

Robert J. Paak

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
APRIL 2, 2013

2013 MAR 27 A 10:39

TOWN CLERK
EAST HARTFORD

=====
Announcement of Exit Locations (C.G.S. § 29-381)

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
5. APPROVAL OF MINUTES
 - A. March 19, 2013 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. Resignation: Paula Saaf from the Hockanum River Commission
7. OLD BUSINESS
8. NEW BUSINESS
 - A. State Department of Education: School Construction Grant re: Barnes School
 - B. Refund of Taxes
 - C. Outdoor Amusement Permit Applications:
 1. Great River Park Car Show
 2. Memorial Day Parade 2013
 3. Town of East Hartford Wellness Fair
 4. Head of the Riverfront Rowing Regatta
 5. 24th Annual Fall Fest
 6. 22nd Annual Aselton Memorial Snow Dash
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
12. ADJOURNMENT (next meeting: April 16, 2013)

Robert J. Prank

EAST HARTFORD TOWN COUNCIL

2013 MAR 25 A 9:24

TOWN COUNCIL CHAMBERS

TOWN CLERK
EAST HARTFORD

MARCH 19, 2013

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 7:40 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.

The Chair recognized the observance of St. Joseph's Day, today, March 19th.

AMENDMENTS TO THE AGENDA

MOTION By Barbara Rossi
seconded by Bill Horan
to amend the agenda as follows:

Under New Business, add item 8.G. Recommendation from the Investigation & Audit Committee: Appointment of Town Auditor.

Motion carried 9/0.

MOTION By Barbara Rossi
seconded by Eric Thompson
to amend the agenda as follows:

Under New Business, add item 8.H. Bid Waiver re: East Hartford Fire Department.

Motion carried 9/0.

MOTION By Barbara Rossi
seconded by Eric Thompson
to amend the agenda as follows:

Under New Business, delete item 8.E. Referral to Town-owned Property Other Than Real Estate re: Trade-in of Bookmobile to Purchase Sprinter Van.

Motion carried 9/0.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Janet Facer, 36 Chapman Street, President of the Women's 9 Hole Golf League, supports

most of the Mayor's recommendations for the East Hartford golf course, but does not agree with closing the downstairs of the clubhouse to the public.

Susan Kniep, 44-46 and 50 Olde Roberts Street, raised several questions on the East Hartford golf course lease agreement: (1) were drainage upgrades made to the course as stated in the agreement; (2) did MDM Golf LLC post performance bonds and are those bonds up-to-date; and (3) did MDM Golf LLC submit annual audits to the town.

Mary Martin, member of the East Hartford Rotary Club, and Sheryl O'Connor, current President of the East Hartford Rotary Club, spoke in support of the purchase of a new Sprinter Van as a bookmobile for the East Hartford Public Library, made possible with a donation by the East Hartford Rotary Club.

Mayor Leclerc (1) thanked Linda Carrasquillo for her service to the town by serving, for many years, on the Patriotic and Veterans Affairs Commissions; (2) thanked the Golf Course Task Force Committee for their efforts and recommendations made for the East Hartford golf course; (3) supports the following agenda items: (a) the purchase of a new Sprinter Van to be used as a bookmobile for the East Hartford Public Libraries; (b) the C-Pace resolution; and (c) the bid waiver for the purchase of a used pumper for the East Hartford Fire Department.

Chair Kehoe granted Ram Aberasturia a point of personal privilege to recognize the death of David A. Walls, former Principal of Silver Lane Elementary School, who passed away on March 9, 2013. Councillor Aberasturia, a graduate of Silver Lane Elementary, remembered Mr. Walls as a caring and giving man who gave back to his community. His legacy of excellence will live on through the students he taught. A moment of silence was observed in honor of Mr. Walls' life.

APPROVAL OF MINUTES

March 2, 2013 Budget Workshop

MOTION By Barbara Rossi
seconded by Eric Thompson
to approve the minutes of the March 2, 2013 Budget Workshop – as corrected on March 7, 2013.
Motion carried 9/0.

March 4, 2013 Budget Workshop – as corrected

MOTION By Barbara Rossi
seconded by Pat Harmon
to approve the minutes of the March 4, 2013 Budget Workshop – as corrected on March 7, 2013..
Motion carried 9/0.

March 5, 2013 Executive Session/East Hartford Golf Course

MOTION By Barbara Rossi
seconded by Eric Thompson
to approve the minutes of the March 5, 2013 Executive Session/East Hartford Golf Course.
Motion carried 8/0. Abstain: Horan

March 5, 2013 Regular Meeting

MOTION By Barbara Rossi
seconded by Pat Harmon
to **approve** the minutes of the March 5, 2013 Regular Meeting.
Motion carried 8/0. **Abstain:** Clarke

March 6, 2013 Public Hearing/Budget

MOTION By Barbara Rossi
seconded by Eric Thompson
to **approve** the minutes of the March 6, 2013 Public Hearing/Budget.
Motion carried 8/0. **Abstain:** Clarke

March 7, 2013 Public Hearing/Budget

MOTION By Barbara Rossi
seconded by Pat Harmon
to **approve** the minutes of the March 7, 2013 Public Hearing/Budget.
Motion carried 8/0. **Abstain:** Clarke

March 12, 2013 Special Meeting/School-based Health Centers

MOTION By Barbara Rossi
seconded by Eric Thompson
to **approve** the minutes of the March 12, 2013 Special Meeting/School-based Health Centers.
Motion carried 9/0.

March 12, 2013 Special Meeting/Budget

MOTION By Barbara Rossi
seconded by Pat Harmon
to **approve** the minutes of the March 12, 2013 Special Meeting/Budget.
Motion carried 9/0.

COMMUNICATIONS AND PETITIONS

Resignation of Linda Carrasquillo

Chair Kehoe thanked Ms. Carrasquillo for her service on the Patriotic and Veterans Affairs Commissions and wished her well on her retirement.

NEW BUSINESS

Registrars of Voters: Election Day Emergency Procedures

MOTION By Linda Russo
seconded by Barbara Rossi
to **approve** the Election Day Emergency Procedures as presented to the Town Council by the Registrars of Voters, Mary Mourey and Judith

Shanahan at the budget workshop held on March 2 2013.
Motion carried 9/0.

A copy of this plan follows these minutes.

Recommendations re: East Hartford Golf Course

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

Whereas, the East Hartford Golf Course is a town owned facility providing a great local venue for golfers; and

Whereas, after many years of operating losses, the town leased the golf course and the operations of the golf course and the restaurant to MDM Golf; and

Whereas, MDM Golf has invested a significant amount of money in the golf course but has, of late, failed to maintain the golf course in a condition necessary to attract and retain golfers and has, on several occasions, failed to timely pay the town the quarterly lease payment – though ultimately MDM Golf is current; and

Whereas, it is in the town's best interest to ensure that the golf course and its operations are a source of pride for our community.

Now therefore be it resolved that the East Hartford Town Council supports the Mayor's efforts to invest in the golf course physical plant and would support modifications to the town's contract with MDM Golf consistent with the following principles:

1. The town shall set aside any lease income from the golf course for improvements that will enhance the long term operations of the golf course.
2. No improvements or town investments shall be made until MDM Golf has submitted an independently audited financial statement providing revenue and expense receipts from the operations of the golf course and restaurant.
3. As a condition of the expenditure of town funds, MDM Golf shall commission a USGA Green Section Turf Advisory Report and commit to making improvements consistent with the report on a timetable approved by the town and to hiring a PGA card carrying golf pro to oversee the operations of the golf course as well as a qualified GCSAA golf course superintendent as required in section 4.20 of the contract. Further MDM Golf shall commit to making any adjustments recommended by a joint town/MDM golf course oversight committee which shall survey the course conditions no less than once every 30 days.
4. As a condition of the expenditure of town funds, MDM Golf and the town shall determine the most effective allocation of town resources to improve the restaurant and golf shop facility to increase the rounds of golf, making a priority the elimination of mold in the downstairs area of the building.
5. As a condition of the expenditure of town funds, MDM Golf shall maintain a proper number of golf carts.
6. As a condition of the expenditure of town funds, MDM Golf shall institute community programming to attract individuals to play this course including Golf Course Lessons as well as interaction with East Hartford High School Golf teams as well as commencing a First Tee Program.
7. As a condition of the expenditure of town funds, MDM Golf shall agree to post a bond or line of credit to ensure that the town has adequate financial assurance of continued operation of the golf course in a manner outlined in the lease agreement.

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

Refund of Taxes

MOTION By Marc Weinberg

seconded by Eric Thompson
to refund taxes in the amount of \$6,884.04
pursuant to Section 12-129 of the Connecticut General Statutes.
Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Over Paid
2011-03-0051826	AUGER REBECCA M	2003//1J4GL48K73W675472	\$ (244.33)
2011-03-0052818	BELANGER LINDA A	2006//1YVHP80DX65M64760	\$ (57.38)
2011-01-0001211	BERNARDI ALICEA	49 SCOTT ST	\$ (64.43)
2011-03-0054021	BRAITHWAITE MOLLY S	2011//5XYKTD A20BG159637	\$ (8.52)
2011-04-0080981	BROWN SHAMECKA LISETTE	1996//1YVGE22C9T5585939	\$ (18.74)
2011-03-0054856	BURNSIDE ICE INC DBA ICE COLD EQUIP CO	1999//1HTSLAAM0XH213665	\$ (234.99)
2011-03-0054893	BURZYNSKI GEORGE W 3RD	1995//1FTDF15Y6SNA35779	\$ (69.11)
2011-01-0002452	CASSANDRA JOHN J & DOROTHY G	47 LEXINGTON RD	\$ (316.43)
2011-03-0056101	CECERE LYNN M	2004//JN8DR09Y64W913630	\$ (5.00)
2011-01-0004761	CORELOGIC ATTN: REFUND DEPT. DFW-1-3	100 LANGFORD LN	\$(1,728.30)
2011-03-0059450	DENT MATTIE M	2006//KMHDN46D16U378636	\$ (58.45)
2011-03-0064710	GORDON RAYNELL	2002//1G1JC124227226559	\$ (119.81)
2011-03-0065120	GRENIER MARIE B	2009//5NPET46C49H409950	\$ (10.00)
2011-01-0006495	HARTIGAN LILLIAN	78 HERBERT DR	\$(1,000.00)
2011-04-0083934	JONES KENNETH G	1995//1N4BU31D6SC186313	\$ (80.02)
2011-03-0068941	KELSO WALTER T	2008//3N1BC13E78L401141	\$ (176.73)
2011-03-0055002	LEONE THROWE TELLER & NAGLE	2001//SCALD61E41CX07575	\$(1,446.52)
2011-03-0073918	MICKIEWICZ GENEVIEVE F	1999//KMHJF25F4XU838803	\$ (6.59)
2011-03-0074631	MOREAU AURELIEN A	2006//5TETX22N06Z191439	\$ (107.26)
2011-03-0074811	MORRISON JOHN OR ANITA	2007//5TDZK23C57S048183	\$ (72.85)
2011-04-0085415	NEARING BRYAN E OR NEARING SHELLY	2009//3GNCA13B29S609813	\$ (138.43)
2011-03-0075647	NGUYEN TUAN H	2003//WBAGN63483DS43938	\$ (105.83)
2011-03-0077049	PAGE FRANK E	2007//JF1GG63627G804966	\$ (232.57)
2011-01-0011493	SMITH BURNSIDE PROP LLC	611 BURNSIDE AVE	\$ (30.00)
2011-02-0042094	STONE ACADEMY	745 BURNSIDE AVE	\$ (291.29)
2011-03-0086313	TOYOTA MOTOR CREDIT CORP	2008//4T1FA38PX8U160770	\$ (249.46)
2011-03-0088767	WILLIAMS CHELSEA R	2008//2HGFG12618H548742	\$ (11.00)
	TOTAL		\$(6,884.04)

Bid Waiver: Sprinter Van for the East Hartford Public Library

MOTION By Ram Aberasturia
seconded by Pat Harmon
to waive the bidding procedures in accordance with §10-7(c) of the
Town of East Hartford Code of Ordinances to permit the East Hartford
Public Library to purchase a new Sprinter Van to be used by the
East Hartford Public Libraries as a bookmobile.
Motion carried 9/0.

Commercial property Assessed Clean Energy (C-Pace) Resolution

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

RESOLUTION TO APPROVE COMMERCIAL PROPERTY ASSESSED CLEAN ENERGY
("C-PACE") AGREEMENT

WHEREAS, Section 157 of Public Act No. 12-2 of the June 12, 2012 Special Session of the Connecticut General Assembly (the "Act") established a program, known as the Commercial Property Assessed Clean Energy (C-PACE) program, to facilitate loan financing for clean energy improvements to commercial properties by utilizing a state or local assessment mechanism to provide security for repayment of the loans; and

WHEREAS, the Act authorizes the Clean Energy Finance and Investment Authority (the "Authority"), a public instrumentality and political subdivision of the State charged with implementing the C-PACE program on behalf of the State, to enter into a written agreement with participating municipalities pursuant to which the municipality may agree to assess, collect, remit and assign, benefit assessments to the Authority in return for energy improvements for benefited property owners within the municipality and for costs reasonably incurred by the municipality in performing such duties; and

WHEREAS, the Commercial Property Assessed Clean Energy ("C-PACE") Agreement (the "C-PACE Agreement") between the Town of East Hartford and the Authority, as attached hereto, constitutes the written agreement authorized by the Act.

NOW, THEREFORE, BE IT RESOLVED:(a) that we, the Town Council, constituting the legislative body of the Town of East Hartford, hereby approves the C-PACE Agreement, and (b) that Mayor Marcia A. Leclerc is hereby authorized and directed, on behalf of the Town, to execute and deliver the C-PACE Agreement, substantially in the form attached to this Resolution, for the purposes provided therein, together with such other documents as he or she may determine to be necessary and appropriate to evidence, secure and otherwise complete the C-PACE Agreement.

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

Recommendation from Investigation & Audit Committee: Appointment of Town Auditor

MOTION By Bill Horan
seconded by Barbara Rossi
to approve the appointment of Blum Shapiro as the town's auditor to
provide auditing services for the Town of East Hartford for five one-year
contracts as follows:

fiscal years ending June 30, 2013 (\$65,900), June 30, 2014
(\$65,900), June 30, 2015 (\$67,900), June 30, 2016 (\$69,900) and

June 30, 2017 (\$69,900) which approval was recommended unanimously by the Investigation and Audit Committee.
Motion carried 9/0.

Bid Waiver: Pumper Truck for the East Hartford Fire Department

MOTION By Barbara Rossi
seconded by Linda Russo
to waive the bidding procedures in accordance with §10-7(c) of the Town of East Hartford Code of Ordinances to permit the East Hartford Fire Department to purchase a used 2004 pumper VIN #1F9EL28J83CST2146 manufactured by Seagrave Fire Apparatus LLC or an approved equal in an amount not to exceed \$225,000.00, and to authorize the Mayor to enter into a purchase agreement with Seagrave Fire Apparatus to purchase such fire engine using funds in the 2012-2013 budget.
Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

None

OPPORTUNITY FOR RESIDENTS TO SPEAK

Susan Kniep, 44-46 and 50 Olde Roberts Street, again brought up the issues of the performance bonds and audits for MDM Golf LLC as the lessee of the East Hartford Golf Course.

Mayor Leclerc thanked the Town Council for passing her recommended budget for the 2013-2014 fiscal year with only an extremely small adjustment.

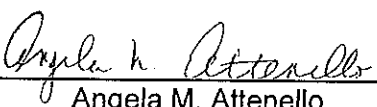
Barbara Rossi recognized the efforts of the East Hartford High School basketball team for their placement in team standings.

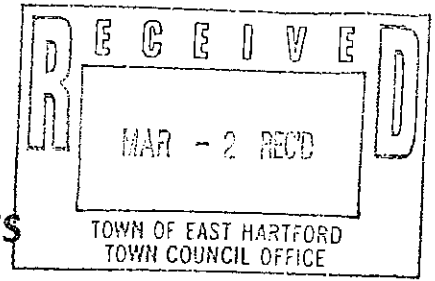
Marc Weinberg also congratulated the special unified basketball team at East Hartford High School who won the CCC Tournament. He also wished Pat Harmon a Happy Birthday.

ADJOURNMENT

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

The Chair wished all a Happy Easter or Passover and announced that the next meeting of the Town Council would be on April 2, 2013.

Attest 
Angela M. Attenello
TOWN COUNCIL CLERK



ELECTION DAY EMERGENCY PROCEDURES

Except for loss of power, the following procedures have been in effect for a number of years.

It is important to remember that in the case of emergencies, alarms or disorders the poll workers and the Registrars of Voters are subject to the orders of police, fire or other emergency personnel.

BALLOTS

To determine the number of ballots, including absentee ballots, to be ordered we first consider the voter turnout in past years for like elections. This estimate may be changed for unusual circumstances such as a particularly intense campaign or, in local elections, the presence of questions which engender increased voter attention. We then add 10 per cent to set the total number of ballots ordered.

A small number of ballots are kept in the Registrars' office to be used to photocopy additional ballots should a shortage develop for unanticipated reasons.

POLL WORKER SHORTAGE

A list of trained workers is maintained should a last minute shortage of workers develop due to illness, failure to appear or any other reason. A list of available Moderators is maintained for the same reason.

MACHINE MALFUNCTIONS

Each polling place has a several backup batteries for the scanners to be used in the event of a power failure. Each polling place also has a backup scanner if the original should malfunction.

POWER FAILURES AND EMERGENCIES

There are two elements to this section. First, a power or other problem at a single polling place. Second, a town-wide major disaster in which all or multiple polling places are affected.

PAGE 2

In the first instance each polling place will be assigned to an alternate fully operating polling place. All functions of the affected polling place will be moved to its alternate. The following pairings are in effect:

District 1 Norris School to District 2 Langford School.

District 2 Langford School to District 1 Norris School.

District 3 Mayberry School to District 2 Langford School.

District 4 Silver Lane School to District 5 Hockanum School

District 5 Hockanum School to District 4 Silver Lane School

District 6 Goodwin School to District 7 St. Christopher's Hall

District 7 St. Christopher's Hall to District 6 Goodwin School.

In the second instance (town wide failures) polling places will be moved to buildings which have generators for power. These sites are Town Hall, the Public Safety Complex and the High School. There will be more than one polling place at each emergency location. Voting Districts 1, 2 and 3 will be moved to the Public Safety Complex. Voting Districts 4 and 5 will be moved to Town Hall. Districts 6 and 7 will be moved to the High School.

Information spelling out these changes will be disseminated through TV and radio stations and posting on the town's web site.

When these proposals are finalized we will post a sign at each polling place in every election or primary advising voters where they should go in each instance. If possible to do safely a staff member will be posted at each affected polling place to provide real time information to voters.

DISORDER IN THE POLLING PLACE

In the event of a disorder that cannot be quickly resolved by the Moderator the Moderator is instructed to dial 911 for assistance, then call the Registrars. In no case should the Moderator or any other worker take any action that could place them in danger. Wait for police or fire personnel.

ALARMS

First, in any alarm situation the poll workers and Registrars will be subject to the control of emergency personnel (police and fire).

If a fire or other alarm is sounded the Moderators are instructed to see to the safety of voters and poll workers first.

PAGE 3

If possible to do without danger to personnel and only with the approval of first responders, poll workers are to safeguard and remove critical polling equipment and records. The Tabulator Tender should attempt to roll the tabulator out of the polling place or remove and carry out the scanner. The Ballot Clerk should attempt to bring outside all unused ballots. Checkers should bring their official lists with them. The Moderator and Assistant Registrars should safeguard or bring out with them all important materials in their areas.

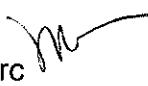
None of these actions are to be taken if they pose the slightest danger to personnel.

Per: Registrars of Voters

Mary J. Mourey

Judith Shanahan

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

DATE: March 18, 2013
TO: Richard Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: COMMUNICATIONS: Resignation Boards and Commissions

Attached is a copy of a resignation letter from Paula J. Saaf from the Hockanum River Commission. She was a valuable member of this Commissions and will be missed by fellow members, employees of the town and residents of the community.

Please place this communication on the Town Council agenda for April 2, 2013.

Thank you.

RECEIVED

MAR 14 2013

TOWN OF EAST HARTFORD
OFFICE OF THE MAYOR

March 7, 2013

20 Wynding Hills Road
East Granby, CT 06026

Mayor Leclerc
East Hartford Town Hall
740 Main St.
East Hartford, CT 06108

Dear Mayor Leclerc,

Please accept this letter as notice of my resignation from the East Hartford Hockanum River commission. I moved to East Granby in December so no longer qualify to be a board member.

Sincerely yours,

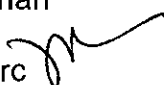
Paula J. Saaf

TOWN CLERK
EAST HARTFORD

2013 MAR 14 P 4: 13

Christy J. Cook

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

DATE: March 20, 2013
TO: Richard Kehoe, Chairman
FROM: Mayor Marcia A. Leclerc 
RE: NEW BUSINESS: State Department of Education-School Construction Grant Barnes School Asbestos Floor Tile Removal

The attached is a memo and report from the Superintendent of Schools requesting the Council's approval for the State Department of Education School Construction Grant for the Barnes School asbestos removal in the floor tile. It outlines the criteria to complete the grant application and explains the project in detail.


Please Place on the Town Council agenda for the April 2, 2013 meeting.

Thank you

C: N. Quesnel, Superintendent Board of Education

EAST HARTFORD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Honorable Mayor Marcia Leclerc

FROM: Nathan D. Quesnel 
Superintendent

DATE: March 13, 2013

SUBJECT: STATE DEPARTMENT OF EDUCATION, SCHOOL CONSTRUCTION
GRANT BARNES SCHOOL ASBESTOS FLOOR TILE REMOVAL

I wish to inform you that the Board of Education approved the referenced project with the understanding that funding would come from the BOE Capital Reserve account.

As this project is a code and health category, it is eligible for reimbursement under the State School Construction grant regulations in the amount of 72% reimbursement. In order to be eligible under the grant guidelines, the Board and the Town Council must take certain action which by way of this memo I am requesting.

The following criteria is required to complete a school construction grant application.

1. Town Council resolutions as follows:
 - a. The Council shall authorize the Board to apply for the grant; and
 - b. The Council shall approve the Board to utilize the funds in the BOE Capital Reserve account for this project which shall serve as the local share of construction costs; and
 - c. The Council shall refer the project to the Public Building Commission; and
 - d. The Council shall authorize at least the preparation of schematic drawings and specifications to begin.

Attached you will find a report from Mr. Costa, our Director of Facilities, which will explain the project in detail.

In closing, the Board has asked me to respectfully request your support and the Council's support for this project. Once the resolutions have been authorized, we will submit the required State Grant application to the Department of Education.

It is our hope that this item can be placed on the April 2, 2013 Town Council Agenda. Mr. Costa will be available to attend that meeting. If you have any questions please feel free to contact me.

Enc.
CC: A. Costa

T:\pmw\Quesnel\Barnes\Asbestos.doc



**EDUCATIONAL SPECIFICATIONS FOR
STATE DEPARTMENT OF EDUCATION GRANT
APPLICATION**

**PROJECT:
ASBESTOS ABATEMENT
BARNES ELEMENTARY SCHOOL**
305 May Road, East Hartford, CT 06118

Prepared by:
Albert S. Costa, Director of Facilities
East Hartford Public Schools
860-622-5952

March 4, 2013

**EDUCATIONAL SPECIFICATIONS FOR
STATE DEPARTMENT OF EDUCATION**

**PROJECT:
Asbestos Abatement
Barnes Elementary School**

1. **PROJECT RATIONALE**

The original school building was constructed in 1957 with one addition in 1965. Currently the academic wing of the building contains 29,300 square feet of floor area consisting of vinyl asbestos floor tile with asbestos mastic. TRC Environmental is the district's environmental consultant. The asbestos containing building materials have been inspected and tested in accordance to the United States Environmental Protection Agency's (USEPA) and State of Connecticut Department of Public Health (CTDPH) requirements for asbestos in schools.

After more than 50 years, the existing floors, which are asbestos, have reached a point where it is no longer possible to maintain or perform small repairs. The floors have well exceeded their useful life.

The proposed asbestos abatement project will be designed by a CT Licensed Asbestos consultant, once funding is in place. The design will conform to the USEPA and CTDPH standards and abatement will not be performed when school is in session. Design will also include the installation of Vinyl Composite Tile (VCT) once the abatement phase is completed. Design for abatement will include approximately 17 rooms totaling about 15,000 square feet.

2. **LONG-RANGE PLAN**

The long-range plan for the school incorporates provisions for a safe and appropriate learning environment. This project will ensure the safety and health of the students and staff. The district plans to continue to utilize the Barnes Elementary School in its current capacity for the next twenty years and beyond.

3. **THE PROGRAM**

Current space: The Barnes Elementary School includes the following instructional and support spaces: students in grades K-2, library/media center, computer labs, music room, art room, cafeteria, nurse's office, kitchen, conference room, school offices, outdoor fields, custodial services, storage and mechanical spaces.

Construction: There will not be any construction in any of these spaces.

FF&E: None.

4. **BUILDING SYSTEMS** (Not part of this project)

Security: Not applicable.
Public Address: Not applicable.
Technology: Not applicable.
Phone System: Not applicable.
Clocks: Not applicable.

5. **INTERIOR BUILDING ENVIRONMENT** (Not part of this project)

Acoustics: Not applicable.
Ceilings: Not applicable.
Lighting: Not Applicable.
HVAC: Not applicable.
Plumbing: Not applicable.
Chimney: Not applicable.
Windows/Doors: Not applicable.

6. **SITE DEVELOPMENT** (Not part of this project)

Site Acquisition: Not applicable.
Parking: Not applicable.
Drives: Not applicable.
Walkways: Not applicable.
Outdoor Athletic Facilities: Not applicable.
Landscaping: Not applicable.
Site Improvements: Not applicable.

7. **CONSTRUCTION BONUS REQUESTS**

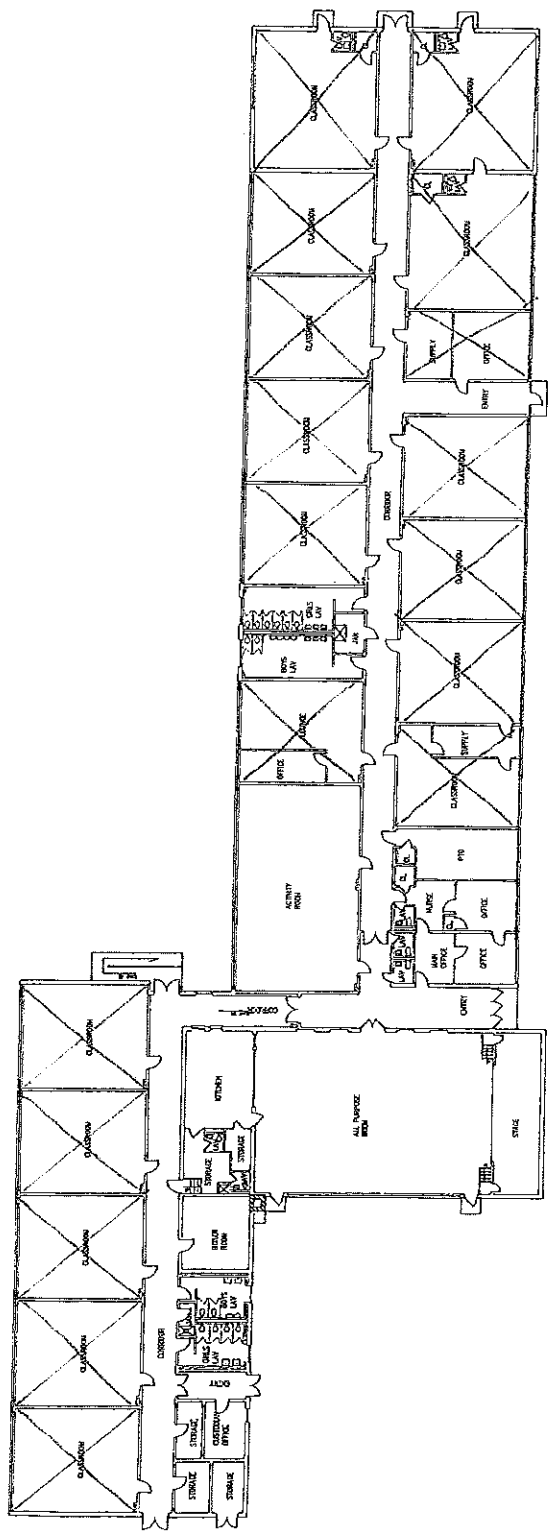
Barnes Elementary School project is not eligible for a school construction bonus.

School Readiness:	C.G.S. 10-285a(e)--Not applicable.
Lighthouse Schools:	C.G.S. 10-285a(f)--Not applicable.
CHOICE:	C.G.S. 10-285a(g), as amended--Not applicable.
Full-day Kindergarten:	C.G.S. 10-285a(h)--Not applicable.
Reduced Class Size:	C.G.S. 10-285a(h)--Not applicable.
Regional Vo-Ag Center:	C.G.S. 10-65--Not applicable.
Interdistrict Magnet School:	C.G.S. 10-264h--Not applicable.
Interdistrict Cooperative School:	C.G.S. 10-158a--Not applicable.
Regional Special Education Center:	C.G.S. 10-76e--Not applicable.

8. **COMMUNITY USES**

Barnes Elementary School was originally constructed to facilitate activities during the school hours, before and after school hours, and throughout the calendar year.

- Building Rental activities
- PTO and other Community Meetings
- YMCA
- Community Use will be able use the All Purpose Room, classrooms or the outdoor fields for activities when not used by the students.



BARNES SCHOOL

FORM ED049. PROJECT APPLICATION

State project #: TMP-043-FDNJ Facility: Barnes School - E Htfd/glstnbry
Magnet

Form Status: Signed-Off

FORM ED049. GRANT APPLICATION AND EXECUTIVE SUMMARY OF EDUCATIONAL SPECIFICATIONS FOR A SCHOOL BUILDING PROJECT

SCHOOL FACILITY INFO

Barnes School - E Htfd/glstnbry Magnet
305 MAY RD.
EAST HARTFORD, CT 06118

Note: This application must be accompanied by (A) a certified copy of the resolution or resolutions adopted by the legislative body of the applicant (i) establishing a building committee for the project; (ii) authorizing at least the preparation of schematic drawings and outline specifications for the proposed project, and (iii) authorizing the filing of the grant application, and (B) education specifications for the project and written approval of such education specifications by the district's board of education.

Contact Name: Al Costa Contact Phone: 860-622-5952

Type of Facility (choose one)

- Standard Program
 Vocational Agricultural
 Special Education
 Board of Education
 Interdistrict Cooperative
 Interdistrict Magnet

Type of Project/Construction

- | | |
|---|-------------------------------|
| <input type="checkbox"/> Facility Purchase (PF) | File Schedule 1,2,3,4 |
| <input type="checkbox"/> New Construction (N) | File Schedule 1,2,3,4,6 |
| <input type="checkbox"/> Extension of Facility (E) | File Schedule 1,2,3,4,6,8 |
| <input type="checkbox"/> Alteration of Existing Facility (A) | File Schedule 1,2,4,5,6,8 |
| <input type="checkbox"/> Relocatable Classrooms (RE) | File Schedule 1,2,3,4,6,8 |
| <input type="checkbox"/> Roof Replacement (RR) | File Schedule 1,2,7 |
| <input type="checkbox"/> Energy Conservation (EC) | File Schedule 1,2,3,4,6,8 |
| <input checked="" type="checkbox"/> Code Violation (CV) | File Schedule 1,2,5 |
| <input type="checkbox"/> Site Acquisition (PS) | File Schedule 1,2,3,4 |
| <input type="checkbox"/> Vo-Ag Equipment pursuant to CGS Section 10-65 (VE) | File Schedule 1,2 |
| <input type="checkbox"/> Renovation pursuant to CGS Sec. 10-286 (RN) | File Schedule 1,2,3,4,5,6,7,8 |
| <input type="checkbox"/> Indoor Air Quality (IAQ) | File Schedule 1,2,5 |

Complete Schedule 9 if eligible for additional reimbursement as a:

- | | |
|--|-----------------|
| <input type="checkbox"/> School Readiness Program pursuant to CGS Section 10-285a(e) | File Schedule 9 |
| <input type="checkbox"/> Lighthouse School pursuant to CGS Section 10-285a(f) | File Schedule 9 |
| <input type="checkbox"/> Interdistrict Attendance Program pursuant to CGS Section 10-285a(g) | File Schedule 9 |
| <input type="checkbox"/> Class Size Reduction Program pursuant to CGS Section 10-285a(h) | File Schedule 9 |
| <input type="checkbox"/> Full-Day Kindergarten Program Pursuant to CGS Section 10-285a(h) | File Schedule 9 |

***CERTIFICATION:** I hereby certify that the above referenced school district has been duly authorized in accordance with C.G.S. Section 10-283 to apply for and accept grants as provided in Chapter 173 of the Connecticut General Statutes and that all requirements of Section 10-287c-4 of the regulations of the state board of education pertaining to use of funds, maintaining of records and access thereto will be met.*

**FORM ED049. Schedules
Status**

State project #: TMP-043-FDNJ Facility: Barnes School - E Htfd/glstnbry
Magnet

Project Summary Info	Complete
Schedule 1 - General Project Data	Complete
Schedule 2 - Estimated Project Costs and Financing	Complete
Schedule 3 - Site and Facility Purchase	Not needed
Schedule 4 - Education Technology Infrastructure	Not needed
Schedule 5 - Codes	Complete
Schedule 6 - Space Standards	Not needed
Schedule 7 - Roof Replacement	Not needed
Schedule 8 - Extension and Alteration Detail	Not needed
Schedule 9 - Supplemental Data	Not needed
Cost Analysis Worksheet	Complete

FORM ED049. Schedule 1 General Project Data

State project #: TMP-043-FDNJ Facility: Barnes School - E Htfd/glstnbry
Magnet

a. Is this project in accordance with the district's long-term school building program established pursuant to CGS Section 10-220 ? Yes No

Explain answer:

The district plans to continue to utilize the Barnes Elementary School in its current capacity for the next twenty years and beyond.

b. Does the district intend to continue using this facility for public educational purposes for the foreseeable future ? Yes No

If 'NO', explain answer:

The district plans to continue to utilize the Barnes Elementary School in its current capacity for the next twenty years and beyond.

c. Check all applicable reasons for this project.

- Increased facility enrollment due to general student population increases.
- Increased facility enrollment due to redistricting or regrading of facilities.
- Programmatic changes within the facility.
- Correction of code violations.
- Upgrade of facility due to general age and condition.
- Replacement of existing facility.

Name of facility being replaced:

- Upgrade of facility to current voice, data and video technology standards.
- Repair to facility for damages due to catastrophic loss(flood, fire, wind, etc.).
- Energy conservation (describe):

Other(explain):

d. Within the 5 years prior to the date of this application, has the district abandoned, sold, leased, demolished or redirected the use of any school facility constructed or renovated with state assistance ? Yes No

If 'YES', provide name of facility and brief details:

FORM ED049. Schedule 2
ESTIMATED PROJECT COSTS AND FINANCING
 State project #: TMP-043-FDNJ Facility: Barnes School - E Htfd/glstnbry
 Magnet

A. Eligible Auditorium Seating Area:

a1.	Auditorium Seating Capacity	0
a2.	Total Square Footage of Auditorium	0
a3.	Square Footage of Seating Area	0
a4.	Total Construction Cost of Auditorium (excluding seats and installation)	\$0
a5.	Construction costs of seating area ((a3 / a2) x a4)	\$0
a6.	Costs of Seats and Installation (not including item a4)	\$0
a7.	Total Cost of Auditorium Seating Area (a5 + a6):	\$0

B. PROJECT FINANCING:

State School Construction Grant Payments (Progress Payments)	\$144,000
General Fund	\$56,000
Current Bonds/Notes	\$0
Future Bonds/Notes	\$0
Sub-Total General Fund/Bonding:	\$200,000
Rebates	\$0
Insurance Proceeds	\$0
Federal/Other State Grants	\$0
Other Financing Describe:	\$0
Sub-Total Other Funding:	\$0
Total Financing:	\$200,000

C. ESTIMATED PROJECT COSTS:**ELIGIBLE COSTS**

Architectural Design	\$5,000
Site Acquisition	\$0
Facility Purchase	\$0
Other Professional Fees	\$3,000
Construction (fully eligible)	\$192,000
Bonus Costs - School Readiness	\$0
Bonus Costs - Full Day K/Class Size Reduction	\$0
Equipment/Furnishings	\$0
Eligible Costs SubTotal:	\$200,000

LIMITED ELIGIBLE COSTS

Outdoor Athletic Facilities And Tennis Courts	\$0
Natorium	\$0
Eligible Auditorium Seating Area	\$0
Eligible Gymnasium Seating Area	\$0
Limited Eligible Costs SubTotal:	\$0

INELIGIBLE COSTS

Ineligible Site Acquisition Costs	\$0
Ineligible Facility Purchase Price	\$0
Ineligible Construction Costs	\$0
Ineligible Bonus Costs - School Readiness	\$0
Ineligible Bonus Costs - Full Day K/Class Size Reduction	\$0
Unauthorized Cost Increase	\$0
Contingency	\$0
Other Ineligible Costs Describe:	\$0
Ineligible Costs SubTotal:	\$0

Total Estimated Project Costs:

\$200,000

TOTAL PROJECT FINANCING MUST AGREE WITH TOTAL ESTIMATED PROJECT COSTS

FORM ED049. Schedule 5 CODES

State project #: TMP-043-FDNJ Facility: Barnes School - E Htfd/glstnbry
Magnet

**Indicate the codes being addressed by this project.
(Check all that apply)**

OSHA

ACCESS FOR PERSONS WITH DISABILITIES

Accessibility to all programs

Limited Accessibility (*describe*)

BUILDING

Building Area Limits

Seismic Analysis

Structural Load

Mixed Use

HEALTH

Asbestos

Toilet

Kitchen

Environment

FIRE

Sprinkler

Fire Alarm

HVAC

Electrical

Rating of Elements

Emergency Lighting

Rescue and Vent Windows

Other (describe work not listed above):

Cost Estimating Worksheet (Part A)


FORM ED049. Cost Estimating Worksheet (Part A)
 State project #: TMP-043-FDNJ Facility: Barnes School - E Htfd/glstnbry Magnet

Project Component	Project Cost	Square Feet	Cost per sq.ft.	NormRange Cost per sq.ft.
General Alterations				
Light	\$0	0		\$40 - 60
Medium	\$0	0		\$60 - 100
Heavy	\$0	0		\$100 - 160
Total est. cost of alterations:	\$0			

Project Component	Project Cost	Square Feet	Cost per sq.ft.	NormRange Cost per sq.ft.
Technology Infrastructure	\$0	0		Standard Not Determined
Extension	\$0	0		\$140 - 180
Energy Conservation	\$0	0		Standard Not Determined
New	\$0	0		\$175 - 225
Relocatable Classrooms (Purchased)	\$0	0		\$80,000 per unit (installed)
Roof Replacement	\$0	0		Standard Not Determined
Site Improvement	\$0	0		Standard Not Determined
Furniture, Fixtures, & Equipment	\$0	0		Standard Not Determined
Code Violation	\$0	0		Standard Not Determined
Asbestos Abatement	\$192,000	20,000	\$10	Standard Not Determined
Swing Space (Lease)	\$0	0		\$15/sq.ft. per year
SubTotal(A):	\$192,000			
Facility or Site Purchase	\$0	0		Based on appraisals

	Project Cost	% of Subtotal(A)	Norm Range % of Subtotal(A)
Project Management & Design Fees	\$8,000	4%	15 - 20 %
Other	\$0	0%	2 - 5 %
Total Est. Project Cost:	\$200,000		

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

DATE: March 21, 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 \$9,690.43 as detailed in the attached listing from our Collector of Revenue.

Please place this item on the Town Council agenda for April 2, 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: 3/21/2013

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 \$9,690.43 See attached list.

Bill	Name	Address	Property Loc/Vehicle Info	Over Paid
2011-01-0002022	BURZAWA EUGENE & ELIZABETH MARIA	96 DAVIS RD EAST HARTFORD CT 06118	96 DAVIS RD	\$ (9.00)
2011-01-0007684	CORELOGIC ATTN: REFUND UNIT DFW1-3	PO BOX 961250 FORTH WORTH TX 76161 02502	97 PENDELTON DR	\$(1,019.68)
2011-02-0040534	DINARDO ANTHONY D DMD PC	65 CONNECTICUT BLVD EAST HARTFORD CT 06108	PPD03050	\$ (792.14)
2011-03-0059964	DOAK ALMA C	4 ARNOLD DR E HARTFORD CT 06108 2908	2006/2G1WT58K069308457	\$ (55.20)
2011-01-0010381	DOVENMUEHLE MORTGAGE ATTN: REFUND UNIT DFW1-3	PO BOX 961250 FORTH WORTH TX 76161 02502	622 OAK ST	\$(2,887.69)
2011-03-0060501	DUNCAN LINDA K	140 SAWKA DR E HARTFORD CT 06118 1323	2006/JTDKB20UX63175297	\$ (210.10)
2011-03-0060733	EAN HOLDINGS LLC	6929 N LAKEWOOD AVE TULSA OK 74117	2010/1C3CC4FB4AN211439	\$ (118.32)
2011-03-0060744	EAN HOLDINGS LLC	6929 N LAKEWOOD AVE TULSA OK 74117	2011/1C3BC4FB3BN521627	\$ (45.14)
2011-03-0060745	EAN HOLDINGS LLC	6929 N LAKEWOOD AVE TULSA OK 74117	2011/1C3BC1FB7BN521628	\$ (47.48)
2011-03-0060770	EAN HOLDINGS LLC	6929 N LAKEWOOD AVE TULSA OK 74117	2011/1J4RR4GG5BC640207	\$ (76.24)
2011-03-0060806	EAN HOLDINGS LLC	6929 N LAKEWOOD AVE TULSA OK 74117	2010/1B3CB4HA4AD652157	\$ (40.26)
2011-03-0060842	EAN HOLDINGS LLC	6929 N LAKEWOOD AVE TULSA OK 74117	2012/1C4RDJDG7CC110796	\$ (72.10)
2011-03-0060874	EAN HOLDINGS LLC	6929 N LAKEWOOD AVE TULSA OK 74117	2011/2G1WF5EK3B1307176	\$ (46.90)
2011-03-0060878	EAN HOLDINGS LLC	6929 N LAKEWOOD AVE TULSA OK 74117	2011/1B3BD4FB0BN578457	\$ (47.84)
2011-03-0060886	EAN HOLDINGS LLC	6929 N LAKEWOOD AVE TULSA OK 74117	2011/1D4RE4GG9BC705015	\$ (77.06)
2011-03-0060898	EAN HOLDINGS LLC	6929 N LAKEWOOD AVE TULSA OK 74117	2011/4T1BF3EK4BU739236	\$ (49.80)
2011-03-0060906	EAN HOLDINGS LLC	6929 N LAKEWOOD AVE TULSA OK 74117	2011/4T1BF3EK5EU218638	\$ (49.80)
2011-03-0060915	EAN HOLDINGS LLC	6929 N LAKEWOOD AVE TULSA OK 74117	2011/3GNBAPFW2B5653901	\$ (43.18)
2011-03-0061861	FERREIRA ARLINDO OR DIORIO ELIANE M	43 SPARROWBUSH RD E HARTFORD CT 06108 1229	2007/2T1BR32E17C772046	\$ (20.00)
2011-02-0042197	FMI PAINT & CHEMICAL INC	14 EASTERN PARK RD EAST HARTFORD CT 06108	PPF01364	\$ (17.61)
2011-04-0083073	GONZALEZ GRISELLE	80 CUMMINGS ST E HARTFORD CT 06108 2945	1998/2T1BR12E3WC004197	\$ (121.95)
2011-01-0006127	GRECO PETER A	168 ANDOVER RD EAST HARTFORD CT 06108	168 ANDOVER RD	\$ (30.00)
2011-01-0007412	GUILIETTI JESSICA Y	214 FOSTER ST SOUTH WINDSOR CT 06074	36-38 BIDWELL AVE	\$ (338.86)
2011-03-0067538	INTERIOR DRYWALL SYSTEM	18 CALLAHAN LN E HARTFORD CT 06118 2900	2002/YV1SZ58DX21051001	\$ (20.15)
2011-01-0008460	LEONARD JOHN W & MARGARET H	264 FOREST ST EAST HARTFORD CT 06118	172 FOREST ST	\$ (456.36)
2011-01-0008461	LEONARD JOHN W & MARGARET H	264 FOREST ST EAST HARTFORD CT 06118	172 FOREST ST	\$ (198.98)
2011-01-0009129	MARKS ANNETTE S & ALLAN S	1130 MAHOGANY WAY DELRAY BEACH FL 33445	48 CRESTWOOD TR	\$ (179.09)

2011-03-0072497	MARTINEZ CARMEN M	3 OVERBROOK DR E HARTFORD CT 06118 3143	2007/WBAWW53547P077274	\$ (30.00)
2011-03-0075148	MURPHY JAMES J OR MURPHY JANE	22 KIRKWOOD DR E HARTFORD CT 06118 1310	2003/2MEFM75W93X679016	\$ (211.38)
2011-01-0011521	PHAM TANH CONG & LE THAI	21 JOHN ST EAST HARTFORD CT 06108	21 JOHN ST	\$ (18.00)
2011-03-0081718	ROWE LINDA A	15 HARVEST LN E HARTFORD CT 06118 3525	1996/1N4BUS1D8TC153766	\$ (28.50)
2011-01-0013839	SPRING KENNETH M & RITA K	62 BRITT RD EAST HARTFORD CT 06118	62 BRITT RD	\$ (7.87)
2011-04-0087651	TENNANT KELLY L	99 MALLARD DR E HARTFORD CT 06118 2919	2012/JTDBU4EE8C9179347	\$ (60.81)
2011-01-0013095	TOCE DOMINIC C & LINDA E	80 SKYLINE DR EAST HARTFORD CT 06118	80 SKYLINE DR	\$ (35.00)
2011-01-0008322	WELLS FARGO REAL ESTATE TAX SERVICE ATTN: FINANCIAL SUPPORT - REGION 1	1 HOME CAMPUS X2302-04D DES MOINES IA 50328	41-43 WELLS AVE	\$ (2,087.94)
2011-03-0088822	WILLIAMS JULIET	42 MOHAWK DR E HARTFORD CT 06108 1633	2007/1HGCM56707A205519	\$ (40.00)
2011-03-0088987	WILSON JAMES H OR WILSON MARY F	127 GREEN MANOR DR E HARTFORD CT 06118 3521	2009/ZG1WUJ57M591293960	\$ (100.00)
TOTAL				\$ (9,690.43)

MARCLA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

Police Department

31 School Street

East Hartford, Connecticut 06108

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

MARK J. SIROIS
CHIEF OF POLICE

March 14, 2013

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

**Re: Outdoor Amusement Permit Application -
"Great River Park Car Show"**

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 car show for viewing with awards and live musical entertainment. The Car Show will take place at **Great River Park on Thursday, May 9, 2013**. Event hours, which include set up and take down, are **between 3:30 PM and 8:30 PM**. A live band will provide music between **6PM and 8PM** at the Great River Park Amphitheater.

A rain date of **Thursday, May 16, 2013** is requested and the event, if necessary, will utilize the same times for the car show and music.

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

The **Health Department** recommends approval of the application provided that any required food service permits be secured prior to the event.

The **Inspections & Permits Department** states that permits for tents and electrical may be required.

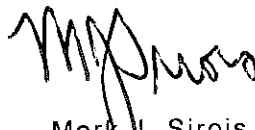
The **Police Department** conducted a review of the application and the following comment/recommendation is made:

- The Police Department can provide adequate police protection for this event. The site is suitable for the proposed amusement, the crowd is of a moderate size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.

- In the event that the police manpower required for this event exceeds the Department's normal Patrol complement, some overtime hiring may be necessary. The anticipated cost to the Department for the provision of support services related to the event is \$390.00

Respectfully submitted for your information.

Sincerely,



Mark J. Sirois
Chief of Police

xc:
Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcin 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: **Great River Park Car Show, East Hartford CT, E. H. Parks and Recreation**
2. Date(s) of Event: **Thursday May 9th, 2013, (Rain Date May 16th, Thursday)**
3. Applicant's name, home & work phone numbers, home address, and e-mail address:
**East Hartford Parks and Recreation Department
Ted Fravel, Director East Hartford Parks and Recreation**
4. If partnership, corporation, club, or association, list names of all partners or officers and business address.
5. List the location of the proposed amusement: (Name of facility and address)
Great River Park, East River Drive
6. List the dates and hours of operation for each day (if locations changes on a particular day, please list):
Thursday, May 9th, 2013, Set up 3:30 pm – Close 8:30 pm
7. Provide a detailed description of the proposed amusement:
**Event Set Up & Car Show Invitees Parking begins at 3:30 pm
Car Show Awards 7 pm
Car Show Viewing 5:30 – 8 pm
Live Band Contemporary Music, 6 pm – 8 pm, Great River Amphitheater
Take Down and Clean Up 8pm**
8. Will Music or Other Entertainment Be Provided Out-Of-Doors?

X Yes Live Band No
 - a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? **No**
9. What is the expected age group(s) of participants? **25 years and up**
10. What is the expected attendance at the proposed amusement:
(If more than one performance, indicate time/ day / date and anticipated attendance for each.)
200 participant's (cars) 500 – 800 attendees

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:
500 – 800 attendees, passive event, viewing classic automobiles, trophies awarded
 - b. Traffic Control and Flow Plan at Site & Impact on Surrounding/ Supporting Streets:
Parking Plan with Individuals Attending Event Park on East River Drive has been approved by the Police Department
Show Cars Parked in Great River Parking Lot
 - c. Parking Plan On Site & Impact on Surrounding/ Supporting Streets: No Impact, No Street Closures
 - d. Noise Impact on Neighborhood: None
 - e. Trash & Litter Control Plan for the Amusement Site and Surrounding Community During and Immediately After the Proposed Amusement: Use of Parks and Recreation Staff, Park Rangers
 - f. List expected general disruption to neighborhood's normal life and activities: Boat Launch to be closed during event
 - 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
No Street Closures, Park is accessible for emergency vehicles, Rangers will have all phone numbers to contact emergency personnel. P & R staff to work with police and emergency services.
 - b. Provisions for Notification of Proper Authorities in the Case of an Emergency:
East Hartford Park Rangers Trained for Emergency's.
 - c. Any Provision for On-Site Emergency Medical Services:
Department will Staff with Trained in CPR and First Aid
 - d. Crowd Control Plan:
Police and Park rangers
 - e. If on Town Property, the Plan for the Return of the Amusement Site to Pre-Amusement Condition:
Parks and Recreation staff to evaluate grounds before event and walk through after event.
 - f. Provision of sanitary facilities:
On Site Facilities
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. Food Provided by River Front Recapture Vendor
14. Does the Proposed Amusement Involve the Sale and/or Provision of Alcoholic Beverages to Amusement Attendees,

Yes No Alcoholic Beverages will be served / provided.

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

a. For Such Sale or Provision,

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

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

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

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

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

a. False Statement is a Class A Misdemeanor.

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

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

Ted Frank

(Applicant Signature)

Ted Frank

(Printed Name)

2/28/13

(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: Carmel Frank

Employee Number: 9019

Date & Time Signed: Feb 28, 2013

1:35 ~~AM~~ PM

Time remaining before event 30+ days.

FIN



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **May 9, 2013**
Rain date: **May 16, 2013**

Event: **Great River Park Car Show**

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

Anticipated Cost(s) if known \$ 0

William Perez, Assistant Fire Chief
Signature

March 11, 2013
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 9, 2013
Rain date: May 16, 2013

Event: Great River Park Car Show

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

Anticipated Cost(s) if known \$ MDC Covering Costs

Ted Fravel
Signature

3/12/13
Date

Comments:

Frank, Carol

From: Bockus, Tim
Sent: Monday, March 11, 2013 10:37 AM
To: Frank, Carol
Subject: RE: Great River Park Show

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: Thursday, February 28, 2013 14:07
To: Vibberts, Richard; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Uhrig, Jim; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sirois, Mark; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau
Subject: Great River Park Show

Good afternoon all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Thursday, March 14, 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: Friday, March 01, 2013 9:27 AM
To: Frank, Carol
Subject: RE: Great River Park Show

No issues. Rich

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

From: Frank, Carol
Sent: Thursday, February 28, 2013 14:07
To: Vibberts, Richard; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Uhrig, Jim; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sirois, Mark; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau
Subject: Great River Park Show

Good afternoon all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Thursday, March 14, 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: Bennett, Cindy
Sent: Tuesday, March 12, 2013 8:55 AM
To: Frank, Carol
Subject: RE: Risk Management Reviews

Hi carol, sorry about that. The ones that a town dept or commission sponsors fall under the Towns liability program so no ins needed. That is the case with the snow dash and fall fest. For riverfront recapture, I will need just one certificate of insurance for 1 million liability naming the Town as an additional insured for all sponsored events taking place in EH.

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

From: Frank, Carol
Sent: Tuesday, March 12, 2013 8:46 AM
To: Bennett, Cindy
Subject: Risk Management Reviews

Good morning Cindy.

I just wanted to send out a quick reminder because we currently have so many applications out for review. I have looked and don't see where I received reviews for a few events. I know in some cases there's a day or so before reviews are due but I figured while I was looking, I'd mention all events I'm waiting for.

Brian Aselton Snow Dash - Review due today
24th Annual Fall Fest - Review due today

Head of the Riverfront Rowing Regatta (Riverfront Recap event) - due tomorrow
Riverfront U.S. Title Powerboat Races (Riverfront Recap event) - due tomorrow

Great River Park Car Show - Review due March 14

Thanks so much and if you've already sent them, could you please send them again?

Carol

Insp. + Permits



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 9, 2013
Rain date: May 16, 2013

Event: Great River Park Car Show

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

Anticipated Cost(s) if known \$ _____

Milton Gregory Green 2/28/13
Signature DIR. OF INSPECTIONS & PERMITS Date

Comments:

PER 5-3 MY APPROVAL IS NOT REQUIRED.
PERMITS FOR TENTS & ELECTRICAL MAY BE REQUIRED.

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

Police Department

31 School Street

East Hartford, Connecticut 06108

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

MARK J. SIROIS
CHIEF OF POLICE

March 21, 2013

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

Re: Memorial Day Parade - 2013

Dear Chairman Kehoe:

Attached please find the parade permit application for the Town of East Hartford Patriotic Commission, which seeks a permit to conduct the Town's annual Memorial Day Parade on **Monday, May 27, 2013**, from **9:30 AM to approximately 12:00 noon**. The permit is sought in accordance with Town Ordinance TO 5-1(b).

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

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

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

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

- The applicant shall obtain a highway use permit from the DOT District 1 Office for the closure and detour of Burnside Avenue (Rte. 44).
- The applicant shall coordinate the placement of barricades and signs with the Department of Public Works.
- Anticipated cost to Public Works for this event is **\$5,000.00.**

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

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

Anticipated cost to the Department for this event is \$12,000.00.

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


Bidwell Street	Moore Avenue
Church Street	Price Court
Elmer Street	School Street
Francis Street	Scotland Road
Hanmer Street	Terry Street
Howard Court	Williams Street
Larrabee Street	Wind Road

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

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

Respectfully submitted for your information.

Sincerely,


Mark J. Siros
Chief of Police

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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



Mark J. Sirois
Chief of Police

OUTDOOR AMUSEMENT PERMIT APPLICATION

1. Name of Event: East Hartford Memorial Day Parade
2. Date(s) of Event: May 27, 2013
3. Applicant's name, home & work phone numbers, home address, and e-mail address :Margaret Byrnes, 860-528-3271 - , 57 Garvan St., EH 06108 Thebyrneses@comcast.net
4. If partnership, corporation, club, or association, list names of all partners or officers and business address.
East Hartford Patriotic commission, 740 Main St.
5. List the location of the proposed amusement: (Name of facility and address) Burnside Avenue to Hillside Ave.
6. List the dates and hours of operation for each day (if locations changes on a particular day, please list):
May 27, 2013, 9:30 AM to Noon
7. Provide a detailed description of the proposed amusement: See previous applications
8. Will Music or Other Entertainment Be Provided Out-Of-Doors?
X Yes No
 - a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? Same as parade
9. What is the expected age group(s) of participants? Birth to oldest residents
10. What is the expected attendance at the proposed amusement: Hopefully many
(If more than one performance, indicate time / day / date and anticipated attendance for each.)
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:

See prior parades

- b. Traffic Control and Flow Plan at Site & Impact on Surrounding / Supporting Streets:
See parade book at headquarters
 - c. Parking Plan On Site & Impact on Surrounding / Supporting Streets:
Same as above
 - d. Noise Impact on Neighborhood:
Same as above
 - e. Trash & Litter Control Plan for the Amusement Site and Surrounding Community During and Immediately After the Proposed Amusement:
 - f. List expected general disruption to neighborhood's normal life and activities:
 - g. Other Expected Influence on Surrounding Neighborhood:
12. Provide a Detailed Plan for the Following: See parade book at Police Headquarters
- a. Accessibility of Amusement Site to Emergency, Police, Fire & Medical Personnel and Vehicles:
 - b. Provisions for Notification of Proper Authorities in the Case of an Emergency:
 - c. Any Provision for On-Site Emergency Medical Services:
 - d. Crowd Control Plan:
 - e. If on Town Property, the Plan for the Return of the Amusement Site to Pre-Amusement Condition:
 - f. Provision of sanitary facilities:
13. Will food be provided, served, or sold on site:
- Food available Yes No AND contact has been made with the East Hartford Health Department Yes No.
14. Does the Proposed Amusement Involve the Sale and/or Provision of Alcoholic Beverages to Amusement Attendees,
- Yes No Alcoholic Beverages will be served / provided.
- If 'YES', Describe, In Detail, Any and All Arrangements and What Procedures Shall Be Employed:
- a. For Such Sale or Provision,
 - b. To Ensure That Alcohol Is Not Sold or Provided to Minors or Intoxicated Persons.
- Check if Copy of the Liquor Permit, as Required by State Law, is included with application.
15. Include any other information which the applicant deems relevant (ie: time waivers and fee waiver requests should go here):

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

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

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

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

Margaret A. Byrnes
(Applicant Signature)

Margaret a. Byrnes
(Printed Name)

Februart 27, 2013
(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:

YES
 YES
 YES
 YES

NO
 NO NIA
 NO
 NO

Received By: Carole Frank

Employee Number. 9019

Date & Time Signed: March 14, 2013 7:47 AM ~~PM~~

Time remaining before event: 30 days.

Fire Dept



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **May 27, 2013**

Event: **Memorial Day Parade 2013**

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

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

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

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

Anticipated cost(s) if known \$ 0

William Perez, Assistant Fire Chief
Signature

March 14, 2013

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: Memorial Day Parade 2013

Applicant: Margaret Byrnes, East Hartford Patriotic Commission

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

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

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

Anticipated cost(s) if known \$ _____

John A. [Signature]
Signature

3/12/13
Date

Comments:

Frank, Carol

From: Bockus, Tim
Sent: Monday, March 18, 2013 4:45 PM
To: Frank, Carol
Subject: RE: Memorial Day Parade - 2013

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

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

Anticipated cost to Public Works for this event is \$5,000.

Tim Bockus
Director of Public Works
Town of East Hartford
740 Main Street
East Hartford, CT 06108
Phone (860) 291-7361
Fax (860) 291-7370
TBockus@easthartfordct.gov

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

From: Frank, Carol
Sent: Monday, March 04, 2013 08:11
To: Vibberts, Richard; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Uhrig, Jim; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sirois, Mark; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau
Subject: Memorial Day Parade - 2013

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, March 18, 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 Council

Frank, Carol

From: Gentile, Richard
Sent: Monday, March 04, 2013 8:37 AM
To: Frank, Carol; Vibberts, Richard; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Uhrig, Jim; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sirois, Mark; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau
Subject: RE: Memorial Day Parade - 2013

Refers to documents that I do not have., although I think these documents go more towards traffic, crowd control etc. I will sign off for the Corporation Counsel's Office since this is our annual event and it is well-run and organized. Rich

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

From: Frank, Carol
Sent: Monday, March 04, 2013 08:11
To: Vibberts, Richard; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Uhrig, Jim; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sirois, Mark; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau
Subject: Memorial Day Parade - 2013

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

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

Regards,

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

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

Risk Mngmt

Frank, Carol

From: Bennett, Cindy
Sent: Monday, March 04, 2013 8:13 AM
To: Frank, Carol
Subject: RE: Memorial Day Parade - 2013

Patriotic commission event will fall under the Town's self ins program. No certificate needed

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

From: Frank, Carol
Sent: Monday, March 04, 2013 8:11 AM
To: Vibberts, Richard; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Uhrig, Jim; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sirois, Mark; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau
Subject: Memorial Day Parade - 2013

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, March 18, 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

MARCLA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

Police Department

31 School Street

East Hartford, Connecticut 06108

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

MARK J. SIROIS
CHIEF OF POLICE

March 21, 2013

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

**Re: Outdoor Amusement Permit Application -
"Town of East Hartford Wellness Fair"**

Dear Chairman Kehoe:

Attached please find the amusement permit application submitted by **Eliza's Energy Source by Eliza Kearsse-Westberry, its owner**. The applicant seeks to conduct a **Wellness Fair on the Town Green on Sat., June 1, 2013, from 10 AM – 2 PM** with music on the same date and time. The fair will include dance and fitness demonstrations, various health screenings and demonstrations of its Healing Arts program. In the event of inclement weather, the activities will be held inside the Community Cultural Center.

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

The **Health Department** recommends approval of the application provided the appropriate Food Service permits are obtained at least 2 weeks prior to the event.

Corporation Counsel states that applicant will need to sign the Town's License Agreement for use of the Town Green.

The **Inspections & Permits Department** states that permits for electrical or tent installations may be required.

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

- The Police Department can provide adequate police protection for this event. The site is suitable for the proposed amusement, the crowd is of a moderate size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.

- In the event that the police manpower required for this event exceeds the Department's normal Patrol complement, some overtime hiring may be necessary.
- The anticipated cost to the Department for the provision of support services related to the event is \$1,000.00.

Respectfully submitted for your information.

Sincerely,



Mark J. Sirois
Chief of Police

xc:
Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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



Mark J. Sirois
Chief of Police

OUTDOOR AMUSEMENT PERMIT APPLICATION

1. Name of Event: Town of East Hartford Wellness Fair
2. Date(s) of Event: June 1, 2013
3. Applicant's name, home & work phone numbers, home address, and e-mail address:

Eliza's Energy Source
By: Eliza Kearsse-Westberry
860-997-1703
910 Burnside Ave, East Hartford CT
eliza@elizasenergysource.com
4. If partnership, corporation, club, or association, list names of all partners or officers and business address.
Eliza Kearsse-Westberry
860-997-1703
910 Burnside Ave, East Hartford CT
eliza@elizasenergysource.com
5. List the location of the proposed amusement: (Name of facility and address)
Town Green, 50 Chapman Place, East Hartford, CT. 06108
In case of rain East Hartford Community Center, 50 Chapman Place, East Hartford, CT. 06108
6. List the dates and hours of operation for each day (if locations changes on a particular day, please list):
June 1, 2013 10am – 2pm
7. Provide a detailed description of the proposed amusement:
This event is a Wellness Fair to help inform and encourage the participants to become healthier. By providing different vendors, we hope to educate everyone on ways to have fun while improving their health status. We will have demonstrations provided to encourage patrons to make healthier nutritional choices and fitness goals as well as improving their overall wellness lifestyle. Demonstrations will include but not limited to exercise, cooking, unartial arts, and dance. A variety of health screenings will be offer such as chiropractic, bone density, vein screenings, rectal and colon cancer, blood pressure, cholesterol and more., The final componeut will include our Healing Arts program offering demonstrations on Reiki, Reflexology, Massage Therapy, BioMat Feedback, Acupuncture, and much more.
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)?
Same day and location 10am – 2 pm
9. What is the expected age group(s) of participants?
All Ages - Family Event
10. What is the expected attendance at the proposed amusement: Town Residents and Neighboring Towns Residents
(If more than one performance, indicate time / day / date and anticipated attendance for each.)
DJ playing music 10-2pm
30 min demonstrations (Order of performances may change)
Senior Fitness 11:00am
Kettle Bell Boot Camp 11:30am
Zumba 12:00pm
Yoga or Pilates 12:30pm
Dance Group 1:00pm
Karate 1:30pm
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: Town residents, friends, and family
 - b. Traffic Control and Flow Plan at Site & Impact on Surrounding / Supporting Streets: Traffic flow from Main Street and connecting streets through the town green to the parking lots adjacent to the park and the community center parking lot.
 - c. Parking Plan On Site & Impact on Surrounding / Supporting Streets: Minimal impact because there is ample parking available at the town green, community center, and neighboring streets.
 - d. Noise Impact on Neighborhood: Minimal noise impact on neighborhood because music will be playing during normal business hours 10-2pm at an appropriate level. Normal noise level of people participating at a fair.
 - e. Trash & Litter Control Plan for the Amusement Site and Surrounding Community During and Immediately After the Proposed Amusement: Town of East Hartford's Park and Recreation Department will provide trash cans will make sure trash is removed.
 - f. List expected general disruption to neighborhood's normal life and activities: Increased traffic flow, pedestrians, and cars parked on side streets.
 - g. Other Expected Influence on Surrounding Neighborhood: Positive influence to the surrounding neighborhood allowing residents to enjoy a fun filled day learning how to improved their overall health status.
12. Provide a Detailed Plan for the Following:

- a. Accessibility of Amusement Site to Emergency, Police, Fire & Medical Personnel and Vehicles: All emergency vehicles and personal would have full access to the amusement site. These agencies will also be invited to participate as vendors at the event.
- b. Provisions for Notification of Proper Authorities in the Case of an Emergency: A representative from Eliza's Energy Source or the Parks and Recreation Department would access the situation and contact the proper authorizes in case of an emergency. Eliza Kearsse-Westberry owner of Eliza's Energy Source will be the main Representative and a representative from the Parks and Recreation Department.
- c. Any Provision for On-Site Emergency Medical Services: A basic first aid kit will be available on site however, in case of an emergency the proper town authorities would be contacted.
- d. Crowd Control Plan: Eliza's Energy Source and the Town of East Hartford Parks and Recreation staff will direct the flow of traffic and monitor crowd control.
- e. If on Town Property, the Plan for the Return of the Amusement Site to Pre-Amusement Condition: All trash, equipment used for the fair, and signage will be removed at the end of the fair during clean up. Eliza's Energy Source will make arrangements with the Town of East Hartford's Parks and Recreation Department to ensure the areas used will be cleaned and returned to Pre-Amusement Condition at the end of the fair on June 1, 2013.
- f. Provision of sanitary facilities: The Town of East Hartford's Parks and Recreation Department will provide trash cans and dispose of the trash on Monday after the end of the event.

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): All Vendors will provide the Town of East Hartford with an Additional Insurer Policy prior to the event.

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.

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:

Eliza Westberry
(Applicant Signature)

Eliza Westberry
(Printed Name)

2/20/13
(Date Signed)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO *N/A*

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

Received By:

Carl A Frank

Employee Number:

9019

Date & Time Signed:

March 6, 2013

7:56 AM ~~PM~~

Time remaining before event:

30+

days.



Date: February 20, 2013

RE: Outdoor Event Application

Subject: Fee Waiver

To: Ms. Carol Frank

I am submitting this letter to request a fee waiver for our Application to offer an Outdoor Town of East Hartford Wellness Fair on the Town Green, June 1, 2013 from 10:00am-2:00pm. I am requesting a fee waiver because this event will be presented in cooperation with the Parks and Recreation Department.

I have included the following items with this request:

- A. Outdoor Event Application
- B. Outdoor Event Signature Page
- C. Additional Insurer Insurance Certificate

Please feel free to contact me if you have any questions.

Respectfully Submitted,

Eliza Kearse-Westberry

Eliza

Eliza Kearse-Westberry, MS, Owner
Eliza's Energy Source, "The Fitness Creators," LLC
Doctoral Candidate University of Phoenix
Certified Work Place Wellness Coordinator
EES: 997-1703

Cc: Jim Uhrig

Exercise Livens Inspires Zestful Attitudes

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).

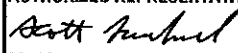
PRODUCER Elite Risk Insurance Solutions 423 31st Street Newport Beach California 92663	CONTACT NAME: Jeff Kleid
	PHONE (A/C, No. Ext): 800-596-0969 FAX (A/C, No): 888-827-1185 E-MAIL ADDRESS: ptl@eliterisk.com
INSURER(S) AFFORDING COVERAGE	
INSURER A: Nationwide Mutual Insurance Company	NAIC # 23787
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** W00224339 **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.

NSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YY)	POLICY EXP (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	X		6BRPG0000005155500	09/07/2012 12:01 AM EDT	09/07/2013 12:01 AM	EACH OCCURRENCE	\$2,000,000
X	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$2,000,000
							GENERAL AGGREGATE	\$5,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS-COMP/OP AGG	\$2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PROFESSIONAL LIABILITY	\$2,000,000
							LEGAL LIAB TO PARTICIPANTS	\$2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea Accident)	
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident)	
	<input type="checkbox"/> SCHEDULED AUTOS							
	<input type="checkbox"/> NON-OWNED AUTOS							
	Not provided while in Hawaii							
	UMBRELLA LIAB						EACH OCCURRENCE	
	<input type="checkbox"/> OCCUR						AGGREGATE	
	EXCESS LIAB							
	<input type="checkbox"/> CLAIMS-MADE							
	DED <input type="checkbox"/> RETENTION							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS	OTHER
	ANY PROPRIETORSHIP/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. OISEASE -- EA EMPLOYEE	
							E.L. DISEASE -- POLICY LIMIT	
	MEDICAL PAYMENTS FOR PARTICIPANTS						PRIMARY MEDICAL	
							EXCESS MEDICAL	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Abuse, Molestation, Harassment or Sexual Conduct Defense Cost Reimbursement - Limit \$100,000
 Certified Instructor of: Aerobics, Cardio kickboxing, Children's fitness programs, Country western, Exercise, Fitness Boot camp, Personal training, Pilates, Strength, Yoga, ZUMBA (R)
 The certificate holder is added as an additional insured, but only with respect to the liability arising out of the operations of the insured named above.

CERTIFICATE HOLDER Town of East Hartford, Parks and Recreation Dept 50 Chapman Place East Hartford, CT 06108 (Owner/Lessor of Premises)	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 
--	--

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: **June 1, 2013**

Event: **Town of East Hartford Wellness Fair**

Applicant: **Eliza's Energy Source by Eliza Kearse-Westberry, its owner**

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

Anticipated Cost(s) if known \$ 0

William Perez, Assistant Fire Chief
Signature

March 19, 2013
Date

Comments:

Health Dept



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: June 1, 2013

Event: Town of East Hartford Wellness Fair

Applicant: Eliza's Energy Source by Eliza Kearsse-Westberry, its owner

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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

Anticipated Cost(s) if known \$ _____ unknown yet _____

Signature

3/7/13
Date

Comments:

The Health Department has not yet been contacted by this applicant. Approval recommended provided that appropriate food service permits are obtained at least two weeks prior to the event.



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. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: June 1, 2013

Event: Town of East Hartford Wellness Fair

Applicant: Eliza's Energy Source by Eliza Kearse-Westberry, its owner

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

Anticipated Cost(s) if known \$ _____

[Signature]
Signature

3/12/13
Date

Comments:

Frank, Carol

From: Bockus, Tim
Sent: Monday, March 11, 2013 11:14 AM
To: Frank, Carol
Subject: RE: Town of East Hartford Wellness Fair

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

No anticipated costs to the Department.

Tim Bockus
Director of Public Works
Town of East Hartford
740 Main Street
East Hartford, CT 06108
Phone (860) 291-7361
Fax (860) 291-7370
TBockus@easthartfordct.gov

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

From: Frank, Carol
Sent: Wednesday, March 06, 2013 08:44
To: Vibberts, Richard; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Uhrig, Jim; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sirois, Mark; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau
Subject: Town of East Hartford Wellness Fair

Good morning all.

Attached please find the Outdoor Amusement Permit Application, Certificate of Insurance and Fee Waiver request letter along with your Director's Review and Notice in connection with the above captioned event.

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Wednesday, March 20, 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, March 06, 2013 9:07 AM
To: Frank, Carol
Subject: RE: Town of East Hartford Wellness Fair

Ok with me but they will need to sign the Town's license Agreement for the use of the Town Green.

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

From: Frank, Carol
Sent: Wednesday, March 06, 2013 08:44
To: Vibberts, Richard; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Uhrig, Jim; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sirois, Mark; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau
Subject: Town of East Hartford Wellness Fair

Good morning all.

Attached please find the Outdoor Amusement Permit Application, Certificate of Insurance and Fee Waiver request letter along with your Director's Review and Notice in connection with the above captioned event.

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Wednesday, March 20, 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

Risk Mngmt - COI acceptable

Frank, Carol

From: Bennett, Cindy
Sent: Wednesday, March 06, 2013 10:45 AM
To: Frank, Carol
Subject: RE: Town of East Hartford Wellness Fair

I did not scroll all the way down sorry about that-certificate is acceptable.

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

From: Frank, Carol
Sent: Wednesday, March 06, 2013 8:44 AM
To: Vibberts, Richard; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Uhrig, Jim; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sirois, Mark; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau
Subject: Town of East Hartford Wellness Fair

Good morning all.

Attached please find the Outdoor Amusement Permit Application, Certificate of Insurance and Fee Waiver request letter along with your Director's Review and Notice in connection with the above captioned event.

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Wednesday, March 20, 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

Insp. + Permits



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: **June 1, 2013**

Event: **Town of East Hartford Wellness Fair**

Applicant: **Eliza's Energy Source by Eliza Kearse-Westberry, its owner**

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

Anticipated Cost(s) if known \$ _____

Milton Gregory Crew

Director of Inspections & Permits
Signature _____

03/09/2013
Date

Comments:

Per 5-3 my review is not required. Permits for electrical or tent installations may be required.

MARCLIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

Police Department

81 School Street

East Hartford, Connecticut 06108

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

MARK J. SIROIS
CHIEF OF POLICE

March 14, 2013

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

Re: Outdoor Amusement Permit Application
"Head of the Riverfront Rowing Regatta"

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application from **Riverfront Recapture** by **Jessica Leone, Public Events Manager**. The applicant seeks to conduct a rowing regatta on the Connecticut River on **Sunday, October 6, 2013** from **6 AM – 5 PM** with a **Flood and Rain Date** of **Sunday, November 3, 2013** during the same hours.

The regatta will begin at the Charter Oak Landing in Hartford and less than 1,000 people are expected to be on the Great River Park side of the river in East Hartford.

As part of Riverfront Recapture's agreement with the Town, the applicant requests this event be considered a Town of East Hartford sponsored event and therefore all fees including those for municipal services such as Police, Fire, Ambulance and Public Works be waived.

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

The **Fire Department** approves the application as submitted and comments that the approximate cost to the Town will be **\$1,250.00.**

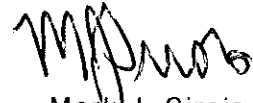
The **Police Department** conducted a review of the application and the following comments/recommendations are made:

- The site is suitable for the proposed amusement, the crowd is of a moderate size and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.

- In the event that the police manpower required for this event exceeds the Department's normal Patrol Complement, some overtime hiring may be necessary.
- The anticipated cost to the Department for the provision of support services related to the event is \$780.00

Respectfully submitted for your information.

Sincerely,



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: Head of the Riverfront Regatta
2. Date(s) of Event: Sunday, October 6th, 2013 / Flood and Rain Date: Sunday, November 3rd, 2013
3. Applicant's name, home & work phone numbers, home address, and e-mail address:
Riverfront Recapture – Jessica Leone, Public Events Manager
50 Columbus Blvd, First Floor
Hartford, CT 06106
860.713.3131 ext. 329
jleone@riverfront.org

On Site Contact – Chris Hayes, Riverfront Recapture's Assistant Director of Rowing – 860.966.1504
4. If partnership, corporation, club, or association, list names of all partners or officers and business address.
Same as #3
5. List the location of the proposed amusement: (Name of facility and address)
Great River Park, 333 East River Drive, East Hartford
6. List the dates and hours of operation for each day (if locations changes on a particular day, please list):
Sunday, October 6th 6:00am to 5:00pm
7. Provide a detailed description of the proposed amusement:
Rowing Regatta on the CT River and utilizing Riverside Park, Hartford, Mortensen Riverfront Plaza, Hartford, and Great River Park, East Hartford
 - In Great River Park:
 - Boat Launch will be closed to public access on day of event
 - 1 10x10 registration tent will be located at the top (east end) of the boat ramp
 - 20-30 cars with one or two person rowing shells on top will be parking in the park
 - These boats will launch from the boat launch
 - Need for discretionary on-water support
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?
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.) Less than 300 at Great River Park; 10,000 overall (Hartford)
11. Provide a detailed description of the proposed amusement's anticipated impact on the surrounding community. Please comment on each topic below:
- a. Crowd Size Impact: Minimal to none
 - b. Traffic Control and Flow Plan at Site & Impact on Surrounding / Supporting Streets: None
 - c. Parking Plan On Site & Impact on Surrounding / Supporting Streets: Parking within park system; minimal to no impact on surrounding streets
 - d. Noise Impact on Neighborhood: None
 - e. Trash & Litter Control Plan for the Amusement Site and Surrounding Community During and Immediately After the Proposed Amusement: Riverfront Recapture and the MDC
 - 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: All emergency services personnel and vehicles will have full access into park system
 - b. Provisions for Notification of Proper Authorities in the Case of an Emergency: Emergency Command coordinated through HPD/Riverfront Recapture
 - c. Any Provision for On-Site Emergency Medical Services: Emergency Medical Services provided by and coordinated through Hartford Fire and EMS.
 - d. Crowd Control Plan: n/a
 - e. If on Town Property, the Plan for the Return of the Amusement Site to Pre-Amusement Condition: MDC
 - f. Provision of sanitary facilities: Riverfront Recapture arranges port-o-johns on-site
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):

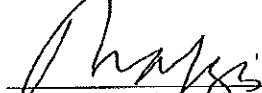
As part of Riverfront Recapture's agreement with the Town of East Hartford, Riverfront respectfully requests that this event is considered a Town of East Hartford sponsored event and all fees including those for municipal services such as police, fire, ambulance services and public works are waived.

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

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

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

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

 _____ (Applicant Signature)
 JOSEPH R. MARANGA _____ (Printed Name)
 12/18/12 _____ (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: Camp Frank

Employee Number: 9019

Date & Time Signed: 1-3-13 12:00 ~~AM~~ PM

Time remaining before event: 304 days.

CAF
REVISED:

3/6/13 11:27 am

Head of the Riverfront Regatta Municipal Needs for East Hartford's Great River Park

Intended for EIT municipal budgeting purposes only. Confirmed event schedule will be communicated through Support Services meetings

Sunday, October 6th

7:30am – 5:00pm

- **East Hartford Marine on-water**

6:00am – 5:00pm

- **Ambulance or Fire EMS on land at Great River Park boat launch**

2013 Town of East Hartford Amusement Permits
Riverfest, Riverfront U.S. Title Series Powerboat Race, Head of the Riverfront Regatta

Addendum to Question 3 - Applicant's name, home & work phone numbers, home address, and e-mail address:

Riverfront Recapture, Inc.
50 Columbus Blvd. First Floor
Hartford, CT 06106
860.713.3131

jleone@riverfront.org

Addendum to Question 4 - If partnership, corporation, club, or association, list names of all partners or officers and business address.

Riverfront Recapture, Inc. Executive Committee

Robert M. Annon, Jr. (At-Large Member)
Jodi Brennan (At-Large Member)
Ranjana Chawla (Vice Chair-Fundraising)
Christopher R. Cloud (At-Large Member)
Thomas P. Cody (Chairman)
James F. Gleason (Vice-Chair Management)
David Klein (Treasurer)
Marcia Leclerc
Joseph R. Marfuggi (President)
Rita Ortiz (Secretary)
Agnes Peelle
Christina B. Ripple (At-Large Member)
David R. Robb (Immediate Past Chair)
Camilo Serna (Vice-Chair-Planning & Dev.)
Chuck Sheehan
Lyle Wray

Riverfront Recapture, Inc. 2012 - 2013 Board of Directors

Paul Alfonso
Robert M. Annon, Jr.
Harold Blinderman
Jodi Brennan
Christopher Byrd
Patrick Caulfield
Ranjana Chawla
Susan B. Clemow
Christopher R. Cloud
Thomas P. Cody
Frank C. Collins, Jr.
Melody Currey
William DiBella
Paul H. Eddy
Donna Fritzer
Donald S. Gershman
James F. Gleason
Margaret Gregg
Astrid T. Hanzalek
Mary Hobart
Dave Jenkins
Raquel Kennedy
David Klein
Barry N. Lastra
Robert G. Lautensack, Jr.
Marcia Leclerc
Kathy Lilley
Marjorie Morrissey
Thomas F. Mullaney, Jr.
C. Roderick O'Neil
Rita Ortiz
David B. Panagore
Agnes Peelle

Leslie Perry
Marilyn Pet
Kenneth A. Pouch, Jr.
Michael J. Puckly
John H. Riege
Christina B. Ripple
David R. Robb
Richard Rodriguez
Chuck Sheehan
Camilo Serna
Robert R. Simpson
Joyce Smith
Margaret V. Tedone
Tobin Treichel
Donald Trinks
Andrew Wallace
Marc Weinberg
Donald K. Wilson, Jr.
Lyle Wray

Client#: 15492

RIVRE

ACORDTM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/04/2013

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 People's United Ins. Agency CT One Goodwin Square Hartford, CT 06103 860 524-7600	CONTACT NAME: Mary Day	
	PHONE (A/C, No, Ext): 860 524-7692 FAX (A/C, No): 860 722-7824	
	E-MAIL ADDRESS: mday@rcknox.com	
INSURED Riverfront Recapture, Inc. 50 Columbus Blvd., 1st Floor Hartford, CT 06106-1984	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Philadelphia Indemnity Ins	
	INSURER B: Chartis Property Casualty Compa	
	INSURER C:	
	INSURER D:	
	INSURER E:	

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 <input checked="" type="checkbox"/> BI/PD Ded: \$25,000 GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOG			PHPK958818	01/01/2013	01/01/2014	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$100,000 MED EXP (Any one person) \$Excluded PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COM/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PHPK958818	01/01/2013	01/01/2014	COMBINED SINGLE LIMIT (Per accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000 <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			PHUB406051	01/01/2013	01/01/2014	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC5226867	01/01/2013	01/01/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
A	Liquor Liability			PHPK958818	01/01/2013	01/01/2014	\$1,000,000 Occurrence \$1,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additions) Remarks Schedule, if more space is required)

Certificate Holder is an Additional Insured where required by written contract, per the terms, conditions and exclusions of the referenced general liability policy.

CERTIFICATE HOLDER

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

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

People's United Insurance Agency

Final



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **October 6, 2013**
Flood and Rain Date: Sunday, November 3, 2013.

Event: **Head of the Riverfront Rowing Regatta**

Applicant: **Riverfront Recapture by Jessica Leone, Public Events Manager**

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

Anticipated cost(s) if known \$ 1250

William Perez, Assistant Fire Chief
Signature

March 11, 2013

Date

Comments:

Health Dept



Mark J. Sirois
Chief of Police

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



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

Anticipated cost(s) if known \$ _____ 0 _____

Michael J. Donnell 3/6/13
Signature Date

Comments:



Mark J. Sirois
Chief of Police

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



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- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
- Anticipated cost(s) if known \$ _____

Signature

3/12/13
Date

Comments:

Frank, Carol

From: Bockus, Tim
Sent: Monday, March 11, 2013 11:21 AM
To: Frank, Carol
Subject: RE: Head of the Riverfront Rowing Regatta

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

No anticipated costs to the Department.

Tim Bockus
Director of Public Works
Town of East Hartford
740 Main Street
East Hartford, CT 06108
Phone (860) 291-7361
Fax (860) 291-7370
TBockus@easthartfordct.gov

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

From: Frank, Carol
Sent: Wednesday, March 06, 2013 13:37
To: Vibberts, Richard; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Uhrig, Jim; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sirois, Mark; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau
Subject: Head of the Riverfront Rowing Regatta

Good day all.

In connection with the above captioned event, we had been previously advised by Riverfront Recapture that they might need to cancel their plans for some of their events so all previous reviews were put on hold. We have since been notified that the event will take place as originally planned. Per Chief Sirois updated and current reviews are now required.

Attached please find your updated Director's Review and Notice, Application and Riverfront Recapture's "No Change Confirmation" in connection with the above captioned event. There are NO changes to the application.

Please note the REVISED review - which now requests you indicate the anticipated cost(s) which may be incurred by your Department - is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Wednesday, March 13, 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, March 06, 2013 2:40 PM
To: Frank, Carol
Subject: RE: Head of the Riverfront Rowing Regatta

No Comments- Rich Gentile

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

From: Frank, Carol
Sent: Wednesday, March 06, 2013 13:37
To: Vibberts, Richard; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Uhrig, Jim; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sirois, Mark; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau
Subject: Head of the Riverfront Rowing Regatta

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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

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

Police Department

31 School Street

East Hartford, Connecticut 06108

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

MARK J. SIROIS
CHIEF OF POLICE

March 14, 2013

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

Re: **Outdoor Amusement Permit Application -
"24th Annual Fall Fest"**

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 the **24th Annual Fall Fest** on **the Town Green on Sat., October 12, 2013, from 10 AM – 5 PM** with music on the same date and time. The festival will include children's activities such as arts and crafts, pumpkin painting, games, pony rides and a petting zoo. In the event of inclement weather, the activities will be held inside the Community Cultural Center with the same date and time.

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 Department** approves the application as submitted.

The **Health Department** recommends approval of the application provided the appropriate Temporary Food Service applications are filed at least 2 weeks prior to the event.

The **Parks and Recreation Department** recommends approval of the application and states that anticipated costs for this event is **\$5,100.00.**

The **Public Works Department** recommends approval of the application and states that anticipated costs to Park Maintenance for this event are **\$1,500.00.**

The **Inspections & Permits Department** states that permits for tents and electrical may be required.

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

- The Police Department can provide adequate police protection for this event. The site is suitable for the proposed amusement, the crowd is of a moderate size, and the area has sufficient parking available.

- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.
- In the event that the police manpower required for this event exceeds the Department's normal Patrol complement, some overtime hiring may be necessary. The anticipated cost to the Town for this event is \$780.00.

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:
24th Annual Fall Fest
2. Date(s) of Event:
October 12, 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)
East Hartford Town Green, Main Street, East Hartford, CT (In the event of inclement weather, the Fall Fest activities will be held inside the Community Cultural Center).
6. List the dates and hours of operation for each day (if locations changes on a particular day, please list):
Saturday, October 12, 2013 – 10AM-5PM
7. Provide a detailed description of the proposed amusement:
The 24th Annual Fall Fest is a family-oriented event which will consist of musical entertainment, pony rides, children's activities, games, arts & crafts for children, pumpkin painting, petting zoo and contests.
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)?
10 AM – 5 PM, 10/12/13
9. What is the expected age group(s) of participants?
This is a family event which attracts people of all ages. The predominant age range is 3-11.
10. What is the expected attendance at the proposed amusement:
(If more than one performance, indicate time / day / date and anticipated attendance for each.)
Between 1000 and 2000 people have attended the Fall Fest in previous years.

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

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

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

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

Department Yes No. 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):

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

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

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

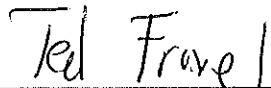
a. False Statement is a Class A Misdemeanor.

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


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



(Applicant Signature)



(Printed Name)



(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: Carin Frank

Employee Number: 9019

Date & Time Signed: Feb 26, 2013 11:29 AM ~~PM~~

Time remaining before event: 30+ days.

Fire Dept



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **October 12, 2013**

Event: **24th Annual Fall Fest**

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

Anticipated Cost(s) if known \$ 0

William Perez, Assistant Fire Chef
Signature

March 8, 2013
Date

Comments:

Health Dept Review



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

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

Anticipated Cost(s) if known \$ _____

Michael J. Sirois _____ *2/26/13*
Signature Date

Comments:

Approval is recommended provided that any appropriate Temporary Food Service applications are filed at least 2 weeks prior to the event.



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

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

Anticipated Cost(s) if known \$ 5,100.00

Ted Fravel _____ 3/12/13
Signature Date

Comments:

Frank, Carol

From: Bockus, Tim
Sent: Monday, March 11, 2013 10:17 AM
To: Frank, Carol
Subject: RE: 24th Annual Fall Fest

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

Anticipated costs to Park Maintenance for this event are \$1,500.

Tim Bockus
Director of Public Works
Town of East Hartford
740 Main Street
East Hartford, CT 06108
Phone (860) 291-7361
Fax (860) 291-7370
TBockus@easthartfordct.gov

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

From: Frank, Carol
Sent: Tuesday, February 26, 2013 14:09
To: Vibberts, Richard; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Uhrig, Jim; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sirois, Mark; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau
Subject: 24th Annual Fall Fest

Good afternoon all.

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Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Tuesday, March 12, 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: Tuesday, February 26, 2013 2:32 PM
To: Frank, Carol
Subject: RE: 24th Annual Fall Fest

No issues with this application. Rich

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

From: Frank, Carol
Sent: Tuesday, February 26, 2013 14:09
To: Vibberts, Richard; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Uhrig, Jim; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sirois, Mark; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau
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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

Frank, Carol

From: Bennett, Cindy
Sent: Tuesday, March 12, 2013 8:55 AM
To: Frank, Carol
Subject: RE: Risk Management Reviews

Hi carol, sorry about that. The ones that a town dept or commission sponsors fall under the Towns liability program so no ins needed. That is the case with the snow dash and fall fest. For riverfront recapture, I will need just one certificate of insurance for 1 million liability naming the Town as an additional insured for all sponsored events taking place in EH.

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

From: Frank, Carol
Sent: Tuesday, March 12, 2013 8:46 AM
To: Bennett, Cindy
Subject: Risk Management Reviews

Good morning Cindy.

I just wanted to send out a quick reminder because we currently have so many applications out for review. I have looked and don't see where I received reviews for a few events. I know in some cases there's a day or so before reviews are due but I figured while I was looking, I'd mention all events I'm waiting for.

Brian Aselton Snow Dash - Review due today
24th Annual Fall Fest - Review due today

Head of the Riverfront Rowing Regatta (Riverfront Recap event) - due tomorrow
Riverfront U.S. Title Powerboat Races (Riverfront Recap event) - due tomorrow

Great River Park Car Show - Review due March 14

Thanks so much and if you've already sent them, could you please send them again?

Carol



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: October 12, 2013

Event: 24th Annual Fall Fest

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

Anticipated Cost(s) if known \$ _____

Milton Gregory Grew 2/28/13
Signature DIR. OF INSPECTIONS & PERMITS Date

Comments:
PER 5-3 MY APPROVAL IS NOT REQUIRED,
PERMITS FOR TENTS & ELECTRICAL MAY BE REQUIRED.

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

Police Department

81 School Street

East Hartford, Connecticut 06108

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

MARK J. SIROIS
CHIEF OF POLICE

March 14, 2013

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

Re: Outdoor Amusement Permit Application
"22nd Annual Aselton Memorial Snow Dash"

Dear Chairman Kehoe:

Attached please find the outdoor amusement application filed jointly by the East Hartford Parks & Recreation and Police Departments. The applicants seek to conduct a **5K road race (Snow Dash)** to be held in the vicinity of the Langford School in East Hartford on **Sunday, January 5, 2014** between the hours of **11:00 AM and 4:00 PM**. **The use of public streets should occur between the hours of 1:30 PM and should cease by 2:15 PM**. The race will begin and end at the Langford School, 61 Alps Drive. Registration will occur at 11:00 AM in the gymnasium of the Langford School and post-race activities should conclude by 4:00 PM inside the school gymnasium.

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 and Health Departments** approve the application as submitted.

The **Parks and Recreation Department** recommends approval of the application and states that anticipated costs for this event is **\$2,100.00**.

The **Public Works Department** recommends the application be approved as submitted and states that the anticipated cost to Park Maintenance is **\$750.00**.

The **Police Department** conducted a review of the application and the following comments were made:

- The Police Department can provide adequate police protection for this event. The proposed site is suitable for the proposed amusement, the crowd is of moderate size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.

In the previous years, the event has been held without incident. As the event is to be conducted on a Sunday afternoon in the winter, after the conclusion of the holiday season, vehicular traffic on the proposed race route should be light. Any additional manpower required to police this event shall be provided on an overtime basis. The anticipated cost to the Department is \$2,500.00.

Respectfully submitted for your information.

Sincerely,



Mark J. Sirois
Chief of Police

xc:
Applicants

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:
22nd Annual Officer Brian A. Aselton Memorial Snow Dash 5K
2. Date(s) of Event:

01/05/2014
3. Applicant's name, home & work phone numbers, home address, and e-mail address:
EH Parks & Recreation Dept. & EH Police Dept.
4. If partnership, corporation, club, or association, list names of all partners or officers and business address.
5. List the location of the proposed amusement: (Name of facility and address)
Langford Elementary School and surrounding streets. 61 Alps Drive, East Hartford. The race course will use the same roads, starting with and finishing at the school.
6. List the dates and hours of operation for each day (if locations changes on a particular day, please list):
1/05/2014 - 1:30PM. The use of the roads for this event should cease by 2:15PM. Registration will occur at 11:00 AM in the Gymnasium of the Langford School. Post-race activities should conclude by 4PM inside the school Gymnasium.
7. Provide a detailed description of the proposed amusement:
22nd Annual Officer Brian A. Aselton Memorial Snow Dash Road Race. This is a 5K road race which utilizes town streets. Starts and ends at Langford School Gymnasium. Proceeds from the race will benefit the East Hartford Police Community Outreach Program and the Officer Brian A. Aselton Memorial Scholarship Fund.
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?
12-80+ years of age.
10. What is the expected attendance at the proposed amusement:
(If more than one performance, indicate time / day / date and anticipated attendance for each.)
300 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:

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

Traffic will be controlled by the East Hartford Police Dept.

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

Parking will be in the Langford School parking lots.

d. Noise Impact on Neighborhood:

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

Lavatory facilities are available in the Langford School Gymnasium. Refreshments will be provided inside the Langford School Gymnasium at the conclusion of the event.

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

The course will be marked with placard signs which will be set up just before the race starts and removed immediately at its conclusion.

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:

The race course will be accessible to emergency, police, fire and medical personnel and vehicles. Park rangers and police personnel will have radio access to emergency services.

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

In the event of an emergency, park rangers stationed along the course will have cell phones to contact the necessary emergency personnel. Police officers will be stationed at key intersections along the course. A lead police vehicle and a follow-up police vehicle will be on the course during the event.

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

An ambulance will be requested to be placed on standby at the race command center at the Langford School.

d. Crowd Control Plan:

Crowd control will be maintained by the East Hartford Police Dept. and race officials.

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

f. Provision of sanitary facilities:

Bathrooms provided in Langford School Gymnasium.

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:

Jed Frank
(Applicant Signature)

Ted Fravel
(Printed Name)

2/21/13
(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: Carol Frank

Employee Number: 9019

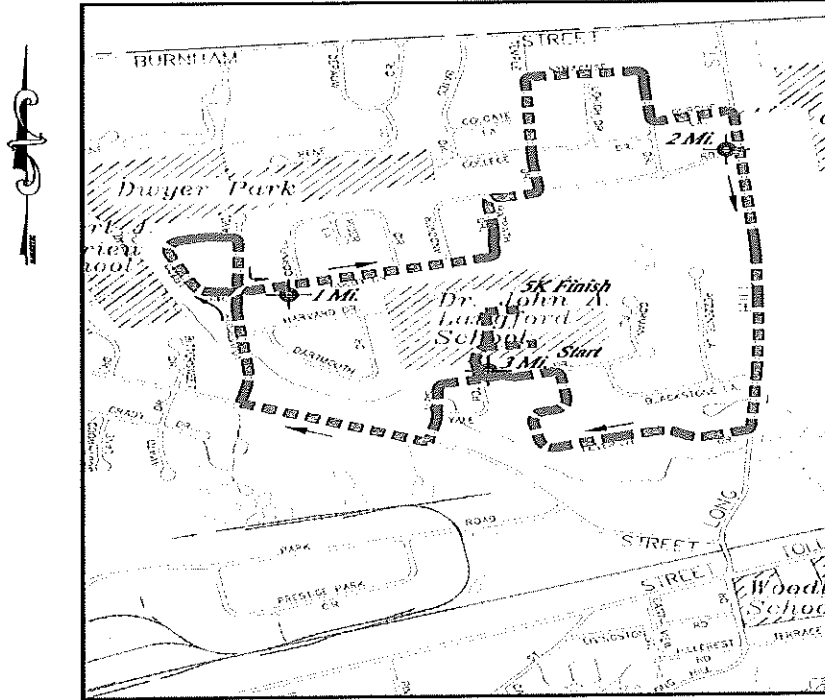
Date & Time Signed: Feb 26 2013 1:31 AM

Time remaining before event: 30+ days.

SNOW DASH 5K ROAD RACE COURSE DESCRIPTION

Start Langford School parking lot (61 Alps Dr.), right onto Alps Dr., right onto Goodwin St., right onto University Ave., left onto Colby Dr., right onto University Ave., left onto Colby Dr., left onto Bay Path Dr., right onto Andover Rd., left onto Temple Dr., right onto Syracuse Dr., left onto Purdue La., right onto Long Hill St., right onto Leverich Dr., left onto Alps Dr., right into Langford School driveway. Finish in parking lot.

Officer Brian A. Aselton Memorial 5K



*Prepared by the East Hartford
Engineering Division 10-31-08
Scale 1"=500'*

Fire Dept



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **January 5, 2014**

Event: **22nd Annual Aselton Memorial Snow Dash**

Applicant: **The East Hartford Parks & Recreation and Police Departments**

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

Anticipated Cost(s) if known \$ 0

William Perez, Assistant Fire Chief
Signature

March 8, 2013

Date

Comments:



Mark J. Sirois
Chief of Police

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



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

Anticipated Cost(s) if known \$ _____

Michael J. Connolly

Signature

2/26/13

Date

Comments:

The Health Department recommends approval of this application.

Parks & Rec



Mark J. Sirois
Chief of Police

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



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

Anticipated Cost(s) if known \$ 2,000.00

Feb 21 13 _____ 3/12/13 _____
Signature Date

Comments:

Frank, Carol

From: Bockus, Tim
Sent: Monday, March 11, 2013 10:20 AM
To: Frank, Carol
Subject: RE: **2014** 22nd Annual Brian Aselton Snow Dash

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

The anticipated cost to Park Maintenance is \$750.

Tim Bockus
Director of Public Works
Town of East Hartford
740 Main Street
East Hartford, CT 06108
Phone (860) 291-7361
Fax (860) 291-7370
TBockus@easthartfordct.gov

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

From: Frank, Carol
Sent: Tuesday, February 26, 2013 14:11
To: Vibberts, Richard; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Uhrig, Jim; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sirois, Mark; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau
Subject: **2014** 22nd Annual Brian Aselton Snow Dash

Good afternoon 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 Tuesday, March 12, 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

Co-p Counsel

Frank, Carol

From: Gentile, Richard
Sent: Tuesday, February 26, 2013 2:33 PM
To: Frank, Carol
Subject: RE: **2014** 22nd Annual Brian Aselton Snow Dash

No issues with this application. Rich

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

From: Frank, Carol
Sent: Tuesday, February 26, 2013 14:11
To: Vibberts, Richard; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Uhrig, Jim; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sirois, Mark; Soto, Ricardo; Stokes, Gloria; Thurnauer, Beau
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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

Frank, Carol

From: Bennett, Cindy
Sent: Tuesday, March 12, 2013 8:55 AM
To: Frank, Carol
Subject: RE: Risk Management Reviews

Hi carol, sorry about that. The ones that a town dept or commission sponsors fall under the Towns liability program so no ins needed. That is the case with the snow dash and fall fest. For riverfront recapture, I will need just one certificate of insurance for 1 million liability naming the Town as an additional insured for all sponsored events taking place in EH.

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

From: Frank, Carol
Sent: Tuesday, March 12, 2013 8:46 AM
To: Bennett, Cindy
Subject: Risk Management Reviews

Good morning Cindy.

I just wanted to send out a quick reminder because we currently have so many applications out for review. I have looked and don't see where I received reviews for a few events. I know in some cases there's a day or so before reviews are due but I figured while I was looking, I'd mention all events I'm waiting for.

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24th Annual Fall Fest - Review due today

Head of the Riverfront Rowing Regatta (Riverfront Recap event) - due tomorrow
Riverfront U.S. Title Powerboat Races (Riverfront Recap event) - due tomorrow

Great River Park Car Show - Review due March 14

Thanks so much and if you've already sent them, could you please send them again?

Carol

McConville, Timothy

From: McConville, Timothy
Sent: Thursday, March 14, 2013 1:14 PM
To: Frank, Carol
Subject: 2014 Annual Brian Aseltton Snow Dash

Carol,
The estimated cost for the Police Department for this event is approximately \$2500.

Thanks

Timothy S. McConville #184
Acting Commander
Field Operations Bureau
East Hartford Police Department
31 School Street
East Hartford, CT 06108
860-291-7579
tmconville@easthartfordct.gov

Insp + Permits



Mark J. Sirois
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **January 5, 2014**

Event: **22nd Annual Aselton Memorial Snow Dash**

Applicant: **The East Hartford Parks & Recreation and Police Departments**

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- N/A 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

Anticipated Cost(s) if known \$ _____

Signature Milton Gregory Crew Date 2/28/13
 DIR. OF INSPECTIONS & PERMITS

Comments:
 PER 5-3 MY APPROVAL NOT REQUIRED.
 PERMITS FOR TENTS & ELECTRICAL MAY BE REQUIRED.