

Robert J. Pasch

2014 MAR 13 A 9:17

TOWN CLERK
EAST HARTFORD

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
MARCH 18, 2014

7:00 P.M. 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
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
5. APPROVAL OF MINUTES
 - A. March 3, 2014 Budget Workshop/Public Works-Parks & Recreation-Health & Social Services
 - B. March 4, 2014 Executive Session/UTC
 - C. March 4, 2014 Regular Meeting
 - D. March 5, 2014 Public Hearing – Budget
 - E. March 11, 2014 Special Meeting – Budget
6. COMMUNICATIONS AND PETITIONS
7. OLD BUSINESS
8. NEW BUSINESS
 - A. American Red Cross, Connecticut Chapter re: Shelter Agreement
 - B. Appointments to Boards and Commissions:
 1. Commission on Services for Persons with Disabilities
Nanette Fabian; term to expire December 2015
 2. Public Building Commission
Henry Pawlowski, Jr.; term to expire December 2018
 3. Planning and Zoning Commission
Mary Whaples, Full Member; term to expire December 2015
John Ryan, Alternate; term to expire December 2014
 - C. Refund of Taxes
 - D. Outdoor Amusement Permit Application: EH Rotary Charitable Fund Duck Race:
 1. Approval of Application
 2. Waiver of Permit Fee
 - E. Referral to Fees Committee: Dial-A-Ride and ADA Transportation
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
 - A. Aniya Whyte v. East Hartford Board of Education – personal injury claim

11. OPPORTUNITY FOR RESIDENTS TO SPEAK
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor

12. ADJOURNMENT (next meeting: April 1, 2014)

Robert J. Pasch

2014 MAR -5 A 8: 34

TOWN COUNCIL CHAMBERS
EAST HARTFORD CONNECTICUT

TOWN CLERK
EAST HARTFORD

MARCH 3, 2014

BUDGET WORKSHOP

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader
Barbara-Ann Rossi, Minority Leader Esther B. Clarke, Councillors Marc
Weinberg, Linda A. Russo, Ram Aberasturia, Patricia Harmon and Anita D.
Morrison

ALSO PRESENT Marcia A. Leclerc, Mayor
Michael P. Walsh, Finance Director
Tim Bockus, Director of Public Works
Tess Milkove, Assistant Public Works Director
Denise Horan, Town Engineer
Ted Fravel, Director of Parks & Recreation Department
Kristine Vincent, Parks and Recreation Supervisor
Logan Gauvin, Parks and Recreation Supervisor
Jim Cordier, Director of Health and Social Services
Joanne Dorn, Program Supervisor, Social Services
Michael O'Connell, Environmental/Public Health Supervisor

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:44 p.m. He announced the exit locations in accordance with Connecticut General Statutes §29-381, after which he led the Town Council in the Pledge of Allegiance.

The Council reviewed the following department budgets for fiscal year 2014-2015:

Public Works (6:50 p.m.)

Parks and Recreation (9:03 p.m.)

Health and Social Services (10:10 p.m.)

MOTION By Esther Clarke
seconded by Bill Horan
to adjourn (10:36 p.m.).
Motion carried 9/0.

Attest


Richard F. Kehoe.
Town Council Chair

Robert J. Pasak

2014 MAR 10 A 11:38

TOWN COUNCIL MAJORITY OFFICE

MARCH 4, 2014

TOWN CLERK
EAST HARTFORD

EXECUTIVE SESSION

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader
Barbara-Ann Rossi, Minority Leader Esther B. Clarke, Councillors Marc I.
Weinberg, Linda A. Russo, Ram Aberasturia, Patricia Harmon and Anita D.
Morrison

ALSO Scott Chadwick, Corporation Counsel
PRESENT Brian Smith, Assessor

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:04 p.m.

MOTION By Esther Clarke
seconded by Bill Horan
to **go into** Executive Session to discuss the tax appeal case entitled
United Technologies Corporation v Town of East Hartford, Docket No.
CV-12-6015702-S, 400 Main Street.
Motion carried 9/0.

MOTION By Esther Clarke
seconded by Bill Horan
to **go back to** Regular Session.
Motion carried 9/0.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Bill Horan
to **adjourn** (7:27 p.m.)
Motion carried 9/0.

Attest


Richard F. Kehoe
Town Council Chair

Robert J. Rossi

EAST HARTFORD TOWN COUNCIL

2014 MAR 10 A 10:43

TOWN COUNCIL CHAMBERS

TOWN CLERK
EAST HARTFORD

MARCH 4, 2014

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader Barbara-Ann Rossi, Minority Leader Esther B. Clarke, Councillors Marc I. Weinberg, Linda A. Russo, Ram Aberasturia, Patricia Harmon and Anita D. Morrison

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:38 p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

RECOGNITIONS AND AWARDS

Youth Services Department: Charter Oak Club

Cephus Nolen, Director of Youth Services, stated that the Charter Oak Club – oak standing for One Act of Kindness – is a new initiative undertaken by Youth Services which recognizes acts of kindness that occur in the community. Tonight's recipients are: (1) Dennis Shea, a security guard at East Hartford Middle School; (2) Melli Ruben, a volunteer at Riverside Healthcare; (3) Lekeem Ellis, a student at Synergy Alternative High School; and (4) Our Savior Lutheran Church, represented this evening by Ms. Joan Craig

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Susan Kniep, 50 Olde Roberts Street, (1) suggested that the Council announce what the results of tax appeal cases will be at the start of the regular meeting, thereby giving the public an opportunity to comment on the issue; (2) believes that the town's ethics ordinances should be strengthened; and (3) stated that any elected or appointed town official or a town official's spouse/family, who has access to a lease with the town without competitive bidding, is a conflict of interest.

APPROVAL OF MINUTES

February 18, 2014 Executive Session/Marrero

MOTION By Barbara Rossi
seconded by Bill Horan
to approve the minutes of the February 18, 2014 Executive Session/Marrero.
Motion carried 9/0.

February 18, 2014 Regular Meeting

MOTION By Barbara Rossi
seconded by Anita Morrison
to **approve** the minutes of the February 18, 2014 Regular Meeting.
Motion carried 8/0. **Abstain:** Horan

February 24, 2014 Budget Workshop/Fire & Police Departments

MOTION By Barbara Rossi
seconded by Pat Harmon
to **approve** the minutes of the February 24, 2014 Budget Workshop/Fire
and Police Departments.
Motion carried 9/0.

February 26, 2014 Budget Workshop/Inspections & Permits and Board of Education

MOTION By Barbara Rossi
seconded by Ram Aberasturia
to **approve** the minutes of the February 26, 2014 Budget
Workshop/Inspections & Permits and Board of Education.
Motion carried 9/0.

March 1, 2014 Budget Workshop

MOTION By Barbara Rossi
seconded by Marc Weinberg
to **approve** the minutes of the March 1, 2014 Budget Workshop – as
corrected.
Motion carried 8/0. **Abstain:** Horan

COMMUNICATIONS AND PETITIONS

Resignation of Judith Shanahan from the Board of Ethics

Chair Kehoe announced that Ms. Shanahan, the Democratic Registrar of Voters, has
tendered her resignation from the Ethics Board. The Chair thanked Ms. Shanahan for her
service to the community.

NEW BUSINESS

North Central Area Agency on Aging: Grocery Delivery Grant

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

That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized and directed to file an application on forms prescribed by the North Central Area Agency on Aging, Inc. for financial assistance in an amount not to exceed \$3,000 and upon approval of said request to enter into and execute a funding agreement and any amendments as may be required with the North Central Area Agency on Aging, Inc. for the purposes of administering a grocery delivery to elderly residents program.

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

Recommendations from Fees Committee re: Lease Renewals

ChildPlan, Inc.

MOTION By Marc Weinberg
seconded by Ram Aberasturia
that the Town Council **approve** the renewal of the lease for East Hartford ChildPlan, Inc. commencing April 1, 2014 through March 31, 2017 for 672 square feet of space located in the East Hartford Cultural Community Center at the current rate of \$2.25 per square foot or \$1,512.00 annually, payable in monthly installments of \$126.00 in advance of the first day of each calendar month for the term of the lease, with no charge for utility consumption.
Motion carried 8/0. **Abstain:** Kehoe

Friends of the East Hartford Senior Center Lease: New to You Thrift Store

MOTION By Marc Weinberg
seconded by Linda Russo
that the Town Council **approve** the renewal of the lease for the "New to You" thrift store, which occupies 2,408 square feet in four rooms at the McCartin School, run by the Friends of the East Hartford Senior Centers, Inc., for three years, beginning on March 1, 2014 and ending on February 28, 2017, for one (1) dollar per year, payable in a one dollar annual installment, with no charge for utility consumption.
Motion carried 8/0. **Abstain:** Rossi

2014 Masonicare Quality of Life Walk

MOTION By Ram Aberasturia
seconded by Barbara Rossi
to **approve** the amusement permit application entitled " 2014 Masonicare Quality of Life Walk", submitted by Patricia L. Morgan, Director of Development for the Masonic Charity Foundation of CT, to conduct a walk promoting health and wellness in Great River Park on Saturday, May 17, 2014 from approximately 8:30AM to 12:30PM with music from 9AM to 12:00PM, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to **waive** the associated permit fee under the provisions of Town Ordinance §5-6(a) as this event is being sponsored by a charitable organization.
Motion carried 9/0.

Appointments to Boards and Commissions

MOTION By Anita Morrison
seconded by Esther Clarke
to **approve** the following appointments:

Emergency Medical Services – Marylee Hickey; term to expire 12/15

Public Building Commission – Marylee Hickey; term to expire 12/18

Motion carried 9/0.

Revised Term Expiration Dates: Commission on Services for Persons with Disabilities

MOTION By Barbara Rossi
seconded by Esther Clarke
to **approve** the term expiration date of December 2015 for the following
members of the Commission on Services for Persons with Disabilities:

Marie Beaulieu, Peter Gero, Michael Brinius, Bernard Corona and Iris
Martin

Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

None

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

United Technologies Corporation v Town of East Hartford – Tax Appeal

MOTION By Barbara Rossi
seconded by Ram Aberasturia
to **accept** the Corporation Counsel's recommendation to settle the
pending real property tax appeal known as United Technologies
Corporation, Pratt & Whitney Division v. Town of East Hartford,
Docket No. HHB-CV-12-6015708S, involving 400 Main Street, from
the fair market value of \$166,992,640 to the fair market value of
\$158,575,430, which shall generate a reduction of \$252,120.83 in
property taxes.
Motion carried 9/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

ADJOURNMENT

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

The Chair announced that the next regular meeting of the Town Council would be on March 18th.

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

Robert J. Pasik

2014 MAR 10 A 10: 43

TOWN COUNCIL CHAMBER
EAST HARTFORD, CONNECTICUT

TOWN CLERK
EAST HARTFORD

MARCH 5, 2014

PUBLIC HEARING/BUDGET

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader Barbara-Ann Rossi, Minority Leader Esther B. Clarke, Councillors Marc I. Weinberg, Linda A. Russo, Ram Aberasturia, Patricia Harmon and Anita D. Morrison

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:05 p.m. He announced the exit locations in accordance with Connecticut General Statutes §29-381 after which the Council joined him in the Pledge of Allegiance.

The Chair gave a brief overview of the Mayor's recommended 2014-2015 budget totaling approximately \$173M which represents a 2.6% increase in taxes. The mill rate would be 45 mills with the average homeowner seeing a \$115 increase in taxes annually. The major drivers for the increase in expenditures on the town's side are (1) employee pension and healthcare costs which require a \$1.4M increase over the current fiscal year; (2) a contingency fund for various ongoing union contract negotiations; (3) an accrual fund of approximately \$375,000 to cover the costs of a 53rd payroll; (4) a \$368,000 increase in MDC sewer fees; and (5) a \$200,000 set aside for revaluation. The Chair noted that the Mayor's recommended budget does not add any additional personnel. Except for the Police and Fire Departments, Town employment has decreased by 77 positions since 1990.

That portion of the Mayor's recommended budget which is allocated to the Board of Education is \$85,700,000. The state will provide the Board of Education with \$6.5M in direct aid through the Alliance District program. However, the state restricts funding earmarked for the Board of Education to new programs – not existing expenditures.

The following citizens came forth to speak against any cuts to the budget that would affect the Board of Education's proposed budget:

Paul Apostalon, President of the East Hartford Education Association; Korinne Fruster, East Hartford Music Department; Sue Simmons, East Hartford resident; Audrey Breen, 52 O'Connell Drive; Rachel Conboy, 35 Northfield Drive; Susan Skowronek, 84 Syracuse Drive; Karen Burke, 1657 Main Street; Nasreen Onari, 64 Warren Drive; Kailei and Nicole Cumento, 35 Sunset Ridge Drive; Kelci Davis, 64 Sunset Ridge Drive; Micki Boccaccio, 164 Woodmont Drive; Michelle Paradis, 41 Ferncrest Drive; Samantha Gonzalez, 78 Smith Drive; Robert Venti, 132 Lydall Road; Zena Wright, 3 Henderson Drive; Bryan Hall, 7 Heritage Lane; Shelly Nearing, 377 School Street; Vikki Hampton, 31 Knollwood Road; Kim Tipton, 147 Kingston Drive; Timothy Estremera, 70 Grande Road; Jonathan Taylor, 305 Maple Street; Dorese Roberts, 1454 Silver Lane.

Karen Howe, 100 Ridgewood Road, urged the Town Council and the Board of Education to work cooperatively toward the common goal of doing what's right for the town and its residents.

Honora Futtner, 1629 Main Street South Windsor and 910 Silver Lane, requested a police presence at this year's Farmers' Market held at the Town Green.

Mike Vengruskas, 517 Hills Street, asked the Council to keep the budget in check by cutting as much as possible to decrease the mill rate. Mr. Vengruskas listed several areas in town government that could reduce expenses, i.e., eliminating several supervisor positions, not increasing funding for the Board of Education.

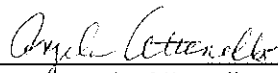
Susan Kniep, 50 Olde Roberts Street, (1) commended all the speakers who came forward this evening; (2) stated that East Hartford has the 4th highest mill rate in Connecticut; (3) believes that the imbalance of state funding when comparing magnet schools with public schools shows when the town is setting its budget; (3) suggested that all union contracts should be re-opened to negotiate a wage freeze; (4) acknowledged the Mayor's call for transparency by posting all wages, salaries and pensions on the town's website; and (5) against the Police Department's DROP program.

Donald Sugalski, 1736 Main Street, (1) suggested the Board of Education Administrators and Supervisors freeze their salaries; (2) increased MDC costs for the town's water and sewer usage is a big financial burden for the town; and (3) is against giving the Board of Education the money requested due to the financial impact it will have on the taxpayers.

Jeff Currey, Chair of the East Hartford Board of Education, stated that the Council has proven in years past that they are supporters of the Board of Education and is confident that the monies the Council allocates to the Board for the 2014-2015 fiscal year will, hopefully, allow all programs to go forward.

ADJOURNMENT

MOTION By Esther Clarke
 seconded Bill Horan
 to **adjourn** (9:40 p.m.).
 Motion carried 9/0.

Attest 
 Angela Attenello
 Town Council Clerk

Robert J. Paek

2014 MAR 13 A 9:17

TOWN COUNCIL CHAMBERS
EAST HARTFORD, CONNECTICUT

TOWN CLERK
EAST HARTFORD

MARCH 11, 2014

SPECIAL MEETING/BUDGET

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader
Barbara-Ann Rossi, Minority Leader Esther B. Clarke, Councillors Marc I.
Weinberg, Linda A. Russo, Ram Aberasturia, Patricia Harmon and Anita D.
Morrison

Chair Kehoe called the meeting to order at 7:06 p.m. He announced the exit locations in accordance with Connecticut General Statutes § 29-381, after which the Council joined him in the Pledge of Allegiance.

Adoption of the 2014-2015 Budget

MOTION By Barbara Rossi
seconded by Linda Russo
to adopt the following budget for 2014-2015 in accordance
with Section 6.4(b) of the Town Charter, as follows:
That the Mayor's proposed budget which
resulted in the Town Government Budget of-----\$ 78,407,732
Board of Education Budget of-----\$ 85,766,419
and a Debt Service payment of -----\$ 8,068,079
and a Capital Improvement Budget of----- \$ 1,487,140

for a total budget of -----\$173,729,370
be amended as follows:

Account Number	Description	Amount	Comments
G0610-41231	Building Structure Fees	250,000	Inc due to UTC and other economic activity
G0990-42512	Special Education	100,000	Inc due to higher expected costs paid by BC
G0120-43610	Record Legal	25,000	Inc due to higher economic activity
G0120-43615	Conveyance Tax	25,000	Inc due to higher economic activity
G0370-40067	Current Tax Levy	920,300	Inc due to BOE funding support
Subtotal - Revenue Increase (Decrease)		<u>1,320,300</u>	
G1200-63221	Town Clerk - Printing	(1,000)	Council directed reductions
G1300-60121	Registrar of Voters - Temporary	(7,000)	Council directed reductions

G2100-62216	Mayor's Office - Prof. Development	(5,000)	Council directed reductions
G2200-63230	Corp. Counsel - Legal	(5,000)	Council directed reductions
G2400-65252	Library - Electric	(5,000)	Council directed reductions
G2500-63221	Probate - Printing	(5,000)	Council directed reductions
G3300-63159	IT - Staff Training	(1,000)	Council directed reductions
G3300-63234	IT - Lease Purchase	(4,000)	Council directed reductions
G3300-64500	IT - Capital Equipment	(4,000)	Council directed reductions
G3300-64602	IT - Computer, Printers	(1,000)	Council directed reductions
G4100-63138	Development - Contractual	(2,000)	Council directed reductions
G5203-62277	Police - Care/Feeding Prisoners	(2,500)	Council directed reductions
G5203-62321	Police - Gasoline	(25,000)	Council directed reductions
G5316-63133	Fire - Professional Services	(5,000)	Council directed reductions
G5316-63600	Fire - Matching	(33,159)	Council directed reductions
G2950-63600	Grants - Matching	33,159	Council directed addition
G5317-63363	Fire - Cleaning/Laundry	(1,000)	Council directed reductions
G5320-62321	Fire - Gasoline/Diesel	(7,100)	Council directed reductions
G5320-62323	Fire - Batteries	(1,000)	Council directed reductions
G5322-63348	Fire - Radio Repair	(5,000)	Council directed reductions
G5322-65212	Fire - Telephone	(5,000)	Council directed reductions
G5323-62335	Fire - Medical Supplies	(5,000)	Council directed reductions
G5323-63159	Fire - Staff Training	(5,000)	Council directed reductions
G5324-63550	Fire - CERT	(2,000)	Council directed reductions
G5400-60150	PSC - OT	(1,000)	Council directed reductions
G5400-62219	PSC - Training	(5,000)	Council directed reductions
G6100-63221	Inspections - Printing	(1,000)	Council directed reductions
G6100-63236	Inspections - Office Eq. Maint.	(1,000)	Council directed reductions
G7200-63175	PW - Engineering	(5,000)	Council directed reductions
G7300-63138	PW - Contractual	(5,000)	Council directed reductions
G7300-63242	PW - Rental	(2,000)	Council directed reductions
G7310-63138	PW - Contractual	(10,000)	Council directed reductions
G7400-63410	PW - Tipping Fees	(25,000)	Council directed reductions

G7400-63510	PW - Recycling	(10,000)	Council directed reductions
G8100-62314	Parks - Photo Supplies	(500)	Council directed reductions
G8100-63370	Parks - Special Events	(5,000)	Council directed reductions
G9200-62367	Nursing - Medical Supplies	(4,000)	Council directed reductions
G9400-65212	Social Services - Telephone	(700)	Council directed reductions
G9844-63230	Redevelopment - Legal	(500)	Council directed reductions
G9885-60120	Hockanum River - Clerk Wages	(300)	Council directed reductions
G9885-63999	Hockanum River - Other	(100)	Council directed reductions
G9990-69999	BOE	1,500,000	Increase to met MBR

Subtotal - Expenditure Increase (Decrease) 1,320,300

Net Increase (Decrease) to Mayor's Recommended Budget -

MOTION By Esther Clarke
seconded by Pat Harmon
to amend the motion as follows:

From the Mayor's recommended budget of:

Board of Education Budget	\$ 85,766,419
Town Budget	54,124,791
Health Benefits	12,274,592
Pension/ss benefit costs	12,008,349
Town and Board Debt	8,068,079
Capital Improvements	1,487,140
Total Mayor's Recommended Budget	\$173,729,370

Revise as follows:

Additional Income:

G0350-42526	Municipal Revenue	\$	1,500,000.00
G0120-43610	Recorded Legal Trans	\$	100,000.00
G0120-43615	Conveyance Tax	\$	100,000.00

January 1, 2015, except when the tax due is not in excess of \$300 and then it shall be due and payable in full on July 1, 2014, or when the property tax due is in an amount less than \$5.00, such tax shall be waived pursuant to C.G.S. Section 12-144c.
 Motion carried 9/0.

MOTION By Barbara Rossi
 seconded by Marc Weinberg
 to adopt the following receipts for the
 2014-2015 uniform fiscal year in accordance
 with Section 6.4(b) of the Town Charter as follows:

Grand List as of October 1, 2013	\$ 2,692,513,341
Tax Collection Rate 97.80	
Mill Rate of 45.4019	
Generating taxes of	\$ 119,555,929
(Local Elderly, Veteran's, Leased Engines Relief)	- 1,025,000
Other Receipts	\$ 56,518,741
Total Revenue	<u>\$ 175,049,670</u>

Motion carried 6/3. Nays: Clarke, Harmon, Morrison

Education Cost Sharing (ECS) Funding

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

Whereas, the town of East Hartford currently has a mill rate of 43.85 and struggles to maintain a properly funded police, fire, health, parks, youth and other departments within the town administration given the limited growth in the grand list that East Hartford – along with virtually every other town in the state encounters; and

Whereas, the town has increases in excess of \$2.2 million for contractual settlements of less than 2% and another \$1.4 million increase in pension plan and health benefit contributions; and

Whereas, the town has reduced its town employees, excluding police and fire, by 25% since 1990 or more than 77 employees, negotiated health insurance plans that focus on wellness in order to limit medical expenses, eliminated its pension plan for most new hires after 2006, and limited outstanding bond indebtedness, yet still has multi-million dollar increases in costs; and

Whereas, such budget constraints limit the town's ability to provide additional funds to the board of education for their increased costs in the 2014-2015 fiscal year; and

Whereas, since 2012, the amount of state educational cost sharing funds provided to the town has not increased, yet the town has increased its contribution to the board of education by \$4.7 million so the town has done what it can when funds are available; and

Whereas, under the Alliance school district plan, the state has diverted normal ECS funding increases, providing the following funds directly to the board of education: \$1.7 million (2013); \$4.4 million (2014) and \$6.5 million (2015), yet restricted such grants to new programs; and

Whereas, the Alliance funding program means that next year, the board of education will have \$6.5 million in funding for new programs but no funding to pay for any increased costs associated with current programs such as math, science and art teachers, guidance services, and textbooks; and

Whereas, this imbalance means that while the board of education's new programs have abundant resources, their existing core instruction programs will be starving;

Now therefore be it resolved that the East Hartford Town Council urges the Governor, the General Assembly and the town's legislative delegation to revise the Alliance school district funding criteria to allow flexibility to use those funds for existing instructional support increased costs and more specifically to allow the unrestricted use of the approximately \$2.5 million increase in Alliance school district funding association with ECS funding provided directly to the board.

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

Resolution Approving the Proposed Special Revenue Program and Budget for the Fiscal Year 2014-2015

MOTION By Barbara Rossi
 seconded by Anita Morrison
 to adopt the following resolution:

BE IT, THEREFORE, RESOLVED:

That the East Hartford Town Council does hereby approve the Mayor's recommendation for the Special Revenue Programs to be conducted during the fiscal year 2014-2015 on a self-supporting basis, and further requires that any new programs to be offered under Special Programs Fund must first be approved by the Town Council. The Council further requires that any excess funds accruing in this account at the end of each fiscal year, as determined by the independent auditors, shall be transferred to the General Fund as revenue in the next succeeding fiscal year.

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

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

MOTION By Barbara Rossi
 seconded by Marc Weinberg
 to adopt the Town of East Hartford's 5-Year Capital Improvement Plan for
 fiscal years 2014-2015 through 2018-2019 as contained in the Mayor's
 Recommended Budget for Fiscal year 2014-2015.
 Motion carried 9/0.

Councillor Harmon asked for a point of personal privilege to announce that a memorial service honoring the life of Marcus Oladell, once a member of the Board of Education for eight years, will be held on Monday, March 17th at the Connecticut International Baccalaureate Academy. She urged all to attend.


ADJOURNMENT

MOTION By Esther Clarke
 seconded by Bill Horan
 to adjourn (8:30 p.m.)
 Motion carried 9/0.

Attest Angela Attenello
 Angela Attenello
 Town Council Clerk



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

Date: March 11, 2014
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION- American Red Cross Connecticut Chapter

Attached is a memo from Assistant Fire Chief William Perez, requesting that the attached authorizing resolution be approved by the Town Council to allow the Town of East Hartford to enter into an agreement with the American Red Cross Connecticut Chapter; formally named the American Red Cross Charter Oak Chapter of Connecticut.

This resolution reflects the name change as well as changes to the Letter of Agreement, and Shelter Agreement that was last signed with the town in 2009.

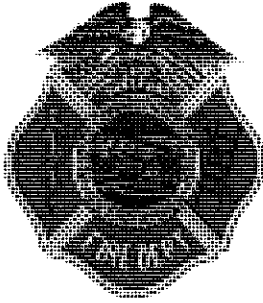
Please place this item on the Town Council agenda for the March 18, 2014 meeting.

Thank you.

C: W. Perez, Assistant Fire Chief

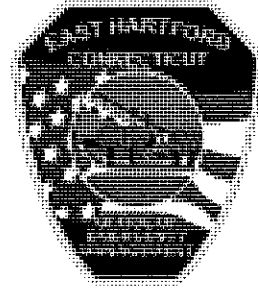
PROPOSED MOTION

RESOLVED: That the Mayor, Marcia A. Leclerc, be and hereby is authorized to sign on behalf of the Town of East Hartford a Letter of Agreement and a Shelter Agreement with the American Red Cross, Connecticut Chapter, for cooperation and coordination between such parties in carrying out their respective responsibilities in the event of a natural or man-made disaster.



John H. Oates
Fire Chief

EAST HARTFORD
Office of Emergency Management
31 School Street
East Hartford, CT 06108
Telephone: (860) 291-7411



Daniel M. Dubé
Emergency Management
Coordinator

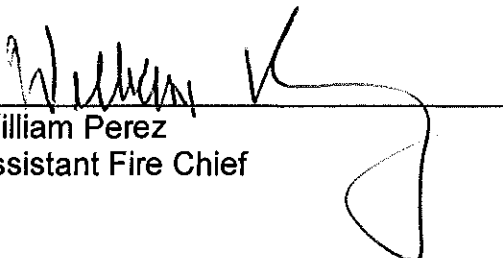
TO: Marcia Leclerc, Mayor
FROM: William Perez, Assistant Fire Chief
DATE: March 6, 2014
SUBJ: Referral to Council – Resolution regarding the Letter of Agreement/Shelter Agreement between the Town of East Hartford and the American Red Cross Connecticut Chapter.

A statement of understanding between the Town of East Hartford and the Charter Oak Chapter of Connecticut of the American Red Cross was last signed in 2009. Since then the American Red Cross has gone through restructuring and has a new name, American Red Cross Connecticut Chapter.

In addition there have been many changes to mass care and sheltering nationally and the attached "Letter of Agreement" and "Shelter Agreement" have been developed to reflect those changes and to replace any previous agreements.

The purpose of these documents is to provide for the cooperation and coordination between the Town of East Hartford and the American Red Cross Connecticut Chapter in carrying out their respective responsibilities in the event of a natural or man made disaster.

I am respectfully requesting that the attached Resolution be placed on the Town Council agenda for the meeting on March 18, 2014. The Resolution will authorize you as Mayor to sign both documents.


William Perez
Assistant Fire Chief

Cc: Daniel M. Dubé, Emergency Management Coordinator
John Oates, Fire Chief

Letter of Agreement

Between the

Town of East Hartford

and the

**American Red Cross
Connecticut Chapter**

LETTER OF AGREEMENT

This is a **Letter of Agreement** between the **Town East Hartford** and the **American Red Cross Connecticut Chapter**.

I. PURPOSE

The purpose of this Letter of Agreement (LOA) is to provide for the cooperation, collaboration and coordination between the **Town of East Hartford** and the **American Red Cross Connecticut Chapter** (hereinafter "**Red Cross**") in carrying out their respective responsibilities in the event of a natural or man-made disaster.

II. DEFINITION OF A DISASTER

A disaster is defined as an occurrence such as those outlined below that causes human suffering and creates needs that the victims cannot meet without assistance. There are two classifications of emergencies with Mass Care Requirements as outlined in the State of Connecticut Local Emergency Operations Procedures (LEOP) Mass Care Standards Guidelines (5-1-12 v1.0):

1. **Local Emergency or Disaster** - a natural or technological disaster limited to one neighborhood or scattered neighborhoods where the effect on residents and property is not widespread, but necessitates the use of a limited number of facilities as shelter, and or centers.
2. **Statewide or Major Disaster** - a natural or technological disaster resulting in general widespread destruction of property, with the concurrent loss of private shelter (homes/apartment buildings, etc.) necessitating the opening of a number of pre-designated facilities to serve as Multijurisdictional shelters and/or centers.

Note: A situation caused by economic, political and social maladjustment, including the occupational risks of industry and agriculture, is not a "disaster" applicable to this Letter of Agreement; nor is the lack of housing, food, clothing, etc. due to personal crises including, but not limited to evictions, cut-off of utilities, landlord-tenant disputes, lack of proper building maintenance, indebtedness, and misconduct.

Types of Mass Care Facilities

"Shelters" are safe places intended to provide overnight lodging for individuals and families. A basic shelter should include: a place to sleep or rest; basic nutrition, including snacks, beverages, cold or hot meals; and sanitation facilities, including toilets, and if possible, showers. Basic first aid resources should also be available.

"Centers" are an alternative to overnight shelters that may serve any combination of needs such as warming center, cooling center, respite center, personal care center, etc. They may offer electricity, snacks, meals, information, showers, cellular phone and other electronic device charging stations, etc.

Shelters and centers can be co-located.

III. OVERVIEW OF RED CROSS DISASTER SERVICES

The **American Red Cross Connecticut Chapter** is headquartered at 209 Farmington Avenue in Farmington, Connecticut, with offices in Bridgeport, New Haven, Farmington, Waterford and Bethel. The

Red Cross in Connecticut has been organized into "Areas" that are aligned with the Connecticut Department of Emergency Management (DEMHS) Regions. Each Area is managed by a Senior Director of Emergency Services who is responsible for the Red Cross activities within their jurisdiction utilizing a large cadre of trained volunteers.

A. Authority and Legal Status

Federal, state and local laws require that the federal, state and local governments establish a system of mitigating, preparing for and responding to disasters.

The Chapter is a chartered unit of the American National Red Cross, an instrumentality of the United States Government, codified at 36 U.S.C., Section 1 et. seq., under which it is charged to "...carry on a system of national and international relief in time of peace and apply the same in mitigating the sufferings caused by pestilence, famine, fire, floods, and other great national calamities, and to devise and carry on measures for preventing the same." The authority of the Red Cross to provide disaster services were reaffirmed in the *1974 Disaster Relief Act* (PL 93-288) and the *1988 Robert T. Stafford Disaster Relief and Emergency Assistance Act*. Red Cross responsibilities in a commercial aviation disaster are further defined in the *Aviation Disaster Family Assistance Act of 1996* (PL 104-264) and the *Federal Family Assistance Plan for Aviation Disasters* (April 1997).

The Chapter has the authority and responsibility for carrying out the purposes of the Red Cross, for delivering local Red Cross services, and for meeting other corporate obligations within its territorial jurisdiction.

B. Key Principles

1. Red Cross disaster assistance is provided to sustain human life, reduce harsh physical and emotional distress and promote recovery. It is based on the premise that those affected by disaster are ultimately responsible for their own recovery. It is provided in a uniform fashion using nationwide standards and does not routinely duplicate assistance and services provided by other agencies.
2. Red Cross disaster assistance is extended in an equitable and impartial manner, based on the need of each individual family, without regard to economic status or racial, religious, political, ethnic or other affiliation to both those affected by a disaster and, where appropriate, to emergency workers in the disaster-affected area.
3. Red Cross disaster assistance is free and is made possible by voluntary contributions of time, materials, blood and money. When appropriate, an immediate public information campaign and appeal for financial and/or other support will be initiated; however, no fee, repayment or reimbursement will be sought or accepted from any disaster victim.
4. In carrying out its responsibilities the Chapter may operate appropriate shelter facilities and arrange for mass feeding and other support. In doing so, it will pay related costs only when such activities are under the administrative control of, or authorized by, the Red Cross.
5. In disasters with company or owner liability implications, Red Cross emergency services may be extended on a mass care or individual/family basis if such help is not or cannot be provided immediately by the owner of the facility or mode of transportation involved (examples include transportation accidents, fire in a theater, or a HAZMAT incident).
6. When the Chapter requires assistance to meet the emergency needs of disaster victims, additional Red Cross resources will be made available from adjacent chapters or other Red Cross assets

throughout the country. In such circumstances, management of the incident's Red Cross disaster response activities may be assumed by non-chapter personnel.

C. Disaster Services

During a disaster, our first priority is to ensure that people have a safe place to stay, food, and emergency supplies. The Red Cross works with government and community partners to open shelters where residents will find comfort with a hot meal, recovery information, and a place to rest. For emergency workers and people returning to their homes, the Red Cross mobilizes emergency response vehicles from which disaster workers distribute food, water, and essential clean-up items that might not be immediately available in the community.

Following a disaster, whether natural or human-made, the Red Cross may provide some or all of the following services:

1. **Mass Care:** Operation of temporary shelters and fixed/mobile feeding services; bulk distribution of relief supplies and commodities to disaster victims.
2. **Client Services:** Emergency assistance (clothing, food, medicines, personal care items, temporary shelter for less than five families, etc.) and recovery information to affected individuals and families; and referrals to government and/or non-governmental agencies.
3. **Disaster Health Services:** Provision of first-aid type health services in Red Cross facilities; arrangement of emergency and/or additional medical assistance to meet individual or family health needs.
4. **Disaster Mental Health Services:** Provision of disaster-related mental health services; collaboration with community mental health providers to ensure appropriate resources are available to meet the emergency and/or long-term emotional needs of affected individuals, families, and the community.
5. **Disaster Welfare Inquiry:** Initiation of and response to inquiries by/from immediate family members inside/outside the disaster area about the health and well-being of other family members; collection of information about such persons as it becomes available to facilitate reunification.
6. **Blood and Blood Products:** Assurance that blood and blood products will be available when needed by disaster victims in accordance with existing agreements with local hospitals and the American Red Cross Blood Services Connecticut Region.
7. **Disaster Assessment:** Assessment of the size, scope and geographical boundaries of a disaster; determination of the level of damage to affected dwellings; development of statistical data related to the effects of the disaster and the demographics of the affected population. Red Cross workers must have access to affected areas. The Red Cross is primarily interested in residential damage only, either by house number or defined area. Disaster assessment for purposes of governmental reimbursements is the responsibility of the City or Town.
8. **Government Liaison:** Coordination of relief activities with federal, state and local authorities.
9. **Advocacy/Mitigation/Education:** Advocacy for effective federal, state and local government programs and legislation which mitigate disaster damage and loss of life and seek to meet the needs of disaster victims; community disaster mitigation, education and preparedness activities.
10. **Other disaster-related assistance** may be provided on a case-by-case basis, if deemed appropriate by the Chapter and in accordance with Red Cross policy. Assistance may also be provided in non-defined emergencies, especially those involving large numbers of people with evident human needs.

D. Limitations

1. The Red Cross is not responsible for the transportation of disaster victims or non-Red Cross emergency workers.
2. Red Cross shelters will not be used for people evacuating from hospitals, nursing homes or from other such situations where the individuals require skilled, ongoing medical attention. *However*, technical support may be provided, along with a shelter manager, if appropriate competent medical support staff is available to adequately care for people in these situations and the Red Cross has available disaster staff.
3. Only bona-fide service animals will be allowed in Red Cross shelters. Pet owners must make their own arrangements for the care of their animals.
4. Red Cross services will not be provided in an area/facility unless qualified authorities have declared it safe from the effects of a particular disaster or causative agent.
5. Red Cross personnel will not engage in decontamination activities, nor accept responsibility for management of decontamination sites or reception centers. *However*, limited services, such as liaison, may be provided at reception centers. Anyone requesting access to Red Cross facilities must have undergone any necessary decontamination before being admitted.
6. Red Cross personnel will not provide estimates of the dollar impact of a disaster. Furthermore, the Red Cross is not responsible for Disaster Assessment for an event where a Presidential Declaration has been requested.

IV. SCOPE OF ACTIVITY

By law, local government has the responsibility to protect the health, welfare and safety of its residents when disasters occur. See State of Connecticut Local Emergency Operations Plan Standards Guidelines for Emergency Support Function #6 Mass Care Annex.

The Red Cross is committed to working as a *partner* with the cities and towns in its service area to support this process. There are key elements to the partnership:

1. A *signed written agreement* [known as the "Letter of Agreement"] between the Town/City and the Red Cross, which defines how the municipality and the Red Cross will work together in the event of a local and/or major disaster.
2. A completed *Shelter Survey* (Revised 8-15-11) of the facility(s) that are identified as possible shelters using the Red Cross Shelter Survey. Red Cross volunteers will do this at the invitation of the Town/City. Evaluate each facility for appropriateness as a *Hurricane Evacuation Shelter* using the Red Cross "Standards for Hurricane Evacuation Shelter Selection." ARC 4496
3. Review, complete and sign a *Shelter Agreement* (Revised 12-07) between the legal owner of the prospective shelter facility and the Red Cross. Review all the terms and conditions with special attention to the feeding plan.
4. Red Cross representatives will be consulted by the appropriate municipal officials in emergency planning by the Town/City, invited to participate in exercises in support of this planning, and invited to attend Emergency Planning Committee meetings.

5. The Red Cross will be provided with a controlled copy of the Town's Emergency Operations Plan [EOP] or its equivalent.
6. The Town/City will use its best efforts to recruit town residents, employees and CERT members who would be trained by the Red Cross to provide certain Red Cross services in their town when needed.
7. The Town/City will sign a Multi-jurisdictional Shelter Letter of Agreement between Red Cross and participating towns. The Town's obligation hereunder shall be subject to approval of the East Hartford Town Council.

In the event of a catastrophic situation, such as a transportation accident, chemical spill, etc., requiring mass sheltering and feeding, the Red Cross can administer these functions subject to prior notification and agreement.

V. METHODS OF COOPERATION

In order for the resources of the Chapter and the Town/City to be coordinated and utilized to the fullest advantage in providing disaster relief, the following is agreed to:

Preparing for Disasters

The focus of disaster preparation work for the Town/City and the Red Cross to complete together includes:

1. Identifying appropriate facilities for shelters.
2. Identifying and contracting for food and beverages to be provided to the shelters, as well as to others affected by the disaster such as school food service workers and third party vendors.
3. Identifying and training town residents, employees and CERT members including nurses and crisis counselors to manage and staff these facilities.

The Town/City agrees to:

1. Identify one to three (1 to 3) facilities in its community as the *primary shelters*, which will generally be the first opened in the event of either a local or major disaster, and to help determine shelter capacities therein. *Each facility should have an adequate generator, and sufficient cots and blankets stored on-site or nearby to accommodate its sleeping capacity.* Preference should be given to facilities with onsite feeding capabilities, showers and meeting the highest standards for accessibility.
2. Make best efforts to insure there is an effective method to communicate the location of the shelter[s] to residents at the time of a disaster, and that residents have a list of items to bring if they need to evacuate (toiletries, changes of clothes, necessary medications, etc.).
3. Identify additional facilities for storage of bulk supplies during disasters (warehouses, airport hangars, stadiums, etc.).
4. Make plans to provide security and custodial support for the designated shelters.
5. Make plans in advance to house the pets of shelter residents.
6. Care for the functional needs of residents and identify agencies and personnel to support such needs.

7. Provide transportation for clients if necessary.

Working Together in Disaster Response

A. How the Town/City and the Red Cross work together during local disasters:

The Red Cross has *Disaster Action Teams (DAT)* of volunteers that are on-call and prepared to respond within 60 to 120 minutes of receiving notification to a local limited disaster at anytime, anywhere in the service area American Red Cross Connecticut Chapter. Members of the DAT are trained to provide Red Cross services to meet the immediate, emergency-caused needs of disaster victims. DATs may also provide canteen support if requested by the Emergency Management Coordinator or designee for first responders to the disaster expected to be in response for four hours or more. The Town/City may support the Red Cross DAT response to insure its effectiveness as follows:

1. The Emergency Management Coordinator or designee should call the Red Cross Emergency Services Department ASAP when it becomes apparent that *any* Red Cross services may be needed for disaster victims, including their recovery. *Delay only prolongs the suffering of the victims, and may even prevent some of them from becoming aware of the services we offer.*
2. As soon as the Red Cross is called, the Emergency Management Coordinator or designee should act as a liaison officer to the DAT who will:
 - a. Determine the names and addresses (and apartment numbers, when appropriate) of each individual or family affected by the incident, and determine who will speak for the family or household with the Red Cross.
 - b. Identify and/or arrange for a safe location for the Red Cross to conduct interviews with those affected by the disaster. Alternatives include the homes of neighbors, or a multi-passenger vehicle such as a bus or van owned or contracted for by the Town/City.
 - c. If any of the disaster victims do not have or cannot arrange for their own transportation, the liaison officer would arrange for transportation of that individual or family to the shelter identified by the Red Cross. *The Red Cross does NOT provide transportation for disaster victims.*
 - d. Call the property owner or property manager if one or more of the affected properties is a rental, and identify him or her to the Red Cross when they arrive.
 - e. After the DAT arrives, they will need to complete a visual assessment of disaster-caused damage as soon as the affected property is safe to enter and permission has been granted by the Incident Commander or appropriate municipal official. *This assessment must be completed by the DAT before certain Red Cross services can be provided.* The liaison officer can assist by letting the DAT Leader know when it is safe to enter the premises.
 - f. If more than *five families or 25 individuals* are displaced from their homes by the disaster, the Red Cross, in collaboration with the Town/City, may decide to open a shelter. The liaison officer can assist by contacting the appropriate Town/City officials to open the facility designated by the Town/City as its primary shelter.

Under no circumstances should any Town/City official make any representations to individuals or families affected by the disaster of the nature or extent of Red Cross services. Furthermore, Town/City officials should not represent to any vendor that the Red Cross will pay for any services

without getting confirmation from the Emergency Services Department of the Red Cross. Note that hotel rooms are only provided if there is a justified need, which must be determined by the Red Cross DAT on an individual basis.

B. How the Town/City and the Red Cross work together during major disasters:

The Red Cross has been working with municipalities and regions to identify strategically located multi-jurisdictional shelters to open during a major disaster. The goal is to serve the most people possible with the best use of resources. This multi-jurisdictional concept will bring together several agencies with a common goal of providing the multi-jurisdictional community with a safe and capable shelter system. More specifically, it must provide the capability to meet basic human needs of the general and functional-needs populations and their pets in a disaster situation. Attached is a list of the multi-jurisdictional shelters. The list will be periodically revised and should be confirmed at time of operations.

1. Together the host Emergency Management Coordinator (EMC) and the Red Cross determine the most appropriate shelters to open. In event of a Tropical Storm or Hurricane, ensure that the facility(s) selected meet the Red Cross "Standards for Hurricane Evacuation Shelter Selection," ARC 4496. Identify a Facility Coordinator (such as a custodian) to coordinate with Red Cross Shelter Manager. Each participating town/city should provide a Town/City Shelter Liaison to coordinate information, requests for support and coordination of client services in the shelter.
2. Town/City EMC advises appropriate town agencies of the intent to open a Red Cross shelter and the town/city support services that will be needed, such as:
 - a. Transportation for clients
 - b. Security for shelter and traffic control
 - c. Supplemental health services
 - d. Town/City owned cots and blankets
 - e. Services for clients requiring additional assistance, including functional-needs support services
 - f. Activation of town plan for caring for pets (may use existing community Animal Shelter or co-locate a pet shelter near general shelter)
 - g. Be on standby for unusual social service problems such as unaccompanied minors
 - h. Communications between shelter and Town/City Emergency Operations Center (EOC)
3. Facility Coordinator and Red Cross Shelter Manager (or designees) conduct Pre-inspection Checklist review, using Red Cross Facility/Shelter Opening/Closing form (revised 3-2012) and conducting an inventory of supplies on hand (Revised 2-12). This is done when facility opens and closes.
4. Advise Public Health agency that shelter has opened and ask for its support ensuring that basic health standards are in place.

The Red Cross will perform the following duties/functions:

1. Provide a Shelter Manager and Shelter Workers.

2. Follow the Red Cross fundamental principles and administrative operating procedures (open to all, no screening for legal status)
3. Provide Health Services and Disaster Mental Health workers.
4. Be responsible for shelter operating costs per the Shelter Agreement (attached)
5. The Red Cross will provide liability coverage per the Shelter Agreement (attached).
6. Complete the Red Cross form titled "Pre-Inspection Checklist" prior to setting up operations at each facility
7. Set up shelter registration, dormitory, mental health, and health services areas for the shelter with Red Cross activity leads reporting to the Red Cross Shelter Manager
8. Negotiate a contract(s) for shelter feeding operations to include menu selection, food and supplies procurement and appropriate storage, meal preparation, meal distribution, kitchen cleanup and sanitization and trash removal
9. Provide for appropriate signage at each shelter
10. Coordinate with all partner agencies, as well as media and other support agencies, to ensure expectations are met and the community is informed of shelter locations and other important information needed depending on the type of event which will predicate information given.
11. Ensure all internal Red Cross paperwork (i.e., shelter registrations and other documents) is completed
12. Ensure shelter materials, such as cots, blankets, cambros etc. are inventoried yearly and/or post-event by the custodial unit as needed for correct quantity counts
13. In collaboration with the Town/City and Connecticut State Animal Response Team (CT SART), select location for co-locating of pets. Pet shelter may be co-located but is not under the supervision or liability coverage of the Red Cross.

Notes:

Daytime cooling and heating centers are considered to be a part of a normal community service and not an emergency. The Red Cross does not manage daytime centers unless they are part of an overnight shelter. The Red Cross may provide supplemental support to daytime cooling and heating centers if requested and if the resources are available.

Mass Casualty Disasters

In the event of a major disaster which involves mass casualties (whether from natural causes, a transportation incident, an act of terrorism, or the use of weapons of mass destruction) within the Town's/City's jurisdiction, the Town/City may need to open a Family Assistance Center (FAC).

The purpose of the FAC is to provide:

- a. Information to concerned family and friends about individuals they believe may be injured or killed as a result of the incident.
- b. Crisis counseling for family and friends at the FAC, as required.

The Red Cross may provide, as needed and depending on resources available:

- a. Mass care (snacks and beverages) and typically at least one meal/day as families tend to stay.
- b. Crisis counseling support
- c. Family assistance services

The Town/City will provide:

- a. Security for the FAC, including access control by the public, if appropriate
 - b. Access to Emergency Medical Assistance
 - c. Information to the public about the location of the FAC
 - d. Scheduled briefings [situation reports] at periodic intervals at the FAC.
1. In the event of an airplane crash that involves passenger planes with 20 passengers and above there are Federal laws which dictate that:
- a. The airline(s) assumes financial and managerial responsibility for the FAC.
 - b. The Red Cross is the designated agency responsible for crisis and grief counseling.
 - c. The Red Cross will work with the Town/City and the airline(s) to assure that the families' needs are met.
 - d. The Red Cross may provide technical guidance but does not manage the FAC.

Public Health Disasters

In preparation for an event of disease outbreak where the state directs its public health offices/districts/mass vaccination regions to open facilities for mass prophylaxis, the Red Cross will provide requested technical support as it is able. The Red Cross should be advised of planning meetings, exercises, warnings, clinic activations, etc. related to these preparations.

In the event mass prophylaxis clinics are activated:

- a. Red Cross volunteers who agree to support mass prophylaxis clinics must be provided individual prophylaxis prior to the delivery of any Red Cross services, at no cost to the volunteer or the Red Cross.
- b. Red Cross nurses and mental health volunteers who decide to volunteer at clinics will work under the supervision of the local government authority and will not wear Red Cross identification. The Red Cross will not assume any liability arising from their service.

C. Financial Responsibility

The Red Cross will assume financial responsibility for certain expenditures in shelters as identified in the Shelter Agreement (see attached).

D. Data Gathering and Identification

The Town/City recognizes the need for orderly movement of Red Cross personnel, vehicles and equipment to the site of relief operations and the need for the collection of damage assessment data. The Town/City agrees to cooperate with such movement by recognizing the official Red Cross identification materials carried by such personnel and displayed on such vehicles and equipment. Persons and equipment not bearing the proper Red Cross identification shall not be recognized as agents or instruments of the Red Cross.

E. National Agreements with Other Agencies

It should be noted that the national office of the American Red Cross in Washington, DC, maintains various agreements with certain disaster relief organizations on a national level which would be implemented on a local level should the need arise.

F. Updating the Town/City Letter of Agreement

Representatives from the American Red Cross Connecticut Chapter will meet with the Town of East Hartford as needed to review the LOA and discuss mutual concerns for thorough disaster preparedness and relief.

VI. CONTACTS

Contact the **Emergency Services Department** of the Red Cross as follows:

1. Call the Statewide Red Cross number at **877-287-3327** anytime, 24 hours a day, seven days a week.

VII. SIGNATURES

The LOA shall remain in effect for two years, or until terminated by written notification from one of the parties to the other. The LOA should be reviewed on an annual basis to ensure all phone numbers and names are correct.

For the American Red Cross:

X _____
Mario J. Bruno
CEO
American Red Cross Connecticut Chapter

Date: _____

For the Town of East Hartford

X _____
Marcia A. Leclerc
Mayor

Date _____

APPROVED AS TO FORMAT: _____
East Hartford Corporation Counsel

**American Red Cross
Shelter Agreement**

The American National Red Cross ("Red Cross"), a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility as an emergency shelter during a disaster.

DR#: _____ Facility: _____

Parties and Facility

Owner:

Legal name: Town of East Hartford
24-Hour Point of Contact:
Name and title: Daniel M. Dubé, Emergency Management Coordinator
Work phone: (860) 291-7411 Cell phone/pager: (860) 982-1466
Address for Legal Notices:
East Hartford Office of Emergency Management
31 School Street
East Hartford, CT 06108

Red Cross:

Legal name: The American National Red Cross
Chapter: CT/RI Region
24-Hour Point of Contact:
Name and title: Rebecca Johnson, Sr. Director, Emergency Services Area 3
Work phone: 860-678-4317 Cell phone/pager: 860-992-2253
Address for Legal Notices:
Mario J. Bruno CEO
The American Red Cross
CT/RI Region
209 Farmington Ave., Farmington, CT 06032

Copies of legal notices must also be sent to:

The American National Red Cross, Office of the General Counsel,
2025 E Street, NW, Washington DC 20006

and

The American National Red Cross, Disaster Operations,
2025 E Street NW, Washington, DC 20006.

Shelter Facility:

(Insert name and complete street address of building or, if multiple buildings, write "See attached Facility List" and attach Facility List including complete street address of each building that is part of this Agreement).

East Hartford High School, 869 Forbes Street, East Hartford, CT 06118
East Hartford Middle School, 777 Burnside Avenue, East Hartford, CT 06108
North End Senior Center, 30 Remington Road, East Hartford, CT 06108
John Langford Elementary School, 61 Alps Drive, East Hartford, CT 06108

Terms and Conditions

1. **Use of Facility:** Upon request and if feasible, the Owner will permit the Red Cross to use the Facility on a temporary basis as an emergency public shelter.
2. **Shelter Management:** The Red Cross will have primary responsibility for the operation of the shelter and will designate a Red Cross official, the Shelter Manager, to manage the sheltering activities. The Owner will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the Facility by the Red Cross.
3. **Condition of Facility:** The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to the Red Cross. They will use the first page of the *Facility/Shelter Opening/Closing Form*, available on CrossNet, to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the Red Cross should not use while sheltering in the Facility. The Red Cross will exercise reasonable care while using the Facility as a shelter and will make no modifications to the Facility without the express written approval of the Owner.
4. **Food Services:** Upon request by the Red Cross, and if such resources exist and are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the Facility before it is turned over to the Red Cross.
5. **Custodial Services:** Upon request by the Red Cross and if such resources exist and are available, the Owner will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager.
6. **Security:** In coordination with the Facility Coordinator; the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.
7. **Signage and Publicity:** The Red Cross may post signs identifying the shelter as a Red Cross shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. The Owner will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. The Owner will refer all media questions about the shelter to the Shelter Manager.
8. **Closing the Shelter:** The Red Cross will notify the Owner or Facility Coordinator of the closing date for the shelter. Before the Red Cross vacates the Facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey, using the second page of the *Shelter/Facility Opening/Closing Form* to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.
9. **Reimbursement:** The Red Cross will reimburse the Owner for the following:
 - a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross will select from among bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.

- b. *Reasonable costs associated with custodial and food service personnel* which would not have been incurred but for the Red Cross's use of the Facility for sheltering. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket operational costs*, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises (both parties must initial all utilities to be reimbursed by the Red Cross):

	Owner initials	Red Cross initials
Water	_____	_____
Gas	_____	_____
Electricity	_____	_____
Waste Disposal	_____	_____

The Owner will submit any request for reimbursement to the Red Cross within 60 days after the shelter closes. Any request for reimbursement for food, supplies or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked at the shelter.

10. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

11. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the Red Cross during the use of the Premises.

12. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

TOWN OF EAST HARTFORD		THE AMERICAN NATIONAL RED CROSS
Owner (legal name)		(legal name)
By (signature)		By (signature)
Marcia A. Leclerc		
Name (printed)		Name (printed)
Mayor		
Title		Title
Date		Date
By (signature)		
Nathan Quesnal		
Name (printed)		
Superintendent of Schools		
Title		
Date		

APPROVED AS TO FORMAT: _____
East Hartford Corporation Counsel

 COPY

Statement of Understanding

Between the

Town of East Hartford, CT

And the

Charter Oak Chapter of Connecticut

Of the

American Red Cross

STATEMENT OF UNDERSTANDING

This is a **STATEMENT OF UNDERSTANDING** between the Town of East Hartford and the Charter Oak Chapter of Connecticut of the American Red Cross.

I. PURPOSE

The purpose of this Statement of Understanding is to provide for the cooperation and coordination between the Town of East Hartford, CT and the Charter Oak Chapter of the American Red Cross in carrying out their respective responsibilities in the event of a natural or man made disaster.

II. DEFINITION OF A DISASTER

A disaster is defined as an occurrence such as those outlined below that causes human suffering and creates needs that the victims cannot meet without assistance. There are two basic types of disaster scenarios:

1. **Limited disasters** which are confined to a small, defined area within one municipality or adjacent municipalities. Typical examples are fires, explosions, limited hazmat contamination, or an isolated tornado or flash flood whose effects are limited to a small area.
2. **Extended disasters** include incidents occurring simultaneously across multiple towns, up to regional-sized events affecting several states. Typical examples are hurricanes, winter storms, extended power failure, multiple tornado strikes, earthquakes, generalized flooding, widespread contamination by hazardous materials, nuclear accidents, or incidents involving weapons of mass destruction. *In addition, an extended disaster may occur in a relatively small area, but affect so many people that regional resources will be required to provide adequate immediate assistance.*

The Town and the Chapter will work together in substantially different ways depending on the disaster scenario.

Note: A situation caused by economic, political and social maladjustment, including the occupational risks of industry and agriculture, is not a "disaster" applicable to this Statement of Understanding; nor is the lack of housing, food, clothing, etc. due to personal crises such as evictions, cut-off of utilities, landlord-tenant disputes, lack of proper building maintenance, indebtedness, and misconduct.

III. OVERVIEW OF AMERICAN RED CROSS DISASTER SERVICES

The Charter Oak Chapter of the American Red Cross is located at 209 Farmington Avenue in Farmington, CT. The Chapter has a Service Center in Waterford, CT. Our chapter jurisdiction covers eighty-three towns as shown on the attached map.

The Chapter is the local unit of the American Red Cross. It is responsible for all local Red Cross activities within its jurisdiction and is subject to the policies and procedures of the national organization. There are 14 chapters of the American Red Cross in Connecticut.

A. Authority and Legal Status

Federal, state, and local laws require that the federal, state, and local governments establish a system of mitigating, preparing for, and responding to disasters.

The Chapter is a chartered unit of the American National Red Cross, an instrumentality of the United States Government, codified at 36 U.S.C., Section 1 et. seq., under which it is charged to "...carry on a system of national and international relief in time of peace and apply the same in mitigating the sufferings caused by pestilence, famine, fire, floods, and other great national calamities, and to devise and carry on measures for preventing the same." The authority of the Red Cross to provide disaster services was reaffirmed in the 1974 *Disaster Relief Act* (PL 93-288) and the 1988 *Robert T. Stafford Disaster Relief and Emergency Assistance Act*. Red Cross responsibilities in a commercial aviation disaster are further defined in the *Aviation Disaster Family Assistance Act of 1996* (PL 104-264) and the *Federal Family Assistance Plan for Aviation Disasters* (April 1997).

The Chapter has the authority and responsibility for carrying out the purposes of the American Red Cross, for delivering local Red Cross services, and for meeting other corporate obligations within its territorial jurisdiction.

B. Key Principles.

1. Red Cross disaster assistance is provided to sustain human life, reduce harsh physical and emotional distress, and promote recovery. It is based on the premise that those affected by disaster are ultimately responsible for their own recovery. It is provided in a uniform fashion using nationwide standards, and does not routinely duplicate assistance and services provided by other agencies.
2. Red Cross disaster assistance is extended in an equitable and impartial manner, based on the need of each individual family, without regard to economic status or racial, religious, political, ethnic or other affiliation to both those affected by a disaster and, where appropriate, to emergency workers in the disaster-affected area.
3. Red Cross disaster assistance is free and is made possible by voluntary contributions of time, materials, blood and money. When appropriate, an immediate public information campaign and appeal for financial and/or other support will be initiated; however, no fee, repayment or reimbursement will be sought or accepted from any disaster victim.
4. In carrying out its responsibilities the Chapter may operate appropriate shelter facilities and arrange for mass feeding and other support. In doing so, it will pay related costs only when such activities are under the administrative control of, or authorized by, the Red Cross.
5. In disasters with company or owner liability implications, Red Cross emergency services may be extended on a mass care or individual/family basis if such help is not or cannot be provided immediately by the owner of the facility or mode of transportation involved (examples include transportation accidents, fire in a theater, or a HAZMAT incident).
6. When the Chapter requires assistance to meet the emergency needs of disaster victims, additional Red Cross resources will be made available from adjacent chapters, other chapters in Connecticut or national Red Cross assets. In such circumstances, management of the incident's Red Cross disaster response activities may be assumed by non-chapter personnel.

C. Disaster Services: Services provided may include one or more of those listed below:

1. **Mass Care:** Operation of temporary shelters and fixed/mobile feeding services; bulk distribution of relief supplies and commodities to disaster victims.
2. **Family Service:** Emergency relief advice and assistance (clothing, food, medicines, personal care items, temporary shelter for less than six families, etc.) to affected individuals and families; and referrals to government and/or non-governmental agencies.
3. **Disaster Health Services:** Provision of first-aid type health services in Red Cross facilities; arrangement of emergency and/or additional medical assistance to meet individual or family health needs.
4. **Disaster Mental Health Services:** Provision of disaster-related mental health services; collaboration with community mental health providers to ensure appropriate resources are available to meet the emergency and/or long-term emotional needs of affected individuals, families, and the community.
5. **Disaster Welfare Inquiry:** Initiation of and response to inquiries by/from immediate family members inside/outside the disaster area about the health and well being of other family members; collection of information about such persons as it becomes available to facilitate reunification.
6. **Blood and Blood Products:** Assurance that blood and blood products will be available when needed by disaster victims in accordance with existing agreements with local hospitals and the American Red Cross Blood Services - Connecticut Region.
7. **Disaster Assessment:** Assessment of the size, scope and geographical boundaries of a disaster; determination of the level of damage to affected dwellings; development of statistical data related to the effects of the disaster and the demographics of the affected population. [Residential damage only, by house number or defined area. Disaster assessment is the responsibility of the Town.]
8. **Government Liaison:** Coordination of relief activities with federal, state, and local authorities.
9. **Advocacy/Mitigation/Education:** Advocacy of effective federal, state, and local government programs and legislation

which mitigate disaster damage and loss of life and seek to meet the needs of disaster victims; community disaster mitigation, education and preparedness activities.

10. *Other disaster-related assistance* may be provided on a case-by-case basis, if deemed appropriate by the Chapter and in accordance with Red Cross policy. Assistance may also be provided in non-defined emergencies, especially those involving large numbers of people with evident human needs.

D. Limitations

1. The Red Cross is not responsible for the transportation of disaster victims or non-Red Cross emergency workers.
2. Red Cross shelters are not appropriate for people who, due to medical or mental health conditions, are unable to care for themselves. Red Cross shelters will not be used for people evacuating from hospitals, nursing homes, assisted living facilities, or from other such situations where the individuals require skilled, ongoing medical attention. However, technical support may be provided, along with a shelter manager, if appropriate competent medical support staff is available to adequately care for people in these situations and the Red Cross has available disaster staff.
3. Only bona-fide service animals will be allowed in Red Cross shelters. Pet owners must make their own arrangements for the care of their animals.
4. Red Cross services will not be provided in an area/facility unless qualified authorities have declared it safe from the effects of a particular disaster or causative agent.
5. Red Cross personnel will not engage in decontamination activities, nor accept responsibility for management of decontamination sites or reception centers. (However, limited services, such as liaison, may be provided at reception centers.) Anyone requesting access to Red Cross facilities must have undergone any necessary decontamination before being admitted.
6. Red Cross personnel will not provide estimates of the dollar impact of a disaster. Furthermore, the Red Cross is not responsible for Disaster Assessment for an event where a Presidential Declaration has been requested.

IV. SCOPE OF ACTIVITY

By law, local government has the responsibility to protect the health, welfare and safety of its residents when disasters occur. The Charter Oak Chapter of the American Red Cross works as a partner with the cities and towns in our service area to support this process. There are five key elements to the partnership:

1. There must be a signed written agreement [known as the "Statement of Understanding" or SOU] between the Town and the Chapter which defines how the municipality and the Chapter will work together in the event of a disaster.
2. Chapter representatives will be consulted by the appropriate municipal officials in emergency planning by the Town, invited to participate in exercises in support of this planning, and invited to attend Emergency Planning Committee meetings.
3. The Chapter will be provided with a controlled copy of the Town's Emergency Operations Plan [EOP] or its equivalent.
4. The Town and the Chapter will work together to identify and survey facilities in the town to be used by the Chapter as shelters during disasters and for preparedness activities. The Town and the Chapter will execute written agreements governing the use of these facilities.
5. The Town will use its best efforts to recruit town residents who would then be trained by the Chapter to provide certain Red Cross services in their town when needed, and represent the Red Cross in the Town Emergency Operations Center.

In the event of a catastrophic situation, such as a transportation wreck, chemical spill, etc., requiring mass sheltering and feeding, the Chapter can administer these functions subject to prior notification and agreement.

V. METHODS OF COOPERATION

In order for the resources of the Chapter and the Town to be coordinated and utilized to the fullest advantage in providing disaster relief, the following is agreed to:

Preparing for Disasters

The focus of disaster preparation work for the Town and the Chapter to complete together includes:

1. Identifying appropriate facilities to shelter people who are displaced from their homes as the result of a disaster, as well as other appropriate facilities to provide Red Cross services.
2. Identifying and contracting for food and beverages to be provided to the shelters, as well as to others affected by the disaster.
3. Identifying and training town residents to manage and staff these facilities, including nurses and crisis counselors.

The Town agrees to:

1. Identify buildings for use as temporary reception, warming or cooling centers, which would be available for residents during a widespread power outage that is expected to be of limited duration. Existing staffed facilities, such as police or fire departments where generators are available to support both heat and air conditioning, are typically utilized.
2. Identify 1-3 facilities in town as the primary shelters, which will generally be the first opened in the event of either a limited or extended disaster. *Each facility should have an adequate generator, and sufficient cots and blankets stored on-site or nearby to accommodate its sleeping capacity.*
3. Make their best efforts to insure there is an effective method to communicate the location of the shelter[s] to town residents at the time of a disaster, and that residents have a list of items to bring [pillows, toiletries, changes of clothes, medicine, etc.] should they need to evacuate their home.
4. Identify secondary facilities, typically public school buildings, to be converted to shelters if needed. A town should plan initially to shelter *at least 10% of its population*; an eventual goal of 20% is encouraged. The Chapter will work with the Town to evaluate its facilities as appropriate for shelters, and determine shelter capacities.
5. Identify additional facilities for storage of bulk supplies [warehouses, airport hangars, stadiums, etc.]
6. Evaluate the availability of food and beverage service for the designated shelters, based on the shelter capacity.
7. Make plans to provide security and custodial support for the designated shelters.
8. Make plans in advance to house the pets of shelter residents.
9. Make their best effort to identify town residents [some with daytime availability] to be trained by the Chapter to be
 - a. Shelter managers
 - b. Assistant shelter managers [each shelter will require three shifts]
 - c. Shelter workers [shelter residents often help out as well]
 - d. Red Cross liaisons to Town government and the Town EOC.

Working Together in Disaster Response

A. How the Town and the Chapter work together in limited disasters:

The Chapter has Disaster Action Teams ["DAT"] of volunteers that are on-call and prepared to respond within 60-120 minutes of receiving notification to a local limited disaster at any time, anywhere in the 83 towns of the Charter Oak Chapter. Members of the DAT are trained to provide Red Cross services to meet the immediate needs of disaster victims until the next business day, when Red Cross Emergency Services staff at the Chapter will provide further support to disaster victims if needed. DATs may also provide canteen support if requested by the Incident Commander for first responders to the disaster expected to be in response for four hours or more. The Town can support the Red Cross DAT response to insure its effectiveness as follows:

1. The Incident Commander should direct that the Red Cross Emergency Services Department be called ASAP, when it becomes apparent that any Red Cross services may be needed for disaster victims. *Delay only prolongs the suffering of the victims, and may even prevent some of them from becoming aware of the services we offer.*
2. As soon as the Chapter is called, the Incident Commander should appoint someone at the scene as a liaison officer to the DAT who will:
 - a. Determine the names and addresses [and apartment numbers, when appropriate] of each individual or family affected by the incident, and determine who will speak for the family or household with the Red Cross.
 - b. Identify and/or arrange for a safe location for the Red Cross to conduct interviews with those affected by the disaster. Alternatives include the homes of neighbors, or a multi-passenger vehicle such as a bus or van owned or contracted for by the Town.
 - c. *If any of the disaster victims do not have or cannot arrange for their own transportation, the liaison officer would arrange for transportation of that individual or family to the shelter identified by the Red Cross. [The Red Cross does NOT provide transportation for disaster victims.]*
 - d. Call the owner or property manager if one or more of the affected properties is a rental, and identify him or

her to the Red Cross when they arrive.

- c. After the DAT arrives, they will need to complete a visual assessment of disaster-caused damage as soon as the affected property is safe to enter, and permission has been granted by the Incident Commander or appropriate municipal official. *This assessment must be completed by the DAT before certain Red Cross services can be provided.* The liaison officer can assist by letting the DAT leader know when it is safe to enter the premises.

If more than five families or 25 individuals are displaced from their homes by the disaster, the Chapter may decide to open a shelter. The liaison officer can assist by contacting the appropriate town officials to open the facility designated by the Town as its primary shelter.

Under no circumstances should any Town official make any representations to individuals or families affected by the disaster of the nature or extent of Red Cross services. Furthermore, Town officials should not represent to any vendor that the Red Cross will pay for any services without getting confirmation from the Emergency Services Department of the Chapter. [Note that motel rooms are only provided if there is a justified need, which must be determined by the Red Cross DAT on an individual basis.]

B. How the Town and the Chapter work together in extended disasters, including local power failures:

1. The Town will open temporary reception/warming/cooling centers for people seeking immediate assistance based on the effects of the event.
2. If the temporary reception/warming/cooling centers are insufficient, and the need for overnight shelter becomes evident, the Town will open their primary shelter [and others, if needed] immediately as a town shelter, notify the Emergency Services Department at the Chapter that they have opened one or more shelters, and provide the following initial information for each:
 - a. Who will be managing the shelter, and if the person is certified by the Chapter.
 - b. Staffing arrangements for the shelter that have been made locally.
 - c. Arrangements that have been made to feed shelter residents.
 - d. If they expect to open any additional facilities, the number and location of each.
 - e. The number of people they eventually expect to shelter.
 - f. The number of additional cots and blankets they may need.
 - g. Any other disaster-related needs in the Town which may be supported by the Red Cross.

If there is a substantial change to any of this information, the Town should call the Chapter with an update.

3. If the disaster creates needs for shelter that exceed the Town's resources, the Town should call the Chapter immediately to discuss the details, so the Chapter can assess the situation and provide assistance within the Chapter's resources.
4. If the Town would like its shelter[s] to be converted to a Red Cross shelter, it should make the request at this time.
5. The Chapter will complete a preliminary disaster assessment [PDA] chapterwide, and take similar reports from towns throughout the chapter service area that have determined a need to open one or more shelters.
6. When the PDA is complete, the Chapter will assess local and chapter resources and determine which town shelters can be converted to Red Cross shelters, and the timeline. Once the determination is made, the Chapter will inform the Town. *Depending on the scope and severity of the disaster, it may take 6 - 72 hours after the PDA is complete to establish Red Cross shelters in multiple towns. Regional shelters to serve people from several communities may be needed.*
7. To open [or convert to] a Red Cross shelter, the following must be in place:
 - a. A written shelter agreement between the Chapter and the Town for that facility.
 - b. An inspection and inventory of the facility completed jointly by a representative of the Chapter and the Town before the shelter opens or is converted to Red Cross shelter.
 - c. A shelter manager trained by the Chapter available for each shift.
 - d. An adequate shelter staff committed, with appropriate materials [24 hour coverage].
 - e. A qualified nurse at the shelter or on-call.
 - f. Adequate cots and blankets [in-place or stored nearby]
 - g. Food and beverages for shelter residents must be arranged.
 - h. Reliable communications [telephone, e-mail or radio] must be established.
 - i. Security provided by the Town 24 hours per day.

Red Cross shelters will be opened based on serving the most people possible with the local and Chapter resources available. Towns that are the most prepared with effective plans executed and local resources committed are likely to be the first to be converted to Red Cross shelters.

8. In the event of an extended disaster which involves mass casualties [whether from natural causes, an airplane crash, an act of terrorism, or the use of weapons of mass destruction] within the Town's jurisdiction, the Town may need to open a Family Assistance Center [FAC].
 - a. The purpose of the FAC is to provide

- Information to concerned family and friends about individuals they believe may be injured or killed as a result of the incident.
 - Crisis counseling for family and friends at the FAC, as required.
- b. The Chapter will provide, as needed and depending on resources available:
- Mass care [snacks and beverages]; typically at least one meal/day as families tend to stay.
 - Crisis counseling support
 - Family assistance services
- c. The Town will provide:
- Security for the FAC, including access control by the public, if appropriate
 - Access to Emergency Medical Assistance
 - Information to the public about the location of the FAC
 - Scheduled briefings [situation reports] at periodic intervals at the FAC.
- d. In the event of an airplane crash that involves 20- passenger planes and above there are Federal laws that dictate that:
- The airlines assume financial and managerial responsibility for the Family Assistance Center.
 - The American Red Cross is the designated agency responsible for crisis and grief counseling.
- The Red Cross will work with the Town and the airlines to assure that the families' needs are met.

In preparation for an event of disease outbreak where the state directs its public health offices/districts/mass vaccination regions to open facilities for mass prophylaxis, the Chapter will provide requested technical support as it is able. The Chapter should be advised of planning meetings, exercises, warnings, clinic activations, etc. related to these preparations.

9. In the event mass prophylaxis clinics [known as Mass Dispensing Areas (MDAs) or Points of Distribution (PODs)] are activated:
- a. All volunteers, including those from the Red Cross, who agree to support mass prophylaxis clinics shall be offered/provided individual voluntary prophylaxis at no cost to the volunteer or the Red Cross. If the person declines prophylaxis, then he/she may be subject to potential exposure. [Note: the town may wish to consider a "Declination of Prophylaxis" signature form when PHERA hasn't been declared.]
 - b. Red Cross nurses and mental health volunteers who decide to volunteer at clinics will work under the supervision of the local government authority, and will not wear Red Cross identification. The Red Cross will not assume any liability arising from their service. In such a situation, all MDA/POD workers would be covered under the liability associated with PHERA -- Public Health Emergency Response Act -- when it is invoked by the Governor & Health Commissioner. [In the absence of PHERA, however, I don't know who or what entity would be liable.] Furthermore, as would be expected of any professional who volunteers at the MDA/POD (e.g., RNs, MDs, Pharmacists, paramedics), registration as a volunteer worker is required as well as some proof of professional certification.]

C. Financial Responsibility

The Chapter will assume financial responsibility for certain expenditures in facilities, such as shelters, feeding sites, and service centers, including all direct services provided to disaster victims, only when they are managed by trained and authorized American Red Cross personnel, and the facility complies with Red Cross requirements. If the Chapter has set up a shelter in a school and uses some of the school's paper products [such as toilet paper, paper towels, napkins, paper plates, etc.], or food in inventory in the school's kitchen, the Chapter will replace what was used. It is agreed that the Town will provide or pay for custodial, maintenance services, utilities and security [as appropriate] for Town-owned facilities being used as Red Cross shelters or service centers during the entire time that they are open and operating, as long as they are managed by Red Cross personnel.

D. Data Gathering and Identification

The Town recognizes the need for orderly movement of Red Cross personnel, vehicles and equipment to the site of relief operations and the need for the collection of damage assessment data. The Town agrees to cooperate with such movement by recognizing the official Red Cross identification materials carried by such personnel and displayed on such vehicles and equipment. Persons and equipment not bearing the proper Red Cross identification shall not be recognized as agents or instruments of the American Red Cross.

E. National Agreements with Other Agencies

It should be noted that the national office of the American Red Cross in Washington, DC, maintains various agreements with certain disaster relief organizations on a national level which would be implemented on a local level should the need arise.

F. Updating the Statement of Understanding

Representatives from the Charter Oak Chapter of the American Red Cross will meet with the Town as needed to review this Statement of Understanding and discuss mutual concerns for thorough disaster preparedness and relief.

VI. CONTACTS

Contact the Emergency Services Department of the Charter Oak Chapter of the American Red Cross as follows:

1. Call the Chapter headquarters in Farmington at **(860) 678-2830** anytime. After business hours, this number rolls over to an answering service that can get in touch with Emergency Services staff **24 hours a day**.
2. Call **(860) 678-2823** during business hours, for a direct line to the Director of Emergency Services, Chris Baker.

VII. SIGNATURES

This Statement of Understanding shall remain in effect for two years, or until terminated by written notification from one of the parties to the other. The SOU should be reviewed on an annual basis to ensure all phone numbers and names are correct.

For the American Red Cross, Charter Oak Chapter:

X _____
 Dianne Auger
 Chief Executive Officer
 American Red Cross
 Charter Oak Chapter
 Date: _____

X _____
 Mario Bruno
 Chief Operating Officer
 American Red Cross
 Charter Oak Chapter
 Date: _____

X _____
 Chris Baker
 Director Emergency Services
 American Red Cross
 Charter Oak Chapter
 Date: _____

For the Town of : East Hartford, CT


X Melody A. Currey
 Melody A. Currey
 Title: Mayor
 Town of East Hartford CT
 Date: 3/16/09

COPY

Approved to 100 form
[Signature]
 Asst. Corp. Counsel 3/16/09



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

Date: March 11, 2014
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: APPOINTMENTS

The following names were submitted by the East Hartford Democratic Town Chairman for appointment to the Boards and Commissions.

COMMISSION ON SERVICES FOR PERSONS WITH DISABILITIES

D Nanette Fabian 73 Salem Road 06118 12/15

PUBLIC BUILDING COMMISSION

D Henry J Pawlowski, Jr 48 Oxford Drive 06118 12/18

PLANNING AND ZONING COMMISSION

D Mary M. Whaples 572 Forest Street 06118 12/15

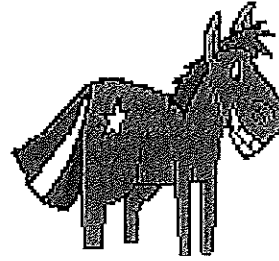
ALTERNATE

D John P. Ryan 172 Burke Street 06118 12/14

Please place this item on the Town Council agenda for the March 18, 2014 meeting.

Thank you.

**TOWN OF EAST HARTFORD, CT
STATEMENT OF INTEREST IN SERVING ON A
BOARD OR COMMISSION**



The Town of East Hartford, CT is a "Minority Representation" Municipal Government.
This Form is to be used to request nomination to a position by the East Hartford Democratic Town Committee and will be submitted to its Permanent Nominating Committee for consideration.

Democratic Town Committee Chairman, Donald M. Currey

-Please print and complete the following information in full-

1. Nannette Fabian
Your name exactly as it appears on the E. Htfd. Voter Registration List
2. 73 Salem Rd 06118
Street Address Zip Code
3. PARTY AFFILIATION DEMOCRAT UNAFFILIATED MINOR PARTY
4. 860 298-1515 5. 800 966-6094 6. nannettef4@yahoo.com
Home Phone Cell Phone Personal e-mail address
7. Administrative Assistant 8. Select Physical Therapy
Occupation Employer
9. 131 New London Tpk 10. 860 633-7803
Employer/Work Address Work Phone
11. High-School Diploma 12. Hispanic 13. 21 YRS
Formal Education Level Achieved Ethnicity (Optional) Years as E. Htfd. Resident
14. Disabilities
Name of Board or Commission you would like to serve on
15. Shopper
*Community based activities and/or civic/volunteer organizations activities you have participated in
16. Care about the problems persons that are disabled face.
*Your reason for being interested in serving our Town in this capacity
17. Compassionate Loyal, dedicated.
*List any qualifications you believe will be an asset to the board or commission on which you wish to serve

*Please use the back of this page if you need more space or attach a resume if you wish

18. Nannette Fabian 19. 1/9/2014
YOUR SIGNATURE DATE

THIS SPACE FOR USE BY DEMOCRATIC TOWN COMMITTEE

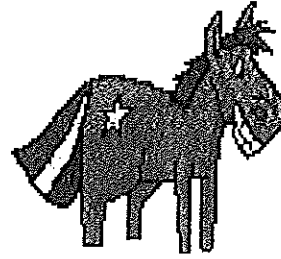
Submitted for consideration by Town Committee Member Thomas Fitzpatrick

Voter Registration Information Certified by Voter Registrar Judith A. Sanchez

At a duly called meeting of the E. Htfd. Democratic Town Committee's Permanent Nominating Committee and by majority vote, the East Hartford Resident described above is hereby nominated for appointment to the: Comm Services Persons with Disabilities

Catherine F. Cordio Secretary 3/11/14 Date
(Revised 3.28.12) Full Seat

**TOWN OF EAST HARTFORD, CT
STATEMENT OF INTEREST IN SERVING ON A
BOARD OR COMMISSION**



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This Form is to be used to request nomination to a position by the East Hartford Democratic Town Committee and will be submitted to its Permanent Nominating Committee for consideration.

Democratic Town Committee Chairman, Donald M. Currey

-Please print and complete the following information in full-

1 Henry J Pawlowski, Jr
Your name exactly as it appears on the E. Hfd. Voter Registration List

2 48 Oxford Dr 06118
Street Address Zip Code

3 PARTY AFFILIATION DEMOCRAT UNAFFILIATED MINOR PARTY _____

4 5 860,918,3209
Home Phone Cell Phone

Personal e-mail addresshankpct@yahoo.com

7. atty
Occupation

8. unemployed
Employer

9. n/a
Employer/Work Address

10. n/a
Work Phone

11. Juris Doctor
Formal Education Level Achieved

12. White
Ethnicity (Optional)

13. 19
Years as E. Hfd. Resident

14. Public Building Commis
Name of Board or Commission you would like to serve on

15
*Community based activities and/or civic/volunteer organizations activities you have participated in
East Hartford Board of Education, 1999-2009, facilities committee chair 8 years.

16.
*Your reason for being interested in serving our Town in this capacity
Served on PBC before as a member of the BOE, familiar with the subject and I am interested in the subject.

17.
*List any qualifications you believe will be an asset to the board or commission on which you wish to serve
See above.

*Please use the back of this page if you need more space or attach a resume if you wish

18. H. J. Pawlowski, Jr
YOUR SIGNATURE

19. 1-24-2014
DATE

THIS SPACE FOR USE BY DEMOCRATIC TOWN COMMITTEE

Submitted for consideration by Town Committee Member Jessica J. Jolley

Voter Registration Information Certified by Voter Registrar Jessica J. Jolley

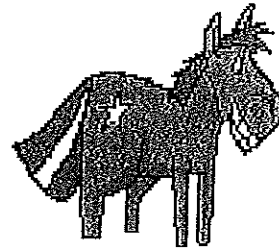
At a duly called meeting of the E. Hfd. Democratic Town Committee's Permanent Nominating Committee and by majority vote, the East Hartford Resident described above is hereby nominated for appointment to the: Public Building Comm

Catherine F. Condo
Catherine F. Condo Secretary
(Revised 3.28.12)

3.4.14
Date

Full Seat

**TOWN OF EAST HARTFORD, CT
STATEMENT OF INTEREST IN SERVING ON A
BOARD OR COMMISSION**



The Town of East Hartford, CT is a "Minority Representation" Municipal Government.

This Form is to be used to request nomination to a position by the East Hartford Democratic Town Committee and will be submitted to its Permanent Nominating Committee for consideration.

Democratic Town Committee Chairman, Donald M. Currey

-Please print and complete the following information in full-

1. Mary M Whaples 2572 Forest St 06119
Your name exactly as it appears on the E. Hlfd. Voter Registration List Street Address Zip Code

3. PARTY AFFILIATION DEMOCRAT UNAFFILIATED MINOR PARTY

860.565.4948 574-270-1484 6.MMWhaples@aol.com
Home Phone Cell Phone Personal e-mail address

7. Retired 8. _____
Occupation Employer

9. _____ 10. _____
Employer/Work Address Work Phone

11. 13 yrs 12. _____ 13. 5 1/2
Formal Education Level Achieved Ethnicity (Optional) Years as E. Hlfd. Resident

14. Planning & Zoning
Name of Board or Commission you would like to serve on

15. Democratic Party - Church volunteer in various groups
*Community based activities and/or civic/volunteer organizations activities you have participated in

16. As a retired Development Dept employee + 20+ yrs involved
*Your reason for being interested in serving our Town in this capacity

17. in Planning & Zoning I bring much knowledge.
*List any qualifications you believe will be an asset to the board or commission on which you wish to serve

*Please use the back of this page if you need more space or attach a resume if you wish

18. Mary Whaples 19. 3-9-14
YOUR SIGNATURE DATE

THIS SPACE FOR USE BY DEMOCRATIC TOWN COMMITTEE

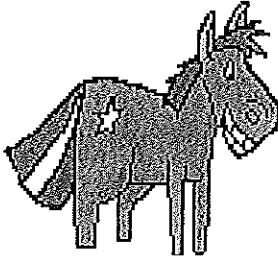
Submitted for consideration by Town Committee Member [Signature]
Voter Registration Information Certified by Voter Registrar [Signature]

At a duly called meeting of the E. Hlfd. Democratic Town Committee's Permanent Nominating Committee and by majority vote, the East Hartford Resident described above is hereby nominated for appointment to the: Planning & Zoning Comm

Catherine F. Condit 3.4.14
Catherine F. Condit Secretary Date
(Revised 3.28.12)

full seat

**TOWN OF EAST HARTFORD, CT
STATEMENT OF INTEREST IN SERVING ON A
BOARD OR COMMISSION**



The Town of East Hartford, CT is a "Minority Representation" Municipal Government.

This Form is to be used to request nomination to a position by the East Hartford Democratic Town Committee and will be submitted to its Permanent Nominating Committee for consideration.

Democratic Town Committee Chairman, Donald M. Currey

-Please print and complete the following information in full-

1. John P. Ryan 2. 172 Burke St 06118
Your name exactly as it appears on the E. Htfd. Voter Registration List Street Address Zip Code

3. PARTY AFFILIATION DEMOCRAT UNAFFILIATED MINOR PARTY

4. 846-997-3653 5. 846 997-3653 6. ryan062@aol.com
Home Phone Cell Phone Personal e-mail address

7. Photographer 8. Self employed
Occupation Employer

9. 172 Burke St East Hartford CT 06118 10. 846 997-3653
Employer/Work Address Work Phone

11. BS 12. _____ 13. 27
Formal Education Level Achieved Ethnicity (Optional) Years as E. Htfd. Resident

14. Planning & Zoning
Name of Board or Commission you would like to serve on

15. Economic Dev Commission, Redevelopment Commission, Fine Arts, EACCT team
*Community based activities and/or civic/volunteer organizations activities you have participated in Vol. EmT in Sheltonburg

16. I was on P&Z, I would like to return to the Commission
*Your reason for being interested in serving our Town in this capacity

17. Sup as a Commissioner, I have taken the UConn Land Management Courses
*List any qualifications you believe will be an asset to the board or commission on which you wish to serve

*Please use the back of this page if you need more space or attach a resume if you wish

18. [Signature] 19. 3/14/14
YOUR SIGNATURE DATE

THIS SPACE FOR USE BY DEMOCRATIC TOWN COMMITTEE

Submitted for consideration by Town Committee Member [Signature]


Voter Registration Information Certified by Voter Registrar [Signature]

At a duly called meeting of the E. Htfd. Democratic Town Committee's Permanent Nominating Committee and by majority vote, the East Hartford Resident described above is hereby nominated for appointment to the: Planning & Zoning Comm

Catherine P. Cordio Secretary Date: 3.4.14
(Revised 3.28.12) Alternate



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

Date: March 11, 2014
TO: Richard F. 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 \$17,864.90 as detailed in the attached listing from our Collector of Revenue.


Please place this item on the Town Council agenda for the March 18, 2014 meeting.


Thank you.

C: M. Walsh, Director of Finance

I. Laurenza, Tax Collector

INTEROFFICE MEMORANDUM

TO: MARCIA A LECLERC, MAYOR 
MICHAEL WALSH, DIRECTOR OF FINANCE

FROM: IRIS LAURENZA, COLLECTOR OF REVENUE 

SUBJECT: REFUND OF TAXES

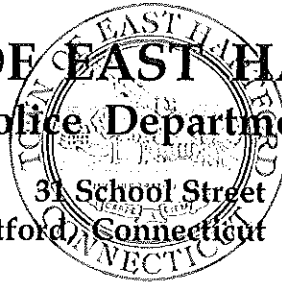
DATE: 3/7/2014

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 \$17,864.90 Please see attached listing.

Bill	Name	Address	Prop LocVehicle Info.	Over Paid
2012-01-0000283	AIELLO JOSEPH P & LINDA J &	Corelogic Real Estate Tax Service	33-37 INDIAN HILL ST	-2,094.91
2012-01-0000915	FIRST CHOICE HEALTH CENTERS IN	Attn: Refund Department	109 GOVERNOR ST	-1,917.55
2012-01-0005549	GRANT REBECCA ELIZABETH	PO Box 961250	100 LATIMER ST	-2,118.40
2012-01-0009229	FB PROPERTIES LLC	Forth Worth, TX 76161-9858	147 HOLLISTER DR	-1,567.01
2012-01-0014437	THWEATT LAURA		58 SUFFOLK DR	-1,718.69
2012-01-0016469	RICHARDS NEVILLE		309 KING ST	-3,334.87
2012-01-003447	DAHLBERG ELIZABETH	19 ELIDA CT		-5.00
2012-01-0014087	SUNDARA PRISCILLA N & VILATH	22 DELMONT RD EAST HARTFORD CT 06108	22 DELMONT RD	-3,004.52
2012-03-0084450	SUNDARA VILATH OR	22 DELMONT RD E HARTFORD CT 06108	2006//JTEBT14R768036384	-268.45
2012-03-0058492	DAILEY SHARONDA R	78 DAVIS RD E HARTFORD CT 06118 3014	2007//JHLRE48787C102174	-108.16
2012-03-0059216	DELLARIPPA MARY E OR	8 BARBONSEL RD E HARTFORD CT 06118 1903	2011//JN8AF5MV6BT023259	-10.04
2012-03-0060605	EAN HOLDINGS LLC	6929 N LAKEWOOD AVE TULSA OK 74117	2012//1C4PJMAK8CW134663	-376.23
2012-03-0060606	EAN HOLDINGS LLC	6929 N LAKEWOOD AVE TULSA OK 74117	2012//2C4RC1BG6CR215424	-673.96
2012-03-0064008	GOMEZ RAUL JR	41 LATIMER ST E HARTFORD CT 06108 2328	1994//2T1AE04B4RC032406	-52.68
2012-03-0076867	PASTRANA KRYSTAL E	113 N SCHOOL ST 2 MANCHESTER CT 06042	2000//4A3AA46G0YE151798	-88.86
2012-03-0082401	SCHULTZ LEO R OR	99 BROOKFIELD DR E HARTFORD CT 06118 2902	1998//1G3HN52K8W4865848	-65.85
2012-03-0089296	WOODS ANTHONY J	55 MONTCLAIR DR EAST HARTFORD CT 06118	2012//2HKYF18645H529381	-11.8
2012-04-0082711	FINN JOHN MICHAEL	285 SCHOOL ST E HARTFORD CT 06108 1847	2004//2G1WH52K049300351	-128.5
2012-04-0084097	JOHNSTON WILLIAM	227 FRANKLIN ST APT 8 D NORTH ADAMS MA 01247	2013//2C3CDYAG4DH510711	-159.62
2012-04-0086999	ROGO DISTRIBUTORS A DVSN	65 ROBERTS ST E HARTFORD CT 06108 3606	2014//1HTMMAAN8EH763918	-159.8
TOTAL REFUNDS				-17,864.90

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department



East Hartford, Connecticut 06108-2638

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

www.easthartfordct.gov

SCOTT M. SANSOM
CHIEF OF POLICE

March 10, 2014

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

**Re: Outdoor Amusement Permit Application -
"East Hartford Rotary Charitable Fund Duck Race"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by the **East Hartford Rotary Club, by Brian P. Liss, its President-Elect**. The applicant seeks to conduct a Duck Race along with food and music. The duck race will take place at the Walnut Street Bridge over the Hockanum River at Labor Field on **Sunday, June 22, 2014** from approximately **12 PM – 4:00 PM** with music from **1:30 PM – 4:00 PM**.

The applicant respectfully **requests a waiver of the associated permit fee**, under the provisions of (TO) 5-6(a), due to the Town of East Hartford as this is a fundraiser to benefit local charities and organizations.

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed by the Directors of the Fire, Health, Parks & Recreation, Public Works Departments and the Offices of the Corporation Counsel and Finance.

The **Office of Corporation Counsel** states the Rotary Club will need to sign a License Agreement for the use of the Park and Town roads.

The **Health and Fire Departments** approve the application as submitted.

The **Parks & Recreation Department** approves the application as submitted and states that the Park Ranger staff will be on duty that day to assist. The East Hartford Rotary Club has filled out the reservation permits for park use.

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

- Spectators of the event shall be contained within Labor Field Park and not on Town or State road rights-of-way or private property.
- Applicant must provide a narrative for providing traffic control on Walnut Street while the bucket loader is operated.
- The anticipated cost to the department for this event is **\$600.00**.

The **Risk Management Department** states the Rotary Club will need to provide a Certificate of Liability Insurance in the amount of one (1) million dollars naming and endorsing on the policy, the Town of East Hartford as an additional insured for liabilities associated with the Duck Race.

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

- Applicant needs a plan and/or details to keep spectators off the north bank of the Hockanum River starting at Walnut Street and ending at the foot bridge across from Long Hill Drive. This should include an Event Coordinator posted at the beginning and end of the above locations to stop spectators from walking down Burnside Avenue and over the guard rail to the Hockanum River. It should be noted this section of the east bound lane of Burnside Avenue does not have a pedestrian sidewalk and walking in the street is not an option.
- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink that reads "Scott M. Sansom". The signature is written in a cursive, flowing style.

Scott M. Sansom
Chief of Police

Cc: Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

THIS APPLICATION IS DUE NOT LESS THAN 30 DAYS PRIOR TO THE EVENT APPLIED FOR

1. Name of Event:

East Hartford Rotary Charitable Fund Duck Race

2. Date(s) of Event:

June 22, 2014

3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant) :

East Hartford Rotary Club
PO Box 380035, East Hartford, CT 06138

completed by Brian P. Liss, Rotary Club of East Hartford, President Elect
Rotary Address - see above
Home address - 38 Glen Road, Granby, CT 06035
Work Address - 770 Main Street, East Hartford, CT 06108

4. If Applicant is a partnership, corporation, limited liability company, club, or association, list the names of all partners, members, directors and officers AND provide their business address.

Past President - Sheryl O'Connor - 111 Founders Plaza
President - George Schoen - Retired
President Elect - Brian Liss, 770 Main Street, East Hartford 06108
Secretary - Alex Wisz - 417 Main Street, East Hartford 06108
Treasurer - Mike Derr - Retired

5. List the location of the proposed amusement: (Name of facility and address)

Labor Field, Woodlawn Circle, East Hartford, CT 06108

6. List the dates and hours of operation for each day (if location changes on a particular day, please list):

June 22, 2014, 12:00-4:00 PM

7. Provide a detailed description of the proposed amusement:

The East Hartford Rotary Club will host its 3rd Annual Duck Race. Up to 3000 Rubber Ducks will be dropped from a bucket loader into the Hockanum River at the Walnut Street Bridge. Attendees will have the opportunity to watch the ducks "swim" down the river. The event may include food, music (band or DJ), and beverages. All proceeds from the race will benefit local charities and organizations.

8. Will music or other entertainment be provided wholly or partially outdoors?

Yes No

a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)?

Beginning at 1:30, ending at 4:00 PM

9. What is the expected age group(s) of participants?

Attendees will range from children to Seniors.

10. What is the expected attendance at the proposed amusement:

(If more than one performance, indicate time / day / date and anticipated attendance for each.)

150

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

a. Crowd size impact:

The event is being held at Labor Field. This park hosts sporting and community events of this size or more, so there should be no impact.

b. Traffic control and flow plan at site & impact on surrounding / supporting streets:

There should be no impact on parking or traffic as the event is being held at Labor Field where there is adequate parking. Attendees will enter the park from Woodlawn circle and will exit the same. Traffic will need to be stopped on Walnut Street for 5 minutes at the beginning of the race.

c. Parking plan on site & impact on surrounding / supporting streets:

None. Event will be held in the park.

d. Noise impact on neighborhood:

None. Event will be held in the park.

e. Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement:

The East Hartford Rotary will have receptacles for any trash. We will remove all trash and litter from the site.

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:

The event is in a town park. Emergency Vehicles can enter the site from the driveway on Woodlawn Circle.

b. Provisions for notification of proper authorities in the case of an emergency:

All volunteers will carry cell phones.

c. Any provision for on-site emergency medical services:

None required.

d. Crowd control plan:

The site is large enough that there will be no need for crowd control.

e. If on town property, the plan for the return of the amusement site to pre-amusement condition:

The EHRC will ensure that the park and surrounding area is left in pre-amusement condition.

f. Provision of sanitary facilities:

We will use the onsite bathrooms.

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

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

We are still deciding whether or not there will be food. If so, we will procure the proper permits from the
Town Health Department.

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):

The East Hartford Rotary club would like to request a fee waiver for this event as it is to raise money for local charities.

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.

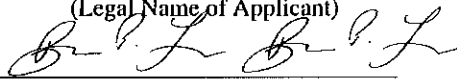
a. False Statement is a Class A Misdemeanor.

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:

Rotary Club of East Hartford

(Legal Name of Applicant)



Brian P. Liss

02.21.14

(Applicant Signature)

(Printed Name)

(Date Signed)

President Elect - East Hartford Rotary Club

(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

Received By: Camp Grant

Employee Number. 9019

Date & Time Signed: Feb 24, 2014 9:16 AM ~~PM~~

Time remaining before event: 30+ days.

If roads or sidewalks will be closed to public use as a result of this event the applicant must comply with signage requirements per Section 5-4 and present a signed affidavit attesting to this at the Town Council meeting.



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **June 22, 2014**
Event: **East Hartford Rotary Charitable Fund Duck Race**
Applicant: **The East Hartford Rotary Club, by Brian P. Liss, its President-Elect**

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

March 3, 2014

Signature

Date

Comments:

Health Dept



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: June 22, 2014
Event: East Hartford Rotary Charitable Food Duck Race
Applicant: The East Hartford Rotary Club, by Brian P. Liss, its President-Elect

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 \$ _____

Marcia A. Leclerc _____ *2/25/14*
 Signature Date

Comments:



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: June 22, 2014

Event: East Hartford Rotary Charitable Fund Duck Race

Applicant: The East Hartford Rotary Club, by Brian P. Liss, its President-Elect

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

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

Anticipated Cost(s) if known \$ _____

Ted Travel

Signature

3/10/14

Date

Comments:

The park ranger staff will be on duty that day to assist. Rotary has filled out the reservation permits for park use.

Frank, Carol

From: Milkove, Tess
Sent: Monday, February 24, 2014 1:33 PM
To: Frank, Carol
Cc: Bockus, Tim
Subject: RE: East Hartford Rotary Charitable Fund Duck Race

Carol,

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. Spectators of the event shall be contained within Labor Field Park and not on Town or State road rights-of-way or private property.
2. Applicant must provide a narrative for providing traffic control on Walnut Street while the bucket loader is operated.

The anticipated cost to the department for this event is \$600.

Tess Milkove, PE
Assistant Director of Public Works
Town of East Hartford
740 Main Street
East Hartford, CT 06108
Phone 860 291 7365
Fax (860) 291-7370

From: Frank, Carol
Sent: Monday, February 24, 2014 10:12 AM
To: Milkove, Tess
Cc: Bockus, Tim
Subject: FW: East Hartford Rotary Charitable Fund Duck Race

Good morning Tess –

First my apologies for not sending this to you a short time ago. I thought I had added you to the Directors' mailing list and had in fact forgotten. Anyway, you have been added and will receive any and all emails I send out to the Directors in town.

Welcome and I look forward to hearing from you.

Carol

From: Frank, Carol
Sent: Monday, February 24, 2014 9:42 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia;

Frank, Carol

From: Gentile, Richard
Sent: Tuesday, February 25, 2014 9:02 AM
To: DeMaine, Michael; Frank, Carol; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; Grew, Greg; Horan, Denise; Leclerc, Marcia; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim
Subject: RE: East Hartford Rotary Charitable Fund Duck Race

As in the past, Rotary will need to sign a license Agreement for the use of the Park and Town Roads.

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

From: DeMaine, Michael
Sent: Tuesday, February 25, 2014 08:12
To: Frank, Carol; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim
Subject: RE: East Hartford Rotary Charitable Fund Duck Race

Good Morning,

This application needs a plan and or details to keep spectators off the north bank of the Hockanum River starting at Walnut St and ending the foot bridge across from Long Hill Dr. This should include an Event Coordinator posted at the beginning and end of the above locations to stop spectators from walking down Burnside Ave and over the guard-rail to the Hockanum River. It should be noted this section of the east bound lane of Burnside Ave does not have a pedestrian sidewalk and walking in the street is not an option.

In addition to the application, the Police Department Special Events Calendar and work sheets need to be marked extra attention District 24 at the start of the race (1300 hrs) to direct traffic on Walnut St.

Sergeant Michael DeMaine
Public Information Officer/ Special Events
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

Frank, Carol

From: DeMaine, Michael
Sent: Tuesday, February 25, 2014 8:12 AM
To: Frank, Carol; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim
Subject: RE: East Hartford Rotary Charitable Fund Duck Race

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Sergeant Michael DeMaine
Public Information Officer/ Special Events
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, February 24, 2014 09:42
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim
Subject: East Hartford Rotary Charitable Fund Duck Race

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, March 10 2014. Thank you.

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

Regards,

Frank, Carol

From: Bennett, Cindy
Sent: Monday, February 24, 2014 9:45 AM
To: Frank, Carol
Subject: RE: East Hartford Rotary Charitable Fund Duck Race

Hi Carol-we will need a certificate of liability insurance from the Rotary Club for 1 million dollars naming and endorsing on the policy, the Town of East Hartford as an additional insured for liabilities associated with the duck race. thanks

From: Frank, Carol
Sent: Monday, February 24, 2014 9:42 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim
Subject: East Hartford Rotary Charitable Fund Duck Race

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Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, March 10 2014. 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

Carol A. Frank
East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

Ph: 860-291-7631
Fax: 860-610-6290

Robert J. Pasch

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street
East Hartford, Connecticut 06108

2014 MAR 13 A 9:17
(860) 291-7208

TOWN CLERK
EAST HARTFORD
FAX (860) 291-7389

DATE: March 13, 2014

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: Tuesday, March 18, 2014 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, March 18, 2014

7:00 p.m.

Town Council Majority Office

The purpose of the meeting is to meet in executive session to discuss the pending personal injury claim of Aniya Whyte v. East Hartford Board of Education.

cc: Mayor Leclerc
Scott Chadwick, Corporation Counsel
Jeff Currey, Chair, East Hartford Board of Education