

*Robert J. Paek*

TOWN COUNCIL AGENDA  
TOWN COUNCIL CHAMBERS  
740 MAIN STREET  
EAST HARTFORD, CONNECTICUT  
MAY 7, 2013

2013 MAY -2 A 10: 02

TOWN CLERK  
EAST HARTFORD

**7:00 Executive Session**

=====

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

Pledge of Allegiance

7:30 p.m.


1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
  - A. Building Safety Month
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
5. APPROVAL OF MINUTES
  - A. April 16, 2013 Executive Session – as corrected
  - B. April 16, 2013 Regular Meeting
  - C. April 19, 2013 Special Meeting/EHPOA Pension Agreement
  - D. May 2, 2013 Special Meeting/East Hartford Housing Authority
6. COMMUNICATIONS AND PETITIONS
  - A. Responses to Questions Asked of Administration re: Dainty Rubbish Truck
  - B. Resignation of Eileen Driscoll from the Historic Commission
  - C. Town of East Hartford: Tree City USA
7. OLD BUSINESS
8. NEW BUSINESS
  - A. State Department of Education Youth Services Bureau Grant
  - B. Capital Area Substance Abuse Council: Suicide Prevention Grant
  - C. East Hartford Child Plan, Inc. re: William Caspar Graustein Memorial Fund Grant
  - D. School Readiness Grant Program
  - E. JAG Grant: Police Video Equipment Technology
  - F. CRCOG Funding Application re: Hillside Street Pavement Rehabilitation Phase I
  - G. Flood Protection System Rehabilitation Contract: Piezometer & Floodwall Monitoring
  - H. Town Council Acting as a Committee of the Whole for the Real Estate Acquisition & Disposition Committee re: 800 Connecticut Boulevard
  - I. East Hartford Golf Course: Amend Existing Lease, Issue RFP for Management Company and Select a Successor
  - J. 20-Year Power Purchase Agreement: True Green
  - K. Refund of Taxes

- L. Outdoor Amusement Permit Applications:
  - 1. Gengras Harley-Davidson Demo Days
  - 2. Take Steps Connecticut 2013
    - a. Approval of Application
    - b. Waiver of Permitting Fee
  - 3. Under the Big Top Gala
  
- 9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
  
- 10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
  - A. Ronald Blanks v. Town of East Hartford – Superior Court Case
  
- 11. OPPORTUNITY FOR RESIDENTS TO SPEAK
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
  
- 12. ADJOURNMENT (next meeting: May 21, 2013)

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

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**DATE:** April 30, 2013  
**TO:** Richard Kehoe, Chairman  
**FROM:** Mayor Marcia A. Leclerc   
**RE:** COMMUNICATION: Building Safety Month

Attached is a proclamation and press release announcing that the Town of East Hartford is participating in "Building Safety Month". Director Greg Grew will host local events to celebrate building Safety Month include a special workshop to be held at 4:00 p.m. on May 29<sup>th</sup> at the East Hartford Community Cultural Center. Area business people and local residents are invited to come and learn how the Permitting process is being streamlined to make Town Hall user-friendly while Continuing to assure public safety and welfare.

Please add on the May 7, 2013 Town Council agenda under Communication.

Thank you

MARCIA A. LECLERC  
MAYOR

# TOWN OF EAST HARTFORD

740 Main Street  
East Hartford, Connecticut 06108

(860) 291-7200

FAX (860) 282-2978

www.easthartfordct.gov

OFFICE OF THE MAYOR

## *Proclamation*

**Building Safety Month — May, 2013**

*Whereas, our Town's continuing efforts to address the critical issues of safety, energy efficiency, and resilience in the built environment that affect our citizens, both in everyday life and in times of natural disaster, give us confidence that our structures are safe and sound, and;*

*Whereas, our confidence is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, trades people, laborers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;*

*Whereas, these guardians—dedicated members of the International Code Council—use a governmental consensus process that brings together local, state and federal officials with expertise in the built environment to create and implement the highest-quality codes to protect Americans in the buildings where we live, learn, work, worship, play, and;*

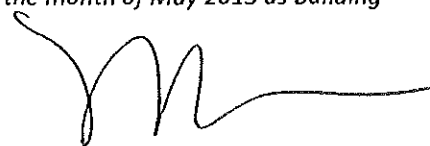
*Whereas, the International Codes, the most widely adopted building safety, energy and fire prevention codes in the nation, are used by most U.S. cities, counties and states; these modern building codes also include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, flooding and earthquakes, and;*

*Whereas, Building Safety Month is sponsored by the International Code Council, to remind the public about the critical role of our communities' largely unknown guardians of public safety—our local code officials—who assure us of safe, efficient and livable buildings, and;*

*Whereas, "Building Safety Month: Code Officials Keep You Safe" the theme for Building Safety Month 2013, encourages all Americans to raise awareness of the importance of building safety; green and resilient building; pool, spa and hot tub safety; backyard safety; and new technologies in the construction industry. Building Safety Month 2013 encourages appropriate steps everyone can take to ensure that the places where we live, learn, work, worship and play are safe and sustainable, and recognizes that countless lives have been saved due to the implementation of safety codes by local and state agencies, and;*

*Whereas, each year, in observance of Building Safety Month, Americans are asked to consider projects to improve building safety and sustainability at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments and federal agencies in protecting lives and property.*

NOW, THEREFORE, I, Marcia A. Leclerc, Mayor of the Town of East Hartford, do hereby proclaim the month of May 2013 as Building Safety Month.



Marcia A. Leclerc  
Mayor



MARCIA A. LECLERC  
MAYOR

# TOWN OF EAST HARTFORD

Phone: 860 291-7340  
Fax: 860 528-5478

740 Main Street  
East Hartford, Connecticut 06108

DEPARTMENT OF  
INSPECTIONS & PERMITS



You are cordially invited to a workshop to learn about

## **BUSINESS-FRIENDLY PERMITTING IN EAST HARTFORD**

**When:** Wednesday, May 29, 2013

**Time:** 4:00 pm – 5:30 pm

**Where:** East Hartford Community Cultural Center  
50 Chapman Place, East Hartford, CT

**Topics:**

- How we assist through the process of obtaining permits.
- Land use reviews and approvals
- Building permits
- How to apply and check building permits online
- Certificates of occupancy
- C-PACE financing for energy upgrades
- Your questions and suggestions for improvements

**Speakers:** Eileen Buckheit, Director of Planning & Development  
Michael Dayton, Town Planner  
Greg Grew, Director of Inspections & Permits

**Who Should Attend:**

- Business owners in East Hartford
- Property owners in East Hartford
- Real estate agents and brokers
- Real estate developers
- Architects
- Engineers
- General and trades contractors



Contact: Greg Grew, Dir. Of Inspections & Permits

Phone 860 291- 7345

Fax 860 282-2978

E-mail: [mggrew@easthartfordct.gov](mailto:mggrew@easthartfordct.gov)

East Hartford Town Hall

740 Main Street

East Hartford, CT 06108

## Town of East Hartford

# Press Release

**Mayor Marcia Leclerc** is pleased to announce the participation of the Town of East Hartford in “**Building Safety Month**” – a Celebration of Safe Construction and Code Compliance. When you enter a house or other type of building, you assume it is safely and properly constructed, and complies with state and local building codes. Fortunately, local safety experts work hard to ensure buildings are safe. To help raise awareness of building safety, Mayor Leclerc and the Town of East Hartford proudly celebrates *Building Safety Month* during May. Last year, President Barack Obama declared Building Safety Month nationally and governors, mayors and other elected officials across America signed proclamations supporting the public safety effort. This year, Mayor Leclerc and the Town Council have proclaimed May “Building Safety Month” in the Town of East Hartford.

This year’s theme is Building Safety Month: Code Officials Keep You Safe. Each week of Building Safety Month spotlights a specific area of building safety: Fire Safety and Awareness, May 6-12; Disaster Safety and Mitigation, May 13-19; Backyard and Pool Safety, May 20-26; and Energy and Green Building, May 27-31. “When our building safety and fire prevention experts inspect buildings during and after construction, they help to ensure that the places where you live, learn, work, worship and play are safe,” said Mayor Marcia Leclerc. The Mayor further stated, “ensuring public safety is something our town Fire and Building and Inspection Department think about and do every day, working with homebuilders, plumbers, roofers and other construction industry trades and contractors, I am proud of everyone’s efforts to keep our community safe”.

Building codes address all aspects of construction, from structural to fire prevention, plumbing and mechanical systems, and energy efficiency. To ensure buildings are safe requires the active participation of code officials, fire inspectors, architects, builders, engineers, contractors and others in the construction industry, as well as property owners.

“Public safety is our number one concern,” said Greg Grew, Director of Inspections and Permits. “During Building Safety Month and all year long, building safety and fire prevention officials are here to help protect you, your family and our community.”

Local events to celebrate Building Safety Month include a special workshop to held be at 4:00 p.m. on May 29<sup>th</sup> at the East Hartford Community Cultural Center. Area business people and local residents are invited to come and learn how the permitting process is being streamlined to make town hall user-friendly while continuing to assure public safety and welfare.

The International Code Council, the sponsor of Building Safety Month, is a member-focused association dedicated to helping the building safety community and construction industry provide safe and sustainable construction through the development of codes and standards used in the design, build and compliance process. Most U.S. Communities, including the State of Connecticut and the Town of East Hartford choose the International Codes.

Distribution:

Hartford Courant  
East Hartford Gazette  
Journal Inquirer  
The Reminder  
EHCTV

*Robert J. Pasak*

2013 APR 23 A 9:36

TOWN COUNCIL MAJORITY OFFICE

APRIL 16, 2013

TOWN CLERK  
EAST HARTFORD

EXECUTIVE SESSION

CORRECTED 04-23-13

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr. (arrived 7:30 p.m.),  
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

ALSO Scott Chadwick, Corporation Counsel  
PRESENT Michael Walsh, Finance Director  
Santiago Malave, Human Resources Director  
Alan Dembiczak, Attorney, Howd & Ludorf

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:32 p.m.

MOTION By Eric Thompson  
seconded by Barbara Rossi  
to go into Executive Session to discuss the following matters:

- Alice LLC V Town of East Hartford – Tax Appeal case
- Eric Garcia v. Town of East Hartford – Superior Court case
- East Hartford Police Officers' Association Arbitration Award re:  
Successor Pension Agreement

Motion carried 8/0.

MOTION By Eric Thompson  
seconded by Barbara Rossi  
to go back to Regular Session.  
Motion carried 9/0.

ADJOURNMENT

MOTION By Eric Thompson  
seconded by Barbara Rossi  
to adjourn (7:39 p.m.)  
Motion carried 9/0.

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Attest

*Richard F. Kehoe*

Richard F. Kehoe  
Town Council Chair

*AA*



*Robert J. Prack*

EAST HARTFORD TOWN COUNCIL

2013 APR 22 P 12:17

TOWN COUNCIL CHAMBERS

TOWN CLERK  
EAST HARTFORD

APRIL 16, 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 7:50 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 spoke to the recent bombings at the Boston Marathon and stated that the Council would keep the victims, and their families, in their thoughts and prayers.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Susan Kniep, 44-46 and 50 Olde Roberts Street, spoke to (1) the East Hartford Police Officers' Association Arbitration award specifically (a) the amount of sick leave that can be accumulated; (b) what the cost of this award will be and the financial impact to the taxpayers; and (c) suggested that the Council have a public hearing on this issue to hear public comment from the taxpayers. Additionally (1) on the appointments to the Zoning Board of Appeals, Mrs. Kniep questioned the relationship of Richard DeCrescenzo to a former Mayor of the town of East Hartford; and (2) asked that the Council delay action on the 2013-2014 5-year Capital Improvement Plan until after the Governor's budget has been passed by the state legislature.

Paula Saaf, former resident of East Hartford, spoke in support of the East Hartford Hockanum River Race, which will be held on May 5<sup>th</sup>.

APPROVAL OF MINUTES

April 2, 2013 Regular Meeting

MOTION By Barbara Rossi  
seconded by Eric Thompson  
to approve the minutes of the April 2, 2013 Regular Meeting.  
Motion carried 9/0.

COMMUNICATIONS AND PETITIONS

East Hartford Hockanum River Race

Chair Kehoe reiterated what Ms. Saaf stated previously, which is that the race will be held on Sunday May 5<sup>th</sup> – registration is at 9:30AM – beginning at Labor Field and finishing at Goodwin College. He encouraged all who could come out to either race or volunteer.

East Hartford Hornets Youth Football/Cheerleading 2013 Season

Chair Kehoe announced that the 2013 Football and Cheerleading season has started and registration is May 4<sup>th</sup>, June 1<sup>st</sup> and June 8<sup>th</sup> at the East Hartford Cultural Community Center between 12PM and 3PM. It is open to boys and girls ages six through fourteen.

Resignation of Cathie Condio from the Property Maintenance Code Board of Appeals

Chair Kehoe stated that Cathie Condio has resigned from the Property Maintenance Code Board of Appeals and thanked her for her service to the community. He noted that anyone interested in serving on this – or any – Commission, should contact either the Mayor's Office or Town Council Office for an application.

National Prescription Drug Take-Back Day

Chair Kehoe announced that Saturday, April 27<sup>th</sup> is National Prescription Drug Take-back Day at the Public Safety Complex (PSC) from 10AM to 2PM. He encouraged those residents who have old prescription medications to dispose of them on that day, or any day, at the designated container located at the PSC.

NEW BUSINESS

East Hartford Police Officers' Association Arbitration Award re: Successor Pension Agreement

MOTION      By Barbara Rossi  
                  seconded by Ram Aberasturia  
                  to postpone action on the East Hartford Police Officers' Association  
                  Arbitration Award regarding the successor pension agreement until the  
                  next Town Council meeting.  
                  Motion carried 9/0.

Referral to the Personnel & Pensions Subcommittee: Various Job Descriptions

MOTION      By Marc Weinberg  
                  seconded by Ram Aberasturia  
                  to refer to the Personnel and Pensions Subcommittee the revised  
                  job descriptions entitled Economic Development Services  
                  Coordinator and Reference Librarian/Cultural Assets Manager and  
                  the new job descriptions entitled Project Administrator and Contract  
                  Negotiations Specialist, with instructions to discuss the proposed  
                  revisions and the proposed new positions and report back to the  
                  Town Council with its recommendations, if any.  
                  Motion carried 9/0.

Municipal Tax Exempt Lease Purchase Agreements with TD Equipment Finance, Inc.:

Energy Savings Performance Contract re: Johnson Controls (Bank of America)

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

WHEREAS, in May of 2007, the Town of East Hartford purchased various capital equipment under a \$5 million Energy Savings Performance Contract with Johnson Controls, Inc., and

WHEREAS, the outstanding cost of the various capital equipment is approximately \$3.6 million; and

WHEREAS, the Town is expected to save through direct energy savings, utility rebates, or white tag incentives approximately \$7.1 million in total over the next 12 fiscal years and will use those savings to pay principal and interest on the borrowing.

THEREFORE BE IT RESOLVED, that the Mayor of the Town of East Hartford is authorized to enter into a lease purchase agreement and related documents with TD Equipment Finance, Inc. in the principal amount not to exceed \$3.6 million. The interest rate, payment schedule and other details of the financing shall be mutually determined between the company and the Mayor, whose signatures will indicate approval of specific terms and conditions.

BE IT FURTHER RESOLVED, that the Town declares its intent to be reimbursed for any temporary advances from the General Fund to pay for any part of the equipment from proceeds of the lease financing in accordance with Treasury Regulation 26 CFR 1.103-18 and/or 26CFR1.150-2.

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

Board of Education: Solid Waste Collection (Chase)

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

WHEREAS, the Town of East Hartford intends to purchase one refuse truck and dumpsters as part of cooperative agreement with the East Hartford Board of Education to allow the Town to begin picking up solid waste at Board of Education facilities; and

WHEREAS, the cost of the aforementioned capital equipment designated for lease-purchase financing totals \$325,000; and

WHEREAS, the Town will budget \$90,000 in fiscal years 2013-2014 through 2016-2017 in a Special Revenue Fund to pay principal and interest on the purchases.

THEREFORE BE IT RESOLVED, that the Mayor of the Town of East Hartford is authorized to enter into a master lease purchase agreement and related documents with TD Equipment Finance, Inc. in the principal amount not to exceed \$325,000. The interest rate, payment schedule and other details of the financing shall be mutually determined between the company and the Mayor, whose signatures will indicate approval of specific terms and conditions.

BE IT FURTHER RESOLVED, that the Town declares its intent to be reimbursed for any temporary advances from the General Fund to pay for any part of the equipment from proceeds of the lease financing in accordance with Treasury Regulation 26 CFR 1.103-18 and/or 26CFR1.150-2.

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

Town of East Hartford: 5-yr Capital Improvement Plan FY 2012-2016 (Chase)

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

WHEREAS, the Town of East Hartford approved the purchase of a fire engine and bulky waste roll-off truck as part of the Town of East Hartford's Approved 5-Year Capital Improvement Plan for the Years 2011-2012 through 2015-2016; and

WHEREAS, the funding source for the aforementioned capital equipment was from Fund Balance; and

WHEREAS, in an effort to further strengthen the Town's financial position, the Fund Balance transfer for the purchase of the fire engine and bulky waste roll-off truck be cancelled and replaced with a municipal tax-exempt lease purchase financing, and

WHEREAS, because the Town received a \$417,000 bond premium based on an \$11M bond sale, the Town desires to use that funding toward the stabilization of future lease debt service; and

WHEREAS, the Town will budget \$208,000 in fiscal years 2013-2014 through 2016-2017 in the General Operating Fund to pay principal and interest on the aforementioned capital purchases.

THEREFORE BE IT RESOLVED, that the Mayor of the Town of East Hartford is authorized to enter into a master lease purchase agreement and related documents with TD Equipment Finance, Inc. in the principal amount not to exceed \$785,000. The interest rate, payment schedule and other details of the financing shall be mutually determined between the company and the Mayor, whose signatures will indicate approval of specific terms and conditions.

BE IT FURTHER RESOLVED, that the Town declares its intent to be reimbursed for any temporary advances from the General Fund to pay for any part of the equipment from proceeds of the lease financing in accordance with Treasury Regulation 26 CFR 1.103-18 and/or 26CFR1.150-2.

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

Town of East Hartford: 5-yr Capital Improvement Plan FY 2013-2017 (Chase)

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

WHEREAS, the Town of East Hartford intends to purchase various capital equipment as part of the Town of East Hartford's Approved 5-Year Capital Improvement Plan for the Years 2012-2013 through 2016-2017; and

WHEREAS, the cost of the various capital equipment and replacement furniture designated for lease-purchase financing totals \$758,000; and

WHEREAS, the Town will budget \$197,000 in fiscal years 2013-2014 through 2016-2017 in the General Operating Fund to pay principal and interest on the purchases.

THEREFORE BE IT RESOLVED, that the Mayor of the Town of East Hartford is authorized to enter into a master lease purchase agreement and related documents with TD Equipment Finance, Inc. in the principal amount not to exceed \$758,000. The interest rate, payment schedule and other details of the financing shall be mutually determined between the company and the Mayor, whose signatures will indicate approval of specific terms and conditions.

BE IT FURTHER RESOLVED, that the Town declares its intent to be reimbursed for any temporary advances from the General Fund to pay for any part of the equipment from proceeds of the lease financing in accordance with Treasury Regulation 26 CFR 1.103-18 and/or 26CFR1.150-2.

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

Municipal Tax Exempt Lease Purchase Agreement: Town of East Hartford's 5-yr Capital Improvement Plan FY 2014-2018

MOTION By Bill Horan  
seconded by Marc Weinberg  
to adopt the following resolution:

WHEREAS, the Town of East Hartford intends to purchase various capital equipment as part of the Town of East Hartford's Approved 5-Year Capital Improvement Plan for the Years 2013-2014 through 2017-2018; and

WHEREAS, the cost of the various capital equipment and replacement furniture designated for lease-purchase financing totals \$750,000; and

WHEREAS, the Town will budget \$192,000 in fiscal years 2014-2015 through 2017-2018 in the General Operating Fund to pay principal and interest on the purchases.

THEREFORE BE IT RESOLVED, that the Mayor of the Town of East Hartford is authorized to enter into a master lease purchase agreement and related documents with TD Equipment Finance, Inc. in the principal amount not to exceed \$750,000. The interest rate, payment schedule and other details of the financing shall be mutually determined between the company and the Mayor, whose signatures will indicate approval of specific terms and conditions.

BE IT FURTHER RESOLVED, that the Town declares its intent to be reimbursed for any temporary advances from the General Fund to pay for any part of the equipment from proceeds of the lease financing in accordance with Treasury Regulation 26 CFR 1.103-18 and/or 26CFR1.150-2.

On call of the vote, motion carried 8/1. Nay: Clarke

State of Connecticut Local Capital Improvement Program (LoCIP)

MOTION By Ram Aberasturia  
seconded by Linda Russo  
to adopt the following resolution:

RESOLVED: That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents as may be required by the State of Connecticut Office of Policy and Management to secure Local Capital Improvement Program funds (LoCIP) in the amount of \$420,000 for projects listed in the approved 2014 municipal capital improvement plan. The projects will be:

- Raymond Library - Masonry \$225,000
- Tennis Courts - Resurface \$ 75,000
- Roof Replacements for Drennan and Lord Bathhouses \$ 75,000
- Great River Park Lighting & Electrical \$ 25,000
- Terry Pool Lockers \$ 20,000

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 \$11,675.22  
pursuant to Section 12-129 of the Connecticut General Statutes.  
Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Over Paid
2011-01-0001786	BROWN GORDON R	454 HILLS ST	\$ (1,020.48)
2011-03-0054692	BURGESS ROCIO	2008//JTDBT923981210209	\$ (50.00)
2011-03-0054833	BURNS LAWRENCE J JR	2004//1G1YY22G245121034	\$ (15.00)
2011-03-0055771	CARTER JANAY A	2010//2T1BU4EE5AC337568	\$ (7.16)
2011-01-0006700	CLEMONS TERRILL	8-10 BIGELOW ST	\$ (2,512.20)
2011-02-0040450	CORVEL CORP	333 EAST RIVER DR	\$ (3,192.56)
2011-03-0061398	ERTEL SHAWN W	2006//3VWVG71K06M752829	\$ (82.08)
2011-01-0006776	HINES JULIE ANN	122 GREENWOOD ST	\$ (25.00)
2011-03-0067022	HOP ENERGY LLC	2005//1HTMSAAR05J039125	\$ (543.86)
2011-01-0009920	JORDAN DONNA J	4 GREENHURST LN	\$ (1,834.62)
2011-01-0008811	LUMAN SANTINA H	97 UNIVERSITY AVE	\$ (21.00)
2011-01-0010023	MONAHAN FRANCIS K	5-7 EASTON ST	\$ (54.00)
2011-03-0082176	SAILER SEAN H	2006//JH2RC44486M000887	\$ (43.90)
2011-02-0041660	U S SECURITY ASSOCIATES	99 EAST RIVER DR	\$ (5.92)
2011-01-0001154	ZAHAREVICH THOMAS M	212 OAK ST	\$ (2,267.44)
		<b>TOTAL</b>	<b>\$ (11,675.22)</b>

Appointments to the Zoning Board of Appeals

MOTION By Ram Aberasturia  
seconded by Barbara Rossi  
to approve the following appointments to the Zoning Board of Appeals:

- ❖ Richard DeCrescenzo, as a full member; whose term shall expire December 2018, and
- ❖ Eddie Camejo, as an alternate, whose term shall expire December 2013

Motion carried 9/0.

Outdoor Amusement Permit Applications:

8<sup>th</sup> Annual Abelon Memorial Walk

MOTION By Marc Weinberg  
seconded by Eric Thompson  
to approve the outdoor amusement permit application submitted by

Rachel Buck, CIBA Advisor, on behalf of the East Hartford Public Schools to conduct a walk to raise public awareness of the cause and effects of pancreatic cancer on Saturday, May 18<sup>th</sup> on the grounds of the Connecticut International Baccalaureate Academy, 857 Forbes Street from approximately 8AM to 2PM, with the walk starting at 10AM at CIBA and follows Forbes Street to Sunset Ridge and then retraces its steps back to CIBA, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies, and to **waive** the associated permit fee under the provisions of Section 5-6(c) in the Town of East Hartford Code of Ordinances, as this is a charitable fund-raising event.

Motion carried 9/0.

### Riverfront Summer Pops

MOTION      By Linda Russo  
                  seconded by Barbara Rossi  
                  to **approve** the outdoor amusement permit application submitted by Jessica Leone, Public Events Manager, for Riverfront Recapture, Inc. to conduct three Pop concerts in Great River Park, on the following dates and times in 2013:

Saturday, May 25<sup>th</sup> 7PM to 9PM (rain date: Sunday, May 26<sup>th</sup>)

Saturday, July 13<sup>th</sup> 7PM to 9PM (rain date: Sunday, July 14<sup>th</sup>)

Saturday, Aug 10<sup>th</sup> 7PM to 9PM (rain date: Sunday, Aug 11<sup>th</sup>)

Additionally, the applicant seeks authorization to sell or dispense alcoholic beverages in connection with this event in a designated area in Great River Park under the provisions of §14-7(b) and §14-10(13) of the Town of East Hartford Code of Ordinances, provided a current and updated liquor permit is submitted to the Town prior to the July 13<sup>th</sup> event, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.

Motion carried 9/0.

### Gengras Harley-Davidson Spring Open House

MOTION      By Bill Horan  
                  seconded by Barbara Rossi  
                  to **approve** the outdoor amusement permit application submitted by Hannah Gavin, Events Coordinator for Gengras Motor Cars to conduct a Spring Open House featuring music, a BBQ, sales and vendors at 221 Governor Street on Saturday, May 4, 2013 from 9AM to 5PM – music from 9AM to 5PM – and on Sunday, May 5, 2013 from 10AM to 3PM – music from 10AM to 3PM, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.

Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Councillor Harmon reported that a Dainty Rubbish Truck was picking up trash in the southend of town on Wednesday, April 10<sup>th</sup> and Thursday, April 11<sup>th</sup>. She asked if the administration would please provide an explanation.

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

Alice LLC v Town of East Hartford – Tax Appeal

MOTION By Barbara Rossi  
seconded by Linda Russo  
to **accept** Corporation Counsel's recommendation to settle the pending real property tax appeal know as Alice, LLC v. Town of East Hartford, Docket No. CV-12-6016264S, involving 20 Burnside Avenue for the fair market value of \$3,550,000.00.  
Motion carried 8/0. **Abstain:** Horan

Eric Garcia v Town of East Hartford, et al – Superior Court Case

MOTION By Barbara Rossi  
seconded by Ram Aberasturia  
to **accept** Corporation Counsel's recommendation to settle the pending civil court action known as Eric Garcia v. Town of East Hartford and Officer Adam Aborn, Docket No. HHD-CV-10-6014441S, for the total sum of \$20,000.00.  
Motion carried 8/0. **Abstain:** Horan

OPPORTUNITY FOR RESIDENTS TO SPEAK

Reginald Thibault, 42 Chester Street, believes that the sexually-oriented business ordinance, Chapter 8, Article 7, §8-60 through 8-79 passed by the Town Council on August 26, 2008, is not strong enough and would like to empanel a subcommittee to look at amending and/or strengthening such ordinance. Mr. Thibault stated that he has proposed revisions/changes that he will forward to the Council office.

Bill Horan announced that opening day for the East Hartford Little League is at Gorman Park on Saturday, April 27<sup>th</sup> at 8AM. Mayor Leclerc will throw out the first pitch.

ADJOURNMENT

MOTION By Eric Thompson  
seconded by Bill Horan  
to **adjourn** (9:23 p.m.).  
Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be on May 7, 2013.

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



*Robert J. Paek*

2013 APR 22 P 12: 17

TOWN COUNCIL MAJORITY OFFICE

APRIL 19, 2013

TOWN CLERK  
EAST HARTFORD

SPECIAL MEETING

EAST HARTFORD POLICE OFFICERS' ASSOCIATION ARBITRATION AWARD  
SUCCESSOR PENSION AGREEMENT

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

ALSO Scott Chadwick, Corporation Counsel  
PRESENT Michael Walsh, Finance Director  
Santiago Malave, Human Resources Director

CALL TO ORDER

Chair Kehoe called the meeting to order at 5:53 p.m.

MOTION By Barbara Rossi  
seconded by Ram Aberasturia  
to reject the arbitration award in Case No. 2012-MBA-376 and direct the  
Town's Attorney to submit a written statement of the reasons for such  
rejection to the State Board of Mediation and Arbitration pursuant to  
Connecticut General Statutes.  
Motion carried 9/0.

The Town Council recognizes East Hartford's limited ability to pay since the town's average household income is lower than the statewide average, the unemployment rate is higher than the statewide average and the mill rate is already higher than most other towns. Further, the Town Council adopts by reference the economic factors contained in the arbitration award dated March 27, 2013.

Further, the Town Council notes that its annual contribution to the pension plan has increased steadily over the past decade, rising to more than \$10 million and, in particular, the town's pension contribution associated with the police pension totals 30% of payroll. The Town Council has contributed the actuary's recommended contribution every year and has lowered the expected rate of return on investments from 8.5% to 8%. The Council notes that the pension contribution calculation includes an additional contribution every year the town's investments do not meet the expected rate of return and when actual experience of pension payments and longevity do not meet the actuarial assumptions.

The Town Council believes that it is in the public's interest – given the town's economic factors – to take steps to reduce the long term liability of its most significant costs, e.g. health insurance for current employees and retirees and pension payments. The public's interest is clearly in maintaining an affordable standard of living in East Hartford – one of the more affordable housing markets in the Greater Hartford area. If taxes continue to rise due in major part to increases in pension and health insurance benefits, that interest is severely eroded.

Finally, the Town Council expresses its hope that while we reject the arbitration award, that the union and the town will reach an amicable settlement that reduces the long term pension liability of the town.

#### ADJOURNMENT

MOTION      By Barbara Rossi  
                  seconded by Ram Aberasturia  
                  to **adjourn** (6:15 p.m.)  
                  Motion carried 9/0.

Attest Richard F. Kehoe  
Richard F. Kehoe  
Town Council Chair      AA

**Attenello, Angela**

---

**From:** Bockus, Tim  
**Sent:** Wednesday, April 17, 2013 2:47 PM  
**To:** Attenello, Angela; Leclerc, Marcia  
**Cc:** Orzolek, Mary  
**Subject:** RE: From the April 16th Town Council meeting

Angela,

This is a rental truck that we are using while we are repairing our Town-owned trucks. We do have markings on the rental truck to indicate that it is being used by the Town. We are renting just the truck and town Waste Services employees are operating it.

Tim

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:** Attenello, Angela  
**Sent:** Wednesday, April 17, 2013 14:30  
**To:** Leclerc, Marcia  
**Cc:** Orzolek, Mary; Bockus, Tim  
**Subject:** From the April 16th Town Council meeting

**OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION**


Councillor Harmon reported that a Dainty Rubbish Truck was picking up trash in the southend of town on Wednesday, April 10th and Thursday, April 11th. She asked if the administration would please provide an explanation.

Angela Attenello  
Town Council Clerk  
740 Main Street  
East Hartford CT 06108  
Office: (860)291-7208  
Fax: (860)291-7389

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

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**DATE:** April 22, 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 Eileen P. Driscoll from the Historic Commission. She was a valuable member of this Commission 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 May 7, 2013.

Thank you.

672 Forest Street  
East Hartford, CT 06118

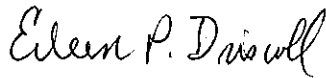
April 15, 2013

Mayor Marcia A. Leclerc  
740 Main Street  
East Hartford, CT 06108

Dear Mayor Leclerc,

It is with much regret that I submit my resignation to the East Hartford Historic District Commission effective immediately. Hopefully, in a few years, after I leave the Town of East Hartford's employ, I may once again have the opportunity to serve on this very important commission.

Sincerely,



Eileen P. Driscoll

Cc. Robert Pasek – Town Clerk

David Holmes – Chair – Historic District Commission

Donald Currey – Chair – Democratic Town Committee

Frank Vignati – Chair – 7<sup>th</sup> District Democrats

TOWN OF EAST HARTFORD  
OFFICE OF THE MAYOR

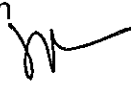
APR 15 2013

RECEIVED

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

---

**DATE:** April 23, 2013  
**TO:** Richard Kehoe, Chairman  
**FROM:** Mayor Marcia A. Leclerc   
**RE:** COMMUNICATION: Tree City USA

Attached is a letter of congratulations to the Town of East Hartford for being designated as a Tree City USA for its extensive urban forestry efforts during 2012.

Please add on the May 7, 2013 Town Council agenda under Communication.

Thank you



79 Elm Street • Hartford, CT 06106-5127

[www.ct.gov/deep](http://www.ct.gov/deep)

Affirmative Action/Equal Opportunity Employer

April 11, 2013

Marcia A Leclerc  
Mayor  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

Dear Mayor Leclerc:

Congratulations. The Town of East Hartford's application for Tree City USA for this past year has been approved – East Hartford is again designated as a Tree City USA, due to its extensive urban forestry efforts during 2012.

Tree City USA is quite an honor. Currently, there are only 18 communities so designated, out of the 169 cities and towns within the state (or, less than 11%). This is East Hartford's 17<sup>th</sup> year as a Tree City – well done! In order to be designated as a Tree City USA, a community must meet four standards:

- A Tree Board or Department, preferably led by an urban forestry professional
- A Tree Care Ordinance
- A Community Forestry Program with an Annual Budget of at least \$2 per Capita
- An Annual Arbor Day Observance with a Proclamation

East Hartford has done very well in meeting these standards. In the process, it has shown itself as exemplary with regards to its urban forestry program – and a model program for others in the State to emulate.

Unfortunately, I am not able to attend East Hartford's Arbor Day celebration – that day turns out to be a very busy one for me! However, I wish to be sure to express my congratulations and best wishes for a fun, celebratory day. My best wishes for the weather and the success of the tree planted – and to all who help make Arbor Day worthwhile.

Regards,

A handwritten signature in black ink, appearing to read "Chris Donnelly".

Chris Donnelly  
Urban Forestry Coordinator  
CT DEP Forestry  
860-424-3178

RECEIVED

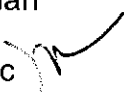
APR 16 2013

TOWN OF EAST HARTFORD  
OFFICE OF THE MAYOR

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

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**DATE:** April 26, 2012  
**TO:** Richard Kehoe, Chairman  
**FROM:** Mayor Marcia A. Leclerc   
**RE:** REFERRAL: Resolution to Authorize State Department of Education Youth Services Bureau Grant

Attached is a memo and resolution authorizing the grant application and to execute any documents necessary to utilize the State Department of Education (SDE) grant. This grant the Town will receive \$43,652 in funds to support various services and programs.

Please place on the Town Council agenda for May 7, 2013 meeting.

Thank you

C: M. Walsh, Director Finance Dept.  
C. Fravel, Grants Administrator  
C. Nolen, Youth Services Director



## RESOLUTION OF MUNICIPAL LEGISLATIVE BODY

I, Angela M. Attenello, do hereby certify that I am the Council Clerk of the Town of East Hartford, a municipal corporation organized and existing under the laws of the State of Connecticut having its principal place of business at 740 Main Street, East Hartford. The following is a true and correct copy of resolutions, duly adopted and ratified by the Town of East Hartford Town Council on May 7, 2013, in accordance with the constituent charter of the Town of East Hartford; and the same have not in any way been modified, repealed or rescinded, but are in full force and effect.

RESOLVED, that Marcia A. Leclerc, Mayor of the Town of East Hartford, is hereby authorized to execute on behalf of this municipality a grant application in an amount not to exceed \$50,000 with the State of Connecticut Department of Education for a "Youth Service Bureau Grant" and to file any amendments or reports as may be required to successfully complete the terms of the grant contract.

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

Dated at East Hartford, Connecticut this \_\_\_\_ day of May, 2013.

\_\_\_\_\_  
Angela M. Attenello, Town Council Clerk

seal

MEMORANDUM FOR THE MAYOR

# Memorandum

**To:** Marcia A. Leclerc, Mayor  
**CC:** Clare Favel, Grants Administrator  
**From:** Cephus Nolen Jr., Youth Services *C.N.*  
**Date:** 4/22/2013  
**Re:** Referral to Council-Resolution to Authorize State Department of Education Youth Service Bureau Grant

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The State Department of Education (SDE) makes grant funds available to local Youth Service Bureaus to support a number of Youth Services Activities. The Town of East Hartford will apply to the 2013-2015 Connecticut State Department of Education Youth Service Bureau Grant Program.

The Town will receive \$43,652 and these funds will support:

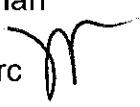
- A. The Position of Director, Counseling Coordinator, and Program Coordinator.
- B. Counseling Services.
- C. Program Services including but not limited to positive youth development programs.

I am requesting that the attached resolution be placed on the Town Council agenda for the May 7, 2013 meeting. This Resolution will allow you to make application and execute documents related to the SDE grant.

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

---

**DATE:** April 26, 2012  
**TO:** Richard Kehoe, Chairman  
**FROM:** Mayor Marcia A. Leclerc   
**RE:** REFERRAL: Suicide Prevention Mini-Grant

Attached is a memo and resolution authorizing the grant application and to execute any documents that may be required by the Capital Area Substance Abuse Council(CASAC) for the grant. This is a new creation by the CASAC for Towns and Institutions of Higher Education in North Central Connecticut.

Please place on the Town Council agenda for May 7, 2013 meeting.

Thank you

C: M. Walsh, Director Finance Dept.  
C. Fravel, Grants Administrator  
C. Nolen, Youth Services Director

## RESOLUTION OF MUNICIPAL LEGISLATIVE BODY

I, Angela M. Attenello, do hereby certify that I am the Council Clerk of the Town of East Hartford, a municipal corporation organized and existing under the laws of the State of Connecticut having its principal place of business at 740 Main Street, East Hartford. The following is a true and correct copy of resolutions, duly adopted and ratified by the Town of East Hartford Town Council on May 7, 2013, in accordance with the constituent charter of the Town of East Hartford; and the same have not in any way been modified, repealed or rescinded, but are in full force and effect.

RESOLVED, that Marcia A. Leclerc, Mayor of the Town of East Hartford, is hereby authorized to execute on behalf of this municipality a grant application in an amount not to exceed \$2,500 with the Capital Area Substance Abuse Council for a Suicide Prevention Mini Grant for Towns and Institutions of Higher Education and to file any amendments or reports as may be required to successfully complete the terms of the grant contract.

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

Dated at East Hartford, Connecticut this \_\_\_\_ day of May 2013.

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Angela M. Attenello, Town Council Clerk

seal

TO: Marcia A. Leclerc, Mayor  
FROM: Cephus Nolen, Jr., Director of Youth Services  
CC: Clare Fravel, Grants Administrator  
SUBJ: Referral to Council – Suicide Prevention Mini-Grant  
DATE: April 18, 2013

The Capital Area Substance Abuse Council (CASAC) has announced the creation of new Suicide Prevention Mini Grants for Towns and Institutions of Higher Education in north central Connecticut with support from the CT Department of Mental Health and Addiction Services and federal Substance Abuse and Mental Health Services Administration Garrett Lee Smith (GLS) Suicide Prevention Initiative (SM060396-01).

According to the Center for Disease Control and Prevention, in Connecticut from 1999-2007, suicide has been one of the top five leading causes of death for 10-54 year-olds, third for youth 10-24, and second for young adults 18-24 in college.

The goal of the GLS Suicide Prevention Initiative is to build the capacity and infrastructure of communities and institutions of higher education to prevent suicide, suicidal behaviors and promote mental health, prioritizing but not limited to youth and young adults 10-24 years-old.

The Town of East Hartford Department of Youth Services wishes to make application to CASAC in an amount not to exceed \$2,500 in order to form a community coalition whose efforts will include the following:

- Attend “Connect Suicide Prevention-Intervention Training”;
- Promotion of the CT Suicide Prevention Campaign: “1 Word, 1 Voice, 1 Life: Be the 1 to start the conversation”;
- Work collaboratively with CASAC to identify one strategic focus area and apply strategies using evidence-based, best practice models and resources in conjunction with the GLS Suicide Prevention Initiative; and
- Collect limited process data at the de-identifiable level (demographics, numbers, populations served, etc.).

The attached application is due to CASAC by June 1, 2013.

I am requesting that the attached Resolution be placed on the Town Council agenda for their meeting to be held May 7, 2013. The Resolution will authorize you to execute the application and other documents as may be required by CASAC.

Attachments (2): Application  
Resolution

**Connecticut Suicide Prevention Mini Grants  
For Towns and Institutions of Higher Education**

**Application Form**

**Date:** May 7, 2013

**Project Name** East Hartford Suicide Prevention Coalition

**Town or Campus of Focus:** The Town of East Hartford

**Fiduciary Organization:** The Town of East Hartford

**Federal Tax ID#:** 06-6001989

**Address:** 740 Main St

**City:** East Hartford      **State:** CT      **Zip Code:** 06108

**Project Contact Name:** Cephus Nolen Jr.

**Title of Project Contact:** Director Youth Services

**Phone:** 860-291-7181    **Fax:** 860-282-4862

**Email Address:** cnolen@easthartfordct.gov

**Mini Grant Amount Requested:** \$2,500.00    (not to exceed \$2,500.00)

**Name of Authorized Official:** Marcia A. Leclerc

**Title of Authorized Official:** Mayor

I, **Mayor, Marcia A. Leclerc** , as the Authorized Official agree to the requirements of this mini grant opportunity as described in the announcement.

**Signature of Authorized Official** \_\_\_\_\_ **Date** \_\_\_\_\_

**List of Letters of Commitment Providers (5 minimum):**

- 1. Inter-community, Inc (Mental health provider)**
- 2. East Hartford Youth Services (Youth Services Bureau)**
- 3. East Hartford Health & Physical Education Department (Education)**

**4. East Hartford ChildPlan Inc (Community collaborative with all sectors included)**

**5. School Based Health Center (health care provider)**

**Comments:**

The Town of East Hartford has the mechanisms in place a put together a coalition to prevent suicide and to carry out the activities to promote the CT Suicide Prevention Campaign. The Town has many private agencies and Town Departments that have a long history of working collaboratively on Community projects ranging from child sexual abuse to early education, health and out of school programs.

The Town of East Hartford also has an organization called ChildPlan whose goal is to ensure all children in East Hartford are healthy and successful in school and the community. Through agency networking, ChildPlan enhances and strengthens mental-behavioral health and educational collaborations. There are over 30 member organizations of ChildPlan include the Board of Education, Mayor, WIC, Community Resource Center, Health & Social Services, Parks & Recreation, YMCA and many others. This agency's involvement will ensure that all sectors of the community will be involved.

The Town of East Hartford also has some fairly recent data related to the prevalence of suicidal ideations of middle & high school students. In 2011 an East Hartford Student Substance Use and Related Behaviors Survey report was conducted in which 2,071 of the 2,627 students in grades 7-12 participated, a 78.8 % response rate.

In that survey 28.2% of students in grades 7-12 reported having had thoughts of hurting themselves. It was also reported that of the students in grades 7-12, 19.6 % reported having hurt themselves on purpose. As we look further into the number we see that students in grades 7-12 who report themselves as being gay or bi-sexual 45.6% have reported having hurt themselves on purpose.

***For Office Use Only:***

*Received for grant period (check one):*      *date:*  
April 1, 2013 (Funding Period: May-October 2013)  
June 1, 2013 (Funding Period: June-December 2013)

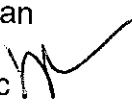
September 1, 2013 (Funding Period: October 2013-May 2014)

*Granted:* Yes No      *Comments:*

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

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**DATE:** April 30, 2013  
**TO:** Richard Kehoe, Chairman  
**FROM:** Mayor Marcia A. Leclerc   
**RE:** REFERRAL: East Hartford Child Plan, Inc. Grant Application to William Casper Graustein Memorial Fund

Attached is a memo and resolution authorizing the grant application to execute any documents necessary to utilize the William Caspar Graustein Memorial Fund Grant. East Hartford Child Plan, Inc., is submitting an application for a Partnership Grant with the Memorial Fund to continue to refine their existing community plan entitled "East Hartford's Plan for Healthy and Successful Young Children Age Birth to 8" also known as "The Blueprint Plan"

Please place on the Town Council agenda for May 7, 2013 meeting.

Thank you

C: M. Walsh, Director Finance Dept.  
C. Fravel, Grants Administrator



MARCIA A. LECLERC  
MAYOR

# TOWN OF EAST HARTFORD

740 Main Street  
East Hartford, Connecticut 06108

(860) 291-7364

FAX (860) 289-8394

GRANTS ADMINISTRATION

## RESOLUTION

WHEREAS, the Connecticut State Department of Education, and the Children's Fund of Connecticut and the Annie E. Casey Foundation are partnering with the William Caspar Graustein Memorial Fund to advance the Discovery Birth-to-Eight Initiative by aligning their funding for community grants; and

WHEREAS, East Hartford ChildPlan, Inc., in collaboration with its members including the Town of East Hartford, desires to make and execute an application for funding in the amount of \$30,000.00 with the William Caspar Graustein Memorial Fund to support the continued implementation and refinement of the community plan known as "East Hartford's Plan for Healthy and Successful Young Children Age Birth to 8".

NOW, THEREFORE, BE IT RESOLVED by the Town Council that Marcia A. Leclerc, Mayor of the Town of East Hartford is hereby authorized to execute such application and other documents as may be required by the grant.


I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 7<sup>th</sup> of May, 2013.

Signed: \_\_\_\_\_  
Angela M. Attenello, Council Clerk

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

seal

TO: Mayor Marcia A. Leclerc

FROM: Clare Fravel, Grants Administrator 

SUBJ: Referral to Council – East Hartford ChildPlan, Inc.  
Grant Application to William Caspar Graustein Memorial Fund

DATE: April 30, 2013

The State Department of Education (SDE), and the Children's Fund of Connecticut (CFC) and the Annie E. Casey Foundation (AECF) are partnering with the William Caspar Graustein Memorial Fund to advance the Discovery Birth-to-Eight Initiative by aligning their funding for community grants. East Hartford ChildPlan, Inc. is submitting an application for a Partnership Grant with the Memorial Fund in order to implement and to continue to refine their existing community plan entitled "East Hartford's Plan for Healthy and Successful Young Children Age Birth to 8" also known as "The Blueprint Plan".

ChildPlan, Inc. is a non-profit 501 (3) (c) collaborative organization that has been incorporated since 2002. Collaborative members include local school administrators, health professionals, parents and community residents as well as some Town of East Hartford municipal departments such as Parks and Recreation, Youth Services and Health & Social Services. The Memorial Fund grant will assist in ChildPlan's effort to provide key research in order to identify how to best address the needs of young children and their families in East Hartford. "The Blueprint Plan", based on a series of questionnaires and data, outlines four focus areas to ensure that all children ages birth to eight in East Hartford are healthy and successful in school and in the community. These focus areas are Health, Out of School, Early Childhood and Outreach.

ChildPlan's Partnership Request for \$30,000 will be used towards operational costs including: administrative/supervisor & clerical staff salaries and personnel services/fringe. Local match funding in the amount of \$35,000 will be provided by ChildPlan's own fundraising efforts and will cover salaries, fringe, communications, meeting facilities/food and administrative supplies. The grant period is July 1, 2013 through June 30, 2014.

I am requesting that the attached Resolution be placed on the Town Council agenda for their meeting to be held May 7, 2013. The Resolution will authorize you to sign and submit the application as East Hartford's Chief Elected Official and other documents as may be required by the William Caspar Graustein Memorial Fund.

Enclosure (2): Resolution  
Memorial Fund grant documents

Cc: Donna Kehoe, ChildPlan, Inc. Executive Director  
Michael P. Walsh, Director of Finance

# A Birth-to-Age Eight Community Partnership

CONTINUATION OF THE DISCOVERY INITIATIVE

Application for

Option 1

*Year 3: July 1, 2012 – June 30, 2013*

*- Year 4: July 1, 2013 – June 30, 2014 -*

SUPPORTED BY:

THE WILLIAM CASPAR GRAUSTEIN MEMORIAL FUND

IN PARTNERSHIP WITH:

THE STATE DEPARTMENT OF EDUCATION  
THE CHILDREN'S FUND OF CONNECTICUT  
THE ANNIE E. CASEY FOUNDATION

Applications Due: April 30, 2013

Published: March 11, 2013

## I. BACKGROUND

### PURPOSE OF COMMUNITY GRANT

The State Department of Education (SDE), and the Children's Fund of Connecticut (CFC) and the Annie E. Casey Foundation (AECF) are partnering with the William Caspar Graustein Memorial Fund to advance the Discovery Birth-to-Age Eight Initiative by aligning their funding for community grants. This investment is an opportunity for communities to continue to build and strengthen their *local capacity* to develop, enhance and implement a community-wide plan; a plan for creating a system of services and supports that is accessible to and supportive of young children and their families, has measurable results and is jointly owned by communities and statewide public and private partners. A key premise of the community partnership is that a broad and inclusive community decision-making approach that engages parents, service providers, community leaders and residents is a prerequisite for creating an effective system of services and supports.

A comprehensive community plan focuses on all children birth to age eight and all the service systems that support healthy child development and early school success. The community plan is a road map for assessing and changing institutional policies and practices and provides community-wide accountability for results. It addresses the multiple domains of an early care and education system including: early care, (including infants and toddlers); social, emotional, behavioral and physical health; education (grades K-3) and family support. The plan is a living document that is continually updated in response to changing community conditions and progress toward the results communities seek to achieve.

### THE DISCOVERY BIRTH-TO-EIGHT INITIATIVE

The William Caspar Graustein Memorial Fund's Discovery Initiative aims to engage with all partners in Connecticut and nationally to continue to improve the lives of young children and to achieve the following result:

*Connecticut children of all races and income levels are ready for school by age five and are successful learners by age nine.*

To achieve this result, families need equal access to quality services for all children. The Memorial Fund will continue to lead and support community change and policy reform efforts that establish an early childhood education system in Connecticut, including both state and local levels, with communities as full partners from creating the vision through implementation.

### THE FUNDING PARTNERSHIP

The funding partners, the State Department of Education and the Children's Fund of Connecticut, have agreed to match to the Memorial Fund's investment, and to a collaborative application and award process that builds on the work of the Discovery Initiative and the state local capacity building partnership. For the period July 1, 2013 to June 30, 2014, the funding available to support local decision-making is projected to be a total of \$1.8 million (Memorial Fund - \$1.1 million; SDE - \$600,000; CFC - \$100,000), plus \$300,000 for early literacy from the Memorial Fund, SDE and the AECF. The final FY2014 budget approved will confirm SDE funding amounts for this effort. The partnership grant awards approved per community will be the *sum* of the individual allocations of each of the funding partners, in accordance with a collective funding agreement to be reflected in the Memorandum of Agreement (MOA) with the community and the Collaborative Sponsor.

These funds are not guaranteed beyond June 30, 2014 and will be contingent on the availability of private and state funds. The Discovery community partnership options will continue to serve as the platform for the partnership grants to build local capacity with a focus on one of the following categories:

- Option 1: Implementation and continued refinement of an existing community plan
- Option 2a: Enhancement of existing planning/implementation efforts
- Option 2b: Development of a new community plan

## II. OPTION 1 APPLICATION FOCUS

The intent of the private and state investment is to inspire and support communities to create a space where all stakeholders who care about young children birth to age 8 can come together across sectors, discuss how children and their families are faring and collectively find solutions to improve outcomes for all their children. These funds are intended to increase community capacity to be responsive to a growing sense of community urgency and to facilitate changes they want to see in terms of policies, practices and community decision-making processes.

Based on our partnership with communities and shared experience over 10 years the Memorial Fund developed a theory of action as to key factors that position a community for success in sustaining community collaboration and decision making. These factors are outlined in the attached Discovery Community Self-Assessment Tool.

The Memorial Fund, the State Department of Education and the Children's Fund of Connecticut agreed that the measures of community success and community decision-making would be the frame for their public-private investment in communities. The last round of grants supported the development, enhancement and implementation of comprehensive community plans for young children birth to age eight. These plans are seen as blueprints that will continue to rally the community around a results-driven agenda to leverage collective accountability and stimulate a sustainable infrastructure.

The 2012-2014 application invites communities to continue to reflect on their progress and to plan for the long-term sustainability of their collaborative community decision-making process. The notion of sustainability is particularly critical since the Memorial Fund's current five-year commitment to the Discovery initiative ends in 2014. The 2012-2014 application is designed as a springboard for mobilizing the local political will necessary to sustain the community work and results when outside philanthropic resources may no longer be available.

There are six (6) major sections of the 2012-2014 application:

1. **Section A: Contacts and Assurances** - Communities are asked to complete the Application Assurances Signature Sheet and if changed the Primary Contact Sheet and Collaborative Sponsor Agreement.
2. **Section B: Core Funding Requirements** – Communities are asked to provide evidence that they meet the core-funding requirements for the option for which they are applying.
3. **Section C: Community Self-Assessment Tool**– Given the results of the Community Self-Assessment Tool process, communities are asked to reflect on where they want to be on the continuum and continue to implement the plan developed for this two-year grant period.
4. **Section D: Sustainability** – Communities are asked to think about the future and update how they will sustain their community-owned agenda for young children. This section will not be considered in making funding decisions. The funding partners simply want to understand how communities are thinking about sustainability.
5. **Section E: 2012-2014 Budget and Narrative**
6. **Section F: Early Literacy Partnership Addendum (Early Literacy Grantees only)**

### III. GUIDING FRAMEWORKS AND TOOLS

The guiding frameworks and tools for the partnership build on the Discovery Initiative and will include: Community Decision Making (CDM), Results Based Accountability (RBA), the Discovery Community Self-Assessment Tool and the Framework for Child Health Services.

*Community Decision Making (CDM)* presents research-based lessons on what a community needs to do to achieve results for young children through a process that engages the people most affected by the decisions. A community decision-making process uses data, as well as the perspectives of parents, to understand the conditions of young children in order to develop community-owned strategies for improvement. Data-driven decision making leads to changes at both the systems and program levels. The process of creating a community plan for young children is as important as the actual plan. Community plans are most relevant when the impetus for the plan is locally driven, broadly supported and ownership for implementation and accountability is vested with multiple sectors and constituent groups. The six CDM learning guides (developed by the Center for the Study of Social Policy) will continue to be an important reference resource for communities.

*Results Based Accountability (RBA)* is an effective tool for organizing and implementing a data-driven comprehensive community planning process and is a core element used by the Connecticut legislature and required of state agencies for their planning efforts, especially around early childhood. RBA starts with the end results in mind, uses indicators to report on how well the community is doing and ensures that the community-wide strategies directly address the causes or forces that are currently contributing to poor outcomes. RBA provides a framework to measure both program and system performance.

*Community Self-Assessment Tool* is based on the experience of Discovery and was put into practice in 2009. Communities use the tool to measure their progress toward strengthening their local early childhood collaborative structure and community decision-making process.

*A Framework for Child Health Services*, developed by the Child Health and Development Institute, articulates the full continuum of child health services within the broader early childhood system to ensure optimal child development and school readiness and is accompanied by a Tool Kit that provides a guide for communities for implementing the major recommendations outlined in the Framework.

### IV. OVERALL USE OF FUNDS

The focus of the partnership funding is to enhance and sustain a local decision-making infrastructure. By local decision-making infrastructure we mean the staff, consultants and other related supports such as data collection and tracking systems, needed to sustain a community collaborative that is accountable for the development, implementation and results of your community plan. Partnership funds can be used to support strategy implementation **only** if the support for a local collaborative decision-making infrastructure is funded by other resources.

#### Grant Period

Grantees will be selected to receive funds for the one-year period of July 1, 2013 to June 30, 2014.

**V. DISCOVERY FUNDING OPTIONS AND ELIGIBILITY CRITERIA (ADJUSTED FOR YEAR 2013-14)**

Eligible applicants are communities that previously received a Discovery grant from the Memorial Fund. Communities may submit applications for one of the Options described in the eligibility chart below.

Funding Options	Eligibility Criteria
<p><b>Option 1 <u>Renewal</u>*</b> Current Option 1 communities that have been designated Option 1 since 2010 Partnership Grants for up to \$40,000</p>	<p>Community collaborative has a comprehensive birth-to-age-8 community plan that integrates all aspects of healthy development, and fully addresses and connects the first four plan elements (described on the next page), including the population result, indicators, story behind the baseline, and strategies; and has a written proposal and timetable for the development of the remaining plan elements.</p> <p>An early childhood collaborative structure with a formal link to the School Readiness Council to ensure inclusive decision-making.</p> <p>Match Required: \$35,000</p>
<p><b>Option 1 <u>New</u>*</b> Option 1 communities designated Option 1 in July 2012 - or - Current Option 2a Partnership Grants for up to \$50,000</p>	<p>Community collaborative has a comprehensive birth-to-age-8 community plan that integrates all aspects of healthy development, and fully addresses and connects the first four plan elements (described on the next page), including the population result, indicators, story behind the baseline, and strategies; and has a written proposal and timetable for the development of the remaining plan elements.</p> <p>An early childhood collaborative structure with a formal link to the School Readiness Council to ensure inclusive decision-making.</p> <p>Match Required: Communities will receive a base grant of \$25,000, plus up to \$25,000 in \$1 for \$1 matching funds for qualifying local match** (e.g. If a community raises \$1,000, we will match \$1,000, if more is raised we will match that amount up to \$25,000.)</p>
<p><b>Option 2a*</b> Option 2a Communities Partnership Grants for up to \$25,000</p>	<p><b><u>Category I:</u></b> Community collaborative is working to develop a comprehensive birth-to-age-8 community plan that will integrate all aspects of healthy development, and will fully address and connect the first four plan elements (described on the next page), including the population result, indicators, story behind the data, and strategies; and is working on a proposal and timetable for the development of the remaining plan elements.</p> <p><b><u>Category II:</u></b> Community collaborative is implementing strategies that are directly impacting young children through a collaborative process but is not fully engaged or invested in the development of a comprehensive, broadly-owned, birth-to-age-8 community plan with all the specified plan elements (described on the next page).</p> <p>Match Required for Option 2a communities designated prior to July 2012: \$10,000 No Match is Required for Option 2a communities designated in July 2012.</p>
<p><b>Option 2b*</b> Current Option 2b Communities Partnership Grants for up to \$25,000</p>	<p>An early childhood collaborative that is structured to ensure inclusive decision making and a commitment to develop a comprehensive birth-to-age-8 community plan that addresses all the specified plan elements and fully integrates all aspects of healthy development.</p> <p>No Match is Required for Option 2b communities.</p>

\* See current community designations on the following page.

\*\*Qualifying Local Match: new cash or redeployed resources to enhance and sustain a local decision-making infrastructure. By local decision-making infrastructure we mean the staff, consultants and other related supports such as data collection and tracking systems needed to sustain a community collaborative that is accountable for the development, implementation and results of the community plan.

<b>Option 1: Renewal</b>				
Bridgeport	Danbury	Meriden	New Haven	Torrington
Bristol	East Hartford	Middletown	Norwalk	Waterbury
Colchester	Mansfield	New Britain		
<b>Option 1: New</b>				
Ansonia	Derby	Killingly, Plainfield,	Naugatuck	Vernon
Branford	Enfield	Putnam	Plymouth	Wethersfield
Coventry	Hamden	Manchester		
<b>Option 2a: Renewal (Communities designated prior to July 2012)</b>				
Norwich	Stamford	Windsor		
<b>Option 2a: New (Communities designated effective July 2012)</b>				
Bloomfield	Griswold	New London	Wallingford	Winchester
Chaplin	Groton	Stafford	West Hartford	
<b>Option 2b</b>				
Southington				

### ELEMENTS OF A COMPREHENSIVE COMMUNITY PLAN

The core elements of a comprehensive community plan combine CDM and RBA components. Attention to these elements is important whether your plan is being developed, enhanced or implemented.

1. **Population Result:** A population result reflects conditions of well being for children birth to age eight in terms that residents and families can understand. The population result is not about programs or agencies and may include several domains such as health, ready for school, succeeding in school, and strong families. A population result is about the quality of life the community desires for all of its children.
2. **Indicators:** Indicators are measures that help quantify the achievement of a population result. They answer the question "How would we recognize these results in measurable terms if we fell over them?" So, for example, the rate of low-birth weight babies helps quantify whether we're getting healthy births. Third grade reading scores help quantify whether children are succeeding in school today, and may reflect how ready they were for Kindergarten and how well the school system is contributing toward their learning.
3. **Story Behind the Baseline:** An analysis of quantitative local and state data and qualitative data (e.g., parent surveys, focus groups, local needs assessments) to create a baseline for the selected indicators. It identifies the causes or contributors to the current condition of children birth to age eight in your community and draws the story from a variety of sources, including parent perception as well as data gathered by early care, health and social service providers, the school district, municipal government, hospitals, physicians and other local or regional organizations, institutions or entities.
4. **Strategies:** Strategies are a coherent, targeted, set of actions that have a reasonable chance of improving results by turning the curve on one or more key indicators. Strategies are made up of the best thinking about what works, and include the contributions of many partners. No single action by any one agency can create the improved population results. Programs are not themselves strategies; they are specific ways of implementing strategies. For example, a strategy of family support may engage the program Nurturing Families Network program, which targets new parents at risk of abusing or neglecting their newborn child.
5. **Performance Measures and Data Systems:** Performance measures can tell how well public and private programs and agencies are working and if clients or customers of the service are better off. Performance measures are the means by which a community collaborative holds its partners, systems, and organizations collectively accountable for progress and results. There should be measures in each domain, including health, family support and early care and education.
6. **Financing:** A transparent financing plan promotes collective accountability for results among community partners and institutions, and projects the full cost of implementing the community plan over time. The financing strategy aligns existing state and local resources to the plan strategies, identifies funds for potential reallocation, and specifies the level of new investments needed to "turn the curve" on the indicators.



## VI. SUBMISSION REQUIREMENTS

Applications must be received no later than **5:00 p.m. on April 30, 2013**. Applicants must submit one (1) signed original of the application, four (4) full copies and an electronic version of the application packet and all required attachments to the Memorial Fund.

**IMPORTANT:** For your application packet, please submit only those items and corresponding attachments listed on the following page VII-Application Components. Please use section VII as the first page and as a checklist for your application packet to ensure your submission is complete and includes all the relevant attachments.

<b>Community Partnership Application Mail &amp; Delivery Information</b>
<b>Carmen Siberon The William Caspar Graustein Memorial Fund 2319 Whitney Avenue Hamden, CT 06518 <a href="mailto:csiberon@wcfgmf.org">csiberon@wcfgmf.org</a></b>

### Review and Selection Process

A team consisting of representatives from the Memorial Fund, the State Department of Education, and the Children's Fund of Connecticut will review applications. The funding partners reserve the right to make grant awards under this program without discussion with the applicants; therefore, proposals should represent the applicant's best effort to ensure a quality proposal.

The application review team reserves the right to determine if an application meets the selected option eligibility criteria. If the application review team does not select a community for its chosen option, applicants will be invited to consider another Option.

The application review team expects to notify applicants of decisions within a week following the Memorial Fund's Trustee meeting scheduled for July 2, 2013. All awards are subject to the availability of funds. Continued funding is contingent on budgetary appropriations and performance of the grantee. Grants are not final until the award letters are issued. Award letters will specify the level of funding.

**VII. APPLICATION COMPONENTS**

Community Name East Hartford ChildPlan

**Please use list below and check off all the documents you are submitting with this application.**

**SECTION A: CONTACTS AND ASSURANCES**

Please submit the following document:

1. 2013-2014 Application Assurances (**Attachment 1**)

Please submit the following *only if updated or changed*:

2. Primary Discovery Contact Sheet (**Attachment 2**)

3. Collaborative Sponsor Agreement (**Attachment 3**)

**SECTION B: CORE APPLICATION REQUIREMENTS**

Please submit the following documents:

1. Letter of commitment for local match funding from funding source(s)

2. Two (2) hard copies and an electronic copy of your most updated community plan

Please submit the following *only if updated or changed*:

1. Organizational chart for the early childhood collaborative

2. Membership rosters for the early childhood collaborative and all committees (**Attachment 4**)

3. By-laws or other operating guidelines for the early childhood collaborative and its committees

4. All collaborative agreements, or Memorandums of Understanding (MOU) that have been executed with key partners that outline their role in the collaborative and strategy implementation

**SECTION C: COMMUNITY SELF ASSESSMENT**

1. Community Self-Assessment Tool and submit the Assessment Report Form (**Attachment 5**).

**SECTION D: Sustainability**

Please provide an *updated 1-2 page narrative* that addresses the following questions:

1. What are the critical elements that your community will need to put in place to sustain its work in the future without funding from the current funding partners?

2. What specific local and state policies or practices are barriers to sustaining your collaborative structure and implementing your strategies, such as half-day kindergarten, access to data, and state categorical funding streams? What, if any, strategies has the collaborative identified to address these barriers?

**SECTION E: BUDGET**

1. Update and submit 2013-2014 Budget Form (**Attachment 6**)

2. Update and attach a Budget Narrative for the 2012-2014 Budget Form

**SECTION F: Early literacy Partnership Grantees ONLY**

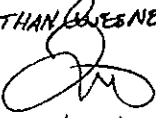
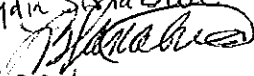
1. Submit a 1-2 page narrative describing:

- a. Progress on the actions, performance measures and how the data collected by your collaborative has been used this year;
- b. The outcome of efforts to leverage resources in support of your early literacy action plan; and
- c. Action plan approach and rationale including changes, if any you will be making in 2014.

2. Update and submit your early literacy action plan for the period July 2013 – June 2014 (**Attachment 7**)

**ATTACHMENT 1: 2013 – 2014 APPLICATION ASSURANCES**

On behalf of the community of \_\_\_\_\_, we the undersigned submit this application for funding from the William Caspar Graustein Memorial Fund and the funding partners. We attest to the appropriateness and accuracy of the information contained herein, and certify that this application, if funded, will comply with all relevant requirements. Any funds received from the funding partners will be used solely to support the purpose, goals and objectives as stated herein. The attached Discovery application is the result of a collaborative and inclusive community planning process. We agree to participate in the evaluation, documentation and specified technical assistance provided through this grant opportunity.

<b>Chief Elected Official</b> Name Signature Date Telephone	<b>Superintendent of Schools</b> Name <i>NATHAN BUESNEL</i> Signature  Date <i>4/25/13</i> Telephone
<b>Health Partner</b> Name <i>Kathy Minicucci</i> Signature <i>Kathy Minicucci</i> Date <i>4/23/13</i> Telephone	<b>Parent Leader</b> Name <i>Lydia Spina</i> Signature  Date <i>4/23/13</i> Telephone
<b>Early Childhood Collaborative Chair</b> Name <i>Mindy DiAndrea</i> Signature <i>Mindy DiAndrea</i> Date <i>4/23/2013</i> Telephone <i>860-622-5975</i> Email <i>mindyboe@yahoo.com</i>	
<i>Complete only if a single entity has not yet been established</i>	
<b>Discovery Collaborative Chair</b> Name Signature Date	<b>School Readiness Council Chair</b> Name Signature Date

## SECTION D: SUSTAINABILITY – 2013 – Draft 1

1). What are the critical elements that your community will need to put in place to sustain its work in the future without funding from the current funding partners?

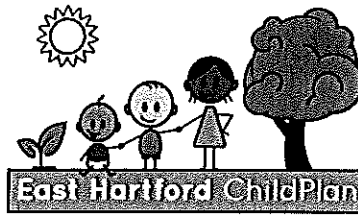
- Continue to partner with and seek monetary and in-kind donations from the East Hartford Public Schools (EHPS) for programs and services for children in pre-school to third grade. In the past three years, the EHPS has given over \$185,000 for parent training and advocacy programs, after-school and literacy programs for children in grades K through 3, and ESL summer programs for children in grades K – 8. The funds also are used to pay for a portion of the salaries of two Service Providers at the Community Resource Center (CRC), which provides translation services, Rosetta Stone for ELL students and adults, and basic needs to all children and families in EH.
- ChildPlan continues to engage the business community and local civic organizations as partners, both as providing mentors for programs and services, and also for monetary and in-kind donations. As a non-profit 501 (3) (c), ChildPlan raises all of its own revenue through grants, corporate giving, individual and group donations, a yearly individual and Board appeal, memorials, United Way Employment giving, and fundraising events. On average, ChildPlan raises between \$45,000 and \$55,000 per year for administrative costs, this does not include grants and in-kind donations. Engaging businesses and civic organizations helps to ensure that the whole community is involved in the mission of the plan.
- Continue to seek grants that enhance and support the programs and services of ChildPlan and also provide administrative funds.

2). What specific local and state policies or practices are barriers to sustaining your collaborative structure and implementing your strategies, such as half-day kindergarten, access to data, and state categorical funding streams? What if any, strategies has the collaborative identified to address these barriers?

- **Barrier:** To ensure that those individuals who have dedicated their time and expertise are able to continue to be the conveners. Much work has been done to address the needs of the community and as the community changes, so do the needs. It is important to maintain those individuals who have begun the work of gathering the information from the community, holding the focus groups, determining what work needs to be done to address the community desires, and to discover what strategies need to be in place to achieve the determined goals. In the past year, many of these individuals have either left their organization or can no longer give the time and commitment to continue with this work. **Strategy to address this barrier:** After meeting with Ron Shack and Mary Broderick, we have determined that we need to revise our community plan and seek new community leaders to help with the implementation of the new plan.
- **Barrier** Data collection to support priorities and strategies continues to be a barrier in East Hartford on the local level. Many agencies and community organizations do a good job of collecting data that supports their own initiatives. The problem is that this data needs to be collected, analyzed, and used to support the East Hartford Blueprint Indicators. In order to tease out the specific data needed, much time and effort is needed to do a thorough job and to ensure support. It has been difficult finding the personnel to remain on this project and to confirm that the data garnished is results-based, as well as correct information. **Strategy to address this barrier:** ChildPlan will seek an intern from one of the many local colleges in the

area to work closely with the different agencies and community organizations to review their data to tease out the specific data needed for our new revised plan, which we hope to have in place by September 2013. This person can work directly with the agencies on data that has already been collected, and determine which data will need to be collected to support the indicators in the new plan. We need to make sure that there is already data collected in our community to support our new indicators and if not determine how we can collect the data we need.

- **Barrier:** Conflict of interest on the local level. Currently there are local policies and procedures in place that prohibit the procuring of grants or funding that is perceived as a conflict of interest. The East Hartford Town Council approves of funding that comes into the town and makes allocation recommendations based on the needs of the community. The East Hartford Town Council Chair is the spouse of the ChildPlan collaborative executive administrator, who oversees the Discovery initiative. ChildPlan cannot apply for certain funding or grants due to this relationship as it constitutes a possible conflict of interest. This hinders funding that could be utilized to maintain the administration of ChildPlan, and therefore the Discovery initiatives. **Strategy to address this barrier** is to carefully review each grant or funding source to ensure there is not a conflict of interest and to double our efforts to seek funding streams that do not have a conflict of interest. Increasing our Corporate Giving and Individual donations is one of the ways in which we can secure funds for administrative costs. Also, adding another fundraiser will help provide additional administrative funds and also more exposure to the community.



April 29, 2013

Carmen Siberon  
William Casper Graustein Memorial Fund  
2319 Whitney Ave.  
Hamden, CT 06518

Dear Carmen,

As you know, ChildPlan is a non-profit 501 (3)(c) collaborative organization that has been incorporated since 2002. As a non-profit, ChildPlan is responsible for raising its own operating and program funds. ChildPlan raises these funds through a variety of different funding streams including grants, corporate giving, individual and Board appeals, memorials, group donations and fundraising events.

Since its incorporation, ChildPlan's annual budget has grown from \$33,000 to its current budget of \$262,577. Each year ChildPlan raises between \$40,000 to \$55,000 for operational and administrative costs through corporate giving, Individual and Board appeals, memorials, group donations, and fundraising events. ChildPlan also raises funds for these costs through grant writing, in which, ChildPlan charges a 10% administrative fee to write and manage each grant.

In 2012, ChildPlan raised over \$56,000 for administrative costs, including a yearly \$25,000 Corporate Giving Gift from Pratt & Whitney. Pratt and Whitney has supported ChildPlan at this level for the past 5 years. We are expecting to raise over \$58,000 in 2013 for administrative costs. As of April 20, 2013, we have raised \$31,519 for these costs.

Carmen, I hope this letter will act as the letter of commitment for our local match funding. ChildPlan has and will continue to work with its local funders and residents to secure funds to sustain the largest child and family collaborative in East Hartford.

Please feel free to contact me directly if you would like to discuss this further.

Sincerely,

Susan Keane  
President, East Hartford ChildPlan

**"Alone we can do so little, together we can do so much" – Helen Keller**

**East Hartford ChildPlan Inc.**

ChildPlan, Inc. is a 501(c)(3) Non-Profit Organization  
50 Chapman Place East Hartford CT 06108  
860-291-1741 [www.childplan.org](http://www.childplan.org)

**Attachment 1: Membership Rosters for the Early Childhood Collaborative and all Committees**

Make additional copies of this form if needed (see Note 1 below). This form must be completed and submitted as part of your application.

**Note 1:** For the purposes of this chart, ONLY include program volunteers who participate regularly in collaborative meetings and decision-making. In addition, the term "parent" refers to people involved in the Discovery work primarily in their role as parents, particularly those parents who are not already working on behalf of children in their professional capacity.

**Note 2:** Parent/Guardian (P)      Teacher (T)      Early Care Provider (ECP)      Health Professional (HP)      Board of Ed. Member (BOE)  
 Community Resident (CR)      Faith Community (FC)      Chief Elected Official (EO)      City/Town Council (CTC)      Social Service Provider (SP)  
 Law Enforcement (LE)      Higher Education (HE)      Corporate Sector (CS)      School Administrator (SA)      Other (O)  
 Small Business (SB)      Unions (U)      Legislator (LS)      Librarian (L)

Name	Indicate the stake holder category that best describes the member's primary role (See Note 2)	Town/City Resident Yes / No	Organization or Group (if any) (If a school, please indicate whether public or private)	Position or Title in Organization or Group	Role in Collaborative Group:				Race/Ethnicity	
					M	CM	CmC	ECM		CC
Debbie Poirio	HP	No	Integrated Health Services - School Based Health Center	President and CEO	X					White
Michael Kerrigan	ECP	No	East Hartford Y	Program Manager	X		X			White
Stan de Mello	CR/O	Yes	Parent		X			X		Middle East
Cheryl Silva	ECP	Yes	Silva's Youth of Today	Owner	X					Black
Mary Beth Kuzoian	ECP	No	Family Resource Center	Director	X					White
Marilynn Pet	CR	Yes	Transit Authority Member	BOE	X					Jewish
Kim Beauregard	HP	No	Inter-Community Health Center	President & CEO	X			X		White
Herb Barall	LE	Yes	Judge		X					White

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 Small Business (SB)      Unions (U)      Legislator (LS)      Librarian (L)

Name	Indicate the stake holder category that best describes the member's primary role (See Note 2)	Town/City Resident Yes / No	Organization or Group (if any) (If a school, please indicate whether public or private)	Position or Title in Organization or Group	Role in Collaborative Group:				Race/Ethnicity
					M	CM	CmC	ECM	
Reggie Barall	O	Yes	Circle Life – non-profit	Executive Director	X	X	X		White
Penny Brice	O	No	EH School Business Partnership	Coordinator	X				White
Joanne LeBeau	ECP	Yes	Willowbrook Head Start	Principal	X				White
Melody Currey	CR	Yes	State Government	Commissioner of DMV	X		X		White
Mindy D'Andrea	ECP	No	EH School Readiness Council	Coordinator	X		X		White
Brian Liss	ECP	No	EH YMCA	Executive Director	X		X		White
Joseph LeRoy	SA	Yes	East Hartford Schools	Dir. of Health and Phys. Ed/Principal	X		X		White
Eugene Market	HP	No	EH Community Health Center	President & CEO	X				White

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 City/Town Council (CTC)  
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 Librarian (L)  
 Board of Ed. Member (BOE)  
 Social Service Provider (SP)  
 Other (O)

Name	Indicate the stake holder category that best describes the member's primary role (See Note 2)	Town/City Resident Yes / No	Organization or Group (if any) (If a school, please indicate whether public or private)	Position or Title in Organization or Group	Role in Collaborative Group:					Race/Ethnicity
					M	CM	CmC	ECM	CC	
Effie DiBenedetto	L	Yes	EH Library	Children's Librarian Director	X					White
Susan Keane	P/O	Yes	State of CT Appropriations Com.	Senior Administrator	X		X		X	White
Nathan Quesnal	SA	Yes	East Hartford Schools	Superintendent	X					White
Spencer Clapp	SA	No	East Hartford Middle School	Vice Principal	X					White
Ram Aberasturia	CTC	Yes	EH Town Council	Councilor	X					Cuban
Ted Fravel	O	No	EH Parks and Recreation	Director	X					White
Cephus Nolen	SP	No	EH Youth Services	Director	X		X		X	Black
Marie Rorrio	HP	No	EH Health & Social Services Dept.	Coordinator – Immunization	X					White

Attachment 1: Membership Rosters for the Early Childhood Collaborative and all Committees

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 Law Enforcement (LE)      Higher Education (HE)      Corporate Sector (CS)      School Administrator (SA)      Other (O)  
 Small Business (SB)      Unions (U)      Legislator (LS)

Name	Indicate the stake holder category that best describes the member's primary role (See Note 2)	Town/City Resident Yes / No	Organization or Group (if any) (If a school, please indicate whether public or private)	Position or Title in Organization or Group	Role in Collaborative Group:				Race/Ethnicity
					M	CM	CmC	ECM	
Sana Hart	P	Yes	East Hartford Public Schools	Secretary	X				White
James Cordier	HP	No	EH Health & Social Services	Director	X				White
Lydia Sanabria	P/O	Yes	EH WIC	Parent Advocate	X		X		Hispanic
Lisa McMahon	O	Yes	Community Resource Center	Coordinator	X				Hispanic
Kathy Minicucci	HP	No	WIC	Executive Director	X		X		White
Gary LeBeau	LS	Yes	State Senate	State Senator	X				White
Jason Rojas	LS	Yes	State Rep. & Trinity College	Outreach Coordinator	X		X		Hispanic
Henry Genga	LS	Yes	State Rep.		X				White
Timothy Larson	LS	Yes	State Rep. & Tweed Airport	Executive Director	X		X		White

Attachment 1: Membership Rosters for the Early Childhood Collaborative and all Committees

Make additional copies of this form if needed (see Note 1 below). This form must be completed and submitted as part of your application.

**Note 1:** For the purposes of this chart, ONLY include program volunteers who participate regularly in collaborative meetings and decision-making. In addition, the term "parent" refers to people involved in the Discovery work primarily in their role as parents, particularly those parents who are not already working on behalf of children in their professional capacity.

**Note 2:** Parent/Guardian (P)  
 Community Resident (CR)  
 Law Enforcement (LE)  
 Small Business (SB)  
 Teacher (T)  
 Faith Community (FC)  
 Higher Education (HE)  
 Unions (U)  
 Early Care Provider (ECP)  
 Chief Elected Official (EO)  
 Corporate Sector (CS)  
 Legislator (LS)  
 Health Professional (HP)  
 City/Town Council (CTC)  
 School Administrator (SA)  
 Librarian (L)  
 Board of Ed. Member (BOE)  
 Social Service Provider (SP)  
 Other (O)

Name	Indicate the stake holder category that best describes the member's primary role (See Note 2)	Town/City Resident Yes / No	Organization or Group (if any) (If a school, please indicate whether public or private)	Position or Title in Organization or Group	Role in Collaborative Group:				Race/Ethnicity	
					M	CM	CmC	ECM		CC
Marc Bassos	SP	No	EH Youth Services	Outreach Coordinator		X				White
Linda Chamberlain	SP	Yes	EH Youth Services	Program Coordinator	X					White
Christine Paisley	O	Yes	East Hartford Housing Authority	Property Manager	X					
Maida Gonzales	P	Yes	Summerfield Housing Complex	Assistant Property Manager	X					Black
Matthew Holmes	CR	Yes	Grad Student	UCONN	X			X		

**Attachment 5: Community Self Assessment Report Form.**

<i>Indicator</i>		<i>Column Score</i>	<i>Comments/Helpful Tools</i>
Collaborative	Broad and Inclusive Collaborative		
	Engaged Collaborative Group		
	Strategic Use of Data		
	Governance Structure with Working Committees		
Parent & Leadership Engagement	Parent Leadership & Engagement		
	Support of Mayor/Chief Elected Official (CEO)		
	Support of Superintendent		
	Strong Collaborative Leadership (CHAIR)		
	Engaged Collaborative Agent (CA)		
	Community Champion/ Spokesperson		
Staff Support	Strong and Skilled Facilitator (COORDINATOR)		
	Coordinator time is at least 20 Hours		
Meaningful Local Match	Meaningful Local Match		

**ATTACHMENT 6: TWO-YEAR PARTNERSHIP BUDGET: JULY 1, 2013 TO JUNE 30, 2014**  
**(EXCEL VERSION ATTACHED TO EMAIL)**

<b>Revenues</b>	<b>Year 2</b>				<b>Total</b>
<b>A. New Partnership Request</b> (Including New GMF, CHDI and SDE Funds)	<b>\$30,000</b>				<b>\$30,000</b>
<b>B. GMF/CHDI Carry-in</b> (Projected as of June 30, 2013)	<b>\$0.00</b>				<b>\$0.00</b>
<b>Total Partnership Request (A + B)</b>	<b>\$30,000</b>				<b>\$30,000</b>
<b>Local Match</b>	<b>\$35,000</b>				<b>\$35,000</b>
<b>Total Revenue (Total Request+ Local Match)</b>	<b>\$65,000</b>				<b>\$65,000</b>
<b>Expenses</b>	<b>Year 2</b>				<b>Total</b>
	<b>Partnership Funds</b>	<b>Local Match</b>			
		<b>New</b>	<b>Re-deployed</b>	<b>Source</b>	
(100) Collaborative Staff Salaries					
(111A) Administrator/Supervisor	\$18,000	\$15,480		P&W	\$33,480
(112B) Clerical	\$8,000	\$9,520		P&W	\$17,520
(119) Other					
(200) Collaborative Staff Benefits					
(200) Personnel Services/Fringe	\$2,000	\$2,000		Goodwin College	\$4,000
(300) Purchased Services					
(330) Other Technical Services (Consultants)					
(325) Parent stipends					
(500) Other Purchased Services					
(530) Communications		\$2,500		Corp. Contributions	\$2,500
(580) Travel					
(590) Other Services					
(590) Meeting facilities/food		\$1,500		Annual & Board Appeals	\$1,500
(590) Child care					
(590) Other:					
(600) Supplies					
(612) Administrative Supplies	\$2,000	\$4,000		Individual Giving	\$6,000
<b>Grand Total Expenses</b>	<b>\$30,000</b>	<b>\$35,000</b>	<b>\$0</b>		<b>\$65,000</b>

Note: Numbers in parentheses represent state budget codes (See Budget Codes Explanations attached.)  
 \*Total "Partnership Funds" in Expenses should equal "Total Partnership Request" line in the Revenue section.

**ATTACHMENT 6: TWO-YEAR PARTNERSHIP BUDGET: JULY 1, 2013 TO JUNE 30, 2014**  
**(EXCEL VERSION ATTACHED TO EMAIL)**

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**BUDGET CODES AND EXPLANATIONS**

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**SALARIES (100)**

- 111A **Administrator/Supervisor Salaries:** Executive Director's Salary
- 112B **Clerical:** Salary for Executive Assistant
- 119 **Other:** N/A

**BENEFITS (200)**

- 200 **Personnel Services - Employee Benefits:** Fringe benefits for the Executive Director and Executive Assistant including social security, workman's comp, etc.

**OTHER PURCHASED SERVICES (500)**

- 530 **Communications:** Telephone, internet and postal services
- 580 **Travel:** N/A
- 590 **Other Purchased Services:** Printing of the updated Blueprint, and Community Report Card

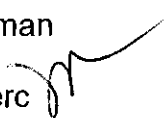
**SUPPLIES (600)**

- 612 **Administrative Supplies:** Office supplies including papers, pens, ink, plates, napkins, etc.

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

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**DATE:** April 22, 2013  
**TO:** Richard Kehoe, Chairman  
**FROM:** Mayor Marcia A. Leclerc   
**RE:** REFERRAL: School Readiness Grant Program

Attached is a memo and resolution authorizing the grant application (RFP 053) to execute any documents necessary to utilize the School Readiness Grant Program. The allocated amount of the grant is \$2,520,424 from the Connecticut State Department of Education's School Readiness Grant Program.

Please place on the Town Council agenda for May 7, 2013 meeting.

Thank you

**C:** M. Walsh, Director Finance Dept.  
C. Fravel, Grants Administrator

MARCIA A. LECLERC  
MAYOR

# TOWN OF EAST HARTFORD

740 Main Street  
East Hartford, Connecticut 06108

(860) 291-7364

FAX (860) 289-8394

GRANTS ADMINISTRATION

## RESOLUTION

WHEREAS, the Connecticut State Department of Education is authorized to extend financial assistance, through the School Readiness Grant Program, to Priority Communities for the development of a network of school readiness programs that provide open access for children to quality programs that promote the health and safety of children and prepare them for formal schooling; and

WHEREAS, the Town of East Hartford and East Hartford Public Schools desire to make and execute an application for funding in the amount of \$2,520,424.00 with the State of Connecticut to support programs for East Hartford children.

NOW, THEREFORE, BE IT RESOLVED by the Town Council that Marcia A. Leclerc, Mayor of the Town of East Hartford is hereby authorized to execute such application and other documents as may be required by the State of Connecticut for the School Readiness Program.


I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 7<sup>th</sup> of May, 2013.

Signed: \_\_\_\_\_  
Angela M. Attenello, Council Clerk

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

seal



TO: Mayor Marcia A. Leclerc  
FROM: Clare Fravel, Grants Administrator   
SUBJ: Referral to Council – School Readiness Grant Program  
DATE: April 22, 2013

The School Readiness Administrator forwarded the attached application document (RFP 053) for your review and signature. As a priority school readiness district municipality, the Town of East Hartford has an allocation of \$2,520,424 available from the Connecticut State Department of Education's School Readiness Grant Program.

School Readiness is an initiative that develops a network of school readiness programs to provide open access for children to quality programs that promote the health and safety of children and prepare them for formal schooling. This network of programs also strives to provide opportunities for parents to choose among affordable and accredited programs; prevents or minimizes the potential for developmental delay in children prior to their reaching the age of five; strengthens the family through encouragement of parental involvement in a child's development and education; reduces educational costs by decreasing the need for special education services for school age children to avoid grade repetition; assures that children with disabilities are integrated into programs available to children who are not disabled; and improves the availability and quality of school readiness programs and their coordination with the services of child care providers.

It is expected that all children who participate in quality school readiness programs will demonstrate the skills at kindergarten entry that have been delineated in the Connecticut Preschool Curriculum and Assessment Frameworks developed by the Connecticut State Department of Education (CSDE) and available from the Bureau of Early Childhood Education.

The attached application (RFP 053) is due to the Bureau of Teaching and Learning by May 17, 2013.

I am requesting that the attached Resolution be placed on the Town Council agenda for their meeting to be held May 7, 2013. The Resolution will authorize you to execute the application and other documents as may be required by the State of Connecticut for the School Readiness Program.

Cc: M. D'Andrea, School Readiness Administrator  
N. Quesnel, Superintendent of Schools  
M. Walsh, Director of Finance

# CONNECTICUT STATE DEPARTMENT OF EDUCATION

## SCHOOL READINESS GRANT PROGRAM

*Application for Priority School Readiness District Municipalities*

**COPY**



### Legislative Authority

Connecticut General Statutes  
Sections 10-16o through 10-16r and Sections 10-16t through 10-16u

**RFP 053**

Due Date  
**May 17, 2013**

**PRIORITY SCHOOL READINESS**

**OVERVIEW AND DESCRIPTION OF GRANT**

**Purpose of Grant as outlined in Connecticut General Statutes (CGS) Section 10-160 is to:**

- (1) provide open access for children to quality programs that promote the health and safety of children and prepare them for formal schooling;
- (2) provide opportunities for parents to choose among affordable and accredited programs;
- (3) encourage coordination and cooperation among programs and prevent the duplication of services;
- (4) recognize the specific service needs and unique resources available to particular municipalities and provide flexibility in the implementation of programs;
- (5) prevent or minimize the potential for developmental delay in children prior to their reaching the age of five;
- (6) enhance federally funded school readiness programs;
- (7) strengthen the family through: (A) encouragement of parental involvement in a child's development and education; and (B) enhancement of a family's capacity to meet the special needs of the children, including children with disabilities;
- (8) reduce educational costs by decreasing the need for special education services for school age children and avoiding grade repetition;
- (9) assure that children with disabilities are integrated into programs available to children who are not disabled; and
- (10) improve the availability and quality of school readiness programs and their coordination with the services of child care providers.

It is expected that all children who participate in quality school readiness programs will demonstrate the skills at kindergarten entry that have been delineated in **THE CONNECTICUT PRESCHOOL CURRICULUM and ASSESSMENT FRAMEWORKS** developed by the Connecticut State Department of Education (CSDE) and available from the Bureau of Early Childhood Education.

**Eligible Recipients**

Priority School Districts are defined under section 10-266p of the CGS. Eligibility is determined for a five-year period based upon the applicant's designation as a Priority School District for the initial year of application except that if school district that receives a grant pursuant to this subsection is no longer designated as a Priority School District at the end of such five-year period, such former Priority School District shall continue to be eligible to receive a grant pursuant to C.G.S. 10-16p(c).

## Grant Duration and Submission Requirements

This grant application is for a two-year period based on the availability of funds. In each Priority School District, the Chief Elected Official and the Superintendent of Schools, in conjunction with the School Readiness Council, shall develop and submit a plan for the expenditure of grant funds. Submission of materials must include all local responses to requests for proposals along with their scores grouped into the following categories: a) those that the School Readiness Council recommends for funding; b) those that the School Readiness Council would consider funding with additional allocations; and c) those that the School Readiness Council did not approve for funding. **All requests shall be solicited through public notice using the local RFP (see Appendix A).** Eligible applicants must submit an application for July 1, 2013 through June 30, 2014. For Year 2, the CSDE will require applicants to submit a cover letter signed by the Chief Elected Official and Superintendent of Schools with attached budget pages, updated information regarding programs, staff, space capacity, accreditation/approval timeline/status, and any revisions/changes to the information submitted in the Year 1 application. Grant award letters will be issued annually based on the annual appropriation of the Connecticut Legislature and the grant recipient's compliance with the program requirements.

## Submission

The School Readiness Grant Application (original and one [1] copy) must be received by 4:30 p.m. on **Friday May 17, 2013**, irrespective of the postmark dates and means of transmittal. Facsimile copies of the application will not be accepted. Only applications with original signatures will be accepted.

Mailing and Delivery Address is:

Deborah Adams, School Readiness Program Manager  
Bureau of Teaching and Learning  
State Department of Education  
165 Capitol Avenue, Room 215  
Hartford, Connecticut 06106

## Program Guidelines

**Accreditation/Approvals** - Grantees must ensure that all sites are licensed by the Connecticut State Department of Public Health (DPH). If exempt, the Licensing Status Verification Form (see Appendix B) must be completed and submitted with the application and one of the following:

- Accredited by the National Association for the Education of Young Children (NAEYC)
  - For currently accredited sites, submit a copy of your NAEYC certificate and maintain your accreditation status;
  - For new sites not currently accredited, there is a three-year window in which you must achieve accreditation and submit your certificate. The three-year window commences the month the site begins to serve school readiness children. **Accreditation must be achieved prior to the end of the third year**
- or**
- Awarded Federal Head Start status.

See Section V for accreditation/approval submission requirements.

**General Policies and Program Operations** - In 2008, the General Policies (GP) and Program Operations (PO) were designed to revise and consolidate the former ALERT system. These standards and policies are numbered in chronological order and cover a variety of topics to assist grantees and sub-grantees in their adherence to the requirements of the grant. At any time, the CSDE reserve the right to amend these documents. The GP and PO are posted on the SDE web page [www.state.ct.us/sde](http://www.state.ct.us/sde).

**Allowable Use of Funds** - Allowable costs for School Readiness are administrative *costs*, with the balance of the allocation spent on program space costs.

- A. **Administrative Cost** - Priority School Districts may use up to five (5) percent but no more than seventy-five thousand dollars of their School Readiness Allocation for coordination, program evaluation and administration. If a town provides twenty-five thousand dollars in local funding for early childhood education coordination, program evaluation and administration, such towns may use up to ten (10) percent, but no more than one hundred thousand dollars of such amount for coordination, program evaluation and administration. (This is a statutory requirement and is subject to change.)
- B. **Program Spaces** - School Readiness funds may be used to purchase spaces from center-based programs only, including for-profit or not-for-profit private preschool programs, public preschool programs, Head Start programs, and state-funded day care programs. Programs must be accredited by the NAEYC, or documented as in process of being accredited, or approved by Head Start, or meet the criteria established by the Commissioner of Education. Services may be provided in the four (4) program types (below).

**Programs Types Include:**

- Full-Day/Full-Year Programs (5 days per week, 10 hours per day for a minimum of 50 weeks per year),
- School-Day/School-Year (5 days per week, 6 hours per day for a minimum of 180 consecutive days)
- Part-Day/Part-Year Programs (minimum of 2.5 hours per day for 180 consecutive days for children not in any other program), and
- Extended-Day (extending hours and/or days for children enrolled in another program to make it a Full-Day/Full-Year Program).

At least 50 percent of the spaces must be Full-Day/Full-Year. For further information and definition of program types see PO 09-04. **At least 60 percent of the children funded with School Readiness funds must be at or below 75 percent of the state median income per site.**

**Local Request for Proposals (RFP)** - Each sub-grantee that provides school readiness services, or wishes to provide school readiness services, must submit a local proposal to the School Readiness Council for approval. The local RFPs shall be reviewed by a team and scored. The Council shall provide interested local providers copies of the School Readiness GP and PO standards and guidelines. The sub-grantee proposals must be sent to the CSDE, either with the original grant submission package or, if it occurs subsequently in the year, prior to the start of the sub-grantee's program.

**Contract** - Each grantee must have written contracts with their sub-grantees that clearly spell out the terms and conditions of their responsibilities in carrying out the grant program.

**Monitoring** - Each grantee is responsible for monitoring their sub-grantees to ensure programmatic and fiscal responsibility, accountability for children served, and that each program is implementing the 11 quality components under Section 10-16q of the 2008 Supplement to the CGS, as detailed below.

- (1) a plan for collaboration with other community programs and services and for coordination of resources in order to facilitate full-day and year-round child care and education programs for children of working parents and parents in education training programs;
- (2) parent involvement, parenting education and outreach;
- (3) record-keeping policies documenting essential health-related information and referrals for health services, including referrals for appropriate immunizations and screenings;
- (4) a plan for the incorporation of appropriate pre-literacy practices and teacher training in such practices;
- (5) nutrition services;

- (6) referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services;
- (7) admission policies that promote enrollment of children from different racial, ethnic and economic backgrounds and from other communities;
- (8) a plan of transition for participating children from school readiness program to kindergarten;
- (9) a plan for professional development for staff;
- (10) a sliding fee scale for families participating in the program pursuant to section 8 of this act; and
- (11) an annual evaluation of the effectiveness of the program.

**Teacher-** By July 1, 2015, any program accepting state funds from the School Readiness Grant, Child Day Care Contracts, or State Head Start Funds, must have at least 50 percent of teachers assigned to each classroom in the program hold an Associate's degree with an early childhood concentration and at least 50 percent of teachers hold a Bachelor's degree with an early childhood concentration. By July 1, 2020, there needs to be a teacher in each classroom that holds a Bachelor's degree with an early childhood concentration (see GP 13-04 for guidance). Until such time, the current educator requirements remain in place. Each classroom that provides services under the School Readiness Grant must be staffed according to GP 13-04, by a teacher who at minimum has a Child Development Associate (CDA) credential and 12 credits in early childhood education or child development from an institution of higher learning accredited by the Board of Governors of Higher Education, or an Associate Degree or a four-year degree with 12 credits in early childhood education or child development from an institution of higher learning accredited by the Board of Governors of Higher Education, or a Connecticut teaching certificate with an early childhood or special education endorsement. **Any School Readiness classroom operated by a public school must employ appropriately certified teaching staff if one or more children in the class are claimed for Education Cost Share (ECS) reimbursement.**

**Reports** – All Priority School Districts must submit school readiness reports, including fiscal data, and monthly space utilization reports, and any other additional requests for data. Grantees are also expected to participate as requested in all state-level evaluation activities.

**SECTION II**

**SCHOOL READINESS GRANT PROGRAM**

Priority School District Municipalities  
(A Non-Competitive State Grant Program)

*This grant is supported by the Connecticut State Departments of Education*

**GRANT PERIOD**

July 1, 2013 to June 30, 2014

**GRANT COVER PAGE**

*To Be Completed and Submitted with the Grant Application*

<u>APPLICANT AGENCY:</u> (Name, Address, Telephone, Fax) Town of East Hartford 740 Main Street. East Hartford, CT 06108 860-291-7201 fax 860-289-0831	<u>LOCAL PROGRAM TITLE:</u> East Hartford School Readiness <u>PROGRAM FUNDING DATES:</u> From July 1, 2013 to June 30, 2014
<u>AGENCY CONTACT PERSON:</u> (Name, Address, Telephone, Email, Fax) Mindy D'Andrea, MS School Readiness Administrator 734 Tolland Street, East Hartford, CT 06108 860-622-5975 fax 860-289-0492	<u>ESTIMATED FUNDING:</u> \$2,520,424.00

We, The Town of East Hartford, the undersigned authorized chief administrative officials submit this proposal on behalf of the applicant agency, attest to the appropriateness and accuracy of the information contained therein, and certify that this proposal, if funded, will comply with all relevant requirements of the state and federal laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein.

Signature: (Chief Elected Official)

Name: (typed)

Agency:

Marcia Leclerc

Town of East Hartford

Title: Mayor

Date:

Signature: (Superintendent)

Name: (typed)

Agency:

Nathan D. Quispel

East Hartford Public Schools

Title: Superintendent

Date: 9/12/13

**TO BE SIGNED IF FISCAL AGENT IS OTHER THAN THE MUNICIPALITY OR SCHOOL DISTRICT**

Signature: (Fiscal Agent)

Name: (typed)

Agency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Title:

Date:

\_\_\_\_\_

\_\_\_\_\_

SCHOOL READINESS GRANT PROGRAM  
**School Readiness Council**

1. Identify the Chairperson or Co-Chairs of the municipality's School Readiness Council for the School Readiness Grant Program in FY 2014 and FY 2015

Chairperson or Co-Chair:	<u>Marcia Leclerc</u>	Affiliation:	<u>Mayor Town of East Hartford</u>
Address:	<u>East Hartford Town Hall 740 Main Street</u>		
City, State:	<u>East Hartford, CT</u>	Zip Code:	<u>06108</u>
Telephone:	<u>860-291-7200</u>	Fax:	<u>860-282-2978</u>
Co-Chair:	<u>Nathan D. Quesenel</u>	Affiliation:	<u>Superintendent EHPS</u>
Address:	<u>1110 Main Street</u>		
City, State:	<u>East Hartford, CT</u>	Zip Code:	<u>06108</u>
Telephone:	<u>860-622-5107</u>	Fax:	<u>860-622-5119</u>

2. School Readiness Council Members 2013-2014

Council members shall be representative of the community and include the Chief Elected Official or designee, the Superintendent of Schools or designee, parents, representatives from local programs associated with young children such as Family Resource Centers, non-profit and for-profit preschool programs and Head Start, a public librarian, and other local community organizations that provide services to young children.

<u>Name</u>	<u>Address</u>	<u>Telephone/Fax</u>	<u>Role/Affiliation</u>
<i>(See Attachment A)</i>			Mayor/Designee
			Superintendent/Designee
			Public Librarian
			Parent(s)
			Other (please name role)

3. Applicants must describe how the School Readiness Council participated in the writing of the grant application and what the ongoing role of the Council will be in carrying out the goals and objectives of the grant. **The East Hartford School Readiness (EHSR) Council develops a grant committee to review the subgrantees grant submissions and determine grant allocation. The recommendations are brought back to the EHSR Council to vote on the subgrantees suggested for funding in the grant application process. The EHSR Council meets monthly and when necessary to review and develop policies, goals, and objectives.**
4. Submission of the local School Readiness Council's written policies regarding administration and coordination of the School Readiness grant will be required in the mid-grant cycle (FY 15). Refer to GP 09-02 for guidance.



**East Hartford School Readiness Council Members**

**FY 12-13**

Att. A

Name	Address	Phone/Fax	E-mail
Lisa Beauchamp, Hockanum SR Principal *	Hockanum School, 191 Main Street East Hartford, CT 06118	860-622-5440 / 860-622-5459	beauchamp.la@easthartford.org
Penny Brice, EH School Business Partnership *	734 Tolland Street, East Hartford CT 06108	860-622-5976 / 860-289-8297	brice.ps@easthartford.org
Jim Cordier, EH Health and Social Service Dir. *	East Hartford Town Hall, 740 Main Street East Hartford, CT 06108	860-291-7321 / 860-291-7326	jcordier@ci.east-hartford.ct.us
Mindy D'Andrea, EH School Readiness Admin.	734 Tolland Street, East Hartford CT 06108	860-622-597 / 860-289-0492	mindyboe@yahoo.com
Effie DiBenedetto, EH Public Library*	840 Main Street, East Hartford CT 06108	860-289-6429/860-291-9166	Eirhodes79@hotmail.com
Krista V. Goh, S. Cong. Church Nursery Dir. *	So. Congregational Church Nursery School 1301 Forbes, EH 06108	860-569-8053/860-568-5152	Kgoh.scorns@gmail.com
Donna Kehoe, East Hartford ChildPlan Dir. *	50 Chapman Place, East Hartford CT 06108	860-291-1741/860-282-4588	childplan@sbcglobal.net
Mary Beth Kuzoian, Silver Lane FRC *	15 Mercer Avenue, East Hartford, CT 06118	860-622-5515/622-5519	Kuzoian.mb@easthartford.org
Jeanne Mccarroll, Principal Willowbrook*	95 Willowbrook Road, East Hartford, CT 06118	860-622-5520/860-568-6946	Mccarroll.ja@easthartford.org
Marcia Ledler, Mayor Town of East Hartford *	East Hartford Town Hall, 740 Main Street East Hartford, CT 06108	860-291-7200/860-282-2978	mledler@esthartford.ct.gov
Brian Liss, East Hartford YMCA Exec. Director *	770 Main Street, East Hartford CT 06108	860-289-6612 / 289-6659	Brian.liss@ghymca.org
Meredith Martineau, YWCA ELC Director*	9 Signor Street East Hartford, CT 06108	860-291-2700/860291-2704	meredithm@ywc Hartford.org
Kim Mishnky, Integrated Health Services, Inc.	Silver Lane School 16 Mercer Lane, East Hartford, CT 06118	860-622-5514/860-622-5513	Mishnky.k@easthartford.org
Jennifer Odorczyk, EH YMCA YCC Director	70a Canterbury Street, East Hartford CT 06118	860-568-1437/860-568-1730	Jennifer.odorczyk@ghymca.org
Marilyn Pet, East Hartford Citizen/Attorney *	235 East River Drive #1601 East Hartford, CT 06108	860-282-1717 / 860-289-0811	mmpet@qastrategy.com
Deb Poerio, Integrated Health Services Director *	763 Burnside Ave., East Hartford, CT 06108	860-291-9787 / 291-9154	debapm@aol.com
Nate Quesnel, Superintendent EHPS*	1110 Main Street, East Hartford CT 06108	860-622-5010/	Quesnel.nd@esthartford.org
Marie Rorrio, East Hartford Public Health	East Hartford Town Hall, 740 Main Street, East Hartford CT 06108	860-291-7322/860-291-7326	mrorio@easthartfordct.gov
Manny Silva, Dir. Silva's Youth of Today *	656 Silver Lane, East Hartford CT 06108	860-569-8300 / 568-5839	CMYOT@sbcglobal.net
Donna Tyrrell, EHPS Business Services	1110 Main Street, East Hartford CT 06108	860-622-5146	Tyrrell.dm@easthartford.org

20 members - 15 votes \*

**SCHOOL READINESS GRANT PROGRAM**

**OTHER COMMUNITY GRANTS**

Please check those grants that are currently in your community. Please describe how each grant/program collaborates with the School Readiness program.

- Adult Education**  
School Readiness subgrantees and the Council are informed of services available through the EHSR Council, EH FRCs, the town public library, and the Adult Education Department at East Hartford Public Schools. Adult Education classes, GED, and ESOL classes offered throughout the community for those families needing the services. Goodwin College also collaborates with EHSR offering ECE classes to EHSR and early childhood staff in the East Hartford community.
- Discovery Grant**  
The East Hartford School Readiness Council and the East Hartford ChildPlan, Inc. combine efforts and co-chair the East Hartford Blueprint Leadership Committee. This group of community stakeholders commit themselves to the development of a community plan to build on the health and success of East Hartford's children birth to 8 and their families and use of data to make informed decisions based on Results-Based Accountability (RBA) to show results.
- Early Reading Success**
- Even Start**
- Family Resource Center**  
The EHSR and EHFRC programs collaborate to work on the East Hartford Early Care and Education Committee (ECEC). Collaborative efforts include work on the ECEC events and other endeavors taken on by the EHSR Council such as community forums, family fun events, and work on local informational brochures
- Head Start**  
Willowbrook Head Start is a member of the EHSR Council. EHSR includes Head Start staff in local early childhood trainings and screenings; Head Start staff are also involved with the EHSR Kindergarten Transition Committee and the East Hartford ECEC all part of the EHSR Council.
- Young Parents Program**  
Information is shared between the EHSR and Young Parents Program, located in the East Hartford Public Schools, on childcare, childcare space availability, information series, trainings, and family events.
- Preschool Special Education**  
Parents of children with special needs are currently on the EHSR Council. EHSR sub grantees refer families for services; EHSR staff are willing to assist with IEPs and EHPS Special Ed staff when requested. The EHSR administrator also works with the Birth to 3 staff and preschool special education staff of the East Hartford Public Schools. More collaborative efforts are being explored to assure a smooth transition for children receiving special education services as well as SR services.
- Education Reform Plan**

**How does your community promote meaningful, inclusive practices for young children with disabilities?**  
Early Care and Education staff have attended various trainings and college courses on children with disabilities. East Hartford School Readiness Programs promote inclusion in their advertising. Inclusion training has been provided to early care and education staff in East Hartford and collaboration is urged with the EHPS special education department and the early care and education programs in East Hartford. Continued cooperative efforts are being explored and include more collaboration with Birth to 3.

Other state or federal grants, private grants \_\_\_\_\_

*CSDE Community Plans for Early Childhood Grant, Graustein Memorial Fund Discovery Grant, Robert Wood Johnson Pioneering Healthier Communities Grant, The East Hartford School Business Partnership Mini Grant*

**Program Applicants for FY 2014**

List every application received by the School Readiness Council for the grant period July 1, 2013 - June 30, 2014. For each applicant, indicate licensed status as (L) for currently licensed by DPH or (E) exempt.

Site/Sites	Address	Town	Zip	Contact Name	Phone	Licensed
EHPS Hockanum SR	191 Main Street	East Hartford	6118	Lisa Beauchamp	860-622-5440	Exempt
Silva's Youth of Today LLC	656 Silver Lane	East Hartford	6118	Manuel Silva	860-569-8300	Yes
YMCA of East Hartford	770 Main Street	East Hartford	6108	Brian Liss	860-282-6612	Yes
YWCA Early Learning Center	9 Signore Street	East Hartford	6108	Meredity Martineau	860-291-2700	Yes

## Accreditation and Approval of Programs FY 2014 and FY 2015

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### LICENSING AND ACCREDITATION or APPROVAL

Applicants must meet the program requirements and quality standards for participation in this grant program as described in CGS Section 10-16q (a) of the 2008 Supplement to the CGS.

1. Applicants must attach a copy of each current license from the DPH for each site requesting school readiness funds. If site is exempt from DPH licensing requirements, (i.e. public schools,) complete and submit Appendix B.
2. All program sites must be accredited/approved or in process of becoming accredited/approved. The following documentation must be submitted along with the completion of the Program Accreditation/Approval form as an electronic submission indicated in the directions at the beginning of Section V.
  - a. Programs accredited by NAEYC must submit current accreditation certificate.
  - b. Programs in process for initial NAEYC accreditation and NAEYC re-accreditation must submit their application number and documentation of their current status on the following page. Please see the website link below for NAEYC accreditation dates and timelines:  
[http://www.naeyc.org/files/academy/file/Timeline\\_Currently\\_Accredited.pdf](http://www.naeyc.org/files/academy/file/Timeline_Currently_Accredited.pdf)
  - c. Programs approved by Head Start must submit a copy of their most recent Financial Assistance Award Letter from the United States Department of Health and Human Service, Administration of Children and Families. In addition, submit a copy of the Head Start approved Quality Improvement Plan demonstrating progress toward correcting any areas of deficiencies and/or non-compliances.

**Appendix B: Licensing Status Verification Form  
School Readiness Grant Program**

Connecticut General Statutes, Section 19a-77(b) provides that a program administered by a public school system is not required to be licensed to operate. In addition, the licensing requirement does not apply to programs administered by private schools that are approved by the State Board of Education and have filed a yearly attendance form with the Connecticut State Department of Education (CSDE). "Administered by" means that a public school system or a CSDE approved private school retains responsibility for the management and oversight of the program and for the program staff and the children served.

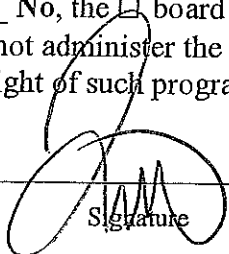
If a School Readiness grantee submits to the CSDE sub-grantee applications with sites that are not licensed by the Department of Public Health to provide child day care, the grantee must complete this form for each non-licensed site. One of the following persons must complete and sign this form, as appropriate: the superintendent of schools, charter school director, administrator of a CSDE approved private school or executive director of a Regional Education Service Center (RESC).

Please check the appropriate boxes below with an "X", provide your signature, and indicate whether your board of education, charter school, CSDE approved private school or RESC administers the program.

**HOCKANUM READINESS PROGRAM** located at **191 MAIN STREET, EAST HARTFORD, CT 06118**  
(Name of Program) (Program Address)

Yes, the  board of education,  charter school,  CSDE approved private school,  RESC administers the above named program and therefore retains responsibility for the management and oversight of such program, for the staff employed at the program and the children attending the program. This arrangement is effective from:  
(start date): **JULY 1, 2013** to (end date): **JUNE 30, 2015**.

No, the  board of education,  charter school,  CSDE approved private school,  RESC does not administer the above named program and does not retain responsibility for the management and oversight of such program, for the staff employed at the program and the children attending the program.

  
\_\_\_\_\_,  Superintendent of Schools **NATE QUESNEL**  
 Charter School Director Printed Name  
 CSDE Approved Private School Administrator  
 RESC Executive Director

for the **EAST HARTFORD PUBLIC SCHOOLS**  Board of Education  
Name of Grantee  Charter School  
 CSDE Approved Private School  
 RESC  
at **EAST HARTFORD** ( **860** ) **622 - 5107**  
City or Town Phone Number

Please submit this form as Appendix B to the School Readiness Grant Program application.

# National Association for the Education of Young Children

Having met the NAEYC Early Childhood Program Standards,

## *Hockanum Readiness Program*

191 Main Street Hockanum Elem. Room 4  
East Hartford CT 06118

Program Id 427543  
is hereby awarded

# NAEYC Accreditation

by the NAEYC Academy for Early Childhood Program Accreditation

12/31/2013

Certificate is valid until date above.

[www.rightchoicesforkids.org](http://www.rightchoicesforkids.org)  
[accreditation.information@naeyc.org](mailto:accreditation.information@naeyc.org)  
800-424-2460



*Mark R. Ginsberg*

Mark R. Ginsberg, Ph.D.  
NAEYC Executive Director

# National Association for the Education of Young Children

Having met the NAEYC Early Childhood Program Standards,

*Silva's Youth of Today LLC*

656 Silver Lane  
East Hartford, CT 06118  
Program ID 421608

is hereby awarded

## NAEYC Accreditation

by the NAEYC Academy for Early Childhood Program Accreditation

10/01/2016

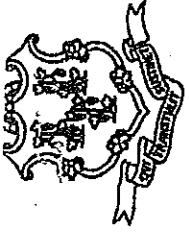
Certificate is valid until date above.

[www.rightchoiceforkids.org](http://www.rightchoiceforkids.org)  
[accreditation.information@naeyc.org](mailto:accreditation.information@naeyc.org)  
800-424-2460



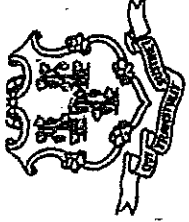
A handwritten signature in black ink, appearing to read "Jerlean E. Daniel".

Jerlean E. Daniel, Ph.D.  
NAEYC Executive Director



# State of Connecticut

Department of Public Health



In Accordance with Connecticut General Statutes 19a-77 to 19a-87 inclusive,  
the Department of Public Health issues this license, which is non-transferable, to:

**SILVA'S YOUTH OF TODAY LEARNING CENTER LLC**  
**656 SILVER LANE**  
**EAST HARTFORD, CT 06108**

to operate a

**CHILD DAY CARE CENTER**

at

**SILVA'S YOUTH OF TODAY LEARNING CENTER LLC**  
**656 SILVER LANE**  
**EAST HARTFORD, CT 06108**

License Number: 15952

Expiration Date: 12/05/2013

Approved for the Following Services:

\*Children Under 3 \*Preschool \*School Age \*Kindergarten \*

Maximum Children at One Time: 237

Children Under 3 Years of Age : 48

410 Capitol Avenue, P.O. Box 340308, Hartford, CT 06134-0308  
Telephones: 1-800-282-6063

*J Robert Galvin M.D., M.P.H.*

J. Robert Galvin, M.D., M.P.H., Commissioner



# State of Connecticut

Department of Public Health

In Accordance with Connecticut General Statutes 19a-77 to 19a-87 inclusive,  
the Department of Public Health issues this license, which is non-transferable, to:

**YWCA OF THE HARTFORD REGION, INC.**  
**9 SIGNOR STREET**  
**EAST HARTFORD, CT 06108**

to operate a

**CHILD DAY CARE CENTER**

at

**YWCA EAST HARTFORD EARLY LEARNING CENTER**  
**9 SIGNOR STREET**  
**EAST HARTFORD, CT 06108**

License Number: 15917

Expiration Date: 06/02/2013

Approved for the Following Services:

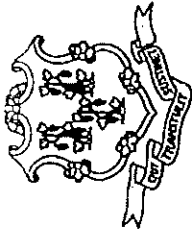
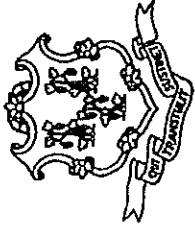
\*Children Under 3 \*Preschool \*

Maximum Children at One Time: 56

Children Under 3 Years of Age : 16

410 Capitol Avenue, P.O. Box 340308, Hartford, CT 06134-0308  
Telephones: 1-800-282-6063

*J Robert Galvin M.D., M.P.H.*  
J. Robert Galvin, M.D., M.P.H., Commissioner



# National Association for the Education of Young Children

Having met the NAEYC Early Childhood Program Standards,

## *YWCA East Hartford Early Learning Center*

*9 Signor Street  
East Hartford CT 06108  
Program Id 524374  
is hereby awarded*

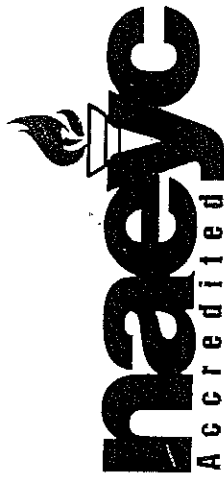
# NAEYC Accreditation

by the NAEYC Academy for Early Childhood Program Accreditation

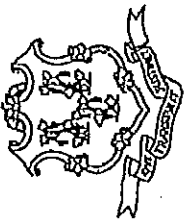
01/31/2014

Certificate is valid until date above.

[www.rightchoiceforkids.org](http://www.rightchoiceforkids.org)  
[accreditation.information@naeyc.org](mailto:accreditation.information@naeyc.org)  
800-424-2460



*Mark R. Ginsberg*  
Mark R. Ginsberg, Ph.D.  
NAEYC Executive Director



# State of Connecticut

Department of Public Health

ATTACHMENT A



In Accordance with Connecticut General Statutes 19a-77 to 19a-87 inclusive,  
the Department of Public Health issues this license, which is non-transferable, to:

YMCA OF METROPOLITAN HARTFORD, INC  
770 MAIN STREET  
EAST HARTFORD, CT 06108

to operate a

CHILD DAY CARE CENTER

at

YMCA CHILD CARE CENTER  
70A CANTERBURY STREET  
EAST HARTFORD, CT 06118

License Number: 15820

Expiration Date: 08/20/2013

Approved for the Following Services:

\*Children Under 3 \*Preschool \*School Age \*Kindergarten \*

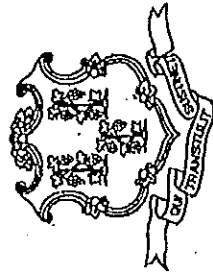
Maximum Children at One Time: 92

Children Under 3 Years of Age : 32

410 Capitol Avenue, P.O. Box 340308, Hartford, CT 06134-0308  
Telephones: 1-800-282-6063

*J. Robert Galvin M.D., M.P.H.*

J. Robert Galvin, M.D., M.P.H., Commissioner

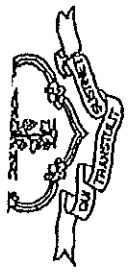


# State of Connecticut

## Department of Public Health

410 Capitol Avenue, Hartford, CT 06134  
(860) 509-8045

ATTACHMENT A



In Accordance with Connecticut General Statutes 19a-77 to 19a-87 inclusive,  
the Department of Public Health issues this license, which is non-transferable, to:

**YMCA OF METROPOLITAN HARTFORD INC**  
241 TRUMBULL STREET  
HARTFORD, CT 06103

to operate a

**Child Day Care Center**

at

**YMCA FIRST CHURCH**  
837 MAIN STREET  
EAST HARTFORD, CT 06108

License Number: DCCC.15498

Expiration Date: 10/31/2016

Approved for the Following Services:

Pre-School; School Age

Maximum Children at One Time: 31

Children Under 3 Years of Age: 0

Jewel Mullen, MD, MPH, MPA  
Commissioner

# National Association for the Education of Young Children

Having met the NAEYC Early Childhood Program Standards

## YMCA Child Care Center

70A Canterbury Street  
East Hartford, CT 06118  
Program ID 724495

is hereby awarded

# NAEYC Accreditation

by the NAEYC Academy for Early Childhood Program Accreditation

07/01/2015

Certification is valid until date above.

[www.rightchoiceforkids.org](http://www.rightchoiceforkids.org)  
[accreditation\\_information@naeyc.org](mailto:accreditation_information@naeyc.org)  
800-424-2460



*Maria N. ...*  
MARIA R. GINSBERG, Ph.D.  
NAEYC Executive Director

# National Association for the Education of Young Children

Having met the NAEYC Early Childhood Program Standards,  
YMCA First Church

837 Main Street  
East Hartford, CT 06108  
Program ID 276375

is hereby awarded

## NAEYC Accreditation

by the NAEYC Academy for Early Childhood Program Accreditation

07/01/2015

Certificate is valid until date above.

[www.rightchoiceforkids.org](http://www.rightchoiceforkids.org)  
[accreditation.information@naeyc.org](mailto:accreditation.information@naeyc.org)  
800-424-2460



*Maria A. Ginsberg*  
Maria R. Ginsberg, Ph.D.  
NAEYC Executive Director



# State of Connecticut

Department of Public Health

ATTACHMENT A

In Accordance with Connecticut General Statutes 19a-77 to 19a-87 inclusive, the Department of Public Health issues this license, which is non-transferable, to:

YMCA OF METROPOLITAN HARTFORD, INC.

C/O 770 MAIN STREET  
EAST HARTFORD, CT 06108

to operate a

CHILD DAY CARE CENTER

YMCA LARSON CENTER  
81 WOODLAWN CIRCLE  
EAST HARTFORD, CT 06108

License Number: 15440

Expiration Date: 01/19/2014

Approved for the Following Services

Preschool School Age

Maximum Children at One Time 60

Children Under 3 Years of Age 0

410 Capitol Avenue, P.O. Box 340308, Hartford, CT 06154-0308  
Telephones: 1-800-282-6063

*J. Robert Galvin M.D., M.P.H.*

J. Robert Galvin, M.D., M.P.H., Commissioner

# National Association for the Education of Young Children

Having met the NAEYC Early Childhood Program Standards,

*YMCA Larson Center*

*81 Woodlawn Circle  
East Hartford CT 06108  
Program Id 280722*

is hereby awarded

## NAEYC Accreditation

by the NAEYC Academy for Early Childhood Program Accreditation

05/31/2014

Certificate is valid until date above

[www.rightchoiceforkids.org](http://www.rightchoiceforkids.org)  
[accreditation.information@naeyc.org](mailto:accreditation.information@naeyc.org)  
800-424-2460



*Mark R. Ginsberg*  
Mark R. Ginsberg, Ph.D.  
NAEYC Executive Director



### Licensing and Accreditation / Approval Status

SITE	LICENSING			NAEYC STATUS				HEAD START			
	Yes	License Exp. Date	Exempt	Pending	ID#	Certificate Exp. Date	3-yr. Window Due Date	Candidacy Date (see NAEYC timeline)	Expected Date of Visit (3-month window)	Yes	No
EHPS Hockanum SR	X										
Silva's Youth of Today LLC	X	12/5/2013			427543	#####	5/31/2013	4/30/2013	6/1/13-11/30/13	X	
YMCA of East Hartford			X		421608	10/1/2016					X
YMCA First Church	X	10/31/2016			276375	7/1/2015					X
YMCA Child Care Center	X	8/20/2013			724495	7/1/2015					X
YMCA Larson Center	X	1/19/2014			280722	5/31/2014	8/31/2013	9/30/2013	10/1/13-3/31/14	X	
YWCA Early Learning Center	X	6/2/2013			524374	1/31/2014	4/30/2013	5/31/2013	6/1/13-11/30/13	X	



Total # Spaces	Total Cost
68 \$	384,000.00
120 \$	1,001,520.00
0 \$	-
29 \$	242,034.00
38 \$	317,148.00
17 \$	141,882.00
40 \$	333,840.00
0 \$	-
0 \$	-
0 \$	-
0 \$	-
0 \$	-
0 \$	-
0 \$	-
0 \$	-
0 \$	-
0 \$	-
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0 \$	-
0 \$	-
0 \$	-
0 \$	-
0 \$	-
312 \$	2,420,424.00

## SCHOOL READINESS GRANT PROGRAM

**Grant Fiscal Agent**

Identify the fiscal agent for the School Readiness Grant Program for FY 2014 and FY 2015.

*Please be advised that if the fiscal agent for this grant program is other than the municipality or the municipality's school district, the fiscal agent must sign the Grant Cover Page and the grant's Statement of Assurances to certify compliance with all relevant requirements of this State grant program.*

Fiscal Agent Information

Identify Fiscal Agency:	East Hartford Public Schools	
Street Address:	1110 Main Street	
City, State, Zip Code:	East Hartford, CT 06108	
Telephone:	860-622-5135	Fax: 860-622-5079
Primary Contact Person:	Name: Paul Mainuli, Director EHPS Business Services	Email: <a href="mailto:Mainuli.pf@easthartford.org">Mainuli.pf@easthartford.org</a>
Federal ID #:	06-600-1609	



## *East Hartford Public Schools*

**Nathan D. Quesnel**  
**Superintendent of Schools**

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*1110 Main Street • East Hartford, CT 06108 • Tel: (860) 622-5107 • Fax: (860) 622-5119*

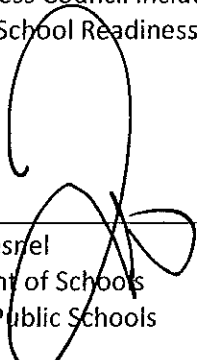
To: Deborah Adams  
CT State Department of Education

From: The Co-chairs of the East Hartford School Readiness Council  
East Hartford Mayor Marcia Leclerc  
East Hartford Public Schools Superintendent Nathan D. Quesnel

Date: April 10, 2013

The East Hartford Public Schools supports the East Hartford School Readiness Council with a matching grant of greater than \$25,000 per year for the coordination of services for the 312 children served by the East Hartford School Readiness Council. Support services that are in-kind to the East Hartford School Readiness Council include office space utilization valued at \$36,000.00 per year for the use of the East Hartford School Readiness Administrator.

Sincerely,



---

Nathan D. Quesnel  
Superintendent of Schools  
East Hartford Public Schools

**FISCAL YEAR 2014**

ED 114 BUDGET FORM: Community Budget

GRANTEE NAME:	<b>East Hartford</b>	TOWN/AGENCY CODE:	<b>043</b>	
GRANT TITLE:	<b>School Readiness Grant Program</b>			
PROJECT TITLE:	<b>Priority School District Municipalities</b>			
ACCOUNTING CLASSIFICATION: FUND: 11000 SPID: 17043 YEAR: 2014 PROG: 82056 CF1: 170002 CF2:				
GRANT PERIOD: <b>07/01/2013 – 06/30/2014</b>		AUTHORIZED AMOUNT: <b>\$2,520,424.00</b>		
AUTHORIZED AMOUNT BY SOURCE:				
LOCAL BALANCE:	CARRY-OVER DUE:	CURRENT DUE: \$		
CODES	DESCRIPTIONS	Administrative Budget Amount	Space Allocation Amount	Start-up
111A	Administrators / Supervisors Salaries	\$ 45,161.00		
112B	Clerical			
119	Other			
200	Personal Services – Employees Benefits	22,840.00		
330	Other Professional Technical Services	19,995.00		
331	Audit	8,012.00		
530	Communications	1,725.00		
580	Travel	760.00		
590	Other Purchased Services		2,420,424.00	
612	Administrative Supplies	1,507.00		
	<b>TOTAL</b>	<b>\$ 100,000.00</b>	<b>\$2,420,424.00</b>	
Original Request Date:				
Revised Request Date:		<i>Connecticut State Department of Education Program Manager Authorization</i>		<i>Date of Approval</i>

FY 2014 BUDGET JUSTIFICATION PAGE

A separate budget justification must be completed in detail identifying the specifics for each line item expenditure noted in your budget.

*For Example:*

*111A Administrator- Supervisor Salary - \$45,000  
1 Full-Time School Readiness Coordinator to coordinate, administer and evaluate the implementation of School Readiness Grant.*

**PLEASE NOTE:** Programs who utilize 10 percent of their allocation up to \$100,000 for coordination, program evaluation and administration must attach signed documentation indicating the source for the \$25,000 in local funding that will be contributed and how the funds will be utilized.

111A	Administrator/Supervisor Salary	\$ 45,161.00
200	Employee Benefits – Health/Social Security (.0765%)	22,840.00
330	Other Professional Technical Services	19,995.00
331	Audit	8,012.00
530	Communications – phone/computer/fax/postage	1,725.00
580	Travel – School Readiness out of office travel	760.00
590	Other Purchased Services (Slots)	2,420,424.00
612	Administrative Supplies	1,507.00
	Total	<u>\$2,520,424.00</u>

**SCHOOL READINESS GRANT PROGRAM**

**Management and Accountability Structure**

Section 10-16p (g) (2) of the 2008 Supplement to the CGS requires each School Readiness community to “*designate a person to be responsible for such coordination, program evaluation and administration and to act as a liaison between the town and the Connecticut State Departments of Education.*”

This section must include the following information:

1. The School Contact Liaison is the person responsible for the management (as defined above) of the grant program. Please address the following in your response.
  - Please include a description of how that person carries out the fiscal and program monitoring of sub-grantees.
  - How does that person ensure that sub-grantees adhere to the 11 quality standards, program standards, accreditation, and grant policies?
  - How often is each sub-grantee site visited by this person or persons contracted through the School Readiness Council?
  - How are the visits documented and what is the process for follow-up? *Please attach a copy of the local monitoring site visit form.*
  - If the Liaison identifies issues to be addressed, describe the process to resolve them.
2. Who is responsible for ensuring the accuracy of the monthly data submitted, and how is the enrollment and attendance verified?
3. How is the Council kept informed on the status of the grant in relationship to child and program issues identified in the community, as well as the ongoing management process?

*Please note that the appointment of a fiscal agent other than the grantee does not relieve the grantee of their obligation for the management and accountability of this grant program.*



## Section VII – Management and Accountability Structure

1. The East Hartford School Readiness (EHSR) Administrator is responsible for the management of the grant program under the direction of the EHSR Council. The EHSR Administrator monitors the program through site visits (monitoring site visit form attached), child care provider meetings, EHSR Council meetings, monitoring licensing consent orders, various forms of communication with program managers and personnel, through offered workshops, and through consultant feedback such as from the East Hartford School Based Health Center staff, the Hartford Association for the Education of Young Children, ECERS consultant reports, EHSR council member visits, and other reported documentation concerning the EHSR programs.

The EHSR Administrator makes visits to the EHSR programs throughout the grant year, both announced and unannounced. The announced visits are usually to do monitoring checks and end of the year verification visits. Unannounced visits happen throughout the grant year to assist the programs with issues and to spot check to ensure programs are following EHSR policies and procedures. East Hartford School Readiness Council meetings are sometimes held on-site at the various East Hartford School Readiness programs in order for EHSR Council members to also view programs and to ensure programs are adhering to grant directives. Sites are also visited by the HAEYC consultants contracted by the EHSR Council on a bi-monthly basis in order to assure unbiased monitoring if the subject should arise.

Visits to programs are made on an as needed basis through both unannounced and announced visits throughout the year. Depending on the need, these visits can be weekly, monthly, bi-monthly, or quarterly. Contact with the programs, however, is weekly through email, phone calls, and meetings at program sites and at the EHSR Administrator's office. A good rapport with all programs is maintained as it is important the EHSR programs view the EHSR Administrator a valuable resource to assist with their program needs.

Visits are documented through notes which are added to program files or actual written reports shared with the EHSR Council Members on an as needed basis. Follow-up, if needed, is done through additional visits or discussions with program administration.

On finding any issues to be resolved, the EHSR Administrator discusses the matter with the program manager first. Any issues are usually corrected at this stage. If the matter is not resolved, the EHSR Administrator will then bring the issue to the EH Mayor and EH Superintendent to seek their guidance before bringing the matter to the EHSR Council as a whole for recommendations and necessary action to be taken. If needed, a consultant from the CT State Department of Education will be asked for their advice and recommendations. Throughout the problem solving process, consultation with expertise in the matter are sought and asked to assist in the next course of action. All issues are addressed in a positive manner to help programs rather than on a punitive basis.

2. Each School Readiness Program manager is responsible for preparing their program's monthly data forms which include monthly attendance forms. These forms are submitted to the EHSR Administrator for accuracy of the monthly data put forward by the programs based on the information given by the program concerning attendance and children enrolled in the programs. The EHSR Administrator reviews this data before submission to the CT State Department of Education as verification for the release of grant funds.
3. The EHSR Administrator makes monthly reports to the EHSR Council. Any information that needs immediate attention is reported to the EHSR Council co-chairs, the East Hartford Mayor and East Hartford Public Schools Superintendent, as soon as possible. The EHSR Council oversees the EHSR Grant Program and makes recommendations as well as takes any necessary action, as needed, concerning program issues.

SCHOOL READINESS GRANT PROGRAM

**Documentation and Evaluation**

Under Section (a) (11) of the 2008 Supplement to the CGS, programs funded by School Readiness must use the assessment measures developed by the Commissioners.

1. How does the applicant recruit new children and families to ensure full utilization of spaces?
2. How does the applicant document the progress in the community to increase the numbers of children served and ensure that all eligible children are served?
3. What processes and requirements does the School Readiness Council have to ensure that the curriculum and assessment system used by the School Readiness Programs to measure child progress is aligned to the "Connecticut Preschool Curriculum and Assessment Frameworks"?
4. How does the School Readiness Council provide oversight, coordination and support for the sub-grantee's measurement of child progress? For guidance, please refer to the "Connecticut Preschool Curriculum and Assessment Frameworks".
5. How is information on the School Readiness Grant goals, outcomes and progress disseminated to the community at-large?

## East Hartford School Readiness

### Section VIII - Documentation and Evaluation

1. The East Hartford School Readiness (EHSR) Program actively assists the EHSR sites in recruiting new children and families into the EHSR early care and education program sites. The EHSR providers have maintained enrollment of EHSR program slots. Recruitment is done through word-of-mouth, postings in various town locations i.e. libraries, businesses, community agencies, public school departments, Birth-to-Three, the East Hartford Family Resource Centers, and on the East Hartford School Readiness website. The EHSR Administrator acts as the main contact person for the child care services in East Hartford and forwards information to families and agencies inquiring about School Readiness. This active participation has proved to be beneficial to the families and programs in the East Hartford community.
2. The EHSR Program and EHSR sites maintain active waitlists of families seeking information about and slot availability for School Readiness (SR) programs. Because of the continued need for SR slots, EHSR programs have been able to closely monitor enrollment. Families needing child care and education are further directed to other programs in town including Head Start, nursery school programs, and licensed family child care providers. The EHSR Council meets monthly to discuss the community needs and issues affecting families. Current trends are noted and changes suggested to the EHSR programs and child care providers as necessary. The EHSR Administrator currently chairs the East Hartford ChildPlan Early Care and Education Committee, a Discovery initiative, which concentrates efforts on providing an early childhood agenda for East Hartford. This committee holds community forums and helps to address issues expressed by the informal child care providers in East Hartford as well as the formal child care providers in town.
3. All EHSR programs have had training in the implementation of the "Creative Curriculum". This curriculum has been cross-walked with the "Connecticut Preschool Curriculum Framework" (PCF) and is aligned to measure child outcomes. EHSR program staff have also received training in the implementation of the "Connecticut Preschool Assessment Framework" (PAF). The East Hartford community programs use the PAF for child assessment as well as reference the Creative Curriculum Assessment. The East Hartford Public School Readiness programs utilize the Creative Curriculum Assessment. Programs look forward to more trainings with the hiring of new staff in the EHSR programs and refresher workshops in the implementation of the PCF and PAF. The EHSR Council meets monthly to assist the EHSR Administrator in providing the necessary support to the EHSR subgrantee's measurement of child outcomes. The EHSR Kindergarten Transition Committee was developed in order to assist programs in this process. A committee made up of subgrantees, private East Hartford citizens, community agencies, and East Hartford Public School personnel meet regularly to assist in providing all East Hartford community early care and education providers with the necessary assistance to ensure children are attaining goals and outcomes in order to arrive at kindergarten ready to continue learning. The EHSR Council understands the importance of this issue and work together to ensure that the EHSR grant directives, family, and most importantly, child needs are met.
4. The EHSR Council has, with the use of Quality Enhancement funding, contracted with consultants from HAEYC in order to help programs with implementing the CT Preschool Curriculum and Assessment Frameworks. Individual staff meetings on site at each program, joint workshops, and administrator meetings have all provided the oversight, coordination, and support for the sub-grantee's measurement of the children's progress. Through the Discovery initiative, work is being done on how to utilize RBA measurements to help with planning for the children in East Hartford.
5. Information is distributed through newspaper articles, brochures, bulk mailings, word-of-mouth, position papers, community forums, and through the EHSR website. Information is presented at various community meetings including East Hartford board of education meetings, town council meetings, and through various agency meetings. The EHSR Council is a well represented community council that can disseminate information to a variety of community families and members.

SCHOOL READINESS GRANT PROGRAM

**Statement of Assurances**

PROJECT TITLE School Readiness Grant Program

THE APPLICANT: Town of East Hartford HEREBY ASSURES THAT:  
(Insert Agency Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant agency;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with the regulations and other policies and administrative directives of the Connecticut State Board of Education and the CSDE;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded throughout the entire grant period;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the CSDE, including information relating to the project records and access thereto as the State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records, and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state and/or federal funding;
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including fees and legal fees and costs, if any, arising out of any breach of the duties, in whole or in part, described in the application for this grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the CGS, and the applicant shall return to the State Department of Education any monies not expended in accordance with the approved program/operation budget as determined by audit;

STATEMENT OF ASSURANCES (continued)

L. Required Language (Non-discrimination)

1) References in this section to "contract" shall mean this grant agreement and references to "contractor" shall mean the Grantee. For the purposes of this section, "Commission" means the Commission on Human Rights and Opportunities. For the purposes of this section "minority business enterprise" means any small contractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

2) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (b) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (c) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (d) the contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to sections 46a-56, 46a-68e and 46a-68f; (e) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56.

3) Determination of the contractor's good faith efforts shall include but shall not be limited to the following factors: The contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

4) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

5) The contractor shall include the provisions of section (2) above in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the

SCHOOL READINESS GRANT PROGRAM

Statement of Assurances Signature Page

We, the undersigned authorized officials, do hereby certify that these assurances shall be fully implemented.

Signature of Chief Elected Official: \_\_\_\_\_

Name: (please type) Marcia Leclerc

Title: (please type) Mayor of East Hartford

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

Signature of Superintendent: \_\_\_\_\_

Name: (please type) Nathan D. Quesnel

Title: (please type) Superintendent of East Hartford Public Schools

Date: 2/12/13

To Be Signed if the Fiscal Agent is other then the Municipality or the School District:

Signature of Fiscal Agent: \_\_\_\_\_

Name: (please type) \_\_\_\_\_

Title: (please type) \_\_\_\_\_

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

Approval as to format: Town of East Hartford Corporation Counsel

**SCHOOL READINESS GRANT PROGRAM**

**Affirmative Action Packet**

1. The Affirmative Action Certification Form must be signed by the applicant agency's authorized official and submitted with the grant application.

*In accordance with the regulations established by the Commission on Human Rights and Opportunities, each applicant is required to have a complete Affirmative Action Packet on file with the State Department of Education. This grant application contains the "Certification Form" certifying that an Affirmative Action Plan is on file with the State Department of Education. The individual(s) authorized to sign on behalf of the applicant agency must sign the Affirmative Action Certification Form and submit such form with the grant application.*

*Applicants who do not have an Affirmative Action packet on file with the State Department of Education must obtain and submit a completed packet with their grant application. An Affirmative Action packet can be obtained through:*

State Department of Education  
Affirmative Action Office  
25 Industrial Park Road  
Middletown, Connecticut 06457  
(860) 807-2101

SCHOOL READINESS GRANT PROGRAM

# Affirmative Action Certification Form

AFFIRMATIVE ACTION CERTIFICATION

AN AFFIRMATIVE ACTION PLAN IS ON FILE WITH THE STATE DEPARTMENT OF EDUCATION

I (We), the undersigned authorized official(s), hereby certify that the current Affirmative Action Plan of the applicant organization/agency is on file with the Connecticut State Department of Education. The Affirmative Action Plan is by reference, part of this application.

\_\_\_\_\_  
*Signature of Authorized Official*

\_\_\_\_\_  
*Date*

Marcia Leclerc

Mayor of East Hartford

*Name of Authorized Official (please type)*

*Title of Authorized Individual*

\_\_\_\_\_  
*Signature of Authorized Official*

\_\_\_\_\_  
*Date*

Nathan D. Quesnel

Superintendent of East Hartford Public Schools

*Name of Authorized Official (please type)*

*Title of Authorized Individual*



**SCHOOL READINESS GRANT PROGRAM****GLOSSARY/DEFINITIONS**

**Connecticut Frameworks** – The “**CONNECTICUT PRESCHOOL CURRICULUM FRAMEWORK**” and “**CONNECTICUT PRESCHOOL ASSESSMENT FRAMEWORK**” are the guides for programs to use in the implementation and necessary adjustments to the curriculum and experiences that support children in the development of skills and knowledge.

**General Policy and Program Operation Communication System** – This system replaces the ALERT system previously used to communicate guidance to councils. General Policy (GP) and Program Operation (PO) communications are issued to provide guidance to councils and providers concerning school readiness policies and procedures. Technical Assistance documents are issued to give guidance to programs on early childhood topics such as Americans with Disabilities Act (ADA) and Individuals with Disabilities Education Act (IDEA) in Preschools, Transition to Kindergarten, Parent Involvement and Nutrition. A copy of these General Policies, Program Operations, and Technical Assistance documents should be maintained and followed. General Policies, Program Operations and Technical Assistance documents are posted on the CSDE web page [www.sde.ct.gov/sde](http://www.sde.ct.gov/sde).

**Inclusion/Integration** – It is expected that all children with and without disabilities shall have access to school readiness programs. Programs must adhere to the requirements of the ADA and the IDEA which require that no child be excluded on the basis of a disability. For more information, see the **TECHNICAL ASSISTANCE DOCUMENT ON INCLUSION SR TA. 99-01** (available at [www.sde.ct.gov/sde](http://www.sde.ct.gov/sde)).

**Learning Experience Plans** – A Learning Experience Plan describes both the learning expectations for children as well as the teaching strategies that support all children across varying levels of development and the setting in which the experiences are planned to occur.

**Outcomes** – Those skills that children with a quality preschool experience are expected to demonstrate when entering kindergarten. For more information and guidance see the publication, **CONNECTICUT PRESCHOOL CURRICULUM FRAMEWORK and CONNECTICUT ASSESSMENT FRAMEWORK** that is available from the CSDE web page [www.sde.ct.gov/sde](http://www.sde.ct.gov/sde).

**Parent Fees** – The amount of money parents are required to pay for participation in the school readiness program is based on the sliding fee scale or is stated on their child care certificate. Fees must be used to support the activities of the school readiness program that the child is attending. The School Readiness Council may choose to exempt only Part-Day/Part-Year Programs from this requirement. For additional information see **Program Operation PO 09-03**.

**Program Standards** – Programs who either have or are seeking NAEYC accreditation must meet the NAEYC standards. Head Start programs must meet the Head Start Program Performance Standards. For additional information see **General Policy GP 09-05 and GP 09-06**.

**Quality Components** – The 11 components required of school readiness programs by the legislation that include collaboration, parent involvement, health, nutrition, pre-literacy practices, family literacy, admission policies, transition to kindergarten, professional development, sliding fee scale and an annual program evaluation (see page 6 for a complete listing of the 11 components).

**Sliding Fee Scale** – A scale of fees based on income and family size. For all children, except those with a child care certificate, the programs must use the DSS Sliding Fee Scale or develop their own based on the DSS Scale to determine the fees charged to parents for school readiness programs, in accordance to policy guidelines provided by their local School Readiness Council.

**Teacher** – Each classroom that provides services under the School Readiness Grant must be staffed for all operating hours of the day for Part-Day and School-Day spaces and for six hours per day for Full-Day spaces by a teacher who, at minimum, has a Child Development Associate (CDA) credential and 12 credits or more in early childhood education or child development from an institution of higher learning accredited by the Board of Governors of Higher Education, or an associate’s degree or a four (4) year degree with 12 or more credits in early childhood education or child development from an institution of higher learning accredited by the Board of Governors of Higher Education, or a Connecticut teaching certificate with an early childhood or special education endorsement. The qualifications change beginning July 1, 2015 in accordance with Public Act 12-50. For additional information, see **General Policy 13-04**.

SCHOOL READINESS GRANT PROGRAM

**Local Request for Proposals FY 2014**

1. Each municipality is required to publicly issue a Local Request For Proposal (RFP) in FY 2014 identifying new or continuing eligible local early care and education providers, which shall provide school readiness and child day care services to eligible children and their families.
2. In its review of these applications, the School Readiness Council must ensure that the proposals address all the statutory requirements specifying how the program will meet these requirements and only submit those proposals that are complete and in compliance with such requirements.
3. Each municipality must submit a copy of the School Readiness Council's written review of each sub-grantee's application that includes the strengths and weaknesses, as well as the council's recommendation.
4. Agencies with multiple sites may submit one (1) application with the individual sites, spaces, and cost information indicated on the Program Space Grid and attach site-specific information for licensing, accreditation, staff grids, program administration and operation pages, budget and justifications, budget attachments, and collaboration agreements.
5. Local Proposals (New or Continuing)
  - Each local proposal must accompany the community application to the CSDE as individual appendices.
  - Each proposal must be accompanied by a signed Local RFP Cover Sheet that attests that the application was reviewed, scored and in compliance with the School Readiness requirements.
6. Year 2 Proposals
  - Continuing programs that have a successful program evaluation must submit their program space grid, accreditation status, budget pages, learning experience plans and documentation of their commitment and adherence to the school readiness requirements.
  - New programs or programs that have made changes to their original application must submit a completed Local RFP application that addresses all the statutory requirements and specifies how the program will meet such requirements.

**SCHOOL READINESS GRANT PROGRAM**

**Grant Submission Information**

**A. Date Of Board Acceptance**

**IF** the submission of the application for the School Readiness Grant Program requires the official approval and/or endorsement of any board or like body (e.g., board of education, town council, etc.), the approval and/or endorsement of such body should be submitted with the grant application. If it is not possible to obtain board or similar approval prior to submission of the grant application, then the official board approval or similar document should be sent under separate cover, no later than July 1, 2013.

**B. Freedom of Information Act**

All of the information contained in the grant application submitted in response to the School Readiness Grant Program is subject to the provisions of the Freedom of Information Act Sections 1-200 to 1-241, inclusive (FOIA). The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency, as defined in the statute, are public records and every person has the right to inspect and receive a copy of such records.

**C. Obligations of Grantees and Sub-Grantees**

All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in CGS Section 4a-60, 4a-60a and Sections 4a-68j-1 et seq. of the Regulations of Connecticut State Agencies. Furthermore, the grantee must submit periodic reports of its employment and sub-contracting practices in such form, in such manner and in such time as may be prescribed by the Commission on Human Rights and Opportunities.

**D. State Monitoring and Evaluation**

The CSDE or its designee, may conduct site visits to grantees and sub-grantees funded under this grant program to monitor a community's progress and compliance with the intent of the legislative Act and in accordance with the Request for Proposal.

**E. Management and Control of the Program and Grant Consultation Role Of The State**

The grantee should have complete management control of this grant. While state agency staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds obligated by the grantee.

**F. Reporting Requirements**

Within 60 days after the close of the fiscal year, each grantee must file a financial statement of expenditures with the CSDE on such forms as the CSDE may require.

The applicant must submit a complete data report, including individual programs reports and a municipality report to the CSDE by the required date each month.

The applicant awarded a grant must also submit a final project report using the assessment measure adopted by the CSDE. Applicants should identify the outcomes achieved over the course of each funding year and the progress towards achievement of an applicant's outcomes. The final report at the end of the year should include a summary of all data and information collected from an evaluation of the community's School Readiness program.

### G. Annie E. Casey Foundation

1. Applicants that are part of a collaborative effort funded in whole or in part by the Annie E. Casey Foundation must submit documentation that:
2. The collaborative oversight entity has been provided the opportunity to review and comment on the grant application or proposal prior to submission to the Department.
3. The proposal or application submitted provides information detailing the activities which assure priority access to services to children, youth and families referred by the collaborative oversight entity.
4. The applicant shall designate someone to act as liaison for the referral process.

### H. Grant Process

#### 1. Review Of Applications and Grant Awards

The CSDE reserves the right to make a grant award under this program without discussion with the applicants. Therefore, applications should be submitted which present the project in the most favorable light from both technical and cost standpoints. All awards are subject to the availability of funds. Districts awarded funds under this grant program are cautioned not to commit such funds until an official grant award letter is received.

#### 2. Consultative Assistance

Deborah Adams, Program Manager, School Readiness, Bureau of Teaching and Learning, will be available at (860) 713-6744 to answer questions regarding application procedures or proposal format.

#### 3. Reservations and Restrictions

The CSDE reserves the right not to fund an applicant or grantee if it is determined that the grantee cannot manage the fiscal responsibilities required under this grant.

#### 4. Facsimile (Faxed) Copies

Facsimile (faxed) copies of applications **will not** be accepted. Only applications with the original signatures and timely filed will be accepted.

#### 5. Delivery of Applications

Delivery of the School Readiness Grant Program application is required by 4:30 p.m. on **May 17, 2013**, irrespective of the postmark date and means of transmittal. Extensions shall not be given. Applications must include one (1) original and one (1) copy.

**IMPORTANT NOTE:** Applicants must complete the enclosed application. This form may be copied into a word processing program. Modifications will not be accepted. Failure to submit the grant application on time may result in a delayed issuance of the grant award to the eligible applicant. Mailing/Delivery address is:


**Deborah Adams, Program Manager  
State Department of Education  
165 Capitol Ave, Room 215  
Hartford, CT 06106**

**(860) 713-6744  
[deborah.adams@ct.gov](mailto:deborah.adams@ct.gov)**

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

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**DATE:** April 25, 2013  
**TO:** Richard Kehoe, Chairman  
**FROM:** Mayor Marcia A. Leclerc   
**RE:** REFERRAL: Authorizing Resolution JAG Police Video Equipment  
Technology (PVET) Grant

Attached is a memo and resolution authorizing the grant application and to execute any documents necessary for the requirement of this grant.

Please place on the Town Council agenda for May 7, 2013 meeting.

Thank you

C: M. Walsh, Director Finance Dept.  
C. Fravel, Grants Administrator  
Chief Sirois, Police Department

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a Resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 7<sup>th</sup> day of May, 2013.

## RESOLUTION

**WHEREAS**, the State of Connecticut Office of Policy and Management (OPM) is providing grant funds to eligible municipalities with organized police departments to purchase law enforcement equipment through the federally funded Justice Assistance Formula Grant (JAG) program; and

**WHEREAS**, the primary purpose of this grant is to assist local governments with addressing Public Act 11-174 An Act Concerning the Electronic Recording of Interrogations which requires electronic recording of custodial interrogations in certain situations beginning on January 1, 2014; and

**WHEREAS**, the East Hartford Police Department desires to use \$33,324.05 in available funds to purchase:

- Electronic Equipment for Recording of Interrogations
- LTI Lidar Unit
- PSDN Switch for CJIS Network
- Tactical Response Team Equipment

**NOW THEREFORE LET IT BE RESOLVED**; That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by OPM and the U.S. Department of Justice as they pertain to this Justice Assistance Formula Grant.

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

**IN WITNESS WHEREOF**, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford this \_\_\_\_ day of May 2013.

\_\_\_\_\_  
Angela M. Attenello, Town Council Clerk

seal

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

To: Mayor Marcia A. Leclerc

From: Chief Mark J. Sirois

Re: Referral to Council — Authorizing Resolution JAG Police Video  
Equipment Technology (PVET) Grant

Date: April 24, 2013

The Town of East Hartford is eligible to receive grant funding from the State of Office and Management (OPM) to assist local governments with addressing PA 11-174, An Act Concerning the Electronic Recording of Interrogations, which requires electronic recording of custodial interrogations in certain situations beginning on January 1, 2014. This is a one time funding opportunity with no matching funds required. The 2013 award allocation for East Hartford is \$33,324.05.

These funds will be spent on equipment to include Electronic Recording equipment for the purpose of recording interrogations, LTI Lidar Units, Public Safety Data Network (PSDN) Switch for CJIS Network and Tactical Response Team Equipment. The duration of the award is until December 31, 2013.

I am requesting that the attached Resolution be placed on the Town Council agenda for their meeting to be held May 7, 2013. The Resolution will authorize you as Mayor to enter into application and execute all documents in connection with carrying out the requirements of this grant.



Mark J. Sirois  
Chief of Police

**Attachment**

cc: Michael P. Walsh, Director of Finance  
Clare Favel, Grants Administrator



**STATE OF CONNECTICUT  
OFFICE OF POLICY AND MANAGEMENT**

Criminal Justice Policy and Planning Division (CJPPD)  
450 capital Avenue, MS# 52CPD  
Hartford, CT 06106-1379

**NOTICE OF GRANT AWARD**

The Office of Policy and Management, Criminal Justice Policy and Planning Division (CJPPD), hereby makes the following grant award in accordance with 42 U.S.C. §3751(a), the Edward Byrne Memorial Justice Assistance Grant and in accordance with the grant solicitation and the attached grant application, if applicable.

Grantee:	Town of East Hartford	Town Code:	43
Address:	740 Main Street	DUNS Number:	81302051
City/State/Zip:	East Hartford, CT 06108	Federal Employer ID No:	66001989

OPM Grant No:	10JAGPVET_043	SubGrant Type:	Local Pass-Through
Project Title:	Police Video Equipment Technology (PVET) Grant		
Date of Award:	4/15/2013		
Period of Award:	From: 4/15/2013	To:	12/31/2013
Total Award:	\$33,324.05		

Federal Grant Number: 2010-DJ-BX-0103      Catalog of Federal Domestic Assistance (CFDA) Number: 16.738

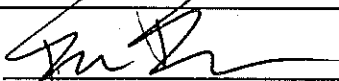
My signature below, for and on behalf of the above named grantee, indicates acceptance of the above referenced award and further certifies that:

1. I have the authority to execute this agreement on behalf of the grantee; and
2. The Grantee will comply with all attached Grant Conditions.

BY \_\_\_\_\_  
*Signature of Authorized Official*  
Marcia Leclerc, Mayor

Date \_\_\_\_\_

**FOR THE OFFICE OF POLICY AND MANAGEMENT USE ONLY**

  
\_\_\_\_\_  
*Signature of Authorized OPM Official*  
Benjamin Barnes, Secretary or Karen Buffkin, Deputy Secretary

Date 3.27.13

**For OPM Business Office Use Only**

AMOUNT	DEPT	ACCT	FUND	SID	PROG	PROJ	BUD REF	CHTFLD2
\$33,324.05	OPM20350	55050	12060	21921	13008	2331	2010	



# Proposal Narrative and Budget

## Town of East Hartford

1. Number of Interrogation Rooms: 1

2. Arrest Data:

Class/Year	2010	2011	2012
Capital	0	0	0
Class A	4	12	10
Class B	76	80	68

3. DESPP:

Year	Status
2010	Fully Compliant
2011	Fully Compliant
2012	Fully Compliant

4. Other than Interrogation Recording Equipment: Yes

5. We are anticipating on purchasing Lidar Units for our Traffic Division, Tactical Response Team equipment and Night Vision Equipment. Our Budget has an exhausting process that examines all aspects of the agencies equipment. Unanticipated challenges and changing technology provide opportunities for the utilization of unbudgeted items that further the law enforcement mission.

### Itemized Budget

Equipment				
Cat.	Description	Quantity	Cost/Item	Total(Est)
B1	Camera	2	\$550.00	\$1,100.00
B1	Cables Connectors, power supplies and other accessories	1	\$400.00	\$400.00
B1	Interview software and 5 year warranty	1	\$3,480.00	\$3,480.00
B1	Desktop computer, keyboard, mouse	1	\$1,500.00	\$1,500.00
B1	Monitor	1	\$275.00	\$275.00
B1	IP switch w Poe Support	1	\$500.00	\$500.00
B1	Microphone	1	\$200.00	\$200.00
B4	PSDN Layer Three Switch for CJIS Network (Catalyst 3560X 24 Port Data IP Services)	1	\$3,984.00	\$3,984.00
B4	Catalyst 3K-X 350W AC Secondary Power Supply	1	\$240.00	\$240.00
B4	SFP- 10/100/1000 Ethernet BastT Multi-rate Copper RJ45	1	\$211.20	\$211.20
E	Thermal Imaging Spots lighting System (NOPTIC)	1	\$5,203.00	\$5,203.00
E	Megaphone	1	\$200.00	\$200.00
E	LTI TRUSPEED LIDAR UNIT	2	\$1,695.00	\$3,390.00

G	Less-Lethal Remington 870 Shotgun	2	\$668.00	\$1,336.00
H	Remington 870 Shotgun	1	\$906.00	\$906.00
H	Explosive Magazines Type II Indoor	1	\$1,253.00	\$1,253.00
H	Explosive Magazines Type III- Mobile	1	\$393.00	\$393.00
H	Pistol LED Lights	5	\$97.00	\$485.00
M	Kevlar Tactical Gloves (Hatch SOGLT Gloves)	14	\$50.00	\$700.00
M	Gas Mask Filters	20	\$61.40	\$1,228.00
M	Protective Eyewear (ESS Advancer Eyewear)	5	\$113.95	\$569.75
M	Ballistic Blanket	1	\$2,570.00	\$2,570.00
M	Mini Stinger Spikes	14	\$35.00	\$490.00
M	Ballistic Shin Guards	2	\$800.00	\$1,600.00
			<b>Equipment Sub-Total:</b>	<b>\$32,213.95</b>

**Contractual**

We will have to pay for the installation of the Video/Audio for the equipment of the interrogation room and the installation of the NOPTIC Thermal Imaging Spots Lighting System.	<b>Total(Est)</b>
	\$1,110.00

\$950 for the installation of Video/Audio recording equipment for Interrogation Room.  
 \$160 for the installation of NOPTIC Thermal Imaging Spots Lighting System.

<b>GRAND TOTAL:</b>	<b>\$33,323.95</b>
<b>Awarded Amount:</b>	<b>\$33,324.05</b>
<b>Percent Allocated:</b>	<b>100.00 %</b>

STATE OF CONNECTICUT  
OFFICE OF POLICY AND MANAGEMENT

Criminal Justice Policy and Planning Division  
450 CAPITOL AVENUE  
MS # 52 ASP  
HARTFORD, CT 06106

SPECIAL GRANT CONDITIONS

Check applicable box, if required.

- 1. The Grantee agrees to complete and submit to OPM a revised project narrative not later than thirty (30) days after signing this grant award. The Grantee must contact OPM program staff at \_\_\_\_\_ regarding the required revisions.
- 2. Specific funding limitations have been applied to this grant. Please contact OPM program staff at \_\_\_\_\_ for further detail on these funding restrictions.
- 3. The Grantee is required to participate in training session(s) on \_\_\_\_\_. The Grantee must contact \_\_\_\_\_ to schedule training and determine if there are other technical assistance opportunities.
- 4. The Grantee must submit to OPM for review and approval a revised budget itemization for any proposed change (1) which will alter a budget category by more than 10% of the budget category or by more than \$500, whichever is greater, or (2) which places resources in a budget category not previously funded. Significant changes in the use of funds within a budget category, while not requiring a formal budget revision, should be reported to OPM by letter.
- 5. The Grantee must submit to OPM for review and approval a revised budget itemization for any proposed change (1) which will alter a budget category or (2) which moves resources between budget categories or (3) which moves resources to a line-item not previously approved by OPM.
- 6. The Grantee, including all other recipients of assistance under the grant, whether by contract, subcontract, or subgrant, upon request, agrees to cooperate with research and evaluation efforts of OPM or any party designated by OPM for such purpose. The Grantee further agrees that such cooperation includes but is not limited to: (1) collecting and maintaining project data, including client data, (2) supplying project data to OPM or its designee; and (3) permitting access by OPM or its designee to any and all project information whether stored by manual or electronic means.
- 7. Grantee's attendance at all training events, seminars and conferences must be approved by OPM prior to submitting registration for the event. Requests to attend training events must include names of staff, purpose of training, justification/need for training, location, dates and costs. Staff attending training events may be required to present a summary of the training to OPM and/or other Grantees.
- 8. It will be the sole responsibility of the Grantee, and its staff, to insure that any report, article, computer program, database or other product or publication, whether oral or in writing, resulting from the performance of duties pursuant to this grant application and grant award, protects the privacy of confidential information and complies with confidentiality and privacy rights and obligations created by any federal and state law, court rules, or rules of professional conduct applicable to the work performed by the Grantee.
- 9. The Grantee certifies that the application on which this grant is based was presented to the

superintendent of schools for its school district and his or her comments thereon were given consideration prior to the submission of the application to OPM.

10. The Grantee shall comply with the following statutes, regulations, guidelines and requirements, to the extent applicable and mandated by the controlling underlying federal grant program:
- Section 3789d(c), Omnibus Crime Control and Safe Streets Act of 1968, as amended.
  - 28 C.F.R. Part 42, Subparts C, D, E.
  - 28 C.F.R. Part 23 (Criminal Intelligence Systems).
  - 28 C.F.R. Part 38 (Equal Treatment of Faith Based Organizations).
  - U.S. Department of Justice, Office of Justice Program (OJP) Financial Guide.
  - To avoid duplicating existing networks or IT systems in any initiatives funded by Bureau of Justice (BJA) for law enforcement information sharing systems, which involve interstate connectivity between jurisdiction, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the Grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.
11. The Grantee agrees to and shall comply with all other applicable attachments provided by the federal government, as may be amended.
12. The Grantee agrees to and shall comply with the scope of work in the Grant, as may be amended.
13. The Grantee shall comply with all requirements of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5, as amended, that are attached hereto.
14. If applicable, the Grantee shall grant to other Connecticut municipalities or towns and/or the State limited, non-exclusive and royalty free license to use any Proprietary Computer Software or related electronic applications and all updates, upgrades and modifications developed pursuant to this Grant, but excluding Third-Party Software. For the purpose of this grant "Computer Software" means (i) computer programs that comprise a series of instructions, rules, routines, or statements, regardless of the media in which recorded, that allow or cause a computer to perform a specific operation or series of operations; and (ii) recorded information comprised of source code listings, design details, algorithms, processes, flow charts, formulas, and related material that would enable the computer program to be produced, created, or compiled.
15. If applicable, during the term of this Grant, including any extension thereof, Grantee and, if applicable, Grantee's subcontractor, shall install, run and maintain all upgrades, enhancements, and new releases of Grantee's proprietary Computer Software and Grantee's subcontractor's Computer Software and provide copies of such to all third parties granted a license to use such Computer Software.

OFFICE OF POLICY AND MANAGEMENT  
Criminal Justice Policy and Planning Division  
450 CAPITOL AVENUE  
MS #52ASP  
HARTFORD, CT 06106

**GENERAL GRANT CONDITIONS**

**SECTION 1: Use of Grant Funds.**

The Grantee agrees to expend the grant funds awarded pursuant to this agreement for allowable purposes only and to comply with all of the terms and conditions of the grant award and any related documents that set forth its obligations as Grantee. Grant funds shall not, without advance written approval by the Office of Policy and Management (OPM), be obligated prior to the starting date or subsequent to the end date of the grant period.

**SECTION 2: Fiscal Control.**

The Grantee shall maintain accounting records and establish policies and provide procedures to assure sound fiscal control, effective management, and efficient use of grant funds. The Grantee shall establish fiscal control and accounting procedures to assure proper disbursement of, and accounting for, grant funds. Accounting procedures must provide for the accurate and timely recording of receipt of funds by source, expenditures made from such funds, and unexpended balances. Controls must be adequate to insure that expenditures charged to grant activities are made for allowable purposes only.

**SECTION 3: Retention of Records and Records Accessibility.**

3.1 All services performed by Grantee shall be subject to the inspection and approval of OPM at all times, and Grantee shall furnish all information concerning the services.

OPM or its representatives shall have the right, at reasonable hours, to inspect or examine the part of the plant or place of business or any books, records, and other documents of Grantee or its subcontractors or subgrantees pertaining to work performed under this agreement and shall allow such representatives free access to any and all such plants, places of business, books and records. OPM or its representatives will give the Grantee or its subcontractors or subgrantees at least twenty-four (24) hours notice of such intended examination. At OPM's request, the Grantee or subcontractors or subgrantees shall provide OPM with hard copies or an electronic format of any data or information in the possession or control of the Grantee, subcontractor or subgrantee which pertains to OPM's business under this agreement.

3.2 The Grantee shall retain and maintain accurate records and documents relating to performance of services under this agreement for a minimum of three (3) years starting from the date of submission of the final expenditure report with the following qualifications and shall make them available for inspection and audit by OPM or its representative:

- a. If any litigation, claim or audit is started before the expiration date of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved; and
- b. Records for the purchase of equipment (i.e., non-expendable, tangible personal property) acquired with grant funds shall be retained for three years after the final disposition of said property.

3.3 Any subcontractor or subgrantee under this agreement shall retain and maintain accurate records and documents relating to performance of services under this agreement for a minimum of three (3) years from the expiration of the subcontract or subgrant and shall make them available for inspection and audit by OPM or its representative.

3.4 The Grantee must incorporate this paragraph verbatim into any agreement it enters into with any subcontractor or subgrantee providing services under this agreement.

**SECTION 4: Insurance.**

The Grantee agrees that while performing any service specified in this grant, the Grantee shall maintain sufficient insurance (liability and/or other), according to the nature of the service to be performed, so as to "save harmless" OPM and the State of Connecticut from any insurable cause whatsoever. If requested, certificates of insurance shall be filed with OPM prior to the award of funding.

**SECTION 5: Conflict of Interest.**

No person who is an officer, employee, consultant or review board member of the Grantee shall participate in the selection, award or administration of a contract, subcontract, or subgrant or in the selection and supervision of an employee if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the officer, employee, consultant, review board member or any member of his/her immediate family, his/her partner, or an organization which employs, or is about to employ any of the above, has a financial interest in the entity or firm selected for the contract, subcontract, or subgrant or when the individual employee is related to any of the foregoing persons.

**SECTION 6: Reports.**

The Grantee shall submit such reports as OPM shall reasonably request and shall comply with all provisions regarding the submission of such reports. Reports shall include, but not be limited to, revised project narratives, revised budgets and budget narratives, progress reports, financial reports, cash requests, grantee affirmative action packets, and subgrantee packets and budgets. Cash requests may be withheld by OPM until complete and timely reports are received and approved.

**SECTION 7: Funding Limitation.**

Funding of this project in no way obligates OPM to fund the project in excess of this grant, beyond the period of this grant, or in future years.

**SECTION 8: Revised Budget.**

If the grant amount and/or the distribution of funds between categories of funds, as identified on the Notice of Grant Award, is different from the amount and/or the distribution in the grant application budget, the Grantee agrees to submit to OPM a revised budget and budget narrative equal to and in the same distribution as the grant award not later than thirty (30) days after signing of the grant. Cash requests will be withheld until the revision is received and approved.

**SECTION 9: Audits.**

9.1 In accordance with the following conditions, the Grantee agrees to conduct and submit to OPM two completed audit packages with management letters and corrective action plans for audits of each of the fiscal years included in the period of this grant and any amendments thereto.

9.2 If the Grantee meets the requirements of the State Single Audit Act, Sections 4-230 through 4-236, as amended, of the Connecticut General Statutes, the Grantee is required to submit a State Single Audit Report to OPM. Connecticut General Statutes § 4-231 requires those non-state entities which expended a total amount of State Financial Assistance equal to or in excess of \$300,000 in any fiscal year to have either a single audit or a program-specific audit conducted for such fiscal year. A program-specific audit may be conducted if the Grantee received State Financial Assistance from OPM for this grant and it is the only State Financial Assistance that the Grantee has received during this fiscal period. The State Single Audit Report should be filed with OPM no later than six months after the end of the audit period.

9.3 If the Grantee receives any federal funds in this grant, as identified on the Notice of Grant Award, and meets the requirements of OMB Circular A-133, Audits of State and Local Governments and Non Profit Organizations, the Grantee is required to submit an audit conducted in accordance with Generally Accepted Accounting Principles (GAAP) and/or Generally Accepted Governmental Auditing Standards (GAGAS) issued by the Comptroller General of the United States, as well as OMB Circular A-133. This circular requires those state and local governments and non-profit organizations which expended a total amount of federal financial assistance equal to or in excess of \$300,000 in any fiscal year to have a federal single audit or a program-specific audit conducted for such fiscal year. A program-specific audit may be conducted if the Grantee receives Financial Assistance under only one federal program. For audit purposes, State or grantee match funds, as identified on the Notice of Grant Award, are subject to the same requirements as the federal monies. OMB Circular A-133 requires that the audit report be submitted by the earlier of 30 days after the date of receipt of the auditor's report(s), or 9 months after the end of the audit period.

**SECTION 10: Unexpended Funds and/or Disallowed Costs.**

If project costs are less than the grant, and/or any project costs have been disallowed, the Grantee agrees to return the unexpended/disallowed funds to OPM no later than sixty (60) days following closeout of the grant.

**SECTION 11: Nondiscrimination and Affirmative Action.**

11.1 The Grantee agrees and warrants that in the performance of the Grant Award such Grantee will not discriminate nor permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Grantee that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or the State of Connecticut.

11.2 The Grantee agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Grantee that such disability prevents performance of the work involved.

11.3 The Grantee agrees, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the State Commission on Human Rights and Opportunities.

11.4 The Grantee agrees and warrants that in the performance of the grant such Grantee will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation.

11.5 The Grantee agrees to provide each labor union or representative of workers with which such Grantee has a collective bargaining agreement or other contract or understanding and each vendor with which such Grantee has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Grantee's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment.

11.6 The Grantee agrees to comply with each provision of this section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by the Commission on Human Rights and Opportunities pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f.

11.7 The Grantee agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Grantee which relate to the provisions of this section and Connecticut General Statutes § 46a-56.

11.8 If the grant is a public works contract, the Grantee agrees and warrants that the Grantee will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works project.

11.9 Determination of the Grantee's good faith efforts shall include but shall not be limited to the following factors: The Grantee's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission on Human Rights and Opportunities may prescribe that are designed to ensure the participation of minority business enterprises in public works projects. The Grantee shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts. For the purposes of this paragraph, "minority business enterprise" means any small contractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons who are active in the daily affairs of the enterprise, who have the power to direct the management and policies of the enterprise and who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations; "good faith efforts" includes, but is not limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements; and "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

11.10 The Grantee shall include the provisions of subsections 11.1 to 11.8, inclusive, in every subcontract or purchase order entered into in order to fulfill any obligation of a grant with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by

regulations or orders of the Commission on Human Rights and Opportunities. The Grantee shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Grantee becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Grantee may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

11.11 For the purposes of this entire Non-Discrimination section, "Grant Award" includes any extension or modification of the Grant Award, "Grantee" includes any successors or assigns of the Grantee, "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced, and "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders. For the purposes of this section, "Grant" does not include a grant where each grantee is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

#### **SECTION 12: Executive Orders.**

12.1 This agreement is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill regarding nondiscrimination promulgated June 16, 1971, and such Executive Order is incorporated herein by reference and made a part thereof. The parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination until the agreement is completed or terminated prior to completion. This agreement may be canceled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order or any state or federal law concerning nondiscrimination, notwithstanding that the Labor Commissioner is not a party to this agreement.

12.2 This agreement is subject to the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, requiring contractors and subcontractors to list employment openings with the Connecticut State Employment Service and such Executive Order is incorporated herein by reference and made a part thereof. The parties agree to abide by said Executive Order and agree that the granting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to performance in regard to listing all employment openings with the Connecticut State Employment Service. This agreement may be canceled, terminated or suspended by the granting agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner is not a party to this agreement.

12.3 This agreement is subject to the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, regarding Violence in the Workforce Prevention and, such Executive Order is incorporated herein by reference and made a part thereof. This agreement may be canceled, terminated or suspended by the State for violation of or noncompliance with said Executive Order No. Sixteen.

#### **SECTION 13: Americans with Disabilities Act.**

This section applies to those grantees, which are or will become responsible for compliance with the terms of the Americans with Disabilities Act of 1990 during the grant award period. The Grantee represents that it is familiar with the terms of this Act and that it is in compliance with the law. Failure of the Grantee to satisfy this standard either now or during the period of the grant, as it may be amended, will render the grant voidable at the option of OPM upon notice to the Grantee. The Grantee warrants that it will hold OPM and the State harmless from any liability, which may be imposed upon OPM and the State as a result of any failure of the Grantee to be in compliance with this Act.

#### **SECTION 14: Independent Contractor.**

The Grantee shall act as an independent contractor in performing this agreement, maintaining complete control over its employees and all of its subcontractors. Before hiring outside consultants or



entering into contractual agreements with persons, partnerships or companies, the Grantee will notify OPM of the contractor's identity.

**SECTION 15: Federal Compliance and Assurances.**

If the Grantee receives any federal funds in this grant, as identified on the Notice of Grant Award, the Grantee and all its subgrantees will comply with the nondiscrimination requirement of Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973 as amended; and the Age Discrimination Act of 1975, to the effect that no person shall, on the grounds of race, color, national origin, age, sex, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under, or denied employment in connection with any program or activity funded in whole or in part with funds made available in this grant.

**SECTION 16: Non-Supplanting.**

16.1 If the Grantee receives any federal funds in this grant as identified on the Notice of Grant Award, the Grantee agrees that these grant funds will be used to supplement and increase, but not supplant, the level of state, local, private and federal funds that would, otherwise, be made available for this project and to serve this target population and will in no event replace such state, local, private and federal funds.

16.2 The Grantee shall not use state funds conveyed by the grant to supplant any local funds, if a municipality, or other state funds, if a state agency, which were budgeted for purposes analogous to that of the state grant funds. OPM may waive this provision upon request and for good cause shown, when it is satisfied that the reduction in local funds or other state funds, as the case may be, is due to circumstances not related to the grant.

**SECTION 17: Additional Federal Conditions.**

If the Grantee receives any federal funds in this grant as identified on the Notice of Grant Award, the Grantee agrees to comply with the attached Additional Federal Conditions which have been issued by the federal grantor agency to OPM and which are, hereby, made a part of this grant award.

**SECTION 18: Indemnification.**

The Grantee, hereby, agrees to indemnify, defend and save harmless the State of Connecticut, including, but not limited to, OPM, their respective officers, employees and agents for any breach of this agreement.

**SECTION 19: Large State Contracts.**

Pursuant to Connecticut General Statutes §§ 4-250 and 4-252, Contractor must present at the execution of each large state contract (having a total cost to the State of more than \$500,000 in a calendar or fiscal year) an executed gift affidavit, which Contractor shall update on an annual basis in accordance with paragraph 8 of Governor M. Jodi Rell's Executive Order No. 1. In addition, pursuant to paragraph 8 of Governor M. Jodi Rell's Executive Order No. 1, anyone who executes and files said gift affidavit shall also execute and file a campaign contribution affidavit disclosing all contributions made to campaigns of candidates for statewide public office or the General Assembly.

**SECTION 20: State Contracting Standards Board.**

Pursuant to paragraph 6(a) of Governor M. Jodi Rell's Executive Order No. 7C, Grantee acknowledges and accepts that, for cause, the State Contracting Standards Board may review and recommend, for OPM's consideration and final OPM determination, termination of this grant contract. "For Cause" means: (1) a violation of the State ethics laws (Chapter 10 of the Connecticut General Statutes) or Connecticut General Statutes § 4a-100 or (2) wanton or reckless disregard of any State contracting and procurement process by any person substantially involved in such contract or state contracting agency.

**SECTION 21: Campaign Contribution and Solicitation Prohibitions.**

For all State contracts as defined in Section 9-612 of the Connecticut General Statutes having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this agreement expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. See Attachment A.

**SECTION 22: Non-Discrimination Certification.**

Pursuant to Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), every Grantee is required to provide the State with a non-discrimination certificate for all State contracts regardless of type, term, cost or value. The appropriate form must be submitted to the awarding State agency prior to contract execution. Copies of "nondiscrimination certification" forms that will satisfy the statutory requirements may be found on OPM's website. The applicable certification form must be signed by an authorized signatory of the Grantee.

**SECTION 23: Additional Restrictions on Use of Federal Funds.**

Pursuant to 18 U.S.C. § 1913 and 31 U.S.C. § 1352, Grantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government without the express prior written approval of federal government.

**SECTION 24: Special Grant Conditions.**

The Grantee agrees to comply with the attached Special Grant Conditions, which have been issued in connection with this specific grant award, and which are hereby made a part of this award.

## ATTACHMENT A

### NOTICE TO EXECUTIVE BRANCH STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION BAN

This notice is provided under the authority of Connecticut General Statutes Section 9-612(g)(2), as amended by P.A. 10-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (*italicized words are defined below*):

#### Campaign Contribution and Solicitation Limitations

*No state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee (which includes town committees).*

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

On and after January 1, 2011, no state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall **knowingly solicit** contributions from the state contractor's or prospective state contractor's employees or from a *subcontractor or principals of the subcontractor* on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

#### Duty to Inform

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

#### Penalties for Violations

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

Civil penalties—Up to \$2,000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of up to \$2,000 or twice the amount of the prohibited contributions made by their principals.

Criminal penalties—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or not more than \$5,000 in fines, or both.

#### Contract Consequences

In the case of a state contractor, contributions made or solicited in violation of the above prohibitions may result in the contract being voided.

In the case of a prospective state contractor, contributions made or solicited in violation of the above prohibitions shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State shall not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Definitions:

"State contractor" means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. "State contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Prospective state contractor" means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. "Prospective state contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a state contractor or prospective state contractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has *managerial or discretionary responsibilities with respect to a state contract*, (v) the spouse or a *dependent child* who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

"State contract" means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. "State contract" does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan, a loan to an

individual for other than commercial purposes or any agreement or contract between the state or any state agency and the United States Department of Navy or the United States Department of Defense.

"State contract solicitation" means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

"Managerial or discretionary responsibilities with respect to a state contract" means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

"Dependent child" means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax of such individual.

"Solicit" means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

"Subcontractor" means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor's state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December thirty first of the year in which the subcontract terminates. "Subcontractor" does not include (i) a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or (ii) an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a subcontractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a subcontractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a subcontractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract with a state contractor, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the subcontractor.



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**AWARD CONTINUATION  
SHEET**  
Grant

PAGE 2 OF 5

PROJECT NUMBER 2010-DJ-BX-0013

AWARD DATE 07/30/2010

*SPECIAL CONDITIONS*

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, DC 20530

e-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig).

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.



Department of Justice  
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AWARD CONTINUATION  
SHEET  
Grant

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PROJECT NUMBER 2010-DJ-BX-0013

AWARD DATE 07/30/2010

*SPECIAL CONDITIONS*

8. To support public safety and justice information sharing, OJP requires the grantee to use the National Information Exchange Model (NIEM) specifications and guidelines for this particular grant. Grantee shall publish and make available without restriction all schemas generated as a result of this grant to the component registry as specified in the guidelines. For more information on compliance with this special condition, visit <http://www.niem.gov/implementationguide.php>.
9. To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdiction, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.
10. The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See [http://www.ojp.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.gov/about/ocr/equal_fbo.htm).
11. The recipient acknowledges that all programs funded through subawards, whether at the state or local levels, must conform to the grant program requirements as stated in BJA program guidance.
12. The recipient agrees that any information technology system funded or supported by OJP funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C. 3789g(c)-(d). Recipient may not satisfy such a fine with federal funds.
13. The recipient agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditure period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the recipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <http://www.it.ojp.gov/default.aspx?area=policyAndPractice&page=1046>.
14. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
15. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

AWARD CONTINUATION  
SHEET  
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PROJECT NUMBER 2010-DJ-BX-0013

AWARD DATE 07/30/2010

*SPECIAL CONDITIONS*

16. The grantee agrees to assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by the grantee or by a subgrantee. Accordingly, the grantee agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the grantee agrees to contact BJA.

The grantee understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the grantee, a subgrantee, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are:

- a. New construction;
- b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The grantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The grantee further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <http://www.ojp.usdoj.gov/BJA/resource/nepa.html>, for programs relating to methamphetamine laboratory operations.

Application of This Special Condition to Grantee's Existing Programs or Activities: For any of the grantee's or its subgrantees' existing programs or activities that will be funded by these grant funds, the grantee, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

17. The recipient is required to establish a trust fund account. (The trust fund may or may not be an interest-bearing account.) The fund, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Edward Byrne Memorial Justice Assistance Grant Program (JAG). The recipient also agrees to obligate and expend the grant funds in the trust fund (including any interest earned) during the period of the grant. Grant funds (including any interest earned) not expended by the end of the grant period must be returned to the Bureau of Justice Assistance no later than 90 days after the end of the grant period, along with the final submission of the Federal Financial Report (SF-425).
18. The recipient agrees that funds received under this award will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement activities.





Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**AWARD CONTINUATION  
SHEET**  
**Grant**

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PROJECT NUMBER 2010-DJ-BX-0013

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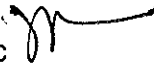
*SPECIAL CONDITIONS*

19. Award recipients must submit quarterly a Federal Financial Report (SF-425) and annual performance reports through GMS (<https://grants.ojp.usdoj.gov>). Consistent with the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Therefore, quarterly performance metrics reports must be submitted through BJA's Performance Measurement Tool (PMT) website ([www.bjaperformancetools.org](http://www.bjaperformancetools.org)). For more detailed information on reporting and other JAG requirements, refer to the JAG reporting requirements webpage. Failure to submit required JAG reports by established deadlines may result in the freezing of grant funds and future High Risk designation.
20. Award recipients must verify Point of Contact(POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.
21. The grantee agrees that within 120 days of award acceptance, each member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)). All current and new task force members are required to complete this training once during the life of the award, or once every four years if multiple awards include this requirement. This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)).
22. The recipient agrees to participate in BJA-sponsored training events, technical assistance events, or conferences held by BJA or its designees, upon BJA's request.

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

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**DATE:** April 22, 2013  
**TO:** Richard Kehoe, Chairman  
**FROM:** Mayor Marcia A. Leclerc   
**RE:** REFERRAL: STP Urban System Project-CRCOG Funding Application  
Phase I Hillside Street Pavement Rehabilitation

Attached please find a memo and a funding application to the Capitol Region Council of Government (CROCG) for the above referenced project. The application includes construction plans, project specification as well as a sample resolution in support of the project. The resolution must be submitted to CROCG by May 17, 2013

Please place on the Town Council agenda for the May 7, 2013 meeting.

Thank you

C: T. Bockus, Public Works Director

I, Angela M. Attenello, duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 7<sup>th</sup> day of May 2013.

RESOLVED: that the East Hartford Town Council supports the Pavement Rehabilitation of Hillside Street and the submittal of an application to the Capitol Region Council of Governments Transportation Committee for possible funding.


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

IN WITNESS WHEREOF, I do hereunto set my hand and affixed the corporate seal of said Town of East Hartford this xxth day of May, 2013.

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Angela M. Attenello  
Town Council Clerk

MEMORANDUM

**TO:** Mayor Marcia A. Leclerc  
**FROM:** Tim Bockus, Public Works Director   
**DATE:** April 11, 2013  
**RE:** Referral to Council  
STP Urban System Project  
CRCOG Funding Application – Phase I  
Hillside Street Pavement Rehabilitation

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The Engineering Division developed a funding application to the Capitol Region Council of Government (CRCOG) for the above referenced project. The funding application includes the application, construction plans, project specifications as well as a sample resolution for the Town Council in support of the project. One hard copy of the application package as well as an electronic version of the documents is provided for the Town Council's use. The funding application requires that the Town Council provide a resolution supporting the project. The resolution must be submitted to CRCOG by May 17, 2013. The Town will be submitting additional roadway candidates to CRCOG for possible funding as part of Phase 2 of the solicitation in July 2013.

Please request that necessary resolution is placed on the upcoming Town Council agenda. Thank you for your assistance.

TO: Tim Bockus, Public Works Director

FROM: Nick Casparino, Civil Engineer <sup>NJC</sup>

DATE: April 10, 2013

RE: STP Urban System Project  
CRCOG Funding Application  
Hillside Street Pavement Rehabilitation

The Town will submit one funding application under the first phase of the above referenced program. CRCOG allows the 29 member Towns to submit a maximum of two applications for Phase 1. A second Phase of the program will be held in July 2013. The Town is planning on submitting three applications for Phase 2 which is the maximum allowed per Town. The Town's applications will be ranked by CRCOG and compared versus all of the projects in the region that are submitted. The total funding for the two solicitations will be \$29.5 million (\$23.6 million Federal funding). Phase 1 funding consists of \$4 million (\$3.2 million Federal funding) is reserved exclusively for Pavement Rehabilitation projects and Stand-Alone Sidewalk projects to in-fill immediate STP-Urban program needs. Phase 1 funding applications are due April 24, 2013 with a Town Council resolution in support of the project to be submitted by May 17, 2013. Phase 2 funding consists of \$25.5 million (\$20.4 million Federal funding) is reserved for a standard solicitation for all eligible STP-Urban projects. Phase 2 projects are anticipated to be constructed with STP-urban program funds for Federal Fiscal Years 2016+. Phase 2 funding applications are due July 17, 2013 and include a Town Council resolution in support of the project. The projects will be funded by rankings until total funding for each phase is exhausted. The maximum funding that East Hartford can secure under this solicitation is a total of \$1 million for Phase I and \$2.5 million for Phase 2.

The Town's Phase 1 funding application is the Hillside Street Pavement Rehabilitation Project. The project involves the milling and paving of the roadway from Burnside Avenue (Route #44) to approximately 250 feet north of Roberts Street. The work includes installation of waterproof membrane and repaving of the bridge deck over the Hockanum River along with ADA compliant sidewalk ramps, new pavement markings and minor restoration work. The project does not require real estate acquisition. The design of the project was completed in 2010 as part of the Town's ARRA submission. The Town's original ARRA (Federal Stimulus) submission was reduced in scope and the Hillside Street pavement rehabilitation became a stand-alone project but no funding was available to complete the project. The Town will have to expend some funds to update the specifications to meet the current DOT specifications if the project were to be selected. The State of Connecticut does not participate in the pavement rehabilitation projects so the funding formula will be 80% Federal share and 20% Local share with a cap of \$1 million. In anticipation of the STP funding solicitation, the recently approved

2012 bond referendum for the road improvement program included a line item to cover the Town's share of a STP Urban project.

The Town has selected roadways which are eligible and we feel will rank well under CRCOG's ranking system. The project limits for each of the project was determine by the funding limits set by CRCOG. The three other projects for Phase 2 will be submitted at a later date to meet CRCOG's July deadline.

The following information is supplied for your information.

1. The Hillside Street funding application (hard copy & CD)
2. Copy of the Hillside Street Design Plans
3. Copy of the project specifications
4. Sample Town Council Resolution

Please request that the necessary the item be placed on the Town Council's Agenda for May 7, 2013. The Town Council needs to pass a resolution in support of the Town's grant application for Hillside Street. The documentation must be submitted to Mayor's office prior to April 26<sup>th</sup> to make the May 7<sup>th</sup> agenda.

Please call if you have any questions or need any additional information. Thank you for your assistance.


xc: Denise Horan, Town Engineer

Stp funding

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

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**DATE:** April 26, 2013  
**TO:** Richard Kehoe, Chairman  
**FROM:** Mayor Marcia A. Leclerc   
**RE:** REFERRAL: Flood Protection System Rehabilitation Contract  
Authorization-Piezometer and Floodwall Monitoring Program

Attached is a memo requesting authorization to sign the professional services contract for the Town's annual monitoring of the piezometers and concrete floodwalls associated with the Flood Protection System. This will allow the Town to enter into a professional services contract in the amount of \$54,917 with GEI Consultants, Inc.


Please place on the Town Council agenda of May 7, 2013 meeting.

Thank you

C: M. Walsh, Director Finance Dept.  
T. Bockus, Director Public Works

MEMORANDUM

TO: Mayor Marcia A. Leclerc

FROM: Tim Bockus, Public Works Director 

DATE: April 25, 2013

RE: Referral to Council  
Flood Protection System Rehabilitation  
Contract Authorization – Piezometer and Floodwall Monitoring Program

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Attached is a request for the Town Council to authorize the signing of a professional services contract for the Town's annual monitoring of the piezometers and concrete floodwalls associated with the Flood Protection System.

The monitoring program is required to meet the requirements of the current Operations and Maintenance Manual for the System. The 2012 Program has been modified in response to comments developed by the United State Army Corps of Engineers. The modifications include the installation of additional piezometers and data loggers. Monitoring activities for the projects are scheduled to take place in May and November of 2013. The results of the monitoring report will be transmitted to the USACE for their use.

Please request that these items be placed on the upcoming Town Council agenda which will authorize the Town to enter into the professional service contract in the amount of \$54,917 with GEI Consultants, Inc.



TO: Tim Bockus, Public Works Director

FROM: Nick Casparino, Civil Engineer *NJC*

DATE: April 25, 2013

RE: Flood Protection System  
Piezometer & Floodwall Monitoring Program

The Town must monitor the various piezometers and flood walls twice annually to be in conformance with the Operations & Maintenance Manual (O & M Manual) for the Flood Protection System. We began the Program in 2012 and submitted the findings to the United States Army Corps of Engineers (USACE) as required. The USACE provided a number of comments that they felt should be incorporated into the Program. We have worked with GEI Consultants, Inc. to modify the Program in order to address the USACE's concerns. The USACE's main concern was the lack of coverage presented by the number of piezometers available to monitor seepage along the levee. There are currently 7 piezometers with 5 working data loggers. We are proposing to install 4 new piezometers and 6 data loggers to provide a total of 11 locations where seepage will be monitored. This level of coverage is based on the feedback received from the USACE.

The Town does not agree with all of the USACE's concerns and have not incorporated all of the USACE's comments. We feel that the modifications made to the Program are in conformance with the O & M Manual for the System and have addressed the appropriate concerns of the USACE. An example of the elements not included is to utilize the seepage data to calibrate / refine the seepage models for the System. We feel this is more appropriate for when an engineering study or analysis is required of the System. The seepage data will be available in the future if these studies are required. Refining the seepage model at this time does not result in value to the Town and the limited resources should be utilized on higher priority issues. The USACE's comments are attached to the proposed agreement with the Town's proposed response.

Please request that the item be placed on the May 7<sup>th</sup> Town Council agenda. Do not hesitate to call if you need any additional information. Thank you for your assistance.

xc: Denise Horan, Town Engineer

April 18 2013  
Proposal 617888

Mr. Nick Casparino, P.E.  
East Hartford Town Hall  
740 Main Street  
East Hartford, CT 06108

**Re: Proposal for Piezometer and Floodwall Monitoring**

Dear Mr. Casparino:

We have reviewed your letter of 4/12/2013 and have revised the proposal accordingly. The proposal dated 4/18/2013 contains the detailed actions taken, but I wanted to summarize the points for your review in this letter.

1. Proposal estimate and text have been modified to reflect a reduced level of effort on the first piezometer reading due to the reduced number of piezometers that will be in place at that time.
2. My understanding is that Jim Nickerson has spoken to you about the anticipated response from USACE about their position regarding additional piezometers. Based on that, the proposal now includes 2 additional piezometers per USACE comments 5 and 8.
3. Corporation Counsel signature line has been corrected as noted.
4. Floodwall Monitoring Task 2 has been reduced significantly from the previous years' contract. The 2012 contract contained a total of 108 hours, whereas the 2013 estimate for Task 2 now contains only 76 man hours. This reflects the use of monitoring points established in 2012, and anticipated efficiency in using the previous years' format. Also we have pushed the hourly effort down to lower pay grades which result in further savings. We feel the current level is the minimum needed to perform Task 2 task as described.

The Piezometer Monitoring Task 1 has been reviewed carefully with respect to potential savings. The 2012 budget for Task 1 was 79 hours, however our accounting system recorded that we incurred actual charges of 126 hours. This was a significant cost that GEI absorbed. The reasons for the overrun were primarily time spent locating "lost" piezometers, and revisions/review comments regarding the report and its format. The 2013 Task 1 proposal is for 80 hours which, from experience, we feel is the bare minimum needed to complete this task. The efficiencies that should be realized due to re-use of the existing format and familiarity with the locations are needed simply to complete the project at the 80 hours proposed. Unfortunately we do not feel there is any further man-hour reduction possible, although we have attempted to reduce cost by assigning the work to lower level staff.

Mr. Nick Casparino, P.E.  
Piezometer and Floodwall Monitoring Proposal  
Page 2

5. USACE comment #3 has been modified as requested (see Proposal Attachment A).
6. The proposal now states that the piezometer data will be made available to the Town .

Thank you for your feedback and the opportunity to explain our rationale for the fee estimate for this proposal. We look forward to continuing our work with you on this project. Please call me at 860-368-5426 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "John H. McGrane", with a long horizontal flourish extending to the right.

John H. McGrane, P.E.  
Senior Consultant

JHM



1970102010 YEARS

March 20, 2013  
Revised April 18, 2013  
Proposal 617888

Mr. Nick Casparino, P.E.  
Civil Engineer  
East Hartford Town Hall  
740 Main Street  
East Hartford, CT 06108

**Re: Proposal for Engineering Services for East Hartford Flood Control System  
Operation and Maintenance Support  
Piezometer and Floodwall Monitoring**

Dear Mr. Casparino:

We are pleased to submit this proposal to provide engineering services for operations and maintenance support for monitoring existing piezometers and floodwalls within the Town of East Hartford flood control system. This proposal will also include the cost to install new piezometers and data-loggers as described within. This work is pursuant to Bid #12-01, Professional Engineering Design Services for the rehabilitation of the Town's flood protection system.

### **Background**

The East Hartford Flood Control System Operations and Maintenance (O&M) Manual outlines various activities to be performed for the routine operation of the flood control system. Among the required activities are monitoring groundwater piezometers, floodwall crack monitoring gauges, and floodwall joint deflections at the specified locations.

▪ **Groundwater Piezometers**

As part of the U.S. Federal Emergency Management Agency (FEMA) Accreditation process, 18 groundwater piezometers were installed along the levee system in 2008 and 2009.

Numerous piezometers were either formally abandoned or have been damaged/lost due to subsequent construction activities. This was detailed in Table 1 of the Piezometer Summary Report - 2012 Second Visit. There are currently 7 operable piezometers remaining in the system.

Section 11.1 of the O&M manual requires that piezometers with data loggers be downloaded every six months to establish a baseline of performance, and to assess performance of the levee system over time. The data should be plotted vs. time and compared to variations in Connecticut River elevations.

- Floodwall Monitoring  
Section 11.2 of the O&M manual requires that cracks and misalignments in the two floodwalls be monitored twice per year. Avongard Crack Monitoring Gauges were installed on the Riverpoint Condominium floodwall as part of the 2010 FEMA Accreditation Repair construction project. Also, a monitoring system was established on the floodwall near the Metropolitan District (MDC) treatment plant as part of GEI's 2012 monitoring program in accordance with the methodology established in the O&M manual.

## Scope of Service

### 1. Piezometric Data Collection, Analysis, and Reporting

GEI has reviewed the reports completed as a part of our 2012 piezometer monitoring effort. We have also reviewed the comments provided by USACE dated 11/30/12 concerning these reports. In general USACE has indicated their concurrence with the report's analysis and findings, although USACE has included numerous suggestions that could provide a deeper understanding of levee performance. It is our opinion that the suggestions are generally not needed to provide compliance with the approved O&M manual as it presently exists. Although some of the enhancement suggested by USACE may be beneficial, we believe that an acceptable level of understanding is achievable using the format and methodology prescribed in the 2012 reports. Attachment A provides a listing of the USACE comments, and includes our specific response to each of the suggested comments.

Based on the rationale contained in Appendix A, GEI hereby proposes to provide the following scope of work:

#### A. Perform two data gathering site visits.

During our first site visit, GEI will obtain readings from a total of 7 existing piezometers, 5 of which have data loggers. If any of the data loggers are not functional at the time of the first site reading, we will take a single point reading at that time. We will install new batteries in each of the existing data loggers. We will make note of any equipment which is not working or in need of repair.

On the second site visit, GEI will obtain readings from a total of eleven (11) data loggers. Any piezometer found to have a non-functioning data logger will have a single point reading taken instead. New batteries will be installed in each data logger. *(Note: There are currently 7 existing piezometers which will be increased to 11 as per Task 3A below. Currently there are 5 data loggers existing, which will be increased to 11 as per Task 3B below, so that all 11 piezometers will have data loggers installed.)*

- B. GEI will process the data from each piezometer datalogger. The piezometer data will be brought into a spreadsheet and plotted vs. time in a format consistent with that of the 2012 reports. The data will be plotted along with the Connecticut River stage captured at the United States Geological Survey (USGS) Gauge Number 01190070 on the Connecticut River at Hartford located at the Bulkeley Bridge.
- C. GEI will prepare a summary letter report similar in format to the 2012 reports that document our site visits including the condition of the piezometer and/or data logger, plots of the data collected, and a brief statement of the findings observed. For purposes of this proposal, GEI has assumed that the format developed in 2012 is acceptable to the Town and that no revisions will be required. GEI has not budgeted for any revisions of the first or second 2013 submitted reports, or for incorporation of any review comments.

## **2. Floodwall Monitoring Program**

- A. GEI will perform two data gathering site visits to the Riverpoint Condominium Floodwall. During each site visit, we will observe the condition of each of the six (6) crack monitoring gauges and will complete a Crack Monitor Progress Sheet for each one.
- B. Perform two data gathering site visits to the MDC Floodwall. GEI will use the monitoring points installed during 2012 at the three (3) joint locations specified. The monitoring points consist of drilled and grouted PK survey nails on each side of the joint. During each site visit, we will observe the condition of each joint and will determine the vertical and horizontal distances across the joint at each monitoring location. GEI personnel will record this data and will complete a Floodwall Settlement Monitoring Point Form as provided in Appendix I of the O&M Manual.
- D. GEI will prepare a summary letter report similar in format to the 2012 reports that documents our site visit including the condition of the crack monitoring gauges, a summary of the data collected and Crack Monitoring Progress Sheets, the Floodwall Settlement Monitoring Point forms, and a brief summary of findings observed. For purposes of this proposal, GEI has assumed that the format developed in 2012 is acceptable to the Town and that no revisions will be required. GEI has not budgeted for any revisions of the first or second 2013 submitted reports, or for incorporation of any review comments.

## **3. Piezometer/Data Logger Installation**

- A. GEI will install a total of 4 new piezometers as discussed in Attachment A. Two piezometers will be installed in the vicinity of the newly constructed soil bentonite cut-off wall in order to provide future monitoring of under-seepage in this area of the levee. One is recommended in the vicinity of current piezometer GEI-302. A second one is recommended between stations 70+00 and 90+00, where GEI piezometers numbered 109, 204, 107, and 303 have been permanently abandoned. Installation of these new piezometers will provide valuable data in monitoring the soil bentonite wall's effectiveness in controlling

under-seepage.

Two additional new piezometers were mentioned in Attachment A in response to the USACE comment to continue the effort to locate former piezometers GEI-115 and GEI-118. These were unable to be located during the 2012 monitoring program despite considerable effort, and we feel additional effort to locate them would be imprudent. Since they are grouted in place, we believe these can be considered permanently abandoned. GEI will install 2 new piezometers in the vicinity of former GEI-115 and GEI-118, which will provide data regarding levee performance in the area from the Bulkeley Bridge north to the railroad bridge at station 100+00.

GEI intends to subcontract the piezometer installation to Geologic Earth Exploration, Inc. (see attached proposal). Each of the 4 piezometers will be grouted in place vibrating wire piezometers which will be placed on the landside toe of the levee and installed to a depth of approximately 25 to 30 feet.

- B. GEI will provide 6 new data loggers. Four of the data loggers will be installed on the new piezometers to be installed as noted above. Two additional data loggers are proposed to be installed on existing piezometers that do not currently have operable data loggers. These are identified as GEI-133 and GEI-122 on Figure 1 of the 2012 reports.

### Assumptions

Our proposal includes the following assumptions:

- No coordination meetings between GEI and the Town will be required.
- All reports will be formatted in a similar fashion to the 2012 reports.
- Given that the format and content of the 2012 report has been accepted by both the Town and USACE, we have not budgeted for any revisions or incorporation of review comments from either entity.
- All reports will be submitted in hard copy format (up to 5 copies), and will also be sent electronically in PDF format. Data downloaded from the data loggers will be made available to the Town in electronic format upon request.

### Cost

We will perform the above scope of service for a lump sum fee of \$54,917.00. The breakdown of our proposed lump sum costs is included in Table 1. We understand that this proposal will be proceed in its entirety upon written Notice to Proceed from the Town. Invoices will be submitted monthly based on the estimated percent complete at the end of the billing period.

### Schedule

We are prepared to begin the outlined scope of services within two weeks of receiving a Notice to Proceed (NTP). We anticipate completing the scope outlined above within the following schedule:

#### Piezometer Monitoring

First Site Visit	May 2013
First Site Visit Report	June 2013

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Second Site Visit	November 2013
Second Site Visit Report	December 2013
Floodwall Monitoring	
First Site Visit	May 2013
First Site Visit Report	June 2013
Second Site Visit	November 2013
Second Site Visit Report	December 2013
New Piezometer Installation	June 2013
New Data Logger Installation	June 2013

#### Conditions

Our services will be provided under the Conditions of Engagement previously negotiated with the Town of East Hartford.

#### Closure

Thank you for the opportunity to submit this proposal. We look forward to continuing our work with you on this project. Please call me at 860-368-5426 if you have any questions.

Sincerely,

John H. McGrane, P.E.  
Senior Consultant

Cc: Jim Nickerson, PE

#### Enclosures

Table 1 – Man-Hour Projection and Cost Estimate  
Attachment A – Disposition of USACE Comments on 2012 Reports  
Attachment B – Proposal from Geologic Earth Exploration for Piezometers  
Attachment C – Conditions of Engagement  
Attachment D – Certificate of Insurance

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No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying or facsimile, without permission in writing from GEI Consultants, Inc.



IN WITNESSS WHEREOFF, the parties hereto have set their hands and seals on the day and year indicated

**Witnesses**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name:

**Witnesses**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

**Town of East Hartford**

\_\_\_\_\_  
Signature

Marcia A. Leclerc  
Name

Mayor  
Title

\_\_\_\_\_  
Date

**GEI Consultants, Inc.**

\_\_\_\_\_  
Signature

Frederick W. Johnson, P.E., LEP  
Name

Senior Vice President  
Title

\_\_\_\_\_  
Date

Connecticut Corporate Engineering Practice – Certificate of Authorization No. 393

Approved Form by \_\_\_\_\_  
Scott Chadwick, Corporation Counsel

## **Table 1**

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**Man-Hour Projection and Cost Estimate**

Table 1 - Cost Estimate

O&M Support - Piezometer and Floodwall Monitoring  
 Town of East Hartford  
 East Hartford, Connecticut  
 671883  
 April 18, 2013

Task	Admin Staff		Estimated Hours				Labor Totals				Direct Expenses				Totals		
	Staff	Rate	Engineer	Engineer	Engineer	Engineer	Line Item Hours	Task Hours	Line Item Cost	Task Cost	Misc. (Reproduction, Shipping, etc.)	Subcontract	Field and Travel	Task Total	Task	Cumul.	
			2	3	4	5											
1 - Piezometer Monitoring		\$88	\$108	\$118	\$133	\$179	\$212										
First Site Visit			10		2			12	\$1,346.00	\$9,692.00	\$390.00	\$0.00	\$90.00	\$470.00	\$10,162.00	\$10,162.00	
Process and Plot Data - 1st Visit			10		2			12	\$1,346.00				\$40.00				
Summary Report - 1st Visit	1		2		8		1	14	\$1,938.00								
Second Site Visit			12		2			14	\$1,562.00								
Process and Plot Data - 2nd Visit			12		2			14	\$1,562.00								
Summary Report - 2nd Visit	1		2		8		1	14	\$1,938.00								
2 - Floodwall Monitoring Program																	
First Site Visit Riverpoint Condo Floodwall			8		2			10	\$1,130.00	\$9,360.00	\$380.00	\$0.00	\$120.00	\$500.00	\$9,860.00	\$20,022.00	
Summary Report - 1st Visit	1		4		10		1	18	\$2,420.00								
Second Site Visit Riverpoint Condo Floodwall			8		2			10	\$1,130.00								
Summary Report - 2nd Visit	1		4		10		1	18	\$2,420.00								
3A - Install 4 New Piezometers			2		4		1	7	\$860.00	\$10,054.00	\$80.00	\$13,525.00	\$60.00	\$13,665.00	\$23,719.00	\$43,741.00	
Procure and Coordinate Installation			6		2			14	\$1,602.00								
Provide Survey Layout/Coordinates			40		2			42	\$4,365.00								
Monitor Installation on Site			6		10		1	21	\$2,905.00								
Prepare Summary Documents								0	\$0.00								
3B - Install 6 New Data Loggers			4		4		1	11	\$1,534.00	\$5,876.00	\$80.00	\$5,130.00	\$90.00	\$5,300.00	\$11,176.00	\$54,917.00	
Procure and Coordinate Installation			24		4			24	\$2,582.00								
Install and Set up on Site			6		4		1	13	\$1,750.00								
Prepare Summary Documents								0	\$0.00								
Total G&E Hours	4		178	4	78	16	8	288									
G&E Labor Subtotal	\$352	\$19,224	\$472	\$10,374	\$2,854	\$1,696			\$34,982.00								
													Expense Total: \$19,935.00				

Total Labor = \$34,982.00  
 Total Direct Costs = \$19,935.00  
 Estim. Total Cost = \$54,917.00

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## **Attachment A**

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**Disposition of USACE Review Comments**

## Attachment A

USACE Comment	Description	GEI Recommendation
1. General	USACE is in general agreement with GEI's report recommendations. Specific comments on the submitted data report, pending data evaluation and analysis efforts, and recommendations are listed below.	Concur
2. Pg.1: Background	Abandonment details of the three open standpipe piezometers (GEI-301, 303, and 204) that were abandoned in 2010 as part of the slurry cutoff wall project should be included in the documentation being prepared for the revised O&M Manual.	No formal documentation is available. The piezometers were removed by the excavator during soil-bentonite cutoff wall construction. Recommend incorporating these into O&M Manual at the point in time when the next revision is warranted. (Not included in this scope).
3. Pg.2: Piezometer Inventory	To avoid future data gaps (August 2008 to June 2012) system inspections should be performed prior to significant flood events to insure that piezometers and data loggers are functioning. The recommendation to install new data loggers will prevent future data gaps only if they are known to be functional during major events.	Battery life for data loggers is expected to be 6 months under normal circumstances, which should yield the necessary information. GEI therefore does not concur with revising O&M to include more frequent inspection or pre-flood event inspection to confirm readiness.
4. Pg.3 Review of Piezometer Data	<p>While this report is primarily for data collection, several comments are provided on initial data review and for the pending evaluation efforts;</p> <ol style="list-style-type: none"><li>1. Piezometer data/evaluation efforts should include precipitation data as well as the river elevations.</li><li>2. Piezometer data should also be plotted against river elevation to review the piezometer response curve (see attached draft example for 209).</li><li>3. The PZ response curve will assist in evaluating changes over time and between various flood events, pre &amp; post response for the slurry cutoff wall, effects of toe drains, and responses for projected flood elevation may be made.</li><li>4. A comparison of the historic and projected PZ responses and calculated gradients should be made to the Seep/W modeling efforts for the September 2012 "Toe Drain System Evaluation Summary."</li></ol>	<ol style="list-style-type: none"><li>1. Although precip data may provide additional information it may not be specifically helpful in analyzing the levee's response to high water events in the CT River. GEI believes that Piezo and CT River water level data provides sufficient data for levee stability analysis.</li><li>2. GEI believes that current format for depicting river and piezo levels is adequate for analyzing response to river level fluctuations. GEI's plots contain both piezometer readings and CT River water levels on the same plot.</li><li>3. GEI believes that current format is effective in evaluating cut off walls, effects of toe drains etc.</li><li>4. Although the SEEP/W modeling would provide additional information, GEI believes this is not essential in meeting O&amp;M requirements regarding levee stability monitoring and analysis.</li></ol>

## Attachment A

USACE Comment	Description	GEI Recommendation
5. Pg.3 Review of Piezometer Data	<p>GEI-209: See attached draft pz-response plot. A direct response to river flood elevations is evident and appears to be consistent with the 2012 Seep/W model results. However, a more detailed evaluation should be performed to analyze the response.</p> <p>GEI-209 is located between GEI-115 and GEI-118 in dike sections that do not have cutoffs, could not be located and read in June 2012, and are recommended to be abandoned. The older limited manual data for these two piezometers also shows a similar response to river levels as GEI-209. The historical pz data, subsurface data, dike design, and Seep/W model results should be reviewed in detail prior to recommending the abandonment of these instruments. Additional attempts to locate these two instruments may be warranted.</p>	<p>A more detailed evaluation may be desirable, however, we feel that the current method meets the O&amp;M requirements for the foreseeable future.</p> <p>GEI concurs with continuing review of the data from GEI 209. If, in the future, the analysis warrants further data, GEI's recommendation is to re-establish two new piezometers at the locations of previous GEI-115 and GEI-118, rather than continue to search for the old piezometers,</p>
6. Pg.3 Review of Piezometer Data	<p>Other GEI-100 Series Piezometers (See Attachment 6 and attached draft pz plot):</p> <p>GEI-133: Also has a direct response to river levels, similar to GEI-209.</p> <p>GEI-101, GEI-102A, and GEI-109: Also indicates a direct response to river levels based on limited 2008 manual data prior to 2010 slurry wall construction.</p>	<p>GEI acknowledges the response to river level as indicated on these piezometers, and will continue to monitor GEI 133 and GEI-209. The others (GEI 101, 102A, and 109) could not be located. GEI has proposed to install 2 new piezometers in this vicinity of the new slurry wall in order to continue to monitor this section of the levee. One has been proposed near former GEI-102a and a second near former GEI-109.</p>
7. Pg.4 Review of Piezometer Data	<p>GEI-302: A discussion on the effects of the 2010 slurry wall should be included in the pending evaluation. The time-history plot shows a change in the pz baseline readings as well as during higher river levels since construction of the slurry wall. The slurry wall would have had several significant effects on the pz response; 1) responses to higher river level should be significantly reduced or eliminated, 2) interior groundwater drainage towards the river would have been cutoff and re-directed to the interior drainage system, and 3) the pz should show a stronger response</p>	<p>As noted above, GEI proposes to install 2 new piezometers in the vicinity of the slurry wall to continue to monitor this condition. Although precipitation data would provide additional data, we feel that the river induced groundwater levels and subsequent levee performance can be effectively monitored using just piezometer and river levels as is currently being done.</p>

## Attachment A

### USACE Comment

### Description

### GEI Recommendation

to precipitation events and the interior wetland levels.

Is precipitation and wetland water surface data available to include in the pz evaluation efforts?

- |     |                      |  |   |
|-----|----------------------|--|---|
| 8.  | Pg.4 Recommendations | <p>Concur with recommendations two install two new piezometers with data loggers adjacent to the 2010 slurry wall reach and to install three new data loggers on GEI-210, GEI-122, and GEI-133.</p> <p>Concur with GEI's opinion that grouted in-place vibrating wire piezometers can be considered to be properly abandoned. However the abandonment of these instruments (GEI-101, 102, 102A, 107, 109, and 123) should be thoroughly documented in the revised O&amp;M Manual.</p> <p>Concurrence as to the final number of piezometers will be dependent on the results of the pending evaluation efforts. The abandonment of GEI-115 and 118 require additional analysis and documentation (See comment 5 above).</p> | <p>GEI acknowledges the USACE confirmation regarding the 2 new piezometers in the vicinity of GEI 102a and GEI 109 adjacent to the slurry wall, as well as new data loggers for GEI -210, 122, and 133.</p> <p>GEI acknowledges USACE concurrence that grouted in place vibrating wire piezometers constitute proper abandonment. The abandonment will be documented in the O&amp;M manual at its next revision. GEI-115 and GEI-118 are both grouted in place vibrating wire piezometers and are considered properly abandoned. As noted in comment 5, GEI proposes to consider installation of 2 replacement piezometers for this vicinity, only if future analysis warrants.</p> |
| 9.  | Attachment 1         | <p>Include pz tip/sensor elevations and sand pack zone in the table.</p>   | <p>A new column will be added to Attachment #1 to include this information.</p>   |
| 10. | Attachment 4         | <p>Include the dates for the slurry wall construction.</p>   | <p>A notation will be added to the plot for GEI 302 in Attachment #4 to indicate the date when the slurry wall was constructed.</p>   |

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## **Attachment B**

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Geologic Earth Exploration Proposal



**Geo Logic-Earth Exploration, Inc.****PROPOSAL***WBE Certified in All New England States*

7 Sherwood Drive, Norfolk, MA 02066

via EMAIL

Tel: (608) 384-4434 FAX: (508) 384-4452

Z:\2013 Proposals\GEI-1307DB-E Hartford-Revised 4-17.xls)Proposal

Date: April 17, 2013

Subject: East Hartford Levee

To: John McGrane  
GEI ConsultantsTel: 860-368-5426  
Fax:  
email: [jmcgrane@geiconsultants.com](mailto:jmcgrane@geiconsultants.com)**Scope of Work:****Geotechnical Borings:**

Advance four borings, two to 25' the other two to 35' using 4" drive and wash with standard samples. All borings will be completed with Geokon #4500S Piezometers with bentonite seal and 12" flushmount road boxes.

Site conditions, drill access &amp; drilling conditions could increase the time needed to complete this scope of work.

ITEM	DESCRIPTION	UNIT \$	ESTIMATED QUANTITY	TOTAL \$
1)	Mobilization/Demobilization Rig & Crew	650.00 /ls	1 ls	650.00
2)	Day Rate - ATV Rig & Crew	1,550.00 /day	5 days	7,750.00
3)	Overtime rate after 8 hours on site	265.00 /hr	as need	
4)	NX Rock Core	22.00 /lf	as need	
5)	Bentonite chips	22.00 /bag	8 bags	176.00
6)	Sand	16.00 /bag	24 bags	384.00
7)	Geokon #4500S Piezometer & Cable	575.00 /ea	4 ea	2,300.00
8)	12" Flushmount Road Box Installed	185.00 /ea	4 ea	740.00
9)	Digsafe utility clearance	300.00 /ls	1 ls	300.00
10)	Per Diem	245.00 /day	5 days	1,225.00

**ESTIMATED TOTAL: \$13,525.00**

Quantities listed are considered estimates not to be exceeded without notification of the Client. Price quotations will be held firm for a period of ninety days unless otherwise specified. Changes in project quantities or requirements may be cause for revision of prices as listed.

**Assumptions:**

Water will be available on site for drilling purposes.

This site will not require union or prevailing wage rates.

Thank you for the opportunity to submit this proposal. Feel free to call with any questions or comments.

Prepared by: \_\_\_\_\_  
Dave Burns  
Project Manager

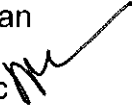
This work can be scheduled by authorizing this proposal below:

Authorized by : \_\_\_\_\_ Date: \_\_\_\_\_

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

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**DATE:** April 22, 2013, 2013  
**TO:** Richard Kehoe, Chairman  
**FROM:** Mayor Marcia A. Leclerc   
**RE:** NEW BUSINESS: Real Estate Acquisition and Disposition Committee  
Acting As A Committee of the Whole Re: 800 Connecticut Boulevard


Attached is a memo from our Corporation Counsel to Request to Execute Release on 800 Connecticut Boulevard.

Please refer this matter to the Real Estate Acquisition and Disposition Committee at the May 7, 2013 meeting.

Thank you.

C: R. Gentile, Corporation Counsel

# OFFICE OF CORPORATION COUNSEL

Date : April 17, 2013  
To : Mayor Leclerc  
From : Richard Gentile   
Re : Request to Execute Release /  
800 Connecticut Boulevard

In January of 2013 the Capital Region Education Council (CREC) and the owner of 800 Connecticut Boulevard placed a restrictive covenant on 800 Connecticut Boulevard.

The restriction was placed in connection with an application for a use variance to allow the property to be used as a school until 2018. The variance was denied by the Zoning Board of Appeals and we have been told that both CREC and the property owner have no plans to use the building in the future as a school.

Since the covenant runs in favor of the Town, we have been asked to release the same. The request is reasonable and appropriate.

I would ask that this matter be added to the May 7 Council agenda for direct action by the Council (acting as a committee of the whole for the Real Estate Acquisitions and Disposition Committee). The following motion would be appropriate:

Move: that the Town Council, acting as a Committee of the Whole for the Real Estate Acquisitions and Disposition Committee, authorizes the Mayor to sign a release concerning the restrictive covenant running in the Town's favor on the property known as 800 Connecticut Boulevard, East Hartford.

**KILLIAN & DONOHUE, LLC**  
ATTORNEYS AT LAW  
363 MAIN STREET  
HARTFORD, CONNECTICUT 06103-1843

TELEPHONE (860) 530-1977  
FACSIMILE (860) 249-6638

T. J. Donohue, Jr.  
[tj@kdjlaw.com](mailto:tj@kdjlaw.com)

April 15, 2013

Richard P. Gentile, Esq.  
Corporation Counsel  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

APR 16 2013

Re: Request to Release Restriction on 800 Connecticut Blvd.

Dear Rich:

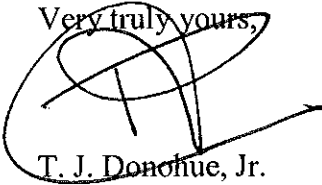
This office represents EH 800 Connecticut Boulevard, LLC, which is the owner of 800 Connecticut Boulevard and respectfully requests the release of restriction upon the captioned premises.

In January of this year at the request of CREC, my client executed and filed a Restriction on the property at 800 Connecticut Boulevard. This restriction was provided in consideration of an anticipated land use approval to operate a school at the premises for a five year period. The restriction was to implement an enforceable termination to the use when granted.

The land use approval was not granted and all plans to utilize the building as a school have been withdrawn and abandoned. At this time our Title Counsel and Mortgage Broker have directed that the encumbrance be released so that financing can be secured to enable further investment in the property. The encumbrance is a cloud on title which will cause unnecessary confusion and inconvenience to the owner and its lenders.

I am attaching a copy of the Restriction as filed and a proposed Form of Release. Please let me know what else you may need from me.

Thank you for your attention to this matter.

Very truly yours,  
  
T. J. Donohue, Jr.

TJD\ckk  
Enclosure

After Recording Return to:  
Mayo Crowe LLC (DSH)  
CityPlace II - 185 Asylum St.  
Hartford, CT 06103

**RESTRICTIVE COVENANT**

31st THIS RESTRICTIVE COVENANT ("Restriction") is made and entered into as of this day of January, 2013 by E.H. 800 CONNECTICUT BOULEVARD, LLC having an address at c/o Mark Greenberg, 184 Fern Avenue, Litchfield, CT 06759 ("Grantor"), in favor of the TOWN OF EAST HARTFORD, a Connecticut municipal corporation having an address at 740 Main Street, East Hartford, CT 06108 ("Grantee").

WHEREAS, Grantor is the record owner of that certain parcel of real property, located in the Town of East Hartford, County of Hartford, and State of Connecticut, commonly known as 800 Connecticut Boulevard and more particularly described in Exhibit A attached hereto (collectively, the "Property"); and

WHEREAS, Grantor and Capitol Region Education Council ("CREC") have entered into a five year lease of the Property for a term to expire June 30, 2018 (the "Lease"); and

WHEREAS, upon and subject to the terms and conditions of the Agreement, Grantor desires to place on the Property a restrictive covenant limiting the use of the Property as more particularly set forth below.

NOW, THEREFORE, in consideration of Ten Dollars (\$10.00) and for other good and valuable consideration paid by Grantee, Grantor agrees as follows:

**Article I. Restrictive Covenant**

1. This Restrictive Covenant imposes upon the Property the condition that, after July 1, 2018, the Property shall not be used for any school use as may be approved or permitted pursuant to any actions of the East Hartford Zoning Board of Appeals and/or the East Hartford Planning and Zoning Commission. This Restriction shall become effective in the event that Capitol Region Education Council obtains land use approvals enabling the Property to be used as a school. Unless and until such approvals are obtained, this Restriction shall have no force and effect.

2. Grantor, its successors and/or assigns, covenants and agrees that unless the Grantee agrees to the Restricted Use in a specific instance, all leases executed for the Property will expressly provide that no portion of the Property shall be used for the Restricted Use.

3. If there is a violation of the terms of this Restriction, the Grantee, its successors and assigns, may, at the Grantor's sole cost and expense, enforce this the terms of this Restriction including, without limitation, enjoining the violation. Grantor agrees to take any and all actions reasonably required by Grantee to substantiate the Grantor's compliance with this Restriction.

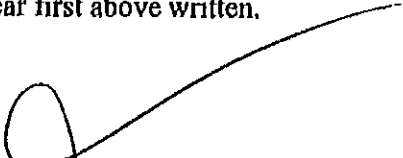
**Article II. Miscellaneous**


1. Modification. There may be no modification of this Restriction except in writing, signed by Grantor and Grantee.

certify that this document, consisting of 3 pages is a true copy of the original, recorded in the East Hartford land records. Dated at East Hartford, CT, this 31st day of January 2013  
*Robert A. Cook*  
TOWN CLERK

2. Succession. The rights and obligations contained herein shall inure to the benefit of and be binding upon the successors and assigns of the Grantor and Grantee.


IN WITNESS WHEREOF, the Grantor has hereunto set its hand and seal as of the day and year first above written.

  
\_\_\_\_\_  
Gerald Ledwith, Jr.

  
\_\_\_\_\_  
T. J. Doolittle

Grantor:

E.H. 800 CONNECTICUT BOULEVARD, LLC  
By: INFINITY CORP. MEMBER  
By: Mark Greenberg, its Member President

  
\_\_\_\_\_  
By: Mark Greenberg  
Its: President

STATE OF CONNECTICUT )  
COUNTY OF HARTFORD )

ss. Farmington

On this 31<sup>st</sup> day of January, 2013 personally appeared Mark Greenberg, as President of \* of E.H. 800 CONNECTICUT BOULEVARD, LLC, signer and sealer of the foregoing instrument, and acknowledged the same to be his/her free act and deed and the free act and deed of said limited liability company, before me.

\* Infinity Corp. as member



\_\_\_\_\_  
Notary Public/ Commissioner of the Superior Court

EXHIBIT A  
~~SCHEDULE~~

All that certain piece or parcel of land, with the buildings and improvements thereon, situated in the Town of East Hartford, County of Hartford, and State of Connecticut, being shown on a certain map or plan entitled "John Hancock Real Estate Investment Group 800 Connecticut Boulevard East Hartford, CT (800 Connecticut Boulevard) Scale: 1" = 30' Date: 6/26/1998" prepared by B.E.O.M. Incorporated, which map or plan is on file in the office of the said Town of East Hartford. Said Premises are more particularly bounded and described as follows: Beginning at a point in the northeasterly corner of the herein described parcel of land on the westerly side of Village Street. Thence S 02° 26' 14" E, by and with the aforementioned Village Street, a distance of 238.67', to a point. Thence on a curve to the right, having a central angle of 13° 46' 47", a radius of 386.92' and an arc length of 93.06', to a point. Thence S 11° 22' 50" W, a distance of 30.74' to a Connecticut Highway Department bound in the southeasterly corner of the subject lot on the northerly side of Connecticut Boulevard. Thence N 73° 33' 48" W, by and with the aforementioned Connecticut Boulevard, a distance of 5.21', to a Connecticut Highway Department bound. Thence 81° 54' 18" W, staying with said boulevard, a distance of 35.25', to a Connecticut Highway Department bound. Thence continuing with the road on a curve to the left having a central angle of 04° 35' 51", a radius of 751.72' and an arc length of 60.32', to a Connecticut Highway Department bound. Thence N 85° 42' 53" W staying with the road a distance of 46.18', to a point. Thence N 82° 03' 03" W still following the road, a distance of 235.02', to a Connecticut Highway Department bound. Thence N 86° 24' 13" W again following the road, a distance of 162.76', to a Connecticut Highway Department bound. Thence on a curve to the right having a central angle of 00° 01' 30", a radius of 1580.00' and an arc length of 0.69', to a point in the southwesterly corner of the subject property. Thence N 40° 31' 58" E, a distance of 91.58', to a point. Thence S 49° 28' 02" E, a distance of 20.00', to a point. Thence N 40° 31' 58" E, a distance of 180.42', to a point. Thence S 89° 59' 24" W, a distance of 33.02', to a point. Thence N 47° 36' 54" E, a distance of 141.14', to a point. Thence S 63° 19' 57" E, a distance of 38.82', to a point. Thence N 40° 31' 58" E, a distance of 123.32', to a point. Thence S 75° 58' 16" E, a distance of 67.23', to a point. Thence S 78° 14' 56" E, a distance of 82.75', to a point. Thence S 29° 49' 09" E a distance of 39.87' feet to the point and place of beginning.

Excluding therefrom "Parcel B" as shown on a plan entitled "Town of East Hartford Plan of "Old Ferry Road" Parcels "A", "B" & "C" to be Conveyed to Abutting Owners Prepared by Town of East Hartford Engineering Div. Scale 1"=20' Nov. 1978 Revised March 1980" which plan is filed as Map Number 838 in the office of the Town Clerk of East Hartford.

*Sharon L. Miller*  
2008 SEP -8 P 2:57  
TOWN CLERK  
EAST HARTFORD

00499.

RECEIVED FOR RECORD  
Jan 31, 2013 03:09P  
ROBERT J. PASEK  
TOWN CLERK  
EAST HARTFORD, CT

Return to:

RELEASE OF RESTRICTIVE COVENANT

KNOW ALL MEN BY THESE PRESENTS,

That for value received, the TOWN OF EAST HARTFORD, a municipal corporation having an address at 740 Main Street, East Hartford, CT 06108, does hereby release and discharge a certain Restrictive Covenant from EH 800 CONNECTICUT BOULEVARD, LLC having an address at c/o Mark Greenberg, 184 Fern Avenue, Litchfield, CT 06759 dated and recorded January 31, 2013 in Volume 3365 at Page 139 of the East Hartford Land Records, in that the Restrictive Covenant was to be contingent upon the granting of Land Use Permits concerning the property and that said permits have not been granted and therefore there is no right or consideration or reason for the Restriction.

IN WITNESS HEREOF, TOWN OF EAST HARTFORD. has affixed its name and Seal hereto this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

By: \_\_\_\_\_  
Name:  
Title:

\_\_\_\_\_  
Witness:

\_\_\_\_\_  
Witness:

STATE OF CONNECTICUT        }  
COUNTY OF HARTFORD        }

ss. \_\_\_\_\_

Then personally appeared the above named, \_\_\_\_\_, duly authorized \_\_\_\_\_ of said Town of East Hartford and acknowledged the foregoing to be a voluntary act and free deed of the Town of East Hartford this \_\_\_\_\_ day of \_\_\_\_\_, 2013, before me.


\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_



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

---

**DATE:** May 1, 2013  
**TO:** Richard Kehoe, Chairman  
**FROM:** Mayor Marcia A. Leclerc   
**RE:** REFERRAL: Resolution to Amend the Existing Golf Course Lease, Issue an RFP for a Golf Course Management Company, and Select a Successor

Attached is a memo and resolution to allow the Town to issue a Request for Proposal to explore the golf market with respect to golf course management companies and allow the Town to select a successor to existing contract.

Please place on the Town Council agenda for May 7, 2013 meeting.

Thank you

C: M. Walsh, Director Finance Dept.

**RESOLUTION AUTHORIZING THE MAYOR TO AMEND THE EXISTING LEASE AGREEMENT RELATED TO THE EAST HARTFORD GOLF COURSE AND TO ISSUE A REQUEST FOR PROPOSAL FOR A SUCCESSOR AGREEMENT**

**WHEREAS**, the Town of East Hartford and MDM Golf LLC ("MDM") are parties to a lease made as of the 27<sup>th</sup> day of September, 2007, and

**WHEREAS**, by letter dated April 4, 2013, MDM presented the Town with a series of proposals as to MDM's future role in operating the golf course, and

**WHEREAS**, the proposal known as "Option 2" sets out MDM's willingness to continue to pay the Town \$5,000 per month rent, while supplying all staffing and equipment necessary to operate the entire golf course (including the restaurant), until such time as the Town is able to find a successor entity to manage and operate the facility, and

**WHEREAS**, based on the current economic climate and the recent challenges that MDM has met in operating the golf course, the Town desires to explore the competitive marketplace via a request for proposals with respect to golf course management companies in order to identify a successor organization, and

**WHEREAS**, MDM has agreed to assist the Town by creating a smooth transition with the successor organization, such transition to include removal of its equipment and staff from the golf course as directed by the Town and the successor organization, and

**WHEREAS**, once a new organization is selected by the Town, and the transition complete, mutual releases will be exchanged between MDM Golf and the Town.

**NOW THEREFORE BE IT RESOLVED**, that the Mayor of the Town of East Hartford is authorized to amend the existing lease with MDM to evidence the above described tenancy and to issue a request for proposal seeking a golf course management company for the purpose of operating the East Hartford golf course. The details of the amended agreement shall be consistent with Option 2 as presented to the Town while the terms and conditions of a successor agreement shall be mutually determined between the Mayor and the acceptable golf course management company whose signatures will indicate approval of specific terms and conditions on a contract.

I, Angela Attenello, Clerk of the Town Council of the Town of East Hartford, certify that the above resolution was approved at a meeting of the Town Council held on May 7, 2013.

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Angela Attenello, Clerk of the Town Council



## MEMORANDUM

**DATE:** April 30, 2013

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

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

**TELEPHONE:** (860) 291-7201

**RE:** **Resolution to Amend the Existing Golf Course Lease, Issue an RFP for a Golf Course Management Company, and Select a Successor**

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In a letter dated April 4, 2013, MDM Golf of East Hartford, LLC has approached the Town seeking changes to their existing agreement with the Town. That letter is attached for your information.

Accordingly, I am forwarding a resolution that allows the Town to continue to operate the golf course under a modified agreement that will be negotiated by Assistant Corporation Counsel Richard Gentile.

Additionally, the resolution will allow the Town to issue a Request for Proposal to explore the golf market with respect to golf course management companies, and finally, it will allow the Town to, after careful analysis, select a successor to the existing contract.

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

PARRETT, PORTO, PARESE & COLWELL  
PROFESSIONAL CORPORATION  
ATTORNEYS AND COUNSELLORS AT LAW

CARL M. PORTO  
cporto@pppclaw.com

ONE HAMDEN CENTER  
2319 WHITNEY AVENUE  
HAMDEN, CONNECTICUT 06518

(203) 281-2700  
FAX: (203) 281-0700  
WWW.PPPCLAW.COM

GUILFORD OFFICE:  
88 BROAD STREET  
GUILFORD, CT 06437  
(203) 453-1007

April 4, 2013

Richard P. Gentile, Esquire  
Town Attorney  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

**Re: MDM Golf of East Hartford, LLC ("MDM")**

Dear Attorney Gentile:

As you are aware, this office represents MDM Golf of East Hartford, LLC ("MDM") with regard to its Lease Agreement (the "Lease") concerning the Long Hill Golf Course, restaurant and related facilities (collectively the "Golf Course"). Based upon our several conversations, and Mr. Menchetti's conversations with various representatives of the Town of East Hartford (the "Town"), MDM is aware that certain issues have arisen and this letter is forwarded with the expectation that one of the following options will be acceptable to the Town modifying the Lease. MDM would agree to proceed under one of the following four options. Within each of these proposals sections b and c of option 1 apply to all other options presented as well:

Option 1 - MDM will agree to all of the terms and conditions of the Draft Golf Course Resolution dated March 18, 2013, with the following exceptions: (a) the \$150,000.00 annual rent to be paid to the Town will not be spent on capital improvements, but will be spent on agronomic products to be used at the Golf Course such as fertilizer, pesticides, topdressings, and for the payment of utility bills associated with the operation of the Golf Course; (b) that as opposed to an audited financial statement, MDM will submit a "review" level financial statement prepared by the company's certified public accountant providing revenue and expense receipts for the operation of the Golf Course; and (c) there shall be no bond or letter of credit requirement. All products which are to be purchased with the annual rent shall be put out to bid to ensure the best price available, which bidding process will be monitored by the Town's Financial Department.

Option 2 - MDM will pay the Town \$5,000.00 per month rent and will supply all staffing and equipment necessary to operate the entire Golf Course until the Town is able to find another entity to manage and operate the entire facility. Once a new entity is selected by the Town, mutual releases will be exchanged and MDM will assist to create a smooth transition and will remove all of its property from the Golf Course.

PARRETT, PORTO, PARESE & COLWELL  
PROFESSIONAL CORPORATION

Richard P. Gentile, Esquire

April 4, 2013

Page - 2 -

Option 3 - MDM will continue to manage and operate the Golf Course under the existing lease. If this option is selected, there will be no oversight committee. However, the Town shall appoint a liaison officer to interact with the management of MDM regarding the operation of the Golf Course. The Town otherwise will not be involved in the operation or management of the Golf Course.

Option 4 - The Town Council accepts the Mayor's proposal for a \$75,000.00 annual rent reduction, in which case the Lease shall remain in full force and effect.

I am sure there are additional details that we will need to discuss with regard to each of the above options, but these generally set out the broad parameters of how MDM would be willing to proceed.

It is MDM's intention to try to resolve any issues amicably, and it appreciates the opportunity it has had to lease the Long Hill Golf Course. However, having said that, given the current state of the economy, the precipitous decline in golfing revenue and the increased costs in procuring supplies and products needed to maintain the Golf Course, MDM finds itself in an extremely difficult position. I think everyone will agree, as the Draft Golf Course Resolution appropriately mentions, MDM has stopped the losses the Town of East Hartford incurred on a yearly basis, and turned the Golf Course into a profit center for the Town. This was accomplished as a result of significant investment by MDM.

Therefore, in the hope that we can amicably resolve the outstanding issues, I am more than willing to discuss any of the aforementioned options or any other suggestions that you may have.

I remain,

Very truly yours,



Carl M. Porto

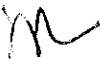
/ae

cc: Mr. Matthew F. Menchetti

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

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**DATE:** May 1, 2013  
**TO:** Richard Kehoe, Chairman  
**FROM:** Mayor Marcia A. Leclerc   
**RE:** NEW BUSINESS: Sun Edison Solar and the 20 Year Power Purchase Agreement Revisited

Attached is a memo and resolution to allow the Town to modify the existing True Green Contract. True Green will receive the ZEREC assignment from Sun Edison And will honor equal or better terms than those which Sun Edison was awarded.

Please place on the Town Council agenda for May 7, 2013 meeting.

Thank you

C: M. Walsh, Director Finance Dept.

**RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A POWER  
PURCHASE AGREEMENT TO FACILITATE THE CONSTRUCTION OF SOLAR  
CANOPY ARRAYS**

**WHEREAS**, the Town of East Hartford worked closely with the Connecticut Conference of Municipalities and Bay State Consultants to explore the competitive market for financially and environmentally appropriate solar opportunities, and

**WHEREAS**, the Town engaged CCM and Bay State to continuously monitor regulatory decisions issued by PURA (Public Utilities Regulatory Authority) with respect to Zero Emission Renewable Energy Credits (ZRECs) to be made available to town, and

**WHEREAS**, the Town was willing to explore coupling the ZREC credits with a power purchase agreement in order to facilitate the design, construction, and maintenance of four solar canopy arrays to work seamlessly with the Town's existing TransCanada electricity power purchase agreement, and

**WHEREAS**, while the Town initially selected Sun Edison to complete the work on the four solar canopy arrays, Sun Edison is unable to complete the project during 2013 and is willing to assign its ZRECs to another contractor, and

**WHEREAS**, True Green, the Town's winning bidder for six roof top solar arrays wishes to expand their existing contract in order to complete the four solar canopy arrays at equal or lower cost than the Sun Edison proposal, and

**WHEREAS**, the Town wishes to amend the True Green contract to complete the work initially awarded to Sun Edison.

**NOW THEREFORE BE IT RESOLVED**, the East Hartford Town Council hereby authorizes the Mayor to execute an amendment to the True Green Power Purchase Agreement and related documents on behalf of the Town; the details of the agreement shall be mutually determined between the Mayor and the True Green whose signatures will indicate approval of specific terms and conditions.

**BE IT FURTHER RESOLVED**, the East Hartford Town Council does hereby approve a bid waiver of the Town's bidding process, specifically Town Ordinance section 10-7, to allow the above amendment to the current True Green Power Purchase Agreement.

I, Angela Attenello, Clerk of the Town Council of the Town of East Hartford, certify that the above resolution was approved at a meeting of the Town Council held on May 7, 2013.

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Angela Attenello, Clerk of the Town Council



## MEMORANDUM

**DATE:** April 30, 2013

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

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

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

**RE:** Sun Edison Solar and the 20-Year Power Purchase Agreement Revisited

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As you may recall, in the spring of 2012, the Town and Board of Education (BOE) worked cooperatively within a CCM program and through the competitive bid process, selected Sun Edison to acquire ZEREC credits to couple with a 20-year power purchase agreement to allow Sun Edison to design, build, own, and operate four solar canopy installations at CIBA, O'Connell, Norris, and O'Brien schools.

Subsequently, also through the competitive bid process, True Green was selected to complete six solar rooftop applications.

It is important to note that when all 10 solar projects are commissioned, the Town will save between \$1.6M and \$3.2M over the term of the 20-year power purchase agreement without the Town having to outlay any capital for the purchase of the solar equipment.

Related to Sun Edison, what we have recently discovered is that Sun Edison no longer wishes to pursue the canopy projects, and while they initially requested a one-year delay in the project, we have no reason to believe that one year will make the economics of the project any better, so they have been discharged.

It is at this point in time that we wish to shift the work abandoned by Sun Edison over to True Green through a modification of the existing contract the Town has with True Green. True Green will receive the ZEREC assignment from Sun Edison and True Green will honor equal or better terms than those which Sun Edison was awarded as the low bidder on a competitive bid.


A resolution modifying the existing True Green Contract is attached for the Town Council's approval. Should you have any questions or problems on the aforementioned, please feel free to contact me.



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

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**DATE:** April 22, 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 \$9,878.86 as detailed in the attached listing from our Collector of Revenue.

Please place this item on the Town Council agenda for May 7, 2013 meeting.

C: M. Walsh, Director of Finance  
I. Laurenza, Tax Collector

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**INTEROFFICE MEMORANDUM**

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**TO:** MARCIA A LECLERC, MAYOR  
MICHAEL WALSH, DIRECTOR OF FINANCE

**FROM:** IRIS LAURENZA, COLLECTOR OF REVENUE  
ANNIE KOHLER, ASSISTANT TAX COLLECTOR

**SUBJECT:** REFUND OF TAXES

**DATE:** 4/15/2013

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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 \$9,878.86 See attached list.

Bill	Name	Address	Prop Loc/Vehicle Info.	Int	Fee	Over Paid
2011-03-0051974	AYERS CONSTANCE N	505 BURNSIDE AVE A5 E HARTFORD CT 06108 3530	2002//WAULT64BX2N039507	\$ -	\$ (6.00)	\$ (6.00)
2011-04-0080571	BARRETT MARYANNE M	205 CHESTER ST E HARTFORD CT 06108 2819	2012//53K852428CF006627	\$ (2.00)	\$ (5.00)	\$ (8.73)
2011-01-0006303	BOGAN INC C/O LERETA LLC	1123 S PARKVIEW DR COVINA CA 91724	485 FORBES ST	\$ -	\$ (2,271.51)	\$ (2,271.51)
2011-03-0053709	BONILLA MARIA S	77 LAWRENCE ST E HARTFORD CT 06118 1512	1995//1HGEJ1227SL055961	\$ -	\$ (8.35)	\$ (8.35)
2011-03-0056810	CLEAR RIVER FUEL OIL LLC	366 TOLLAND ST EAST HARTFORD CT 06108	1999//1HTSDAAN8XH686283	\$ -	\$ (37.99)	\$ (37.99)
2011-03-0057928	COULOM GAIL	31 HIGH UNIT 8206 E HARTFORD CT 06118 1878	2008//1HGCP26738A041299	\$ -	\$ (283.49)	\$ (283.49)
2011-03-0060823	EAN HOLDINGS LLC	8 ELLA GRASSO TPKE WINDSOR LOCKS CT 06096	2011//4T1BF3EK9BU639634	\$ -	\$ (299.96)	\$ (299.96)
2011-03-0060925	EAN HOLDINGS LLC	8 ELLA GRASSO TPKE WINDSOR LOCKS CT 06096	2011//1FTNE2EW2BDA08838	\$ -	\$ (627.81)	\$ (627.81)
2011-04-0084126	FERRERO MONICA	54 WILFRED RD MANCHESTER CT 06040	2002//JNKDA31A32T029242	\$ (8.61)	\$ (5.00)	\$ (191.40)
2011-03-0064572	GONZALEZ MIOSOTIS	32E CHANNING DR MANCHESTER CT 06040	1998//1P3EJ46XXVW269634	\$ -	\$ (68.80)	\$ (68.80)
2011-03-0065737	HARPER DANIAN	66 SCHOOL ST 26 E HARTFORD CT 06108 2646	2004//3N1AB51A64L742269	\$ -	\$ (6.00)	\$ (6.00)
2011-02-0042065	HCL AMERICAN INC	330 POTRERO AVE SUNNYVALE CA 94085	99 EAST RIVER DR	\$ -	\$ (5.02)	\$ (5.02)
2011-03-0067986	JERRICK VERNON S	43 WHITING RD E HARTFORD CT 06118 1550	1995//1N4BU31D6SC248518	\$ -	\$ (6.64)	\$ (6.64)
2011-01-0008488	LEONE PAULINE	108 GREENLAWN ST EAST HARTFORD CT 06108	108 GREENLAWN ST	\$ -	\$ (1,329.65)	\$ (1,329.65)
2011-04-0084736	MARCH GARY T	5 JANET DR E HARTFORD CT 06118 1929	1993//1B7GG23Y4PS146293	\$ -	\$ (34.32)	\$ (34.32)
2011-01-0009139	MARQUES JOAQUIM C	139 MURIELLE DR SOUTH WINDSOR CT 06074	14 MORRIS CT	\$ -	\$ (1,936.04)	\$ (1,936.04)
2011-04-0085417	NEFF JAMES K OR SUSAN	29 SHANNON RD E HARTFORD CT 06118 1744	2003//5J6YH28253L005902	\$ -	\$ (66.11)	\$ (66.11)
2011-03-0075385	NEFF JAMES K OR SUSAN	29 SHANNON RD E HARTFORD CT 06118 1744	2005//2C8GF684X5R282280	\$ (7.73)	\$ (343.60)	\$ (343.60)
2011-03-0075761	NIRO BIAGINO	72 CAMPFIELD AVE HARTFORD CT 06114	2004//1HGCM56624A085838	\$ -	\$ (160.18)	\$ (160.18)
2011-03-0082854	SCHILDER MAUREEN J	200 BLAKESLEE ST APT 6-62 BRISTOL CT 06010	2009//WVMMMF33549TW70152	\$ (50.60)	\$ (562.26)	\$ (562.26)
2011-01-0013612	SLUBOSKI STEPHEN A	34 WINDING LN EAST HARTFORD CT 06118	78 WINDING LN	\$ -	\$ (950.00)	\$ (950.00)
2011-01-0002811	SYLVAIN COURTNEY	30 PRATT ST EAST HARTFORD CT 06108	30 PRATT ST	\$ -	\$ (19.75)	\$ (19.75)

2011-03-0053908	THE GREEN SCENE, INC	85 COLONIAL RD MANCHESTER CT 06042 2307	1994/1ZFUF1010RB000735	\$ -	\$ (2.00)
2011-03-0053909	THE GREEN SCENE, INC	85 COLONIAL RD MANCHESTER CT 06042 2307	1998/3B6MF3666WM281437	\$ -	\$ (17.85)
2011-03-0053912	THE GREEN SCENE, INC	85 COLONIAL RD MANCHESTER CT 06042 2307	2005/1FDWVF37P25ED00304	\$ -	\$ (40.13)
2011-03-0053913	THE GREEN SCENE, INC	85 COLONIAL RD MANCHESTER CT 06042 2307	2003/3D7KU28C63G709092	\$ -	\$ (36.05)
2011-03-0086199	TORRES CARLOS OR RUTH	115 WESTERLY TER E HARTFORD CT 06118 3564	2009/5NPET46CX9H455850	\$ (39.24)	\$ (436.04)
SUBTOTAL				\$ (108.18)	\$ (9,755.68)
TOTAL					\$ (9,878.86)

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

April 30, 2013

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

**Re: Outdoor Amusement Permit Application -  
"Gengras Harley-Davidson Demo Days"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **Gengras Motor Cars, Inc. by Hannah Gavin, Its Events Coordinator**. The applicant seeks to conduct Harley-Davidson Demo Days. Riders will have the opportunity to take demonstration rides and the event will also feature food, sales and vendors. The weekend event will be held at **221 Governor Street**, on the following days and times in 2013:

<b>Saturday, May 11</b>	<b>9AM – 5PM</b>
<b>Sunday, May 12</b>	<b>9AM – 4PM</b>

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

The **Health Department** recommends approval provided a temporary food service permit is obtained prior to the event.

The **Risk Management Department** states the applicant will need to provide a Certificate of Liability Insurance, naming the Town as an additional insured for liabilities associated with this event in the amount of one (1) million dollars.

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

- The proposed site is suitable for the amusement, the crowds are 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. As an event that is not Town-sponsored, this expense will

have to be borne by the applicant.

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

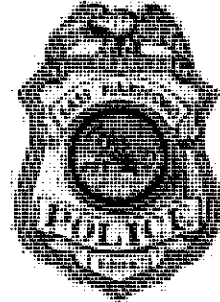
xc:  
Mayor Leclerc

# 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:  
**Gengras Harley-Davidson Demo Days**
2. Date(s) of Event:  
**Saturday May 11th & Sunday May 12th**
3. Applicant's name, home & work phone numbers, home address, and e-mail address:  
**Gengras Motor Cars, Inc.**  
**300 CT Blvd, East Hartford, CT 06108**  
**By: Hannah Gavin, Events Coordinator Home: 860-967-7012 Work: 860-528-7200**  
**1736 Exeter Road Lebanon, CT 06249 hgavin@gengras.com**
4. If partnership, corporation, club, or association, list names of all partners or officers and business address.  
**Skip Gengras, Chip Gengras, Jonathon Gengras, Gengras Motorcycles Inc.,**  
**300 Connecticut Blvd, East Hartford CT 06108**
5. List the location of the proposed amusement: (Name of facility and address)  
**Gengras Harley-Davidson/Gengras Motorcycles, 221 Governor Strcct, East Hartford CT**  
**06108**
6. List the dates and hours of operation for each day (if locations changes on a particular day, please list):  
**Saturday May 10th 9:00 A.M.- 5:00 P.M.**  
**Sunday May 11th 9:00 A.M.-4:00 P.M.**
7. Provide a detailed description of the proposed amusement:  
**Harley Demo Truck brings in demo bikes for customers to take rides on**
8. Will Music or Other Entertainment Be Provided Out-Of-Doors?  
**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?  
**Ages 16 and up for the demos**

10. What is the expected attendance at the proposed amusement:  
(If more than one performance, indicate time / day / date and anticipated attendance for each.)  
**May 10<sup>h</sup> 250 people May 11th 150 people**

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:

**Due to Processes in place, crowd impact will be minimal. Gengras Harley-Davidson provides ample car and motorcycle parking on premises and across the street at Gengras Chrysler Dodge & Jeep.**

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

**We anticipate no impact for local street traffic as we will be immediately directing attendees to the appropriate lots. Also, we are easily accessible from Main Street, Governor Street, Connecticut Blvd, I-84, and Rte. 2. Customers will have several travel options to arrive at the dealership.**

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

**There will be little to no impact is anticipated for surrounding streets. Staff will be directing traffic to appropriate lots for parking.**

d. Noise Impact on Neighborhood:

**Noise impact will be minimal. Gengras Motorcycles is located in a commercial building zone where Gengras Motor Group businesses are located. Neighboring businesses or homes will not be affected.**

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

**Gengras Harley-Davidson and Hartford H.O.G. Staff will be responsible for trash disposal.**

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:

**Entrances will be kept clear in case of emergency. Also a fire/emergency lane will remain open throughout the event.**

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

**Multiple on-site phones will be available in case of an emergency.**

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

**None**

d. Crowd Control Plan:



**Rides will be leaving on a set schedule so crowd control will not be an issue. There will be designated areas for waiting for the next ride. Event staff members will be briefed in case of a crowd control issue.**

- e. If on Town Property, the Plan for the Return of the Amusement Site to Pre-Amusement Condition:  
**N/A**
- f. Provision of sanitary facilities:  
**In addition to on site restrooms, we will provide 2 port-o-lettes.**

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

Food available **Yes** AND **Yes** contact has been made with the East Hartford Health Department

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

**NO** Alcoholic Beverages will be served / provided.

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

- a. For Such Sale or Provision,
- b. To Ensure That Alcohol Is Not Sold or Provided to Minors or Intoxicated Persons.

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

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

---

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

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

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

---

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

[Signature]  
3/30/13  
(Applicant Signature)

Hannah Gavin  
(Printed Name) (Date Signed)

(Send application electronically to [cfrank@easthartfordct.gov](mailto: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: [Signature]

Employee Number: 9019

Date & Time Signed: April 3, 2013 10:48 AM ~~PM~~

Time remaining before event: 30<sup>+</sup> days.

Fire Dept



Mark J. Sirois  
Chief of Police

**TOWN OF EAST HARTFORD**  
**POLICE DEPARTMENT**  
**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 11 and 12, 2013**

Event: **Gengras Harley-Davidson Demo Days**

Applicant: **Gengras Motor Cars, Inc. by Hannah Gavin, Its Events Coordinator**

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

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

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

Anticipated cost(s) if known \$ 0

William Perez, Assistant Fire Chief  
Signature

April 10, 2013

Date

Comments:

Hea NH

**Frank, Carol**

---

**From:** O'Connell, Michael  
**Sent:** Tuesday, April 30, 2013 9:24 AM  
**To:** Frank, Carol  
**Subject:** RE: Gengras Harley-Davidson Demo Days

Carol:

Approval of this Amusement Permit is recommended, provided that a temporary food service permit is obtained prior to the event. As of today we have not yet received an application for such a permit.

Michael O'Connell  
Environmental/Public Health Supervisor  
East Hartford Health Department  
740 Main Street  
East Hartford, CT 06108  
860-291-7329  
860-291-7326 (fax)

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

**From:** Frank, Carol  
**Sent:** Tuesday, April 30, 2013 08:47  
**To:** O'Connell, Michael  
**Subject:** Gengras Harley-Davidson Demo Days

Good morning Mike.

I was out for a few weeks and just returned yesterday and I'm in the process of cleaning up 3 weeks of mess. I have an urgent request for you.

I am in a spectacular rush for the review from you for the above captioned event. You may have sent it (you are always the first) but I can't find it. Can you please review the attached application and just e-mail your review? It can be a regular e-mail with your review. My sincere apologies but I do need this - well - yesterday. Thank you so much.

Call with any questions or concerns.

Carol



Mark J. Sirois  
Chief of Police

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



Marla A. Leclerc  
Mayor

Administrative Review of Amusement Permit

Event Date: May 11 and May 12, 2013  
Event: Gengras Harley-Davidson Demo Days  
Applicant: Gengras Motor Cars, Inc. by Hannah Gavin, Its Events Coordinator

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

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

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

Anticipated cost(s) if known \$ \_\_\_\_\_

Julia 9/11/13  
Signature Date

Comments:

**Frank, Carol**

---

**From:** Bockus, Tim  
**Sent:** Tuesday, April 09, 2013 12:06 PM  
**To:** Frank, Carol  
**Subject:** RE: Gengras Harley-Davidson Demo Days

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

There are 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, April 03, 2013 11:27  
**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:** Gengras Harley-Davidson Demo Days

Good day all.

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

DUE TO THE DATES OF THIS EVENT AND THE DATES OF TOWN COUNCIL MEETINGS, I AM RESPECTFULLY REQUESTING THAT REVIEWS BE COMPLETED AND RETURNED BY THURSDAY, APRIL 11, 2012 IN ORDER TO MAKE THE APRIL 16TH TOWN COUNCIL MEETING. THANK YOU.

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, April 11, 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: Wednesday, April 03, 2013 12:02 PM  
To: Frank, Carol  
Subject: RE: Gengras Harley-Davidson Demo Days

Carol-we will need a certificate of 1 million dollar liability policy naming the town as an additional insured for liabilities associated with this event. They can do one certificate for both events as long as they list them in the additional insured description area. Thanks

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

From: Frank, Carol  
Sent: Wednesday, April 03, 2013 11:27 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: Gengras Harley-Davidson Demo Days

Good day all.

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

DUE TO THE DATES OF THIS EVENT AND THE DATES OF TOWN COUNCIL MEETINGS, I AM RESPECTFULLY REQUESTING THAT REVIEWS BE COMPLETED AND RETURNED BY THURSDAY, APRIL 11, 2012 IN ORDER TO MAKE THE APRIL 16TH TOWN COUNCIL MEETING. THANK YOU.

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, April 11, 2013. Thank you.

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

Regards,

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

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



Mark J. Sirois  
Chief of Police

TOWN OF EAST HARTFORD  
POLICE DEPARTMENT  
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 11 and May 12, 2013  
Event: Gengras Harley-Davidson Demo Days  
Applicant: Gengras Motor Cars, Inc. by Hannah Gavin, Its Events Coordinator

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

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

N/A

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

Anticipated cost(s) if known \$ \_\_\_\_\_

Milton Gregory Grew  
Signature DIR OF INSP & PERMITS

4/18/13  
Date

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



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

April 30, 2013

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

Re: **Outdoor Amusement Permit Application -  
"Take Steps Connecticut 2013"**

Dear Chairman Kehoe:

Attached please find the amusement permit application submitted by the **Crohn's and Colitis Foundation of America** by **Kate McDonald, its Community Development Manager**. The applicant seeks to conduct a 2 mile walk in Great River Park from the amphitheater area and loops out and back on **Saturday, May 11, 2013** from **10 AM – 7 PM (set up begins at 10 AM, event registration begins at 3 PM and the walk begins at 4 PM)** with a DJ providing music from **3 PM to approximately 7 PM**. Food and entertainment (DJ) will follow the walk.

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

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

The **Health Department** states that it recommends approval with the understanding that a temporary food service permit application be submitted the Department no less than two weeks prior to the event.

The **Public Works Department** reviewed the application and recommends approval subject to the following:

- Applicant shall coordinate with Riverfront Recapture.


The **Inspections and Permits Department** states that permits for temporary structures, electric or gas may be required.

The **Finance Department** states it will need a Certificate of Insurance in the amount of One (1) Million dollars general liability naming the Town of East Hartford as an additional insured for liabilities associated with the event.

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

- The Police Department can provide adequate police protection for this event. The site is suitable for the proposed amusement, the crowd is of a small to 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 number of officers and cost of such overtime hiring is yet to be determined. As an event that is not Town sponsored, this expense will have to be borne by the applicant.

Sincerely,



Mark J. Sirois  
Chief of Police

Xc:  
Applicant

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor



Mark J. Sirois  
Chief of Police

1. Name of Event: Take Steps Connecticut 2013
2. Date(s) of Event: Saturday, May 11, 2013
3. Applicant's name, home & work phone numbers, home address, and e-mail address:

National Office: Crohn's & Colitis Foundation of America  
386 Park Ave South, 14th Floor  
New York, NY 10016

Connecticut Chapter address: P.O. Box 811, Waterford, CT 06385  
(800) 314-3459 ext. 2

Submitted by: Kate McDonald, Community Development Manager  
54 Rope Ferry Road, H138  
Waterford, CT 06385  
(860) 235-5773  
[kmcdonald@ccfa.org](mailto:kmcdonald@ccfa.org)

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

Please see attached list of board members for the Connecticut Chapter of the Crohn's & Colitis Foundation of America.

5. List the location of the proposed amusement: (Name of facility and address)

Great River Park  
100 East River Drive  
East Hartford, CT 06108

6. List the dates and hours of operation for each day (if locations changes on a particular day, please list):

Saturday, May 11, 2013. Set up begins at 10am, event registration begins at 3pm, the walk begins at 4pm. The event should be completed by 7pm.

7. Provide a detailed description of the proposed amusement:

Take Steps is a fundraising walk for the Crohn's & Colitis Foundation of America. There is a 2 mile walk along the river at Great River Park. The walk goes right from the amphitheater area and is a loop out and back. The walk is followed by food and music for participants.

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)? A DJ will be playing music from 3 – 7pm.

9. What is the expected age group(s) of participants?

The event is for individuals and families. All ages will likely be represented.

10. What is the expected attendance at the proposed amusement:

(If more than one performance, indicate time / day / date and anticipated attendance for each.)

Past attendance at the Take Steps event has been approximately 300 people.

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:  
Minimal to none.

- c. Parking Plan On Site & Impact on Surrounding / Supporting Streets: Parking will be within the park system and on East River Drive. In addition, arrangements have been made with the Red Thread Company to use their parking lot for the event.
- d. Noise Impact on Neighborhood: Minimal to none.
- e. Trash & Litter Control Plan for the Amusement Site and Surrounding Community During and Immediately After the Proposed Amusement: Riverfront Recapture & MDC
- f. List expected general disruption to neighborhood's normal life and activities: Minimal to 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: Regular access into park system and entertainment venue.
- \* Provisions for Notification of Proper Authorities in the Case of an Emergency: Event Managers will have cell phones to call 911 in case of emergency.
- c. Any Provision for On-Site Emergency Medical Services: On call
- d. Crowd Control Plan: NA
- 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 for port-o-johns and hand washing stations 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):

CCFA is a national nonprofit organization with tax-exempt status. Take Steps is our primary fundraiser. We would like to request a fee waiver based on these considerations. Thank you!

---

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)

Kate McDonald  
(Printed Name)

March 25, 2013  
(Date Signed)

---

(Send application electronically to [cfrank@easthartfordct.gov](mailto: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: Campota

Employee Number: 9019

Date & Time Signed: April 1, 2013 11:30 AM ~~PM~~

Time remaining before event: 30+ days.

**CCFA Connecticut Chapter  
Board of Directors  
2012 – 2013**

Sally Connolly, President  
249 Newton Road  
Woodbridge, CT 06525  
(203) 393-1424  
sallyconnolly@sbcglobal.net  
2003 – 2013

Jack Chuong, M.D. – Medical Advisor  
Digestive Disease Associates  
229 Montowese Street  
Branford, CT 06405  
(203) 481-0315  
1990-2013

Jeff Lohmeyer  
116 Hillside Avenue  
West Haven, CT 06516  
jeffrey.lohmeyer@credit-suisse.com  
Credit Suisse  
2009 – 2013

John T. Nesco  
384 Hayes Road  
Rocky Hill, CT 06067  
(860) 883-4912  
Taunton Audio Mediabooks  
2009 – 2013

Harry Schwartz, M.D. – Medical Advisor  
Gastroenterology Specialists, PC  
22 Westfield Avenue  
Ansonia, CT 06401  
(203) 736-9919  
schwartzhm@aol.com  
2003 – 2013

Sue Johnson  
7 Coppermine Road  
Farmington, CT 06032  
(860) 677-5150  
SMJOHNS4@travelers.com  
Traveler's Insurance Company  
2009 – 2013

Michelle Smedley, M.D.  
Connecticut GI  
300 Western Boulevard  
Glastonbury, CT 06033  
860-657-1920  
msmedley@connecticutgi.org  
2012 – 2013

Joe Cappa, M.D.  
Connecticut GI  
300 Western Boulevard  
Glastonbury, CT 06033  
860-657-1920  
jcappa@connecticutgi.org  
2012 – 2013

Kathleen M. LaManna, Esq.  
Shipman & Goodwin LLP  
One Constitution Plaza  
Hartford, CT 06103  
(860) 251-5603  
klamanna@goodwin.com  
2012 - 2013





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 11, 2013**

Event: **Take Steps Connecticut 2013**

Applicant: **Crohn's and Colitis Foundation of America by Kate McDonald, its  
Community Development 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 \$ 0

William Perez, Assistant Fire Chief

April 9, 2013

Signature

Date

Comments:



Mark J. Sirois  
Chief of Police

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



Marcia A. Leclerc  
Mayor

### Administrative Review of Amusement Permit

Event Date: May 11, 2013

Event: Take Steps Connecticut 2013

Applicant: Crohn's and Colitis Foundation of America by Kate McDonald, its  
Community Development 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 \$ \_\_\_\_\_

Signature

Date

4/2/13

Comments:

Approval recommended with the understanding that a temporary food service permit application will be submitted to the Health Dept. no less than two 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



Marcin A. Leclerc  
Mayor

Administrative Review of Amusement Permit

Event Date: May 11, 2013

Event: Take Steps Connecticut 2013

Applicant: Crohn's and Colitis Foundation of America by Kate McDonald, its  
Community Development 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 \$ \_\_\_\_\_

Signature

9/11/13  
Date

Comments:

**Frank, Carol**

---

**From:** Bockus, Tim  
**Sent:** Monday, April 15, 2013 5:13 PM  
**To:** Frank, Carol  
**Subject:** RE: Take Steps Connecticut 2013

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

1. Applicant shall coordinate the event with Riverfront Recapture.

There is no anticipated cost to the Department for this event.

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, April 01, 2013 11:44  
**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:** Take Steps Connecticut 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, April 1, 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, April 03, 2013 11:33 AM  
**To:** Frank, Carol  
**Subject:** RE: Take Steps Connecticut 2013

No comments

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

**From:** Frank, Carol  
**Sent:** Monday, April 01, 2013 11:57  
**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:** Take Steps Connecticut 2013

Good morning all.

I just sent you the Application and Directors' Reviews for the above captioned event and noticed that I had reflected an incorrect "return by date". Your reviews are due by Monday, April 15, 2013 and not April 1st as previously indicated. My apologies for the error and any inconvenience caused.

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:** Monday, April 01, 2013 11:50 AM  
**To:** Frank, Carol  
**Subject:** RE: Take Steps Connecticut 2013

Hi carol-the foundation will have to submit a certificate of ins for 1 Million dollars liability and name the THE as an additional insured for liabilities associated with the event-thanks

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

**From:** Frank, Carol  
**Sent:** Monday, April 01, 2013 11:44 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:** Take Steps Connecticut 2013

Good morning all.

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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



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 11, 2013

Event: Take Steps Connecticut 2013

Applicant: Crohn's and Colitis Foundation of America by Kate McDonald, its  
Community Development 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 \$ \_\_\_\_\_

Milton Gregory Grew 4/18/13  
Signature DIR OF INSPECTIONS & PERMITS Date

Comments:  
PER 5-3 MY APPROVAL NOT REQ'D.  
PERMITS FOR TEMP. STRUCTURES, ELECT OR  
GAS MAY BE REQ'D.

Police

**Frank, Carol**

---

**From:** DeMaine, Michael  
**Sent:** Monday, April 01, 2013 12:01 PM  
**To:** Frank, Carol  
**Subject:** RE: Take Steps Connecticut 2013

Carol,

Please mark the worksheets for extra attention district 20. Thank you

Sergeant Michael DeMaine  
Crime Prevention  
Community Policing  
East Hartford Police Department  
31 School Street  
East Hartford, CT 06108  
Office (860)291-7583  
Fax (860)289-1249  
mdemaine@easthartfordct.gov

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

**From:** Frank, Carol  
**Sent:** Monday, April 01, 2013 11:44  
**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:** Take Steps Connecticut 2013

Good morning all.

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Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, April 1, 2013. Thank you.

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

Regards,

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

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



MARCIA A. LECLERC  
MAYOR

# TOWN OF EAST HARTFORD

Police Department

81 School Street

East Hartford, Connecticut 06108

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

MARK J. SIROIS  
CHIEF OF POLICE

April 30, 2013

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

**Re: Outdoor Amusement Permit Application -  
"Under the Big Top Gala"**

Dear Chairman Kehoe:

Attached please find the amusement permit application submitted by **Goodwin College, Inc. by Daniel Larson, its Facilities Coordinator**. The applicant seeks to conduct a gala consisting of dinner, dancing, and presentations taking place under two (2) tents. Two (2) stages will also be set up for the band and presentations. Event proceeds benefit the Goodwin College Foundation. The Gala is scheduled to take place on **Friday, May 31, 2013 at Goodwin College, One Riverside Drive from 4 PM - 11 PM with music from 5:30 PM to 11 PM.**

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

The **Health Department** recommends approval with the understanding that the caterer must contact the Department no less than two weeks prior to the event.

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

- The Police Department can provide adequate police protection for this event. The site is suitable for the proposed amusement, the crowd is of a small to 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 number of officers and cost of such overtime hiring is yet to be determined. As an event

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

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Sirois', written over a faint horizontal line.

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:

Under the Big Top gala

2. Date(s) of Event:

Friday, May 31, 2013

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

Goodwin College Inc. One Riverside Dr. East Hartford, CT 06118

facilities  
coordinator:  
Dan Larson  
dlarson2@  
goodwin.edu

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

mark Scheinberg, President (see attached)

5. List the location of the proposed amusement: (Name of facility and address)

Goodwin College: One Riverside Drive, 06118

6. List the dates and hours of operation for each day (if locatious changes on a particular day, please list):

Friday, May 31, 2013 - 4pm - 11pm

7. Provide a detailed description of the proposed amusement:

a gala under 2 tents, 2 stages, dinner and dancing  
for band + presentation

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)?

Friday, May 31, 2013 5<sup>30</sup>pm - 11pm

9. What is the expected age group(s) of participants?

30-70

10. What is the expected attendance at the proposed amusement:

(If more than one performance, indicate time / day / date and anticipated attendance for each.)

400 people Friday, May 31, 2013 6<sup>30</sup>pm - 11pm

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:

on Goodwin College property

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

Goodwin college is on a private road.

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

ample parking on campus - parking lots

d. Noise Impact on Neighborhood:

minimum: the neighborhood is a block away and/or seperated by Rte 2 Hwy.

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

on campus / facilities dept.

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

similar to Friday evening College traffic

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:

yes: same provisions as Goodwin College

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

Yes! Goodwin College will notify police & fire about gala

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

no

d. Crowd Control Plan:

on site security (Allied Barton)

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

not on town property

f. Provision of sanitary facilities:

yes, inside Goodwin College and CT River Academy

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. Caterer will be responsible for contact w/ E.H Health Dept.

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 Provisiou,

Tickets will be given to each guest/cuple

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

Caterer will provide trained professional bar tenders

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

caterer will be responsible for Liquor Permit

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

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

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

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

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

*[Signature]*  
(Applicant Signature)

Daniel N. Larson  
(Printed Name)

4-1-2013  
(Date Signed)

(Send application electronically to [cfrank@easthartfordct.gov](mailto:cfrank@easthartfordct.gov))

FOR OFFICE USE

Insurance Certificate Included:	<input checked="" type="checkbox"/> YES	<input 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: *[Signature]*

Employee Number: 9019

Date & Time Signed: April 2 2013 11:40 AM ~~PM~~

Time remaining before event: 304 days.

**Goodwin College  
Board of Trustees  
2012-2013**

Armata, Kevin  
President  
Windsor Marketing Group  
100 Marketing Drive  
Suffield, CT 06078  
caitner@windsormarketing.com

Arpaia, Patricia  
CPA  
1650 Stanley Street  
New Britain, CT 06053  
paarpaia@aol.com

Casares, Edward  
Fire Chief  
Hartford Fire Department  
275 Pearl Street  
Hartford, CT 06103  
casae@hartford.gov

Chadderton, Karen H.  
Administrator  
Riverside Health & Rehabilitation Center  
745 Main Street  
East Hartford, CT 06108  
kchadderton@nathealthcare.com

DeJohn, Merilee  
Second grade long term substitute teacher  
Highcrest Elementary School  
95 Highcrest Road  
Wethersfield, CT 06109

D'Eramo, Martin V.  
State Government Affairs  
United Technologies Corporation  
One Financial Plaza - M/S 522  
Hartford, CT 06103  
martin.d'eramo@utc.com

DiFatta, Anthony  
President  
Ensign-Bickford Realty Corporation  
125 Powder Drive  
PO BOX 711  
Simsbury, CT 06070  
adifatta@e-brealty.com

Ellis, Maria  
Physician  
Woodland Women's Health Associates  
19 Woodland Street  
Hartford, CT 06105  
mariaellismd@aol.com

Foxman, Ethan  
President and Chief Executive Officer  
Jefferson Radiology  
111 Founders Plaza - Suite 400  
East Hartford, CT 06108  
efoxman@jeffersonradiology.com

Galluzzo, Donna  
President and CEO  
HMS Healthcare Management Solutions, Inc.  
8 Research Parkway  
Wallingford, CT 06492  
dgalluzzo@hmsabc.com;hr@hmsabc.com

Itsou, Kimberly  
2 S Barn Hill Road  
Bloomfield, CT 06002  
kamisou@sbcglobal.net

Jacoby, Jacqueline  
Magnet Schools and Search Consultant  
Connecticut Association of Boards of Education  
P.O. Box 290252  
Wethersfield, CT 06109-0252  
jjacoby.cabesearch@cabe.org

Madorin, A. Raymond  
Attorney at Law  
Law Offices of A. Raymond Madorin  
200 Mountain Road  
Farmington, CT 06032  
armlaw@snet.net

Maturana, Julio C.  
Business Manager  
Catholic Communities of East Hartford North  
15 Maplewood Avenue  
East Hartford, CT 06108  
juliomaturana@sbcglobal.net

Navaroli, Vicky  
55 Main Street  
Broad Brook, CT 06016  
vnavaroli@goodwin.edu

Pugliese, Ronald J.  
Director of Economic Development  
City of Waterbury  
Office of the Mayor  
235 Grand Street  
Waterbury, CT 06702  
rpugliese@waterburyct.org

Scheinberg, Mark E.  
President  
Goodwin College  
1 Riverside Drive  
East Hartford, CT 06118  
mscheinberg@goodwin.edu

Sohn, Se-Min  
Vice President of Sales  
Windsor Marketing Group  
2 Industrial Road  
Windsor Locks, CT 06096

Solomson, Raymond  
50 Buttonwood Road  
Hebron, CT 06248  
rsolomson@comcast.net

Walters, John  
MOVE Program Academic Advisor  
Goodwin College





Fine



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 31, 2013**

Event: **Under the Big Top Gala**

Applicant: **Goodwin College, Inc. by Daniel Larson, its Facilities Coordinator**

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

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

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

Anticipated Cost(s) if known \$                     0                    

William Perez, Assistant Fire Chief

April 9, 2013

Signature

Date

Comments:

Health



Mark J. Sirois  
Chief of Police

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



Marcia A. Leclerc  
Mayor

### Administrative Review of Amusement Permit

Event Date: May 31, 2013

Event: Under the Big Top Gala

Applicant: Goodwin College, Inc. by Daniel Larson, its Facilities Coordinator

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

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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 at this time \_\_\_\_\_

Michael J. Connell  
Signature

4/2/13  
Date

Comments:

Approval recommended with the understanding that the caterer must contact the Health Department no less than two 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

### Administrative Review of Amusement Permit

Event Date: May 31, 2013

Event: Under the Big Top Gala

Applicant: Goodwin College, Inc. by Daniel Larson, its Facilities Coordinator

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- 1. the application be approved as submitted.
  - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
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- 
- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- Anticipated Cost(s) if known \$ \_\_\_\_\_

*[Handwritten Signature]*

*4/11/13*

Signature

Date

Comments:

Frank, Carol

---

From: Bockus, Tim  
Sent: Monday, April 15, 2013 4:57 PM  
To: Frank, Carol  
Subject: RE: Under the Big Top Gala

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: Tuesday, April 02, 2013 12:09  
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: Under the Big Top Gala

Good afternoon all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT, by Tuesday, April 16, 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, April 03, 2013 11:50 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: Under the Big Top Gala

My only comment goes to traffic plan which I am sure Chief Sirois will review. Application indicates that Goodwin College is on a private Road. Riverside Drive however is a public road to a point, and then private. Not sure if there may be an issue with parking cars on the public portion of the road.

Rich

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

**From:** Frank, Carol  
**Sent:** Tuesday, April 02, 2013 12:09  
**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:** Under the Big Top Gala

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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

Frank, Carol

---

From: Bennett, Cindy  
Sent: Tuesday, April 02, 2013 12:12 PM  
To: Frank, Carol  
Subject: RE: Under the Big Top Gala

Yes certificate is acceptable

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

From: Frank, Carol  
Sent: Tuesday, April 02, 2013 12:09 PM  
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: Under the Big Top Gala

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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

*Robert J. Boak*

OFFICE OF THE  
TOWN COUNCIL

**TOWN OF EAST HARTFORD**

740 Main Street

East Hartford, Connecticut 06108



2013 MAY -2 A 10:02  
(860) 291-7208  
TOWN CLERK  
FAX (860) 291-7389  
EAST HARTFORD

DATE: May 2, 2013

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: **Tuesday, May 7, 2013**                      **7:00 p.m.**                      **Town Council Majority Office**

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

**Tuesday, May 7, 2013**

**7:00 p.m.**

**Town Council Majority Office**

The purpose of the meeting is to meet in executive session to discuss the pending Superior Court case of Ronald Blanks v. Town of East Hartford, Docket No. HHD-CV-10-6016393-S.

cc: Mayor Leclerc  
Scott Chadwick, Corporation Counsel