Vibberts, Richard; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim
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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

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: February 11, 2013
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 \$11,834.37 as detailed in the attached listing from our Collector of Revenue.

Please place this item on the Town Council agenda for February 19, 2013 meeting.

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: 2/11/2013

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 \$11,834.37 See attached list.


Bill	Name	Address	Prop Loc/Vehicle Info.	Int	Over Paid
2011-03-0050568	ALBERT NEAL L	3632 CHRISTA CT ORMOND BEACH FL 32174	1999//4T3ZF13C3XU123511	\$ -	\$ (29.14)
2011-04-0080173	ALEXANDER REGINA	245 G NEW STATE RD MANCHESTER CT 06042	2001//2HKRL18691H513586	\$ -	\$ (64.82)
2011-03-0050777	ALLARD JENNIFER R	88 OLDE ROBERTS ST EAST HARTFORD CT 06108	1994//JH4DC4453RS046301	\$ -	\$ (7.79)
2010-03-0052482	BARRETT KAREN J	656 FORBES ST E HARTFORD CT 06118 1915	1996//1FALP52U1TG231151	\$ -	\$ (51.63)
2011-03-0052438	BARRETT KAREN JANE	656 FORBES ST E HARTFORD CT 06118 1915	1997//1J4GZ78Y3VC608618	\$ -	\$ (64.18)
2011-03-0056359	CHARIWALA NOORMOHMED I	27 PIPER LN E HARTFORD CT 06118 2065	1993//YV1LS5508P2080752	\$ -	\$ (21.52)
2011-03-0057501	CONROY CRABBE L	76 MIDDLE DR E HARTFORD CT 06118 2734	2004//1D4HB38N54F190852	\$ -	\$ (46.69)
2011-03-0057603	COOPER BRUCE H	92 WARREN DR E HARTFORD CT 06118 1140	1997//1GNDX06E9VD176875	\$ -	\$ (73.39)
2011-01-0011653	FIRST AMERICAN MORTGAGE SERVICES	6 CAMPUS CIR, BUILDING 6 FL 3 WESTLAKE TX 76262	144 LANGFORD LN	\$ -	\$ (4,098.86)
2010-03-0065163	GUERETTE EDWIN F OR ESTHER	62 GREENWOOD ST E HARTFORD CT 06118 2814	2007//1G4HP57237U139007	\$ -	\$ (51.64)
2011-03-0065259	GUERETTE EDWIN F OR ESTHER	62 GREENWOOD ST E HARTFORD CT 06118 2814	2007//1G4HP57237U139007	\$ -	\$ (64.18)
2011-03-0065360	GUTIERREZ LICET	67 ALPS DR E HARTFORD CT 06108 1402	1995//3G1JC5248SS887425	\$ -	\$ (58.53)
2011-04-0083267	GUZMAN ZENAIDA	98 TERRACE AVE E HARTFORD CT 06108 1529	2003//WBAEV33443KL83843	\$ -	\$ (53.01)
2011-03-0069019	KERR ROBERT T	26 BRANDON RD E HARTFORD CT 06118 3401	1992//1GCDC14KXNZ133006	\$ -	\$ (39.62)
2011-03-0070287	LAURETTI AMY K OR CARL A	149 GREENWOODS LN. E WINDSOR CT 06088	2010//5J8TB1H52AA003508	\$(22.28)	\$ (495.08)
2011-04-0084682	MAJKOWSKI DORCAS	26 RANNEY ST E HARTFORD CT 06108 4001	2000//1G4CW54K7Y4290354	\$ -	\$ (105.05)
2011-04-0085917	PARLIN LORRAINE I JNT	1329 BURNSIDE AVE B5 E HARTFORD CT 06108 1575	1999//NS3ED48E1X3003900	\$ -	\$ (25.98)
2011-03-0079290	QUATTROPANI MARK	45 COLLIMORE RD E HARTFORD CT 06108 1007	1995//1FTEX15Y6SKB43760	\$ -	\$ (114.76)
2011-03-0089834	RIVERA ERIN D	129 COLLIMORE RD EAST HARTFORD CT 06108	2001//3N1CB51D21L452870	\$ -	\$ (64.18)
2010-03-0084044	SILVESTRE MARCIANO	9 SPAULDING CIR E HARTFORD CT 06118 2745	1996//1G1JC5246T7157318	\$ -	\$ (5.13)
2011-03-0083687	SILVESTRE MARCIANO	9 SPAULDING CIRCLE E HARTFORD CT 06118 2745	1988//KMHLF32J7JU294523	\$ -	\$ (23.15)
2011-01-0001658	TAVANO MCCUIN LLC ATTORNEY AT LAW	140 GLASTONBURY BLVD GLASTONBURY CT 06033	50 ROWLAND DR	\$ -	\$ (2,255.25)
2011-01-0014715	TYLER CRAIG E & JANE E	29446 COHARIE LOOP SAN ANTONIO FL 33576	172 LANGFORD LN	\$ -	\$ (3,998.51)
SUBTOTAL				\$(22.28)	\$ (11,812.09)
TOTAL					\$ (11,834.37)



MEMORANDUM

DATE: February 1, 2013

TO: The East Hartford Town Council

FROM: Marcia A. Leclerc, Mayor 

TELEPHONE: (860) 291-7201

RE: Golf Course Analysis and Discussion/Possible Contract Recommendations

On January 25, 2013, the recently reconvened Golf Course Task Force Committee delivered to me 11 recommendations with respect to improvements they would like to see at the golf course.

The committee's work was thorough and completed timely in advance of the golf season, and for that I am appreciative. Accordingly, I would like to thank Chairperson Esther Clarke and members Chris Kehoe, Tom Gorman, Pat Costello, Tom Rup, Tim Birtles, and Frank Vignati for helping the town sort through the complicated issues facing the golf course and this community.

History of the East Hartford Golf Course

For the benefit of the casual observer, it should be noted that the Town of East Hartford operated the golf course with town employees through the 2007 golf year. In the last nine years of operating the course, the town lost in excess of \$800,000 (before the addition of the cost of contractual benefits proved to the employees working at the course). Those losses were eventually borne directly by the taxpayers of the town in a Fund Balance transfer in 2008.

A steady decline in the number of rounds played at the course (from 60,000 annual rounds in the 70's to 20,000 annual rounds today) and the increased costs associated with operating a golf course were the primary drivers of the losses.

To avoid future losses, Mayor Currey commissioned a Golf Course Task Force Committee in 2006. The work of that committee is reproduced below in summary form.

The 2006 Golf Course Task Force Committee Summary

1. Citizens have clearly signaled that they desire to retain the East Hartford Golf Course.
2. As of June 30, 2006, the combined Golf Course Operating Fund and Golf Course Capital Improvement Fund deficit is \$808,000.
3. The cost of operating the course (labor, chemicals, water, etc...) is steadily increasing while the rounds played at the course have decreased significantly from a high of 60,000 during the 1970's to about 20,000 rounds played annually today.
4. The course does not drain well which creates inconsistent playing conditions which is unappealing to golfers. A comprehensive drainage study should be undertaken.

5. More courses have opened recently in the area leading to more competition for the shrinking population of local golfers.
6. Many improvement recommendations were made, but in particular, 100 trees should be culled from the course to improve the sunlight and increase ventilation on fairways.
7. The clubhouse and restaurant are dreary and do not draw visitors.
8. The course operation should be moved from the Parks and Recreation Department.

The Negotiations with Town Employees and the Issuance of a Request for Proposal

In order to turn the operation of the golf course over to an outside entity, a negotiation with the bargaining units impacted was had which resulted in the town's ability to hire a management company.

Accordingly, the town issued a request for proposal and interviewed three firms who submitted bids to operate the course. One bid asked for an annual management fee to be paid by the town to operate the course while the other two bids provided substantial rental payments to the town.

The Selection of MDM Golf

Based on their submission, MDM Golf was selected to operate the golf course beginning in 2008 under a 10-year lease whereby MDM paid the town \$140,000 in annual rent for the first five years of the lease with the annual rent increasing to \$150,000 in the last five years of the contract. MDM holds an option to extend the contract another 10 years with the annual rent increasing to \$160,000 in years 11 through 15 and then increasing to \$170,000 per year in years 16 through 20. MDM also was required to complete \$200,000 of capital improvement each year for the first five years of the lease.

Related to the first five years of the lease, MDM has paid the Town \$700,000 in rent and completed \$1.2 million of capital improvements, so they are in "good standing" with respect to the terms of the lease.

The Golf Course Then and The Economic Impact to Golf Since 2008

The East Hartford Golf Course in 2007 had significant issues the town was unable to address due to funding constraints. Those issues included deteriorating drainage which gave rise to many unplayable areas at the course as well as inconsistent irrigation due to damaged sprinkler heads. The ability to get water off the course was impaired, and the ability to get water onto the course when needed was also impaired. The result was a soggy, unplayable course when it rained, and a burnt out course when the heat of the summer was in full force.

Extensively dense forestation on holes three, four, five, and twelve did not allow sufficient air flow, light, and water to penetrate greens and turf on those holes, resulting in distressed conditions. It should be noted that 75% of the golf course is situated in a wetlands.

The impact of the economic malaise starting in 2008 also proved to be a drag on the ability of the course to attract new golfers and retain existing golfers. In general, disposable income declined, and as such, golf play declined 25% compared to pre-great recession benchmarks.

Today, the economy continues to grow, albeit very slowly. Many of the conditions identified above have been addressed by MDM in the form of \$1.2 million of capital improvements including new sprinkler heads, timers, new drainage installation in fairways, greens, and sand traps, as well as the deforestation of the holes impacted. A turf management program, albeit with an extensive incursion of crab grass in 2012, now exists. New commercial equipment using natural gas has been installed in the

restaurant. New tables, chairs, a bar area, and carpeting have also been installed in the restaurant. The town has replaced the leaky roof, completed extensive painting on the exterior of the clubhouse, and plans on installing a new flag pole.

In summary, from 2008 to 2010, MDM was making substantial improvements to the course and restaurant. However, in 2011 and 2012, conditions no longer improved and in some cases deteriorated. Even today after the many MDM improvements, the magnitude of needs at the golf course are overwhelming. Today, like in 2007, East Hartford continues to be a community without the resources to adequately address the varying needs at the golf course.

To study the history, the effect of the economy on the course, and the current conditions, I reconvened the Golf Task Committee once again, and their 11 recommendations are reproduced below.

The 2013 Golf Course Task Force Recommendations

1. Offer an option to MDM to terminate the lease – without penalty – by February 4th (prepare an updated RFP to send out – MDM can respond)
2. At the town's expense, retain the services of USGA to prepare a USGA Green Section Turf Advisory Service Report.....note if ordered and paid before May 15th the cost is \$2800.00
3. MDM to hire a PGA Pro to run the Pro Shop/ give lessons etc.
4. Pro Shop should be stocked with supplies for sale by MDM
5. 3 Tee Boxes at 8 - 14- 16 should be changed back to the original configuration
6. Town should appropriate funds to renovate bathrooms
7. Since the Capital Improvements in the Lease with MDM are completed, the Town should put the rent paid by MDM into an account (other than the General Fund) to be used for further improvements on the Course.
8. An ad hoc committee should be formed by the Mayor to be in touch with MDM at least monthly to review the course and any problems noted to foster good relations. This committee would recommend to the Mayor where monies could be reinvested in the course.
9. The Mayor should ask MDM to work with the school system to establish a First Tee Program as well as interact with the High school's golf team. New Programs for teaching golf should be established in connection with the Parks & Recreation Department.
10. A program to establish Rangers at no pay but for free play should be enacted. These Rangers should watch Tee Boxes, supervise the play on the course, fill ball washers, and note any problems and report them to the Pro Shop.
11. Recommend that MDM get consultants to get the restaurant operating profitably and/or opt to sublet the restaurant as provided under current contract.

As I sort through and weigh all information, my "core beliefs" are detailed below:

1. The town is not capable of operating the golf course at breakeven without town funding
2. The town should not use taxpayer money to subsidize golf operations or capital investment
3. Even if the town was to rebid the operation of the golf course and replace MDM Golf, the new firm would likely charge the town a \$100,000 annual fee with the town supplying a capital investment of \$300,000 for various mowers and golf carts with no guarantee of better playing conditions at the course
4. Without the prospect of significant new rounds of golf played at the course (revenue), the rising cost of operations (fertilizers, gas, and diesel), would likely cause the town to subsidize approximately \$200,000 per year toward the operation of the course
5. With additional and proper oversight by the town, MDM Golf is in the best position to address the outstanding issues at the course under a revised contract

Accordingly, I am recommending the following contractual changes to the Town Council. The changes are as follows, and if approved, will be incorporated into the contract by Assistant Corporation Counsel Richard Gentile by contract addendum.

1. MDM, at their expense, will retain the services of the USGA to prepare a USGA Green Section Turf Advisory Service Report and provide that report to the town by June 30, 2013
2. MDM, at their expense, will hire a certified PGA Professional to oversee the operation
3. MDM, at their expense, will allocate \$25,000 to stock the pro shop with consumable golf supplies including golf balls, golf hats, towels, tees, sunscreen, and golf shoes. They are not expected to stock golf clubs or golf bags due to the custom nature of the business and cost
4. MDM will return the tee boxes at holes 8, 14, and 16 to their original configuration
5. The Town will put the annual rent paid by MDM into a dedicated account to be used at the course. Using this funding, the town will address the upstairs bathroom renovations first
6. The Parks and Recreation Director will be the point of contact with MDM and together with the Finance Director, Public Works Director, and Assistant Corporation Counsel, will "walk the course" monthly (from April 1 to November 1) and provide a written summary of conditions to the Mayor
7. MDM will work with Parks Department and the School System to establish a First Tee Program to offer lessons and golf outreach and will interact regularly with the EHHS Golf Team
8. MDM will provide a written plan for rebranding the restaurant acceptable to the Mayor by March 31, 2013
9. MDM, at their expense, will install a coffee maker and refrigerated cooler in the Pro Shop so that golfers can purchase coffee, beverages, or snacks irrespective of the hours of the restaurant's operation
10. MDM will close the downstairs to the public and the town will allow MDM to open up the space for additional cart storage
11. MDM will replace the existing carts
12. MDM will continue to maintain "Port-o-potties" on the golf course for use by the golfers
13. The town will amend the annual rental terms as follows: To avoid the cost of a bond, \$75,000 will be paid to the town by April 1. To recognize the town owns this facility and to provide incentives for MDM to grow the business, a 50/50 revenue split on all golf based revenue over \$650,000 will be due and payable to the town by December 31 of every year will also be due.
14. The contract will automatically terminate on December 1, 2017.

I will be on hand for the February 19th Town Council Meeting to address this memo and any questions.

Cc: The Golf Course Task Force Members
Richard Gentile, Assistant Corporation Counsel
Michael P. Walsh, Director of Finance
Ted Fravel, Parks and Recreation Director
Tim Bockus, Director of Public Works
MDM Golf

Robert J. Rosek

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street
East Hartford, Connecticut 06108

2013 FEB 13 P 3:14
(860) 291-7208
TOWN CLERK (860) 291-7389
EAST HARTFORD

DATE: February 13, 2013
TO: Town Council
FROM: Rich Kehoe
Town Council Chair
RE: Tuesday, February 19, 2013

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

Tuesday, February 19, 2013

7:00 p.m.

Town Council Chamber

The purpose of the meeting is to hear public comment regarding the following proposed revisions to the Town of East Hartford Code of Ordinances:

1. §10-7: Use of Request for Qualifications for State & Federal Bidding Procedures
2. § 5-1, 5-3, 5-4, & 5-5 and 14-7: Revising the Amusement Permit Process
3. § 7-8 a.: Withholding Building Permits on Delinquent Tax Property

cc: Mayor Leclerc
Rich Gentile, Assistant Corporation Counsel

Robert J. Basil

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

2013 FEB - 6 P 1: 59
(860) 291-7208
TOWN CLERK FAX (860) 291-7389
EAST HARTFORD



February 6, 2013

Please publish the following legal notice in **Zone 4** of the Hartford Courant on **Tuesday, February 12, 2013**. Mail bill to the East Hartford Town Council Office, 740 Main Street, East Hartford, CT 06108.

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LEGAL NOTICE

Public notice is hereby given that the Town Council of the Town of East Hartford, Connecticut, will hold a public hearing on **Tuesday, February 19, 2013 at 7:00 p.m.** in the Town Council Chambers, 740 Main Street, East Hartford, Connecticut, regarding proposed revisions to the Town of East Hartford Code of Ordinances as follows:

1. Section 10-7: Use of Request for Qualifications for State and Federal Bidding Procedures
2. Sections 5-1, 5-3, 5-4, & 5-5 and 14-7: Revising the Amusement Permit Process
3. Section 7: Withholding Building Permits on Delinquent Tax Property

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

Angela Attenello
Town Council Clerk

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Angela Attenello *2-12-13*
Town Council Clerk