

*Robert J. Pesek*

TOWN COUNCIL AGENDA  
TOWN COUNCIL CHAMBERS  
740 MAIN STREET  
EAST HARTFORD, CONNECTICUT  
MAY 6, 2014

2014 MAY -1 A 10:31  
TOWN CLERK  
EAST HARTFORD

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

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
5. APPROVAL OF MINUTES
  - A. April 15, 2014 Executive Session
  - B. April 15, 2014 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
  - A. East Hartford Golf Course Update
  - B. Presentation by BFJ Company re: East Hartford Plan of Conservation and Development
  - C. Resignation of Joan Ross from the Patriotic Commission
7. OLD BUSINESS
8. NEW BUSINESS
  - A. Recommendation from Tax Policy Committee re: RFP Tax Lien Sales
  - B. Recommendation from Investigation & Audit Committee re: Appointment of Town Auditor 2013-2014 Fiscal Year
  - C. East Hartford ChildPlan: William Caspar Graustein Memorial Fund
  - D. State Department of Education: School Readiness Grant Program
  - E. Solar Project at 61 Ecology Drive East Hartford Landfill:
    1. Presentation by Bay State Consultants
    2. Resolution to Execute Power Purchase Agreement
  - F. Flood Protection System Rehabilitation: Supplemental Agreement Authorization
  - G. Outdoor Amusement Permit Applications:
    1. Take Steps East Hartford 2014 – application and fee waiver
    2. Great River Park Car Show – 2<sup>nd</sup> Annual
    3. Summer Movie Series 2014 – application and fee waiver
    4. 9<sup>th</sup> Annual Abelson Memorial Walk – application and fee waiver
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

11. OPPORTUNITY FOR RESIDENTS TO SPEAK

A. Other Elected Officials

B. Other Residents

C. Mayor

12. ADJOURNMENT (next meeting: *Thursday*, May 15<sup>th</sup>)

*Robert J. Paek*

2014 APR 22 A 9:50

TOWN COUNCIL MAJORITY OFFICE

APRIL 15, 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 Linda A. Russo, Ram Aberasturia, Patricia Harmon and Anita D. Morrison

ABSENT Councillor Marc Weinberg

ALSO Scott Chadwick, Corporation Counsel  
PRESENT Scott Karsten, Attorney, Town of East Hartford  
Brian Smith, Assessor

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:06 p.m.

MOTION By Anita Morrison  
seconded by Bill Horan  
to go into Executive Session to discuss the following cases:

1. PEH 1, LP v. Town of East Hartford, Docket No. HHB-CV-12-6017858S – 100 East River Drive
2. PEH 1, LP v. Town of East Hartford, Docket No. HHB-CV-13-6020569S – 100 East River Drive
3. Commerce Center Association, Inc. v Town of East Hartford, Docket No. HHB-CV-12-6015906S
4. Federal court action of Eddie Raines v. Mark Sirois, et al, Civ.No.3:12CV0182 (JCH)

Motion carried 8/0.

MOTION By Anita Morrison  
seconded by Bill Horan  
to go back to Regular Session.  
Motion carried 8/0.

ADJOURNMENT

MOTION By Anita Morrison  
seconded by Bill Horan  
to adjourn (7:42 p.m.)  
Motion carried 8/0.

Attest

*Richard F. Kehoe*

Richard F. Kehoe  
Town Council Chair

*Robert J. Peck*

EAST HARTFORD TOWN COUNCIL

2014 APR 22 A 9:50

TOWN COUNCIL CHAMBERS

TOWN CLERK  
EAST HARTFORD

APRIL 15, 2014

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

ABSENT Councillor Marc Weinberg

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:50 p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Susan Kniep, 44-46 and 50 Olde Roberts Street, (1) urged the Council to reject the East Hartford Police Association's contract; and (2) asked the Council liaison to the MDC to request that the MDC website include salaries and benefits for its employees, as well as their financial audit.

Mayor Leclerc (1) due to the increased rainfall amounts that have fallen, the Public Works department is closely monitoring the height of the Connecticut River; (2) April 18<sup>th</sup> is Good Friday and all town departments will be closed; (3) street sweeping has started and should be finished by the end of June, weather depending; (4) April 26<sup>th</sup> is the Mayor's Annual Clean-Up Day; (5) the East Hartford Golf Course opened April 1<sup>st</sup>; (6) April 26<sup>th</sup> is National Prescription Take-back Day at the Public Safety Complex; (7) on April 26<sup>th</sup> the Color-Me-Rad 5K Run will take place at Rentschler Field; (8) the Connecticut Miracle Ride to benefit Children's Hospital will be held on April 26<sup>th</sup>; and (9) a meeting with state officials was held recently to discuss roadway improvements to Route 2.

APPROVAL OF MINUTES

April 1, 2014 Executive Session

MOTION By Barbara Rossi  
seconded by Ram Aberasturia  
to approve the minutes of the April 1, 2014 Executive Session.  
Motion carried 8/0.

April 1, 2014 Regular Meeting – as corrected

MOTION By Barbara Rossi  
seconded by Pat Harmon

to **approve** the minutes of the April 1, 2014 Regular Meeting.  
Motion carried 8/0.

## COMMUNICATIONS AND PETITIONS

### Presentation: Riverfront Recapture

Joe Marfuggi, President and Chief Executive Officer, updated the Council on the progress Riverfront Recapture (RR) has made over the past year with the increased participation in all the free events being held and sponsored by RR. In 2013, more than 800,000 visitors came to the riverfront. The Metropolitan District Corporation (MDC) had entered into an agreement with RR sixteen years ago to provide funds for the maintenance of the riverfront parks and a park ranger program. However, due to a decrease in water revenues to MDC, the MDC is looking to scale back its role in funding the riverfront parks and, among other things, to eventually phase out support of the park rangers.

Charlie Myers, Director of Programs and Events, reviewed the upcoming events scheduled for the next few months.

MOTION      By Barbara Rossi  
                  seconded by Linda Russo  
                  to take item 8.G. Riverfront Recapture Management Agreement out of  
                  order to accommodate those present.  
                  Motion carried 8/0.

### Riverfront Recapture Management Agreement

Assistant Corporation Counsel Richard Gentile addressed questions from the Council on the proposed Riverfront Recapture Management Agreement with MDC.

MOTION      By Barbara Rossi  
                  seconded by Linda Russo  
                  that the Town Council **authorizes** Mayor Marcia Leclerc to execute a  
                  certain agreement between Riverfront Recapture, Inc. and the Town,  
                  entitled "Riverfront Recapture, Inc. Management Services Agreement"  
                  which contract, unless renewed by this Town Council, will terminate on  
                  December 31, 2014.  
                  Motion carried 8/0.

### Presentation: Capital Workforce Partners

Thomas Phillips, President and CEO of Capital Workforce Partners, explained the role of Capital Workforce Partners in job training. As the regional Workforce Investment Board (WIB) in North Central Connecticut, Capital Workforce Partners coordinates programs and initiatives to develop a skilled, educated and vital workforce. The organization is guided by a Consortium of the region's chief and elected officials and by representatives from business, education and labor serving on its Board of Directors. Mr. Phillips spoke to his organization's involvement in East Hartford.

NEW BUSINESS

Collective Bargaining Agreement between the East Hartford Police Officers' Association and the Town of East Hartford

MOTION By Barbara Rossi  
seconded by Ram Aberasturia  
to **approve** the collective bargaining agreement as ratified by the bargaining unit members on March 20, 2014 between the Town of East Hartford and the East Hartford Police Officers' Association, which agreement is effective July 1, 2012 through June 30, 2015 and is outlined in a memo from Mayor Marcia Leclerc to Town Council Chair Richard Kehoe dated April 8, 2014.  
Motion carried 8/0.

Referral to the Personnel & Pensions Subcommittee

MOTION By Ram Aberasturia  
seconded by Anita Morrison  
to **refer** to the Personnel and Pensions Subcommittee the three new job descriptions, entitled Library Assistant, Library Specialist and Librarian I and the three title changes entitled Librarian II – Reference Librarian, Librarian II – Children's Librarian and Librarian III – Assistant Library Director, with instructions to discuss the proposed new job descriptions and title changes and report back to the Town Council with its recommendations, if any.  
Motion carried 8/0.

Referral to Real Estate Acquisition & Disposition Committee re: 118 Main Street

MOTION By Linda Russo  
seconded by Bill Horan  
to **refer** to the Real Estate Acquisition & Disposition Committee the property located at 118 Main Street, formerly known as Barry Lane, for the purposes of the possible sale of this property to an interested buyer, with instructions to review the matter and report back to the Town Council with its recommendations, if any.  
Motion carried 8/0.

Refund of Taxes

MOTION By Linda Russo  
seconded by Barbara Rossi  
to **refund** taxes in the amount of \$4,084.31 pursuant to Section 12-129 of the Connecticut General Statutes.  
Motion carried 8/0.

Bill	Name	Prop Loc/Vehicle Info.	Over Paid
2012-02-0041990	EAST HARTFORD REALTY	1088 MAIN ST	-691.43

2012-03-0051367	APONTE NILDA L JOINT	1996//1GTGC29R1TE535381	-77.31
2012-03-0055522	CARPENTER VERONICA E	2006//1ZVFT82HX65237042	-143.67
2012-03-0055882	CASTILLO JOSE E	2007//2T1BR30E07C750607	-121.02
2012-03-0059107	DELAIRE WILLIAM	2008//WBAWB33508P131605	-578.52
2012-03-0059965	DONLEN TRUST	2010//2T3BF4DV4AW038896	-272.4
2012-03-0060211	DRURY ROBERT H OR	2011//5XYKUDA11BG018399	-18
2012-03-0060701	EASON GEORGE JR	1999//1G4CU521XX4640168	-84.2
2012-03-0062590	FOURNIER IRRIGATION LLC	2004//1FTSF31P24EB08553	-71.64
2012-03-0066528	HONDA LEASE TRUST	2010//5J6RE4H79AL100481	-661.4
2012-03-0070878	LOPEZ ANTHONY	2003//3VWVH69M53M146089	-116.52
2012-03-0079349	REMIGIO MICHELLE	2000//1HGEJ8143YL091599	-140.08
2012-03-0083123	SILVER JAMES M	2005//1J4FA49S55P343821	-208.97
2012-03-0083935	SQUIRE VILLAGE ASSOC LP	2007//1GCHK24K27E592440	-252.43
2012-03-0086156	UNITED CENTERLESS GRI	2002//1GCHK29112E166473	-223.84
2012-03-0086629	VASQUEZ GISSELLE	1993//1N6SD11Y2PC437821	-23.58
2012-03-0088920	ZANIEWSKI MARIAN	2007//JTMBD33V475108883	-17.83
2012-04-0084954	MARTIN TONYKA	2005//YV1CZ852251206475	-64.97
2012-04-0085296	MICHAUD TERESA M	2002//1B3ES56C52D570281	-13.52
2012-04-0086100	PATMAN SHANTE RENEE	1998//4S6CM58WXW4412602	-50.69
2012-04-0087857	TAYLOR VINCENT O JR	2000//4S3BH686XY7648719	-137.32
2012-04-0088388	VIERA SONIA M JNT	2006//3VWPG71K76M754390	-114.97
	<b>TOTAL Refunds</b>		<b>-4,084.31</b>

Gengras Harley-Davidson Spring Open House and Demo Days

MOTION By Bill Horan  
seconded by Barbara Rossi  
to **approve** the outdoor amusement permit application entitled "Gengras Harley-Davidson Spring Open House and Demo Days" submitted by Hannah Gavin, Events Coordinator for Gengras Harley-Davidson, to

conduct a weekend event at 221 Governor Street where riders will have the opportunity to take test rides with music, food, sales and vendors on the following days and times in 2014:

Saturday May 10<sup>th</sup> 9AM-5PM, with music from 11AM-3PM

Sunday, May 11<sup>th</sup> 9AM-3PM, with music from 11Am-3PM

subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.

Motion carried 8/0.

### Memorial Day Parade

MOTION By Ram Aberasturia  
seconded by Barbara Rossi  
to **approve** the outdoor amusement permit application entitled, 2014 Memorial Day Parade, submitted by Margaret Byrnes, Chair, East Hartford Patriotic Commission to conduct the town's annual Memorial Day Parade on Monday, May 26, 2014 from 9:30 AM to approximately 12:00 Noon, with music during those same hours; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.  
Motion carried 8/0.

### Bid Waiver: East Hartford Fire Department Radio Communication Program

MOTION By Bill Horan  
seconded by Esther Clarke  
to **waive** the bidding requirements in accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances to permit the East Hartford Fire Department to engage McPhee Electric, Inc. to complete the Fire Department's' grant-funded radio system upgrade, as outlined in a memo from Fire Chief John Oates to Mayor Marcia Leclerc dated April 11, 2014.  
Motion carried 8/0.

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

*Pat Harmon* (1) noted that she received a few calls on the level of noise created by the recent Cosmic Run held at Rentschler Field. *The Mayor responded that she was aware of two complaints that her office received on this event and stated that the noise levels were below the allowable decibels allowed by town ordinance.* (2) reported that there are significant potholes on the portion of Brewer Street from Roxbury Road to Mitchell Drive. *The Mayor said she would notify Public Works and urged all residents to do the same if they notice potholes in other areas of town.*

Additionally, Councillor Harmon recently attended the Easter Bunny Breakfast and commented on a job well done by the EHHS students who staffed the event.





Mayor Leclerc (1) attended the ribbon cutting held on Wednesday for the Pathways Academy which is located on the Goodwin College campus; (2) went to the retirement party for Jose Maldonado, a longtime employee of the Wickham Library; (3) announced that on April 25<sup>th</sup>, the EHPD will hold a formal promotional ceremony at the East Hartford Community Cultural Center; and (4) noted that there will be a positive resolution to the Riverfront Recapture/MDC issue.

Barbara Rossi wished all a Happy Easter.

#### ADJOURNMENT

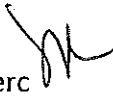
MOTION      By Esther Clarke  
                  seconded by Bill Horan  
                  to **adjourn** (10:46 p.m.).  
                  Motion carried 8/0.

The Chair announced that the next meeting of the Town Council would be on May 6<sup>th</sup>.

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



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 30, 2014  
TO: Richard F. Kehoe  
FROM: Mayor Marcia A. Leclerc   
RE: Presentation- Billy Casper Golf

---

Please make room on the Town Council agenda on May 6, 2014 for a presentation from Billy Casper Golf.

Thank you.

### **Project Background**

In 2012, the Town of East Hartford began the process of reviewing and updating its 2003 Plan of Conservation and Development ("POCD" or "Plan"). In embarking on this update, the Town used the 2003 Plan as a foundation, recognizing that many of its goals and recommendations remain valid, while seeking to reflect those current conditions, demographic shifts and development trends that have changed in the past 10 years and have significant implications for planning efforts. Key changes since 2003 include reversal of the Town's decades-long population decline; major new and potential development activity at Rentschler Field, Silver Lane and the riverfront area; the emergence of Goodwin College as a major land user and employer; and national and regional economic forces that affect East Hartford's jobs and economic development outlook.

To reflect these shifts, the 2014 POCD includes an additional chapter to provide in-depth analysis of several specific study areas that present major development potential: the riverfront area, the Silver Lane commercial corridor and the Goodwin College/South Main Street area.

### **Plan Goals and Objectives**

The overarching goals of this Plan are as follows:

- Preserve the Town's sound housing stock and stable neighborhoods.
- Regulate infill development in keeping with the character and scale of surrounding neighborhoods and development,
- Preserve and enhance the Town's open space and recreation areas.
- Create linkages among open space, community facilities and residential neighborhoods.
- Revitalize and rejuvenate the Town Center.
- Implement improvements to the Town's commercial corridors.
- Connect redevelopment areas such as Rentschler Field, Founders' Plaza and the Goodwin College areas with the Town Center and with each other.
- Promote economic development to attract and retain business.
- Promote future development efforts which provide new housing, recreation, business and employment opportunities.
- Support quality-of-life improvements.

## *East Hartford Plan of Conservation and Development*

In support of these broad goals, the following goals address specific chapters of the Plan:

### **Demographics**

*Ensure that East Hartford can accommodate a population encompassing a range of ages, ethnicities and income levels.*

### **Land Use and Zoning**

*Promote balanced use of land to enhance fiscal benefit and protect quality of life.*

*Ensure that zoning regulations support the desired use of land and appropriately control development while allowing for creativity and flexibility to achieve planning objectives.*

### **Environmental Resources**

*Promote the conservation and preservation of natural resources as part of future development activity.*

### **Parks, Open Space and Recreation**

*Provide a system of linked public and private open space that offers both passive and active recreation opportunities and that protects environmentally sensitive areas.*

*Maximize access to and utilization of parks and recreation facilities for all residents.*

*Promote the conservation and preservation of open space and natural resources as part of future development activity.*

*Improve and protect the quality of life in the Town by encouraging the improved use, maintenance and rehabilitation of the park and open space system to ensure they are adequate in extent, strategic in location and equitable in distribution in order to meet the unique active and passive needs of the Town's population.*

### **Community Facilities**

*East Hartford should provide community facilities and services which respond to residents' needs in a timely, efficient and cost-effective manner.*

*Effectively manage and control stormwater drainage to minimize hazards to property and the public and protect East Hartford's built and natural environment.*

### **Historic Resources**

*Preserve the Town's historic resources to enhance quality of life and promote economic development.*

*Executive Summary*

## *East Hartford Plan of Conservation and Development*

### **Housing**

*Focus on enhancing and preserving East Hartford's neighborhoods*

*Provide opportunities for the development of a diverse range of new housing, including market-rate as well as affordable, that meets the needs of people at various stages in their life.*

*Increase the percentage of owner occupied housing within the Town and support programs that assist homeowners in rehabilitating and maintaining their homes.*

### **Transportation and Circulation**

*East Hartford should maintain an efficient transportation system which meets the needs of community residents, while respecting existing land use and development patterns. The Town should maximize use of the existing road network to support employment centers and work to improve the aesthetics of its highways and commercial streets.*

*Provide general roadway improvements and implement transportation strategies as development and reinvestment of existing properties occurs. Such improvements should serve to mitigate and calm traffic flow; improve traffic circulation, parking, vehicular and pedestrian safety; and encourage multi-modal transportation.*

*Provide financially viable improvements that encourage economic and physical revitalization, especially those projects with clear funding sources.*

### **Economic Development**

*Promote economic development activity to attract new business and employment opportunities as a way to benefit population, housing and economic trends in East Hartford.*

*Build on the existing industrial and manufacturing base to promote new diversified business investment in the town.*

*Recreate Main Street as a showcase of the town, establishing the central business district and the southern end (Goodwin College area south of the Charter Oak Bridge and north of Brewer Street) as vital and active nodes for living, eating, working and entertainment.*

*Take advantage of the location, views and amenities associated with the riverfront as leverage for economic development and tax base for the Town.*

*Plan for and develop viable and attractive commercial areas outside of the central business district to meet the needs for goods and services of residents and visitors to East Hartford.*

## Summary of Plan Recommendations

### Land Use and Zoning

- Consider limiting the front 50% of floor area on the ground floor of buildings located within the B-5 zone along Main Street, and the B-2 zone along Main Street between Willow Street and Brewster Street, to restaurants, retail and personal-service uses. Make any use otherwise allowed in these zones that is proposed for the front 50% of the ground-floor space subject to a special permit.
- Consider creation of a "Campus Focus Area" overlay zone, encompassing Goodwin College, the adjacent residential neighborhood to the east and the former Willgoos site to the south, to coordinate development in a manner that preserves the contextual neighborhood character and commercial uses along Main Street, while supporting the college's expansion. The overlay district could include design guidelines or form-based zoning approaches.
- Review the special permit requirements for residential uses in business zones to facilitate a mixed-use pattern of development, especially in the Central Business District and along key commercial corridors.
- Review the regulations governing the I-3 zone for clarity and to reflect desired uses. Consider eliminating day-care facilities and restaurants as permitted principal uses in this zone, and revising the regulations to indicate what uses are permitted, rather than what uses are not.
- Review the regulations for restaurants and hotels to determine whether some provisions for establishments with liquor licenses are still needed (for example, the minimum room requirement for hotels and motels serving alcoholic beverages).
- Review the regulations on outdoor dining to streamline the provisions and provide greater predictability and simplicity, while continuing to make these uses subject to a special permit.
- Review parking regulations to avoid excessively large parking lots and allow for more landscaping. In particular, consider lowering the parking requirements for multifamily residential and manufacturing uses, to be consistent with current best practices, with the following suggested ratios:

Multifamily:

Studio: 1 space

One-bedroom: 1.25 spaces

Two-bedroom: 1.75 spaces

Three or more bedrooms: 2 spaces

Manufacturing:

1 space per 800 square feet of floor area

- Consider adding a provision for shared parking among different users of the same site, based on a provision of complementary uses with different peak parking demands. Also consider allowing for shared parking lots across property lines, subject to special permit, to facilitate greater efficiency in site planning and fewer curb cuts along major roadways.
- Consider adding a provision for land-banking, which allows applicants wishing to provide parking in excess of the required amount to retain the space for that additional parking as unpaved land area, unless and until it is subsequently determined to be needed based on actual demand.
- Consider allowing for payment of fees in-lieu of parking for applicants who cannot provide required parking on-site due to the particular characteristics of the property. Such fees would be designated for a Town fund dedicated solely for public parking needs, including the acquisition of land.
- Update the zoning regulations and map to eliminate inconsistencies, provide for greater clarity and determine whether all zoning districts are necessary to remain (for example the I-1 zone).
- Aggressively enforce building maintenance and fire codes and work with commercial property owners to promote building reinvestment throughout the Town, but especially in the CBD and along key commercial corridors such as Silver Lane and Burnside Avenue.

Environmental Resources

- Incorporate a provision into the zoning regulations that calls for aquifer protection in order to preserve the water supply in East Hartford, should it be needed in the future to supply drinking water.
- Review zoning and subdivision regulations for opportunities to tighten controls of impervious coverage.
- Consider adding a provision or incentive in the Town Ordinance for green buildings using LEED-type certifications (e.g. a rebate on building permit fees based on the level of certification compliance).
- Encourage site planning features that promote bicycling and walking, such as bulb-outs, bike racks, crosswalks, benches, continuous sidewalks and buildings oriented toward the street.



## *East Hartford Plan of Conservation and Development*

- Encourage green building practices including the use of pervious pavements, green roofs, rain gardens and bioswales.
- Require on-site stormwater retention to the greatest extent practicable, consistent with best management practices.
- Establish regulations for buffers and setbacks as appropriate along the Connecticut River and along large and/or designated high functioning wetland areas.
- Upgrade municipal equipment as possible to meet higher environmental standards.
- Support energy conservation programs, such as the use of EnergyStar products and exploration of a "green homes program."
- Consider lowering the threshold for the provision of interior landscaping in parking areas, perhaps to 30-40 spaces, to allow for further reduction of paved areas and reduce the "heat island" effect.
- Examine existing regulations for groundwater and surface water protection to determine whether or not they adequately address current groundwater issues and concerns. Consider encouraging or requiring additional measures to enhance local recharge, including installation of roof-drain dry wells and in-garden recharge areas, disconnection of drainage conveyances that pass over porous soils and replacement of paved areas with porous surfaces.

### **Parks, Open Space and Recreation**

- Continue efforts to make connections among existing parks and greenways, leveraging the redevelopment of Rentschler Field and the expansion of Goodwin College to gain meaningful and linked public space.
- Evaluate whether five public pools are still needed based on changing demographics and fiscal realities, and consider whether one or more of the pools could be replaced with splash pad facilities. Such replacement would be based on the current and anticipated usage at each pools, as well as current conditions and the cost to rehabilitate each pool to modern standards.

## *East Hartford Plan of Conservation and Development*

- Undertake a master plan for Gorman Park, to determine what uses would be most appropriate given overall open space and recreational needs in the Town.
- Explore alternatives for underutilized Town-owned open spaces, including transferal to a land trust; establishing public-private partnerships for development of these spaces into usable recreational assets that generate revenue and user fees; and allowing these spaces to be used for urban farming activities or community gardens.

### Community Facilities

- Continue to improve waste disposal and recycling programs, using latest applicable best practices.
- Consider ending future acquisition of additional cemetery space and focus instead on maintenance of existing plots.
- Coordinate with the MDC on necessary infrastructure improvements to accommodate future growth in East Hartford.
- Continue to monitor the flood protection system along the Connecticut River, and fund additional improvements as necessary to retain certification from the Army Corps of Engineers.
- Proceed with renovations for fire stations #1 and #2 and complete other station and equipment upgrades, as necessary and based on available funding, with current technology.
- Complete renovations to the Raymond Library and monitor the needs to the other facilities, including the potential for cost-saving strategies through cooperation with surrounding municipalities.
- Undertake improvements to senior citizen facilities in accordance with identified needs.
- Undertake a comprehensive drainage study of East Hartford, including review of the technical standards of the Town's Engineering Department.
- Evaluate the need for a new Department of Public Works complex, based on an assessment of the cost of a new facility against the department's needs and the future maintenance costs of existing facilities.

### Historic Resources

- Consult the Town's inventory of historic structures as part of future development and redevelopment efforts to identify potential impacts on historic resources and the potential for preservation or need for mitigating actions.
- Consider seeking National Register designation for a district called "The Mills at Burnside," to encompass operating mills along the Hockanum River along portions of Church Street and Forbes Street.

### Housing

- Explore available State and Federal programs that assist homeowners in rehabilitating and maintaining their homes, particularly elderly homeowners.
- Facilitate the development of alternative housing options for seniors to encourage their continued residence in the Town.
- Develop and support programs that assist renters to become first-time home buyers, for example, programs available through the Connecticut Housing Finance Authority.
- Support the diversification of the housing stock to include more market-rate units to attract a wider range of potential residents, particularly singles, young couples and empty nesters. Such housing could be considered for key development and redevelopment areas, including Founders Plaza, the Connecticut River waterfront and Rentschler Field.

### Transportation and Circulation

- Support ConnDOT's road diet plan for Burnside Avenue and consider bicycle paths to increase connectivity along adjacent local roads.
- Ensure that redevelopment of Rentschler Field includes a north-south roadway to connect with Brewer Street, in addition to the north-south connection to Main Street.
- Evaluate the use of traffic calming and access management strategies in the CBD, along key commercial corridors and in residential neighborhoods, to create more pedestrian-friendly areas. Any techniques should be implemented based on discussion with appropriate public safety agencies.

## *East Hartford Plan of Conservation and Development*

- Consider the creation of a center-landscaped median along Main Street to improve overall aesthetics. All designs should be compatible with the existing traffic signal networks in place.
- Undertake major rehabilitation work on streets exhibiting structural base problems simultaneously with a program of annually sealing streets in good condition to postpone future costly repairs.

### **Economic Development**

- Encourage mixed-use infill development in the CBD, with a focus on Main Street as a major commercial node and pursuit of adaptive re-use of historic structures.
- Promote enhanced public access to the Connecticut River waterfront in development or redevelopment plans for properties along the river.
- Facilitate redevelopment of strategic commercial or industrial areas with warehouses and other retrofitted space that meets the needs of businesses seeking to expand or relocate.
- Implement outreach and training programs for minority and small businesses and strengthen communication with existing businesses, in coordination with the Chamber of Commerce, to ensure that their ongoing needs are being addressed and to assist in expansion or relocation opportunities.
- Undertake a comprehensive skillset analysis to determine where skill mismatches among the Town's workforce may be occurring. Based on this study, work with the public school systems and the private sector to develop educational and industrial training programs to enhance the competitiveness of the workforce.

### **Special Study Areas**

- Promote infill mixed-use development (including residential uses) in underutilized areas of the Founders Waterfront District core, including improved roadway conditions and the establishment of gateways through landscaping, pedestrian amenities and signage.
- Focus on key development or redevelopment sites in the Founders Waterfront District, such as the area north of the Riverview Square office building off East River Drive, the parcel at the southwestern corner of Main and Governor Streets, the former Kahoot's property and the sites on either side of Pitkin Street.

## *East Hartford Plan of Conservation and Development*

- Preserve the contextual character of the existing residential; neighborhood centered along Ensign Street, recognizing that some conversion of residential buildings to office use may be appropriate, so long as the character and the scale of the area are maintained.
- Support the extension of public access along the Connecticut River waterfront near Goodwin College, northward to link to Great River Park, and southward to the Putnam Bridge. Consider partnering with the college to provide access to existing docks along this portion of the river, including provision of public activities such as fishing, kayaking or development of a marina.
- Promote the mixed-use development of key sites in the vicinity of Goodwin College, including properties on Main Street on either side of Ensign Street, the site at the Ensign Street/Riverside Drive intersection and the former Willgoos property.
- Support the proposed extension of the Charter Oak Greenway to connect with the Riverwalk trail network through the Silver Land corridor.
- Consider buffering, landscaping and screening options along Silver Lane to ease the visual transition between residential and commercial/industrial properties and enhance urban design.
- Review the appropriateness of the B-1, I-2 and I-3 zones along Silver Lane, given the type and scale of existing development.
- Consider a residential zoning designation for the vacant parcels west of the Phillips Farm condominium complex.
- Support improved signage, continuous sidewalks and the provision of additional traffic lights and crosswalks, as appropriate, along Silver Lane to improve aesthetics and the pedestrian experience.
- Improve linkages between the Founders Waterfront District core area to the waterfront through the extension of pathways up the slopes of the flood control embankment and creation of a waterfront public amenity.
- Improve the entrance to the Hockanum River Linear Park through better signage and lighting, and enhance the connection between


*East Hartford Plan of Conservation and Development*

this point of the trail and where it continues on the east side of Main Street to the north.

- Extend sidewalks along Pitkin Street to reinforce pedestrian connectivity between the Founders Waterfront District and the established residential neighborhood.
- Facilitate landscaping and streetscaping improvements along Main and Pitkin Streets to improve aesthetics and create a stronger sense of arrival in the Founders Waterfront District.
- Support the extension of Riverside Drive to connect with Pent Road, providing additional access to Main Street and Route 2 via High Street.
- Support improvements along Ensign Street with sidewalks and streetscaping amenities, to enhance the pedestrian experience and reinforce this street as the "main entrance" to the Goodwin College waterfront area.
- Explore roadway modifications along Silver Lane, including a potential widening to five lanes, to improve traffic flows, especially between Simmons Road and Forbes Street.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 22, 2014  
TO: Richard F. Kehoe  
FROM: Mayor Marcia A. Leclerc   
RE: COMMUNICATIONS: Resignation Boards and Commissions

---

Attached is a copy of a resignation letter from Joan Ross from the Patriotic Commission. She was a valuable member of this Commission and will be missed by fellow members, employees of the town and residents of the community.

Please place this communication on the Town Council agenda for May 6, 2014.

Thank you.

Joan Ross  
446 Main St Apt 326  
East Hartford, CT 06118

Tel. 860-906-1743

18 April 2014

Margaret Byrnes, Chair  
Patriotic Commission  
57 Garvan St  
East Hartford, CT 06108

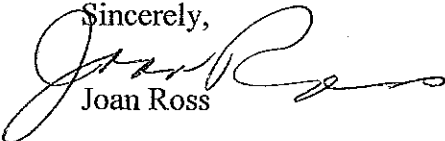
Dear Peg,

Confirming our recent conversation, effective immediately, please accept my resignation as member of the Patriotic Commission.

It has been a pleasure to serve.

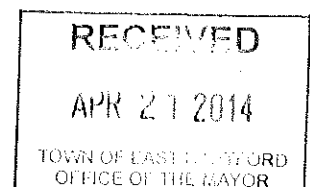
My very best wishes to you and the Patriotic Commission.

Sincerely,



Joan Ross

Cc: Marcia LeClerc, Mayor  
Don Currey, Chair, EH Democratic Town Committee





ESTABLISHMENT OF MEETING DATES

MOTION By Marc Weinberg  
seconded by Pat Harmon  
to hold meetings at the call of the Chair.  
Motion carried 3/0.

STORAGE OF RECORDS

MOTION By Marc Weinberg  
seconded by Pat Harmon  
to store records in the Town Council office.  
Motion carried 3/0.

APPROVAL OF MINUTES

April 2, 2013

MOTION By Marc Weinberg  
seconded by Pat Harmon  
to approve the minutes of the April 2, 2013.  
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

NEW BUSINESS

Tax Lien Sales

Finance Director Mike Walsh initiated a general discussion regarding the Town's procedure leading up to the town placing a tax lien on property and selling said lien in a tax lien sale. The taxpayer has no less than twelve (12) separate and distinct notifications of the proposed tax lien sale. This is the Town's 12<sup>th</sup> or 13<sup>th</sup> tax lien sale. Mr. Walsh detailed the procedure for the Committee and discussed the three tax lien lists that are proposed for this tax lien sale. Councillor Weinberg inquired as to the use of payment plans for taxpayers and Director Walsh further explained the process. An RFP is expected to be issued in the near future.

MOTION By Marc Weinberg  
seconded by Pat Harmon  
to authorize the administration to conduct a tax lien sale by way of a

request for proposal (RFP) and to seek and receive sealed bids pursuant to an invitation to bid on a number of tax liens held by the town on specific real property as listed on lists 1 and 2 as produced by Finance Director Mike Walsh and attached to a memorandum dated March 25, 2014 from Mayor Marcia Leclerc to Town Council Chair Richard Kehoe, subject to the following four conditions:

1. The Collector of Revenue shall notify the record owner of each property subject to a lien that is to be included in the tax lien sale, by certified mail, that the lien is being included in the request for proposal and invitation to bid, and that the owner should contact the Town immediately to pay the taxes or seek a payment plan if they wish to keep the Town's tax liens on their property from being sold;
2. In order to qualify for a payment plan, the property owner must meet the following three criteria:
  - They must remit 25% of the outstanding amount due
  - They cannot have defaulted on a prior payment arrangement
  - Their property must not have active property code violations;
3. The letters from the Collector of Revenue to each property owner shall notify the property owner that the purchaser of the tax lien on their property shall have the right to foreclose on that property; and
4. The Administration shall return to the Town Council with the results of the request for proposal and that the proposal for each tax lien must be approved by the Town Council before it is sold.

And further to authorize the administration to assign the tax liens as listed on list 3 to the vendors who currently hold the prior year tax liens on these properties.

Motion carried 3/0.

#### ADJOURNMENT

MOTION      By Marc Weinberg  
                  seconded by Pat Harmon  
                  to adjourn (12:32 p.m.)  
                  Motion carried 3/0.

cc: Town Council  
      Mayor Leclerc  
      Mike Walsh, Finance Director

Bid Waiver: Sprinter Van for the East Hartford Public Library

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

Commercial property Assessed Clean Energy (C-Pace) Resolution

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

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

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

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

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

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

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

Recommendation from Investigation & Audit Committee: Appointment of Town Auditor

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

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

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

Bid Waiver: Pumper Truck for the East Hartford Fire Department

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

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

None

OPPORTUNITY FOR RESIDENTS TO SPEAK

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

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

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

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

ADJOURNMENT

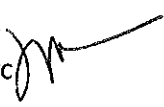
MOTION By Eric Thompson  
seconded by Bill Horan  
to **adjourn** (9:20 p.m.).  
Motion carried 9/0.

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

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



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 28, 2014  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESOLUTION: East Hartford ChildPlan, Inc.

---

East Hartford ChildPlan, Inc. is once again applying for grant funding to the William Caspar Graustein Memorial Fund, for the period July 1, 2014 through June 30, 2015. This funding will allow programs for the birth through eight children in our community to continue as they have since its incorporation in 2002.

Please place this resolution on the agenda for May 6, 2014. Your approval of this resolution will allow ChildPlan to make application for grant funding through the town for the upcoming year.

Thank you.

C: D. Kehoe, ChildPlan, Inc. Executive Director  
P. O'Sullivan, Grants Manager  
M. Walsh, Director, Finance  
E. Buckheit, Director of Development

## RESOLUTION

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

WHEREAS, East Hartford ChildPlan, Inc., in collaboration with its members including the Town of East Hartford, desires to make and execute an application for funding in the amount of \$40,000.00 with the William Caspar Graustein Memorial Fund to support the continued implementation and refinement of the community plan known as "East Hartford's Plan for Healthy and Successful Young Children Age Birth to 8."

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


I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 6<sup>th</sup> of May, 2014.

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

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

seal

TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager 

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

DATE: April 24, 2014

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

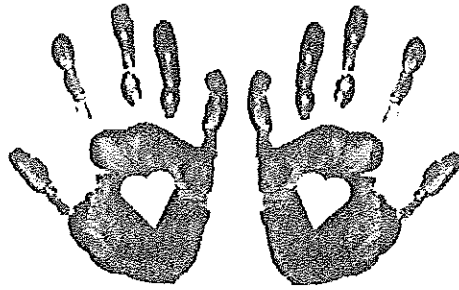
ChildPlan, Inc. is a non-profit, 501(c)(3) collaborative organization that has been incorporated since 2002. Collaborative members include local school administrators, health professionals, parents and community residents as well as some Town of East Hartford municipal departments such as Parks and Recreation,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

ChildPlan's Partnership Request for \$40,000 will be used towards operational costs including: administrative/supervisor & clerical staff salaries and personnel services/fringe. Local match funding in the amount of \$35,000 will be provided by ChildPlan's own fundraising efforts and will cover salaries, fringe, communications, meeting facilities/food and administrative supplies. The grant period is July 1, 2014 through June 30, 2015.

I am requesting that the attached Resolution be placed on the Town Council agenda for their meeting to be held May 6, 2014. The Resolution will authorize you to sign and submit the application as East Hartford's Chief Elected Official and other documents as may be required by the William Caspar Graustein Memorial Fund.

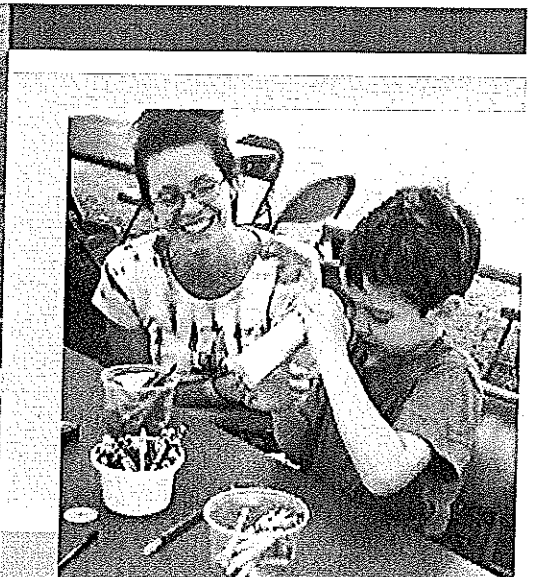
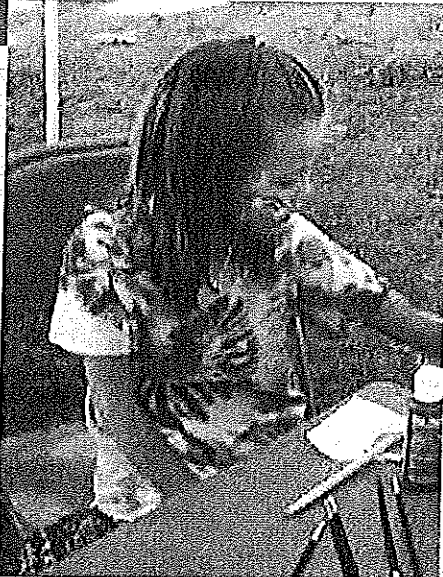
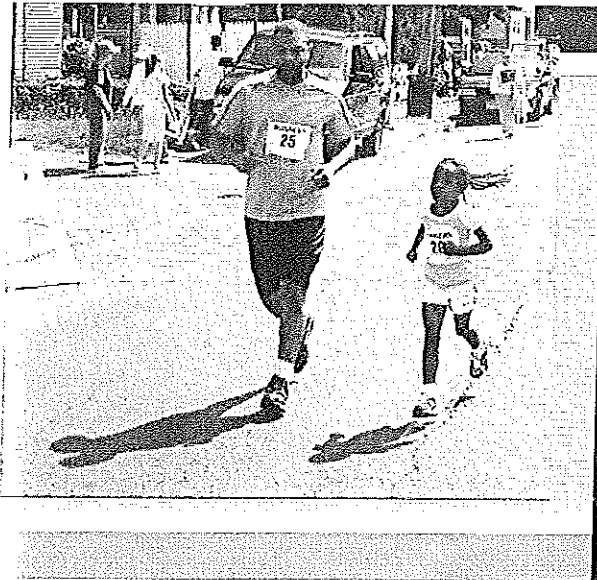
Enclosure (2): Resolution  
Memorial Fund grant documents

Cc: Donna Kehoe, ChildPlan, Inc. Executive Director  
Michael P. Walsh, Director of Finance  
Eileen Buckheit, Director of Development  
Mindy D'Andrea, School Readiness Administrator



# **East Hartford's Plan for Healthy & Successful Young Children**

**age birth to 8**



**Developed by the community of  
East Hartford, Connecticut  
June 2009**





THE EAST HARTFORD BIRTH TO 8 BLUEPRINT

## TABLE OF CONTENTS

### BACKGROUND

1. About This Plan .....	1
2. Results-Based Accountability .....	2
3. About East Hartford .....	3

### THE BLUEPRINT PLAN

4. Population Result .....	5
5. Headline Indicators .....	6
▪ Baseline Data & Story Behind the Curve	
6. Strategic Focus Areas .....	12
7. Strategies & Sub-Strategies	
▪ Outreach & Inclusiveness.....	13
▪ Mental & Physical Health .....	14
▪ Early Learning Opportunities .....	15
▪ Out of School Programs .....	16
8. Partners.....	17
9. Performance Measures .....	19
10. Financing .....	22
11. Governance .....	27
12. What Happens First? .....	28

### APPENDIX

A. RBA Glossary	
-----------------	--



## THE EAST HARTFORD BIRTH TO 8 BLUEPRINT

# 1. ABOUT THIS PLAN

In January 2008, the East Hartford community was given a tremendous opportunity when East Hartford was awarded a grant funded by the Connecticut Early Childhood Education Cabinet through the State Department of Education and the William C. Graustein Memorial Fund to develop a community plan to build the success of East Hartford's children – from birth to age eight – and their families. A volunteer Leadership Work Group was formed to guide the development of this plan. This group was dedicated to guiding the process, ensuring continuous community involvement, and building representation of different sectors.

### Basic Requirements of the Plan

When we committed to doing this plan, we also committed to:

- ▶ Involve community members throughout the planning process
- ▶ Use data to make decisions
- ▶ Use Results-Based Accountability (RBA), a community planning process that is intensively focused on results

### Data Collection

To ensure that the blueprint plan corresponds to the most urgent needs in the community, the Leadership Work Group used the East Hartford Book of Data, supplemented with additional information obtained throughout the planning process. The East Hartford Book of Data is available online at [www.childplan.org](http://www.childplan.org).

### Community Input

Because this is a community-wide plan, we actively sought widespread input from community members as the plan was being developed. At various points throughout the process, we asked questions, shared our thinking, and asked for feedback from the community at large – including parents, teachers, business associations, policymakers, legislators, and our community's top leaders. Over time, 444 stakeholders completed surveys, 81 individuals participated in focus groups, and numerous others provided feedback on the draft plan.

### Results-Based Accountability (RBA)

More than 40 states and 8 countries are using the RBA format for community plans. RBA is a specific

planning method that helps communities ensure that the action steps that they develop will directly impact the results that they seek to achieve. A brief description of RBA planning steps is provided on the following page, and Appendix A contains an RBA Glossary.

### Tough Economic Times

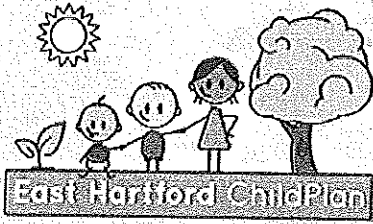
During our planning process, the stock market plummeted and unemployment rates soared. Our economy – both in the nation and in our community – has fallen on very hard times. By conducting our planning process in the midst of this time, we were able to tailor our strategies and activities so that they can be achieved even if no funding is available. Our entire list of first-year and second-year strategies are either no-cost or extremely low cost.


### A Living Blueprint


While it has taken hard work to develop this plan, we recognize that it is – and will never be – finished. It is a living document that charts our direction and lays out our first steps, but also leaves the door open for future iterations, new ideas, and adjustments as implementation occurs.

This plan has 4 focus areas, 16 strategies, and vast potential to improve the health and success of our youngest children.





Follow Us 

E-News Signup 

 Submit Query

Search The Site

 Submit Query

 Select Language

- [Home](#)
- [About Us](#)
- [Collaborative Members](#)
- [Programs](#)
- [News & Events](#)
- [Blue Print for Young Children](#)
- [EHCRC](#)
- [Statistics](#)

## About Us

East Hartford ChildPlan, Inc. has developed as part of its strategic planning, goals and a mission statement to reflect its enhanced role as a vital member of the East Hartford community.

The goals for East Hartford ChildPlan, Inc. are to:

- Serve as a planning, advocacy and policy development organization
- Enhance and increase services and foster projects that impact the health, educational status and social conditions of East Hartford children and social conditions of East Hartford children and families
- Promote community agency networking to seek and secure necessary funding to start and sustain programs for children and families
- Involve parents as partners in the work of Child Plan.

The mission of ChildPlan, as affirmed, is to proactively and effectively collaborate with the East Hartford community to improve the quality of the lives of our children and families.

[Home](#)

[About Us](#)

[Where Our Funding Goes](#)

[Ways To Help](#)

[Board of Directors](#)

[History](#)

[Staff](#)

[Committees](#)

[Ask A Question](#)

[Collaborative Members](#)

[Programs](#)

[News & Events](#)

[Blue Print for Young Children](#)

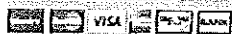
[EHCRC](#)

[Statistics](#)

### Way To Support

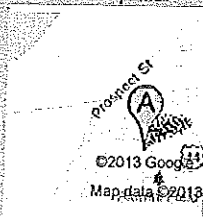
People have many reasons for giving. You may have experienced ChildPlan's programs and services firsthand, or you may simply be interested in the well-being of all children. Your donation will provide support where it truly makes a difference.

[Donate](#)



### Find Us

50 Chapman Place, Room 2  
East Hartford, CT 06108  
860-291-1741 | Email



[View Larger Map](#)

### About Us

- [Where Our Funding Goes](#)
- [Ways To Help](#)
- [Board of Directors](#)
- [History](#)
- [Staff](#)
- [Committees](#)
- [Ask A Question](#)

[Collaborative Members](#)  
[Community Links](#)

[News/Events](#)  
[Family Events](#)  
[Personalities](#)  
[In The Press](#)

### Programs

- [Parent Programs](#)
- [Parent Leadership Training Inst.](#)
- [PEP](#)
- [Parent Action Team](#)
- [Real Dads Forever](#)

### After School Programs

- [Youth](#)
- [Teen](#)

[SBM Charitable Grant Program](#)

[GOAL Line](#)

[After School Mini Grants](#)

### Blue Print for Young Children

- [Health](#)
- [Out Of School](#)
- [Early Childhood](#)
- [Outreach](#)
- [Report Card](#)

### EHCRC

- [Services](#)
- [Translation Services](#)
- [Contact](#)
- [Community Links](#)
- [State & Local Resources](#)

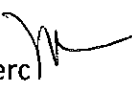
### Statistics

- [Reports](#)
- [Data](#)

ChildPlan Funders



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 24, 2014  
TO: Richard F. Kehoe  
FROM: Mayor Marcia A. Leclerc   
RE: RESOLUTION: School Readiness Grant Program

---

Please place the attached information from Mindy D'Andrea, School Readiness Coordinator, on the Town Council agenda for the May 6, 2014 meeting.

This is a request to allow School Readiness to submit an application to the Connecticut State Department of Education for funds in the amount of \$2,520,424.

This resolution needs to be approved and submitted by May 16, 2014 to allow School Readiness to apply for this funding.

Thank you.

C: P. O'Sullivan, Grants Manager  
M. D'Andrea, School Readiness Coordinator  
M. Walsh, Finance Director

## RESOLUTION

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

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

NOW, THEREFORE, BE IT RESOLVED by the Town Council that Marcia A. Leclerc, Mayor of the Town of East Hartford, is hereby authorized to execute such application and, upon approval of said application, to enter into and execute a funding agreement and any amendments and other documents as may be required by the State of Connecticut for the School Readiness Program.

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 6<sup>th</sup> of May, 2014.

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

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

seal

TO: Mayor Marcia A. Leclerc  
FROM: Paul O'Sullivan, Grants Manager *Paul O'Sullivan*  
SUBJ: Referral to Council – School Readiness Grant Program  
DATE: April 22, 2014

As a priority school readiness district municipality, the Town of East Hartford has an allocation of \$2,520,424 available from the Connecticut State Department of Education (CSDE) School Readiness Grant Program. An overview and description of the program is attached.

School Readiness is an initiative that develops a network of programs to provide open access for children to quality programs that promote their health and safety and prepare them for formal schooling. This network also strives to:

- provide opportunities for parents to choose among affordable and accredited programs;
- prevent or minimize the potential for developmental delay in children prior to age five;
- strengthen families by encouraging parental involvement in a child's development and education;
- reduce costs by decreasing the need for special education services for school age children to avoid grade repetition
- assure that children with disabilities are integrated into programs available to children who are not disabled;
- improve the availability and quality of school readiness programs and their coordination with child care service providers.

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

The application is due to the Bureau of Teaching and Learning by May 16, 2014.

I respectfully request that the attached Resolution be placed on the Town Council agenda for their meeting to be held May 6, 2014. The Resolution will authorize you to execute the application and other documents as may be required by the State of Connecticut for the School Readiness Program.

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

**PRIORITY SCHOOL READINESS**

**OVERVIEW AND DESCRIPTION OF GRANT**

**Purpose of Grant as outlined in Connecticut General Statutes (C.G.S.) Section 10-160 is to:**

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

It is expected that all children who participate in quality school readiness programs will demonstrate the skills at kindergarten entry that have been delineated in **THE EARLY LEARNING AND DEVELOPMENT STANDARDS (ELDS)**. The Office of Early Childhood (OEC) will provide guidance on professional development opportunities, and documents related to alignment between the Preschool Assessment Framework and the ELDS. We expect programs to make the transition to the ELDS while seeking the appropriate guidance and support.

**Eligible Recipients**

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

**Grant Duration and Submission Requirements**

This grant application is for a two-year period based on the availability of funds. In each Priority School District, the Chief Elected Official and the Superintendent of Schools, in conjunction with the School Readiness Council, shall develop and submit a plan for the expenditure of grant funds. Submission of materials must include all local responses to

requests for proposals along with their scores grouped into the following categories: a) those that the School Readiness Council recommends for funding; b) those that the School Readiness Council would consider funding with additional allocations; and c) those that the School Readiness Council did not approve for funding. **All requests shall be solicited through public notice using the local RFP (see Appendix A).** Eligible applicants must submit an application for July 1, 2014, through June 30, 2015. For this fiscal year, applicants are required to submit a cover letter signed by the Chief Elected Official and Superintendent of Schools with attached budget pages, updated information regarding programs, staff, space capacity, accreditation/approval timeline/status, School Readiness Council bylaws, and any revisions/changes to the information submitted in the Year 1 application. In addition, a separate space grid outlining future capacity to serve School Readiness children will be required. Grant award letters will be issued annually based on the annual appropriation of the Connecticut Legislature and the grant recipient's compliance with the program requirements.

### Submission

The School Readiness Grant Application (original and one [1] copy) must be received by 4:30 p.m. on **Friday May 16, 2014**, irrespective of the postmark dates and means of transmittal. Facsimile copies of the application will not be accepted. Only applications with original signatures will be accepted.

Mailing and Delivery Address is:

**Gerri S. Rowell, School Readiness Program Manager**  
Connecticut Office of Early Childhood  
Division of Early Care and Education  
165 Capitol Avenue, Room G-17  
Hartford, Connecticut 06106

### Program Guidelines

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

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

See Section V for accreditation/approval submission requirements.

**General Policies and Program Operations** - The General Policies and Program Operations are currently under revision. Please visit the OEC website at: <http://www.ct.gov/oec/cwp/view.asp?a=4541&q=535854ere> and click on "School Readiness" to view the latest versions of these policies.

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

- A. **Administrative Cost** - Priority School Districts may use up to five (5) percent but no more than seventy-five thousand dollars of their School Readiness Allocation for coordination, program evaluation and administration. If



a town provides twenty-five thousand dollars in local funding for early childhood education coordination, program evaluation and administration, such towns may use up to ten (10) percent, but no more than one hundred thousand dollars of such amount for coordination, program evaluation and administration. (This is a statutory requirement and is subject to change.)

- B. **Program Spaces** - School Readiness funds may be used to purchase spaces from center-based programs only, including for-profit or not-for-profit private preschool programs, public preschool programs, Head Start programs, and state-funded day care programs. Programs must be accredited by the NAEYC, or documented as in process of being accredited, or approved by Head Start, or meet the criteria established by the Commissioner of Education. Services may be provided in the four (4) program types.

**Programs Types Include:**

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

At least 50 percent of the spaces must be Full-Day/Full-Year. For further information and definition of program types see General Policy 14-05. **At least 60 percent of the children funded with School Readiness funds must be at or below 75 percent of the state median income per site.**

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

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

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

- (1) a plan for collaboration with other community programs and services and for coordination of resources in order to facilitate full-day and year-round child care and education programs for children of working parents and parents in education training programs;
- (2) parent involvement, parenting education and outreach;
- (3) record-keeping policies that require documentation of the name and address of each child's doctor, primary care provider and health insurance company and information on whether the child is immunized and has had health screens pursuant to 42 U.S.C. Section 1396d and referrals for health services, including referrals for appropriate immunizations and screenings;
- (4) a plan for the incorporation of appropriate pre-literacy practices and teacher training in such practices;
- (5) nutrition services;
- (6) referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services;
- (7) admission policies that promote enrollment of children from different racial, ethnic and economic backgrounds and from other communities;
- (8) a plan of transition for participating children from school readiness program to kindergarten;
- (9) a plan for professional development for staff, including but not limited to, training in preliteracy skills development and training designed to assure respect for racial and ethnic diversity;

- (10) a sliding fee scale for families participating in the program pursuant to section 17b-749; and
- (11) an annual evaluation of the effectiveness of the program.

**Teacher Education Requirement**– By July 1, 2015, any program accepting state funds from the School Readiness Grant, Child Day Care Contracts, or State Head Start Funds, must have at least 50 percent of teachers assigned to each classroom in the program hold an Associate’s degree with an early childhood concentration and at least 50 percent of teachers hold a Bachelor’s degree with an early childhood concentration. By July 1, 2020, there needs to be a teacher in each classroom that holds a Bachelor’s degree with an early childhood concentration (see General Policy 13-04 for guidance). Until such time, the current educator requirements remain in place. Each classroom that provides services under the school readiness grant must be staffed, according to General Policy 13-04 by:

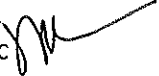
- a teacher, who at minimum, has a Child Development Associate (CDA) credential and 12 credits in early childhood education or child development from an institution of higher learning accredited by the Board of Governors of Higher Education; or
- a teacher who has an Associate Degree or a four-year degree with 12 credits in early childhood education or child development from an institution of higher learning accredited by the Board of Governors of Higher Education; or
- a teacher who has a Connecticut teaching certificate with an early childhood or special education endorsement.

**Any school readiness classroom operated by a public school must employ appropriately certified teaching staff if one or more children in the class are claimed for Education Cost Sharing (ECS) reimbursement. (See “Staffing” grid under School Readiness Program Data Section V.)**

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



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 28, 2014  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESOLUTION: CCM Virtual Net Metering Solar RFQ Recommendation

---

Attached is information regarding a Solar Project Recommendation for the East Hartford Landfill at 61 Ecology Drive from Bay State Consultants. Also attached are the minutes from the Town Council meeting dated October 15, 2013 authorizing the research of this Solar Project at the landfill to see if it would be a benefit to the town.

CCM, Baystate and True Green will be at the meeting to make a presentation and to answer questions or concerns that may need to be addressed.

Please place this resolution on the agenda for May 6, 2014.

Thank you.

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

**RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A POWER PURCHASE AGREEMENT TO FACILITATE THE CONSTRUCTION OF SOLAR ARRAYS**

**WHEREAS**, the Town of East Hartford (the Town) worked closely with the Connecticut Conference of Municipalities (CCM) and Bay State Consultants (Bay State) to explore the competitive market for financially and environmentally appropriate solar opportunities, and

**WHEREAS**, the Town engaged CCM and Bay State to continuously monitor regulatory decisions with respect to Zero Emission Renewable Energy Credits (ZREC) ordered to be auctioned by PURA annually in June (Public Utility Regulatory Agency), and

**WHEREAS**, the Town was willing to explore coupling the ZREC credits, together with Virtual Net Metering Credits, through a net power purchase agreement in order to facilitate the design, construction, and maintenance of a solar array at the East Hartford Landfill on Ecology Drive, to work seamlessly with the Town's existing TransCanada electricity power purchase agreement, and

**WHEREAS**, the process for selecting a solar company included a Request for Qualifications published at the CT Department of Administrative Services (DAS) website, which was also released to nine qualified bidders; that final proposals were submitted by seven bidders; negotiations were held with three shortlisted finalists and then with two semi-finalists; and a recommendation submitted to the Town.

**THEREFORE BE IT RESOLVED**, the Town of East Hartford, hereby approves the purchasing of Net Metering Credits through the CCM Energy Purchasing Solar PV Program pursuant to a Power Purchase Agreement with True Green Capital, Inc, a solar development company that has been selected through a competitively bid Request for Qualifications and has agreed to finance, install, own, operate and maintain an on-site photovoltaic electric generation system or systems that will supply electricity and generate Net Metering Credits as specified in the agreement at no capital cost to the Town of East Hartford;

**BE IT FURTHER RESOLVED**, the Town of East Hartford Town Council hereby authorizes the Mayor to execute the Power Purchase Agreement, including the License, and any other necessary documents on behalf of the Town; the details of the agreement shall be mutually determined between the Mayor and the company whose signatures will indicate approval of specific terms and conditions.

I, Angela Attenello, Clerk of the Town Council of the Town of East Hartford, certify that the above resolution was approved at a meeting of the Town Council held on May 6, 2014.

---

Angela Attenello, Clerk of the Town Council



## MEMORANDUM


**DATE:** April 22, 2014

**TO:** Marcia A. Leclerc, Mayor

**FROM:** Michael P. Walsh, Director of Finance  
Timothy Bockus, Director of Public Works

**TELEPHONE:** (860) 291-7246

**RE:** CCM Virtual Net Metering Solar RFQ Recommendation



---

At the October 15, 2013 Town Council Meeting, the Town Council approved a resolution which allowed to the Town to work with CCM and Baystate Consultants to explore the feasibility of placing a solar field at the East Hartford Landform (select minutes of the meeting and approval attached).

Since that time, Baystate has issued an RFQ, reviewed responses, and believes that the Town has both an environmentally and fiscally viable project to pursue.

Accordingly, attached please find a memo prepared by Baystate which details their recommendation and process followed to arrive at their recommendation.

Additionally, please find a PowerPoint presentation prepared by True Green which details who they are, who will assist them with this process, a synopsis of the proposal for the landform, some photographs of representative sites that they have built in other communities, and a proposed schedule to be followed should their proposal receive the necessary ZEREC award. CCM, Baystate, and True Green will be on hand for the May 6<sup>th</sup> Town Council Meeting to present this information and answer any questions.

Please recall that True Green is the company that has successfully built four freestanding solar arrays and five rooftop arrays that are in operation here in East Hartford. I have attached a resolution that needs to be approved by the Town Council to allow us to proceed with the pursuit of this project.

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

WHEREAS, the Town of East Hartford intends to purchase capital equipment as part of the Raymond Library expansion including building-wide HVAC equipment, shelving, furniture, and information technology equipment; and

WHEREAS, the cost of the capital equipment designated for lease-purchase financing totals \$1,500,000; and

WHEREAS, the Town will budget \$232,000 in fiscal years 2016-2017 through 2022-2023 in the General Operating Fund to pay principal and interest on the purchases.

THEREFORE BE IT RESOLVED, that the Mayor of the Town of East Hartford is authorized to enter into a master lease purchase agreement and related documents with TD Equipment Finance, Inc. in the principal amount not to exceed \$1,500,000. The interest rate, payment schedule and other details of the financing shall be mutually determined between the company and the Mayor, whose signatures will indicate approval of specific terms and conditions.

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

On call of the vote, motion carried 8/0.

Recommendation from Real Estate Acquisition and Disposition Committee re: Raymond Library Lease

MOTION By Linda Russo  
seconded by Ram Aberasturia  
that the Town Council authorize the Town to enter into a 99-year lease with the Raymond Library Company of East Hartford and the Village Improvement Society of East Hartford, as outlined and presented to the Real Estate Acquisition & Disposition Committee at its September 16, 2013 meeting and unanimously approved, for the use of 840 Main Street, and associated parking, as the Town's Public Library, and given the Town's current historical use and control of said premises as the Town's library, waive the Real Estate Acquisition requirements set forth in §10-18 (b) of the East Hartford Code of Ordinances.  
Motion carried 8/0.

CCM Energy Purchasing Program Participation Agreement

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

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

WHEREAS, the Town of East Hartford desires to explore the competitive market for financially appropriate virtual net metering (VNM) solar projects, and

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

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

WHEREAS, the Town desires to participate in a VNM solar application coupled with the execution of a VNM agreement to purchase net metering credits for five beneficial accounts.

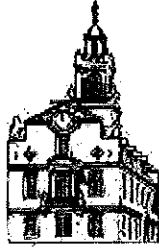
NOW THEREFORE BE IT RESOLVED, that the Mayor of the Town of East Hartford is authorized to enter into a CCM Energy Purchasing Program Participation Agreement. The details of the agreement shall be mutually determined between the Mayor and CCM, whose signatures will indicate approval of specific terms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

On call of the vote, motion carried 8/0.

### Refund of Taxes

MOTION By Marc Weinberg  
seconded by Eric Thompson  
to refund taxes in the amount of \$12,072.65  
pursuant to Section 12-129 of the Connecticut General Statutes.  
Motion carried 8/0.

Bill	Name	Prop Loc/Vehicle Info.	Over Paid
2012-03-0050313	ADAMS EVELYN	2002//4T1BF28B92U248618	\$ (134.55)
2012-03-0050420	AFRIYIE ANGELA O	2002//5N1ED28Y12C526165	\$ (112.82)
2012-03-0051560	ARI FLEET LT	2008//3FAHP08148R131400	\$ (134.33)
2012-03-0053010	BENTIL ROBERT	1999//JT8BD88S7X0084655	\$ (5.05)
2012-03-0053805	BOUCHER GERALD R	2000//3N1CB51D8YL312848	\$ (94.82)
2012-03-0053967	BRADLEY SHERRY M	1997//JN1CA21D0VT205690	\$ (105.80)
2012-03-0054213	BRINIUS MICHAEL OR BRINUS VICTORIA J	1996//JT3HN87R3T0018203	\$ (120.72)
2012-03-0054305	BROTHERS OIL CO INC	1998//1GTGG25R8W1046420	\$ (51.98)
2012-03-0069848	BUETTEL CAITLIN C	2005//YV1MS382152076223	\$ (8.67)
2012-03-0055157	CALLAZO RALPH CHASE AUTO FINANCE CORP	2006//2SWUW11A16S038636	\$ (24.83)
2012-03-0056320		2010//JM3ER2WM3A0307267	\$ (356.07)
2012-03-0058508	DAIMLER TRUST	2011//WDDHF8HB5BA364892	\$ (793.14)
2012-03-0058954	DAYS PATRICE	2001//AS3BH686117664068	\$ (45.87)
2012-03-0059041	DEGRAFFENREAITD WILLIE	2001//1B7HF13YX1J235283	\$ (17.17)
2012-03-0059084	DEJESUS MELANIE E	2003//1J4GK48K03W578245	\$ (12.03)
2012-03-0060553	EAN HOLDINGS LLC	2012//5NPEB4AC5CH437306	\$ (48.20)
2012-03-0060567	EAN HOLDINGS LLC	2012//2G1WG5E37C1203638	\$ (47.68)
2012-03-0060572	EAN HOLDINGS LLC	2012//1C4PJMAK9CW115507	\$ (53.56)
2012-03-0060587	EAN HOLDINGS LLC	2011//2G1WG5EK2B1306825	\$ (130.38)
2012-03-0060609	EAN HOLDINGS LLC	2012//2G1WG5E39C1255527	\$ (47.68)
2012-03-0060616	EAN HOLDINGS LLC	2012//1G1ZC5E07CF132316	\$ (475.39)
2012-03-0060631	EAN HOLDINGS LLC	2012//2C3CCACG4CH245374	\$ (222.22)
2012-03-0060632	EAN HOLDINGS LLC	2012//2C3CCACG9CH250909	\$ (222.22)



## BAY STATE CONSULTANTS

### **Memo**

To: Mayor Leclerc, Mike Walsh, Rich Gentile, Tim Bockus, Tess Milkove, East Hartford  
From: John Shortsleeve  
Cc: Andy Merola, Susan Shortsleeve  
Date: April 5, 2014  
Re: Solar Project Recommendation (Confidential)

We have completed the procurement process and are prepared to recommend that East Hartford execute a contract with True Green Capital, in which True Green Capital will agree to design, build, finance, own, operate and maintain solar arrays located at the landfill at 61 Ecology Drive and the Town will agree to purchase the Net Metering Credits generated by those solar arrays. The highlights of the project are the following:

### **Procurement Process**

The milestone dates for our procurement have been as follows:

<b>Milestone</b>	<b>Date</b>	<b>Status</b>
RFQ available	Dec 3	completed
Initial Qualification Packages Due	Jan 10	completed
Selection of Finalists for Negotiation	Jan 21	completed
Negotiations to be completed by	February 6	completed
Contracts of Finalists submitted for municipal review	Feb 10	completed
Mandatory Site Visits for Finalists	Week of Feb 10	completed
Final RFP issued seeking executable prices	March 10	completed
Final Bids Due	Mar 26	completed
Evaluation / Price Negotiation	Late March	completed
Recommendation of one successful bidder	First week of April	completed
Interviews / Technical presentations w/communities	April	
Contracts Executed	May	



The May timing for contract execution is driven by the expected schedule of a) the CL&P and UI Net Metering application process and b) the CL&P and UI ZREC auction. Although the utilities have not published a schedule, we have reason to believe that both of these critical utility deadlines will occur in late May or June. Given the limited amount of Net Metering funding, it is essential that we are prepared to file the Net Meter application at the opening bell, on the very first day that applications can be filed.

## **The Company**

True Green Capital (TGC) is an energy investment and solar development firm based in Westport, Connecticut. In the past two years, TGC has raised \$113 million in equity capital and an additional \$150 million in project debt for these types of projects. TGC represents that they have the equity capital raised and available for this project. They have closed on the financing of 10 solar projects, 5 of which represent 16 MW of operational solar capacity. We have spoken with references from these operational projects, all of whom indicate they would use True Green again. True Green has contracted with Partner Engineering and Science (PES) a national environmental engineering firm to assist with the civil design and permitting effort. PES works in 50 states, has 350 employees in 24 branch offices, including a branch office in Farmington, Connecticut.

## **Project**

The proposed project is a 1.2 MW DC solar array located at the landfill on Ecology Drive. As currently envisioned, the project is expected to generate approximately 1.6 million kwh of Net Metering Credits in the first year. That generation will degrade at a rate of .5% per year.

*In contrast to the current solar projects in East Hartford, this project involves the purchase of Net Metering Credits, not electricity.* All of the power will be exported back to the utility, and the utility in turn will issue Net Metering Credits to the Town. For every one kwh of electricity that is exported back to the utility, the utility will issue one kwh of Net Metering Credits. These Net Metering Credits will be listed as Credits on 5 designated municipal accounts, and can be used to reduce the electric bill at those 5 targeted accounts.

Please note that the sizes of the solar arrays are still preliminary. The sizes and throughputs will be refined once final engineering is completed.

## **Net Metering Credits**

The legislation passed in June of last year reformed the Virtual Net Metering Program, and amended the legislative formula that defines the value of the Net Metering Credit. Under the new law (and the draft tariffs currently pending at PURA), the value per kwh of the Net Metering Credit is equal to 100% of the rate 30 standard offer charge and a declining percentage of the transmission and distribution charge (80%, 60%, and 40% in years 1, 2 and 3 respectively and 40% thereafter). For simplification, in the table below we have shown the dollar value of the Net Metering Credits (calculated for a CL&P rate 30 exporting meter at the landfill):

	<b>Generation Value*</b>	<b>Transmission and Distribution Value*</b>	<b>Total Value of Net Metering Credit</b>
Year 1	0.0839	0.0498	\$.133 / kwh
Year 2	0.0839	0.0374	\$.121 / kwh
Year 3	0.0839	0.0249	\$.108 / kwh

Note: we have assumed no inflation in the generation, transmission and distribution rates during the 20 year term of the contract.

### **The Contract and Lease**

The essential features of the contract are as follows:

- 1) True Green agrees to form a special purpose project company (the company) that will design, finance, build, own, and operate the solar arrays for 20 years, and lease the space beneath those arrays at the landfill for the same 20 years.
- 2) The Town agrees to purchase the Net Metering Credits generated from those arrays for 20 years.
- 3) The purchase price is 75% of the face value of the Net Metering Credit, irrespective of how that value may fluctuate from year to year. For example, in year one, you are agreeing to purchase Credits that are worth 13.3 cents for 10.0 cents. In year 3 and thereafter (at current rates), you are buying 10.8 cent Credits for 8.1 cents.
- 4) The contract establishes a minimum annual benefit for the Town. In the event savings to the Town (value of the Credits less the purchase price for the Credits) is less than \$ 100 in any given year (Minimum Annual Savings) the company agrees to make a lease payment in an amount that is sufficient to yield that Minimum Annual Savings level. In any year in which the savings are greater than the Minimum Annual Savings, the annual lease payment is zero. This structure gives the Town the upside associated with escalating energy prices but no down side if energy prices drop.
- 5) The damages for failure to pay are similar to the damages in your TransCanada contract (i.e. amount you agreed to pay, less the amount they can sell it for, times the expected output for the time remaining in the term.) Their damages for failure to provide the Net Metering Credits promised are similar.
- 6) Section 2.2 and 2.3 establish a list of conditions precedent (or development hurdles) which the company agrees to use Commercially Reasonable Efforts to achieve. These include:
  - a) Securing all permits;
  - b) Preparing for Town signature and filing the Net Metering Application and securing that Net Metering award;

- c) Executing a lease that is approved by Planning and Zoning (substantially in the form of the draft lease attached as schedule 9 to the contract);
- d) Securing an Interconnection Agreement that is executed by the Town, the company and CL&P;
- e) Making a timely bid for and securing a ZREC award in the June ZREC auction.

**If any of the above do not occur, the agreement is cancelled.**

- 7) Security: The contract will be with a project company with no reachable assets. To mitigate that risk we have negotiated the following provisions:
  - a) \$14,000 cash security posted 15 days following contract execution to secure the early stage development promises (Net Metering Application, ZREC bid, early phase interconnection effort);
  - b) \$70,000 Letter of Credit posted 15 days prior to the execution of Interconnection Agreement, which remains in place for the term of the contract and secures all promises made in the contract and lease;
  - c) A construction bond equal to installed cost posted during the construction period;
  - d) A Decommissioning Bond posted three years prior to the end of the contract, equal to the cost of and designed to secure the removal of the array and restoration of the site at the end of the term;
  - e) A set of seven insurance policies described in section 17 of the contract. The Town is named as an additional insured in Commercial General Liability policy which has coverages of \$ 3 million per occurrence for bodily injury and 3 million per occurrence for property damage.

With respect to security, it is worth noting that once the facility is built, and True Green and their investors have a capital investment in excess of \$2 million at risk, the Town will have leverage to insist on contract performance. It will be unwise at that point for those with capital at risk to allow a default and termination of the contract. Schedule 5 appended to the contract recognizes the importance of the rights for the financing party to “step in” and cure any default and replace the project company with a successor company.

**Savings**

Because we have required the payment of rent sufficient to ensure \$ of savings in any year, the minimum savings are straightforward.

**Minimum Savings**

	<b>First year 1</b>	<b>20 year savings</b>
<b>Benefit to Town</b>	\$xxxxxx	\$ xxxxxxx

If you make an aggressive assumption about energy price escalation, you can build a case for potentially greater savings. For example, if you assume that the energy prices return to 2006

levels by 2016 and escalate at 3% per year after that (and keep the transmission and distribution portions of the Net Metering Credit fixed and flat for 20 years), the 20 year savings increase to \$.XXXXXX

### **The Schedule**

If the Town decides to proceed with this project, you will need to execute the contract no later than the fourth week of May, and preferably in early May. The schedule for approving the Net Metering Tariff, and running this year's ZREC auction, are not yet established. Using the schedule from previous years as a guide, the ZREC schedule might look something like this:

May 21 bidders' conference  
May 26 intent to bid filed  
June 12 bid date

In order to be prepared to file the Net Metering Application at the opening bell and be prepared to submit a bid into the ZREC auction, we need to have the contract executed no later than the fourth week of May.

### **Next Steps**

- 1) A determination is needed at the executive level about whether the savings presented in this memo are sufficient to proceed from the Town's perspective.
- 2) If so, we need to:
  - a) Review the contract and identify any requested edits as quickly as possible;
  - b) Identify 5 municipal accounts to be the beneficiary of the Net Metering Credits;
  - c) Schedule a technical presentation for appropriate officials by the True Green team.

### **Confidentiality**

As part of the Town's ongoing competitive selection process, it is critical to keep the financial information presented in this memo confidential until CL&P makes its ZREC awards.

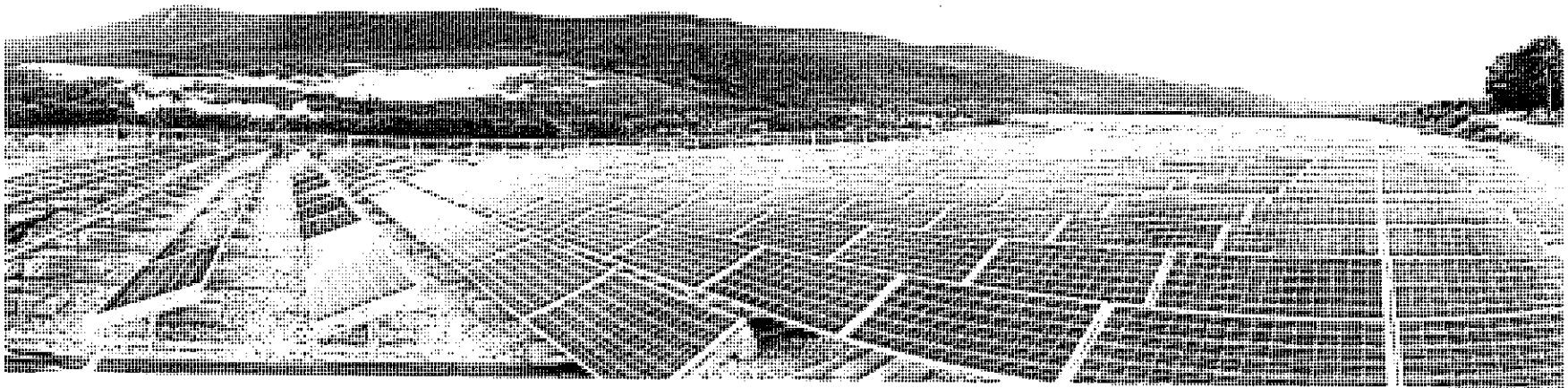
---

# TRUE GREEN CAPITAL

---

Technical Presentation &  
Solar Proposal Overview

**East Hartford, CT**



April 2014

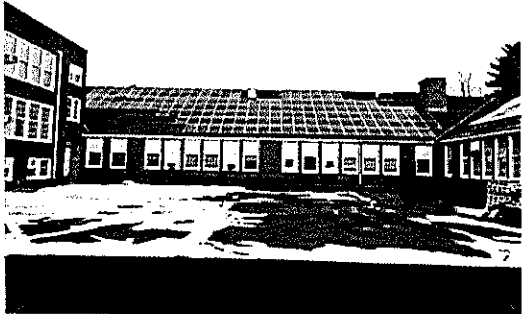
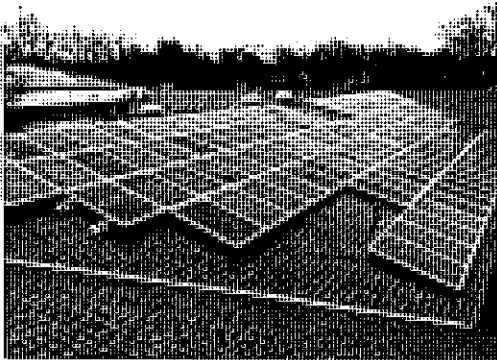
PRIVATE AND CONFIDENTIAL

# Agenda

---

- **Who we are**
- **Our Team**
- **Proposed Site Overview/Layout**
- **Schedule**
- **Q&A**
- **Appendix**

East Hartford Project – *Project Completion April 2014*



# Agenda

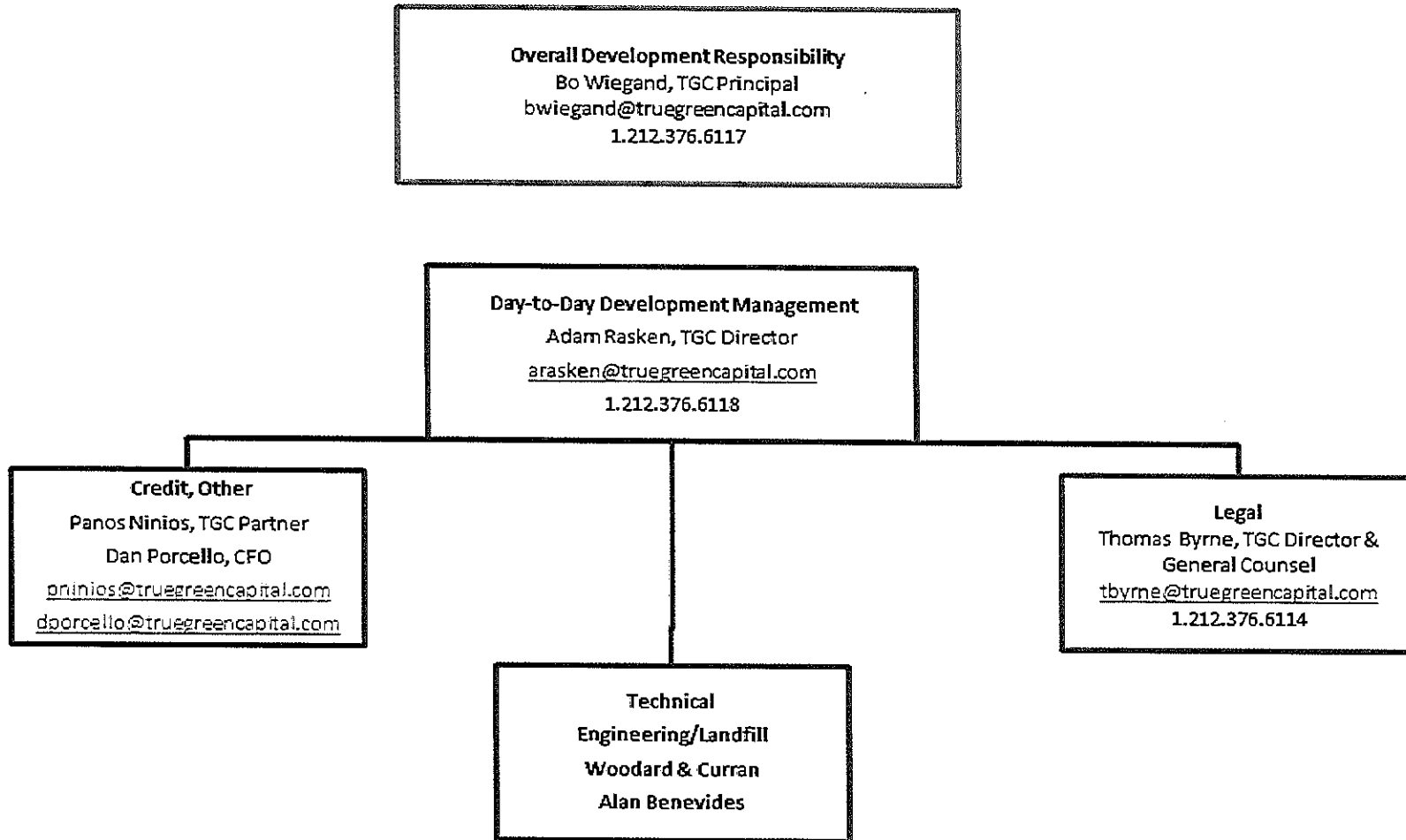
---

- **Who we are**
- **Our Team**
- **Proposed Site Overview/Layout**
- **Schedule**
- **Q&A**
- **Appendix**



# Our Team

---



\*\*See Appendix for more detailed backgrounds of the TGC Team

## Woodard & Curran, Inc. – Engineer/Landfill Consultant

---

- **Woodard & Curran, Inc.**

- Woodard & Curran is an 800-person, integrated engineering, science, and operations company with fourteen offices located throughout the United States
- Over 60 scientist and engineers staffed in Cheshire and Enfield Connecticut offices
- Full service firm including Civil, Solid Waste, Hazardous Waste, Stormwater, Power Generation, Electrical, Water, Wastewater, and Structural engineering professionals

- **Alan Benevides, P.E., L.S.P., Senior Vice President/Principal**

- 35 Years of Civil Engineering experience, including 25 Years of solid waste expertise
- Experience capping over 20 landfills located throughout New England
- Currently serve as solid waste lead consultant to Hartford, Waterbury and Westbrook, as well as numerous other out-of-state communities and PRP Groups
- Experience working with CTDEEP Solid Waste Staff
- Experience leading design and/or permitting of large scale solar arrays



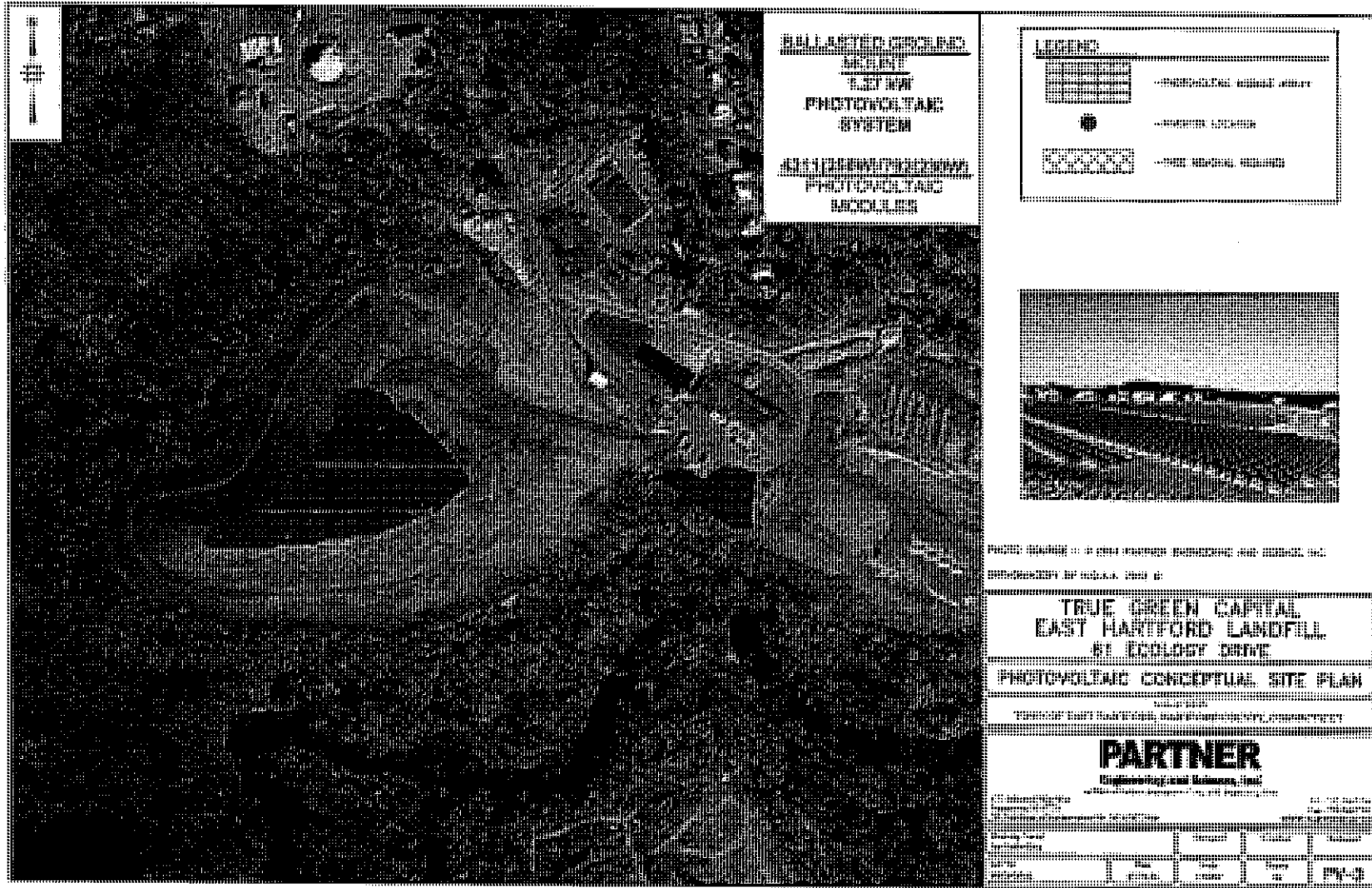
- Landfills – (CT) Hartford, Naugatuck (MA) Adams, Concord, and Northbridge
- Greenfields – (RI) Johnston, Quonset, Middletown, Richmond, Westerly, West Greenwich

# Agenda

---

- **Who we are**
- **Our Team**
- **Proposed Site Overview/Layout**
- **Schedule**
- **Q&A**
- **Appendix**

# Proposed Layout



## In a Nutshell...

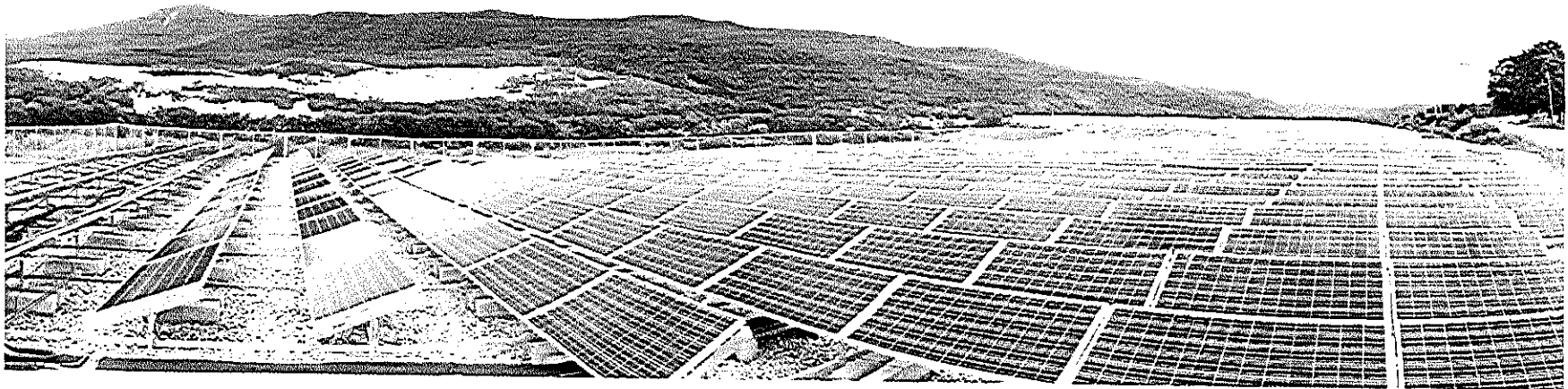
---

- **Size:** 1,273.00 kW
- **Systems:** ballasted, non-penetrating
- **Equipment:** Long lasting Tier 1 solar photovoltaic modules with 30+ year life, 25 year warranty, inverters from top 3 manufacturer with 5+ year warranty. This equipment has been scrutinized and approved by third party engineers and lenders
- **Safety:** Racking , modules and structures tested to hurricane force winds; access-restricted electrical equipment. Similar systems installed in thousand of municipal, governmental and educational facilities across the U.S.
- **O&M:** Remote real-time 24/7 monitoring. Routine annual inspections.
- **Education:** On-line easy-to-use interface with instructional graphics. Can be configured into “kiosks” and displays. Orientation from technical staff possible.

## Benefits of Landfill Solar

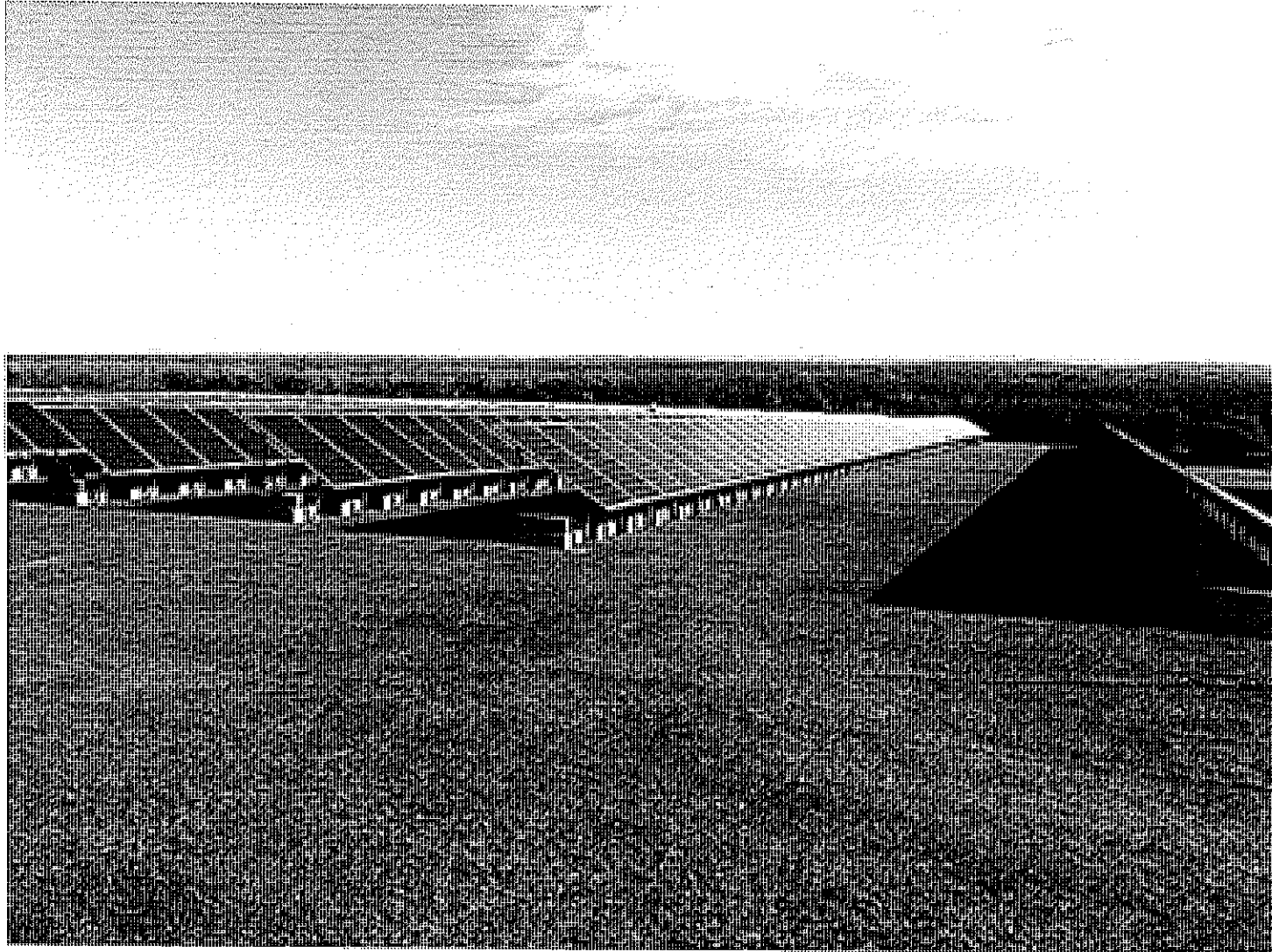
---

- Secondary use for primarily unusable acreage
- Landfill post closure care cost savings
- Positive green image of sustainability and energy efficiency
- Guaranteed power savings



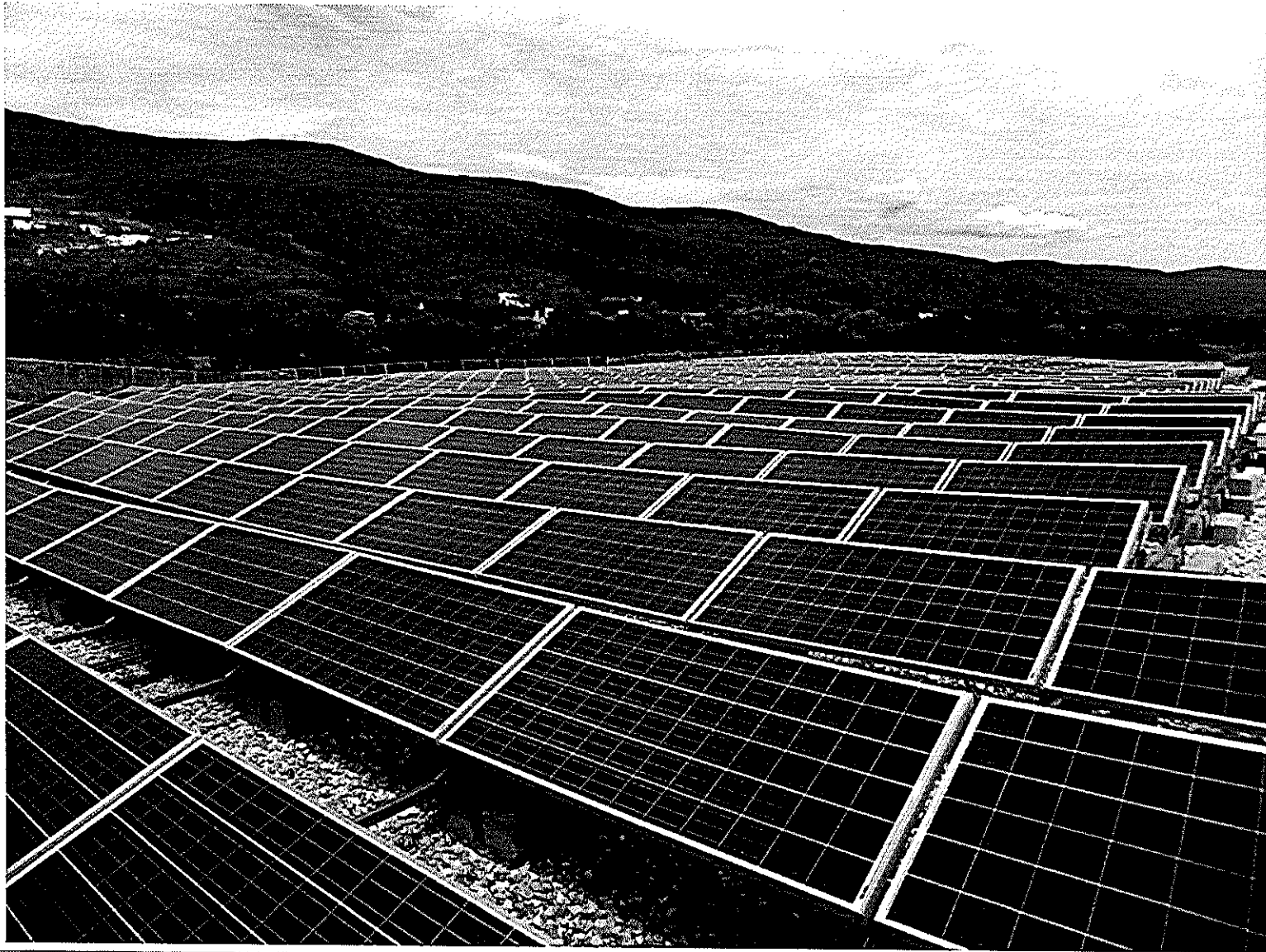
## Representative Sites (Hartford CT)

---



## Representative Sites (Adams MA)

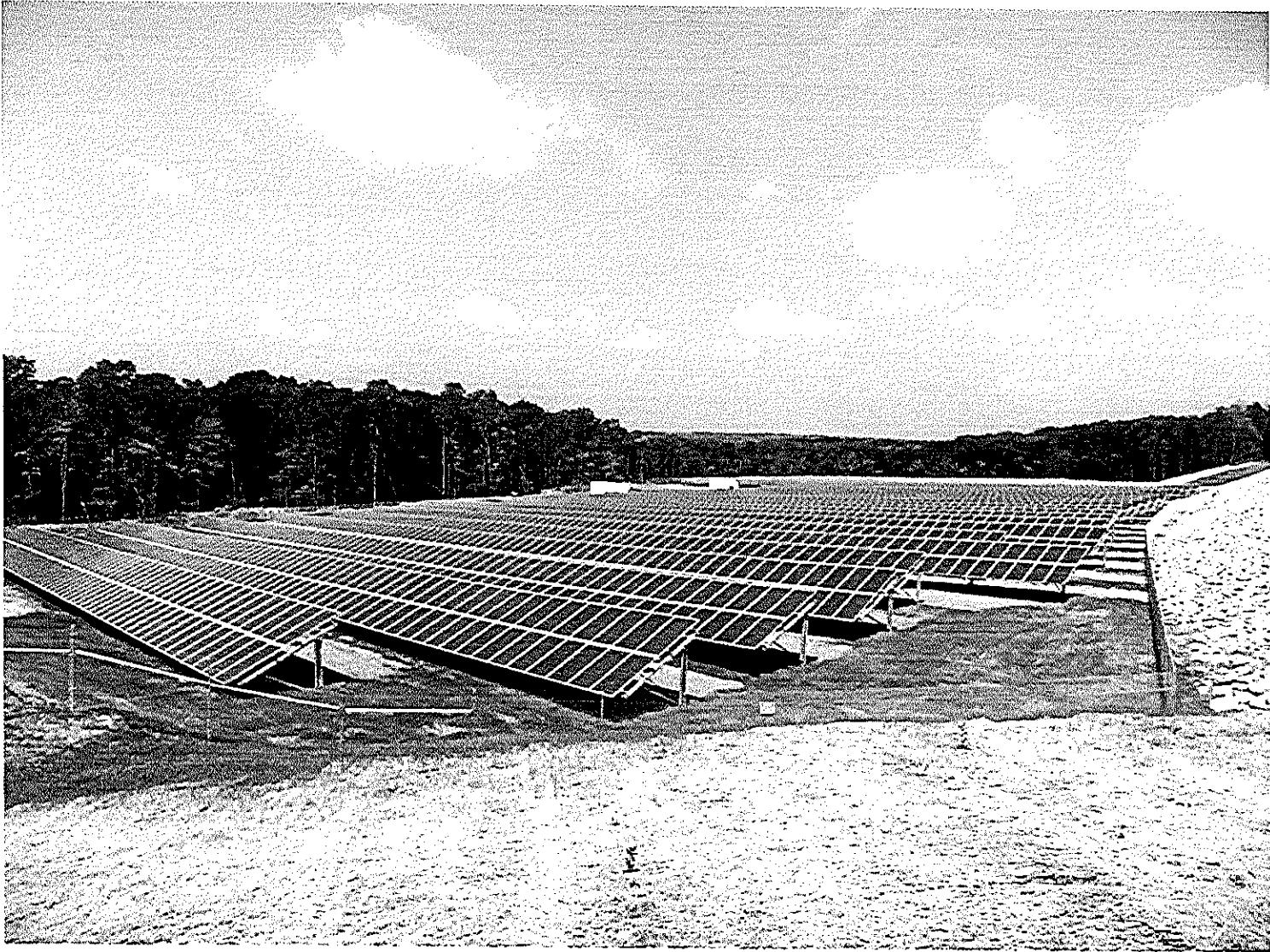
---





# Representative Sites (West Greenwich, RI)

---



# Agenda

---

- **Who we are**
- **Our Team**
- **Proposed Site Overview/Layout**
- **Schedule**
- **Q&A**
- **Appendix**

# Proposed Schedule

---

<b>Milestone</b>	<b>Date</b>
Execute Power Purchase Agreement	<b>April/May 2014</b>
Submit Net metering Application on behalf of Purchaser	<b>May 2014 or earliest date allowed by LEU and PURA rules</b>
Apply for ZREC contract	<b>Early June 2014</b>
Secure award of ZREC contract	<b>July 2014</b>
Initiate Site Surveys	<b>July 2014</b>
Initiate Permit Level Drawings	<b>July 2014</b>
Submit for Permits: <ul style="list-style-type: none"> <li>•Zoning</li> <li>•Wetlands (if applicable)</li> <li>•DEEP</li> </ul>	<b>September 2014</b>
Secure all permits and Approvals	<b>November 2014</b>
Execute Interconnection Agreement with CL&P	<b>November 2014</b>
Execute EPC Agreement	<b>November 2014</b>
Begin Construction	<b>November 2014</b>
Complete Construction	<b>April 2015</b>
Full Operations Date	<b>May 2015</b>

*\*Estimated*

# Agenda

---

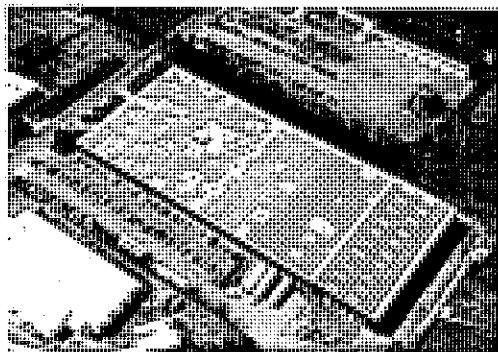
- **Who we are**
- **Our Team**
- **Proposed Site Overview/Layout**
- **Schedule**
- **Q&A**
- **Appendix**

## Agenda

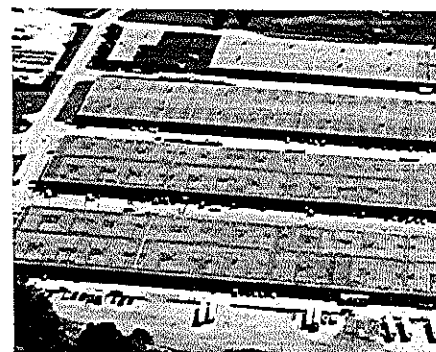
---

- **Who we are**
- **Our Team**
- **Proposed Site Overview/Layout**
- **Schedule**
- **Q&A**
- **Appendix**

# TGC Operational Portfolio



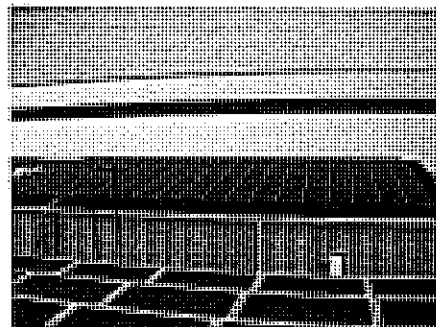
**Project:** Nu World  
**Location:** Carteret, New Jersey  
**Size:** 860 kW  
**Offtaker:** Nu World Corp.  
**Credit Quality:** Private (shadow BBB)  
**COD:** March 2012  
**Panels:** Long Energy  
**Inverters:** Advanced Energy  
**Key Attributes:** TGC self developed, new 20 year roof  
**Status:** Operational



**Project:** West Davisville  
**Location:** North Kingstown, Rhode Island  
**Size:** 2.407 MW  
**Offtaker:** Narragansett Electric  
**Credit Quality:** A  
**COD:** September 2013  
**Panels:** Renesola, Long Energy  
**Inverters:** Advanced Energy  
**Key Attributes:** Largest solar project in Rhode Island; fully contracted revenues



**Project:** Clinton Shop-Rite  
**Location:** Clinton, NJ  
**Size:** 573 kW  
**Offtaker:** Shoprite of Hunterdon County Inc  
**Credit quality:** Private (shadow BBB+)  
**COD:** August 2012  
**Panels:** Long Energy  
**Inverters:** Advanced Energy  
**Key Attributes:** Host owner CEO of Wakefern, the largest retail owned Co-op in US, NRDC landlord

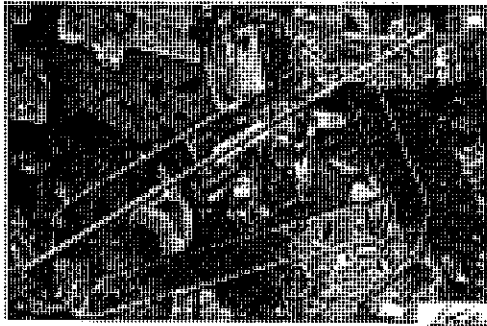


**Project:** Alpha Wire  
**Location:** Elizabeth, NJ  
**Size:** 1.014 MW  
**Offtaker:** Belden Inc.  
**Credit Quality:** Ba1  
**COD:** December 2012  
**Panels:** Long Energy  
**Inverters:** Advanced Energy  
**Key Attributes:** TGC co-developed, 10 yr workmanship and 20 yr inverter warranties

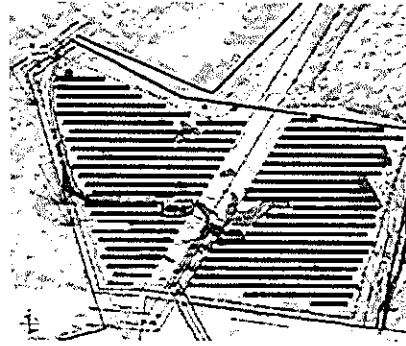


**Project:** United Communities  
**Location:** McGuire AFB, NJ  
**Size:** 12.272 MW  
**Offtaker:** United Communities  
**Credit Quality:** AA-  
**COD:** September 2013  
**Panels:** Long Energy  
**Inverters:** SMA  
**Key Attributes:** ~570 separate housing units, TGC co-developed, 10 yr workmanship, additional military base deal opportunities under development

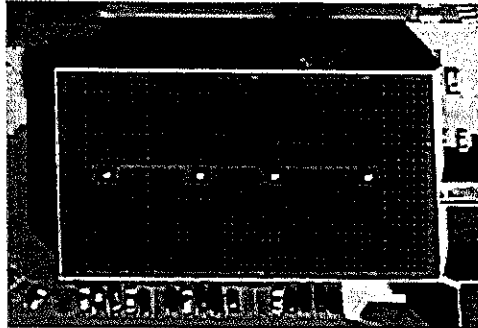
# TGC Under Construction & Acquisition Portfolio



**Project:** Spano  
**Location:** Millhurst, NJ  
**Size:** 15.2 MW<sub>dc</sub>  
**Offtaker:** Utility  
**Credit Quality:** Investment Grade  
**COD:** October 2014  
**Panels:** Long Energy  
**Inverters:** Advanced Energy  
**Key Attributes:** TGC co-developed, attractive interconnection costs; 5 year SREC Swap  
**Status:** Under LNTF



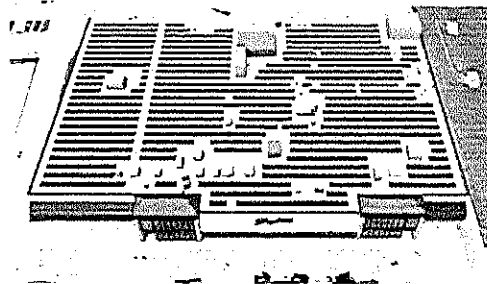
**Project:** Chester  
**Location:** Chester, VT  
**Size:** 2.4 MW<sub>dc</sub>  
**Offtaker:** Green Mountain Power  
**Credit quality:** BBB  
**COD:** June 2014  
**Panels:** Yingli or equivalent  
**Inverters:** Advanced Energy  
**Key Attributes:** fully contracted revenues for 25 years, land purchase  
**Status:** Under LNTF



**Project:** CT Municipal  
**Location:** Various, CT  
**Size:** 1.8 MW<sub>dc</sub>  
**Offtaker:** Various CT Municipals  
**Credit Quality:** Investment Grade  
**COD:** Summer 2014  
**Panels:** Long Energy  
**Inverters:** Solectria  
**Key Attributes:** Awaiting 15 year ZREC awards for ~\$120/MWh  
**Status:** Under LNTF



**Project:** Mass Portfolio/Smyrna  
**Location:** MA, TN  
**Size:** 12.5 MW<sub>dc</sub>  
**Offtaker:** Cities of Lowell MA, Brockton MA, TVA and three MA private companies  
**Credit Quality:** 80% is A or better  
**COD:** Operating  
**Panels:** Canadian Solar (majority)  
**Inverters:** Solectria and AE  
**Status:** 2.1MW acquired, remaining in closing due diligence



**Project:** Greenwich Shop-Rite  
**Location:** Greenwich, NJ  
**Size:** 350 kW<sub>dc</sub>  
**Offtaker:** Shoprite of Hunterdon County Inc  
**Credit quality:** Private  
**COD:** March 2014  
**Panels:** Long Energy  
**Inverters:** Solectria  
**Key Attributes:** 2<sup>nd</sup> Shop-Rite transaction with others under development  
**Status:** Under construction

# TGC Team Backgrounds

## **Panos Ninios, Ph.D. – Founder** CEO & Head of Risk Management

### **Prior:**

- **Plainfield Asset Management LLC** - Managing Director and Senior Analyst overseeing ~\$1.5 billion energy book, including a ~\$250 million private renewable energy portfolio. As part of his role in Plainfield Dr. Ninios served as a CEO in Heliosphera S.A a thin film solar module manufacturer for a period of 15 months
- **Goldman Sachs** - Executive Director with JAron in London, European Power and Gas market focus
- **McKinsey & Co.** - Associate Partner, Energy Practice
- **Ph.D., Electric Power Industry Deregulation Economics**, London Business School, M.Sc. London School of Economics, M.Sc. University of Dundee, B.Sc. Mathematics University of Patras

## **Jeffrey Brown – Founder** Head of Credit

### **Prior:**

- **Plainfield Asset Management LLC** - SVP, Senior Research Analyst at \$5 billion special situations investment firm; direct investment experience across the solar value chain
- **W.R. Huff** - Credit and private equity analyst
- **M.B.A.** from MIT, **B.A.** with distinction from Yale University

## **Bruce “Bo” Wiegand – Founder** Head of Due Diligence & Operations

### **Prior:**

- **Voyage Investment Management** - Principal at \$200 million AUM hedge fund with energy focus; responsible for investment evaluation, trading and ongoing portfolio management
- **BlackRock Proprietary Alpha Group** - Analyst with manager of \$5 billion in energy-focused alternative investments
- **B.A.** from Harvard University

## **Thomas Byrne** Counsel

### **Prior:**

- **Akin, Gump, Strauss, Hauer & Feld, LLP** - Energy Project Financing practice
- **Chadbourne & Parke, LLP** - Energy Project Financing practice
- **Waterkeeper Alliance** - Supporting the creation of environmental organizations worldwide
- **JD from UCLA School of Law**, BA from the University of California, Berkeley.

## **Dan Porcello** CFO

### **Prior:**

- **ESL Investments Inc** - Controller, responsible for operations, accounting and tax for a multi billion dollar group of hedge funds
- **Glopecop Financial services, Deeaphaven Capital Management, The State Investment Council, Bank of Bermuda** - Positions as Head of Operations, Controller and Portfolio Accountant
- **Arthur Andersen** - Associate
- **Master of Professional Accounting**, University of Texas at Austin, BS/BA Accounting Western New England College

## **Adam Rasken** Origination

### **Prior:**

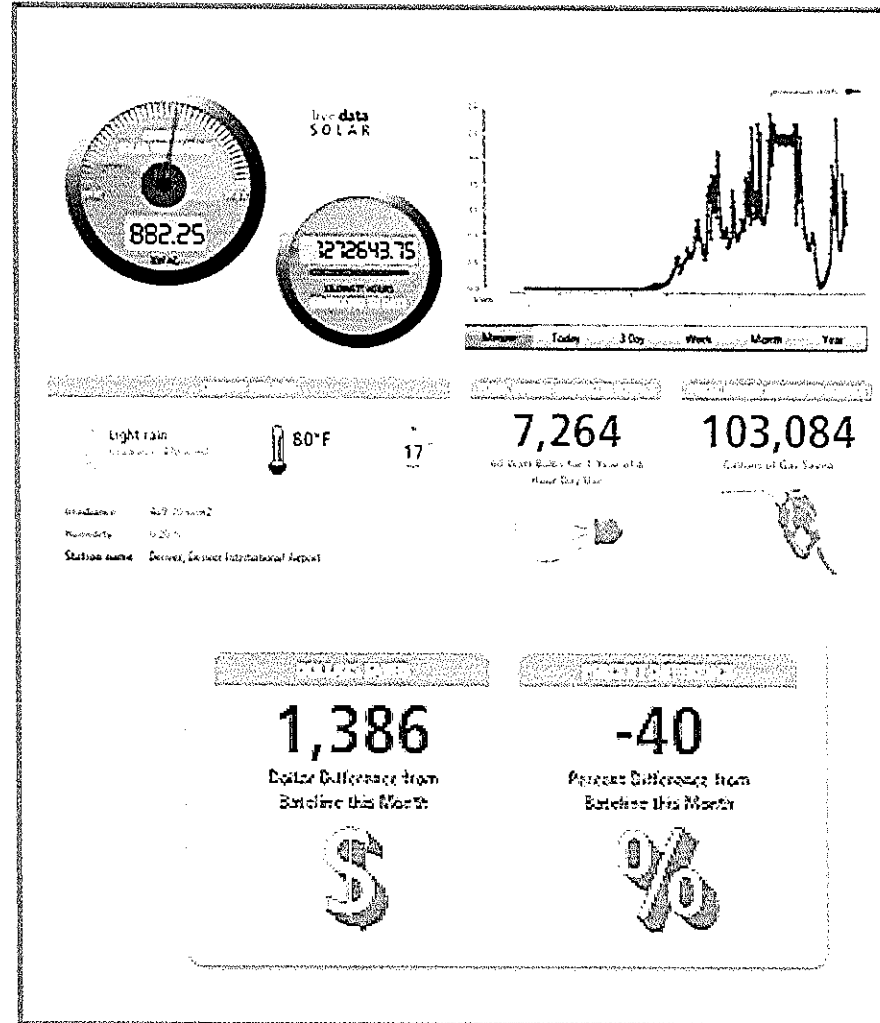
- **BAM Solar LLC** - Founder and Director of Origination of Solar EPC and development company
- **ADLER GROUP INC., Miami, FL**, Acquisitions Director within a \$300mm real estate group
- **AIG** - Financial Analyst
- **M.Sc. in Real Estate**, Chapman Graduate School of Business, Miami, FL, **B.Sc. in Finance** Indiana University



# Monitoring System

## DECK Monitoring

- Every system comes standard with a private Admin Panel for system management
- Plus a Dashboard with web and kiosk views to enhance marketing efforts and promote the solar system to the class and community
- Additional educational curriculum available
- Turn-key solutions feature hardware components that were selected for the highest standards in reliability, low failure rates, and extendability
- Dashboards can display real-time data, equivalencies, and conservation competitions among buildings.
- Customize display options



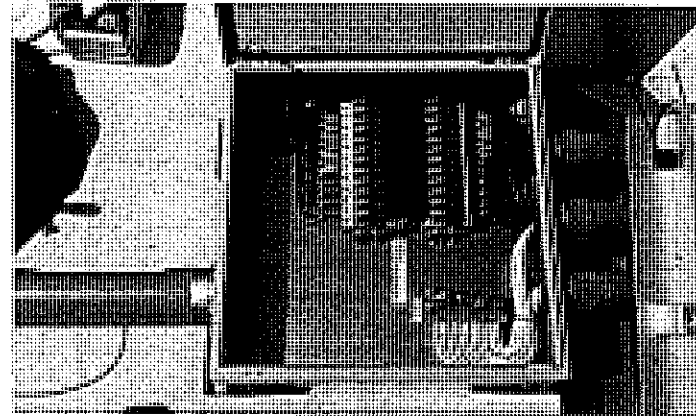
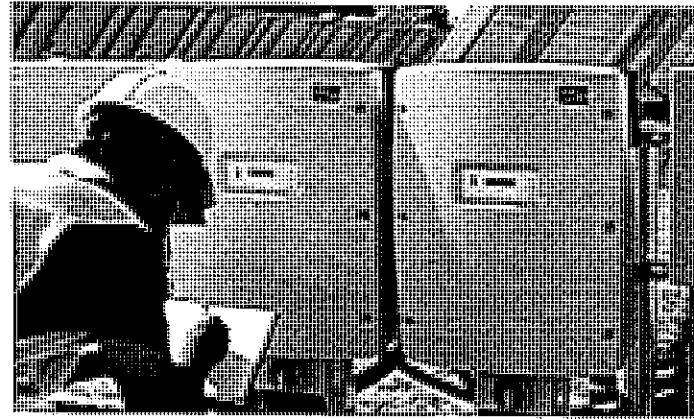
# Operations, Maintenance & Emergencies

## O&M

- The systems are monitored (24/7) under an O&M Agreement
- These agreements typically involve annual physical inspections as well to gauge wear and pre-emptively identify developing issues.
- If there is a disruption or alarm an appropriate response is initiated.
- As part of annual inspection, electromagnetic survey verifies all components are functional

## Emergencies

- Our technical teams routinely offer fire and emergency departments trainings to understand how solar systems operate
- Safety emergencies responded to immediately;
- 24-48hr guaranteed responses depending upon nature of problem



## Construction Staging & Interaction

---

**We will coordinate extensively with E. Hartford to ensure the town is prepared and all parties have clear and aligned expectations about how construction will proceed**

**Indicative Preparatory Checklist:**

- Meet with location staff to review the pre-installation, site staging and job preparation necessary to prepare for the solar installation.
- Utility Net Metering Application and Agreement status and responsibilities
- Jurisdictional Plan Reviews and Approvals
- ZREC Application and Approvals
- Review Construction schedules and timelines
  - ✓ Construction start date (Pending roof section completion):
  - ✓ Construction duration:
  - ✓ Project commissioning and inspections (Local Jurisdiction, Utility, BPU):
  - ✓ Delivery of Operation and Maintenance User Manuals:
  - ✓ Project wrap-up task review and owner acceptance sign-off:
  - ✓ Shutdown requirements:
- Project staging and review
  - ✓ Parking for installation crews noted:
  - ✓ Scissor Lift locations noted:
  - ✓ Restrooms/portables location noted:
  - ✓ Materials receiving and unloading noted:
  - ✓ Materials and equipment storage noted:
  - ✓ Hours of operation for job site
- Discuss safety procedures for facility employees; discuss safeguards
- Schedule pre-install safety meeting with facility


## Disclaimer

---

This overview is for information purposes only and does not constitute an offer to sell or a solicitation of an offer to buy any interests in TGC Clean Energy Offshore Fund 1, L.P. ("the Fund") or any other securities. Any such offer will be made only pursuant to the Fund's Private Placement Memorandum and related offering documents. The information contained herein is qualified in its entirety by reference to such documents. This overview may include, or be based in part on, projections, valuations, estimates and other financial data supplied by third parties, which has not been verified by the Fund or True Green Capital. This information should not be relied upon for the purpose of investing in the Fund or for any other purpose. Any information regarding projected or estimated investment returns are estimates only and should not be considered indicative of the actual results that may be realized or predictive of the performance of the Fund or any underlying fund in which the Fund invests. No information is warranted by the Investment Manager or its affiliates or subsidiaries as to completeness or accuracy, express or implied, and is subject to change without notice. This document contains forward-looking statements, including observations about markets and industry and regulatory trends as of the original date of this document. Forward-looking statements may be identified by, among other things, the use of words such as "expects," "anticipates," "believes," or "estimates," or the negatives of these terms, and similar expressions. Forward-looking statements reflect the Investment Manager's views as of such date with respect to possible future events. Actual results could differ materially from those in the forward-looking statements as a result of factors beyond the Fund's control. Investors are cautioned not to place undue reliance on such statements. No party has an obligation to update any of the forward-looking statements in this document. Past investment results should not be viewed as indicative of future performance of the Fund. Prior to investing, investors are strongly urged to review carefully the Private Placement Memorandum (including the risk factors described therein), the Organizational Documents and the Subscription Documents, to ask such questions of the Investment Manager as they deem appropriate, and to discuss any prospective investment in the Fund with their legal, tax and financial advisers in order to make an independent determination of the suitability and consequences of an investment. Investment in the Fund is suitable only for sophisticated investors for whom an investment in the Fund does not constitute a complete investment program and who fully understand, and are willing to assume, the risks involved in an investment in the Fund as well as the long lockup period. Private investments, by their nature, involve a substantial degree of risk. No person has been authorized to give any information or to make any representation, warranty, statement or assurance not contained in the Private Placement Memorandum and, if given or made, such other information or representation, warranty, statement or assurance may not be relied upon. The offering of interests in the Fund will be made in reliance upon an exemption from registration under the United States Securities Act of 1933, as amended, for offers and sales of securities that do not involve a public offering. No public or other market will develop for the interests, and the interests are not generally otherwise transferable. The Fund will not be registered as an investment company under the U.S. Investment Company Act of 1940, as amended (the "Investment Company Act"). Prospective investors should inform themselves and take appropriate advice as to any applicable legal requirements and any applicable taxation and exchange control regulations in the countries of their citizenship, residence or domicile which might be relevant to the purchase, holding or redemption of interests. The information provided in this overview is not and should not be considered a recommendation to purchase or sell any particular security. Past performance of the Fund or its managers (including True Green Capital) is not a guide to future performance. Investors should be aware that a total loss of principal may occur. There is no guarantee True Green Capital will be successful in achieving the Fund's objectives or that the strategies set forth herein will be successful. No part of this material may be (i) copied, photocopied or duplicated in any form, by any means, or (ii) redistributed without True Green Capital's prior written consent.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 28, 2014  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: Flood Protection System – Supplemental Funding Agreement

---

The Engineering Division of Public Works has advised that an additional \$47,913.00 is needed for professional services with GEI Consultants, Inc.

I have attached information from Tim Bockus, Public Works Director and Nick Casparino, Civil Engineer, providing the reasons for the funding changes and the need to increase the original purchase order to continue working on this project.

Please place this information on the May 6, 2014 Town Council agenda for review and approval.

Thank you.

C: T. Bockus, Public Works Director  
D. Horan, Town Engineer  
N. Casparino, Civil Engineer  
M. Walsh, Director, Finance

MEMORANDUM

**TO:** Mayor Marcia A. Leclerc  
**FROM:** *MDH*  
Tim Bockus, Public Works Director  
**DATE:** April 24, 2014  
**RE:** Referral to Council  
Flood Protection System Rehabilitation  
Supplemental Agreement Authorization – Civil Works Repair Project  
(Inspection)

---

Attached is a request for the Town Council to authorize the signing of a supplemental professional service agreement associated with the rehabilitation of the Town's Flood Protection System.

Construction Administration / Inspection for the Civil Works Repair Project – Supplemental Agreement #1 dated 4/14/2014

The Engineering Division has developed a scope of work with GEI Consultants, Inc. as part of Bid #09-14 to provide the necessary construction administrative and inspection services necessary to complete the oversight of the project. The supplemental agreement will increase the cost of the existing task by \$47,913. The professional services will be paid for on a time and material basis with a revised not to exceed value of \$251,698.00. The Town will be seeking liquidated damages from the construction contractor to offset the increased cost of the professional services.

Additional information on the supplemental agreement as well as the need for the contract modification is contained in the attached documentation.

Please request that this item be placed on the upcoming Town Council agenda. Town Council action is required to authorize the Town to enter into the supplemental professional service agreement in the amount of \$47,913 with GEI Consultants, Inc

xc: Rich Gentile, Assistant Corporation Counsel

TO: Tim Bockus, Public Works Director

FROM: Nick Casparino, Civil Engineer *NJC*

DATE: April 23, 2014

RE: Flood Protection System  
Civil Works Repair Project  
Professional Services – Construction Administration / Inspection  
Supplemental Agreement #1

Corporation Counsel's Office has recommended that the Town Council authorize the attached supplemental agreement prior to increasing the purchase order for the above referenced professional services. The overall cost of the project (construction and construction administration / inspection costs) including supplemental agreement #1 will be significantly under budget but the cost for the construction administration / inspection contract must be increased in order to complete the project.

The reason for the additional cost to the Town is a result of the construction contractor's operations. The Contractor's operations took significantly longer than specified in the contract documents. The Town has informed the Contractor that liquidated damages based on the contract requirements will be applied. The amount of liquidated damages on the project exceeds the requested increased cost of supplemental agreement #1. The liquidated damages will be utilized to offset the Town's increased inspection costs.

The Engineering Division discussed the situation with the Corporation Counsel Office in 2013. The situation with the liquidated damages, the contract documents and the professional service contract was discussed at the time. Based on the direction provided, payments would be made to the Contractor until the contract balance reached the value of the liquidated damages and the operations on the construction administration / inspection services were to continue under the existing agreement even if the budget for Task #2 was exceeded. As of this date, the Contractor has only invoiced the Town approximately 60% of the overall contract value so sufficient value is still available to apply the liquidated damages. The construction administration / inspection contract has exhausted the Task #2 budget and the majority of the Task #3 budget. The construction administration / inspection budget will be exhausted in May 2014.

The Contractor must complete the restoration efforts and minor punch list items on the project. We have based the amount of the supplemental agreement on the Contractor's schedule to complete the minor work required this spring and the amount required to fully fund Task #2 in the contract.

The attached supplemental agreement accomplishes the following:

1. Task #1 Preconstruction Services – Adjusts the cost of Task #1 to actual costs in the amount of \$17,853.63. The surplus of \$4,847.00 will be transferred from Task #1 to Task #2 to partially offset the deficit.

2. Task #2 General Construction Administrative / Inspection Services – Adjusts the cost of Task #2 to a final estimated cost of \$188,449. The deficit of \$52,760 will be eliminated by the transfer of \$4,847.00 and the supplemental agreement increase of \$47,913.
3. Task #3 Post Construction Service – The budget of \$45,395 will remain the same as identified in the existing Contract.
4. The final not to exceed value on the contract will be \$251,698. Compensation is based on a time and materials basis. GEI and the Town will work to keep the number of hours to a minimum with the intent of reducing the final cost of the construction administration and inspection services.

Please transmit the necessary documents to the Mayor's Office by April 25, 2014 so that the supplemental agreement will be heard at the Town Council's May 6, 2014 meeting.

Thank you for your assistance.

xc: Denise Horan, Town Engineer

Supplemental agree t







April 14, 2014

Geotechnical  
Environmental  
Water Resources  
Ecological

Project 130370

Mr. Nick Casparino, PE  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

**Re: Civil Works Construction Administration Services, PO 20131733-00  
GEI Supplemental Agreement #1 Request**

Dear Mr. Casparino:

This letter is a follow up to the draft letter sent February 14<sup>th</sup> which requested your consideration of a supplemental agreement to increase GEI's contract value to accommodate additional construction administration services on the above project. I have updated this proposed supplemental agreement request to reflect actual expenditures incurred through week ending 3/28/2014. Also I have projected the amount required for inspection and administration of the remaining work that Colossale Concrete Inc. (CCI) has yet to complete.

#### **Project Schedule**

As we reported in budget updates of 9/26 & 10/24 of 2013, and 1/21/2014, GEI's budget has been impacted by CCI's delays and extended construction schedule. The fee for Task No. 2 of GEI's contract for Construction Phase Services was based on a duration of 5 weeks during 2012, and 11 weeks concurrent weeks during 2013. GEI based this fee on the time of completion in the CCI's construction contract. This required CCI to complete the permit-restricted portion of the work by December 31, 2102; and complete the remainder of the work in 11 concurrent weeks between April 1st and June 15, 2013.

CCI worked on the project for only 2 partial weeks in late 2012, versus 5 weeks budgeted, which allowed for some savings. However, due to the inability to meet submittal requirements, CCI resumed the 2013 work much later than planned, and then greatly extended the duration of the construction operation. CCI was not able to resume work until May 29, 2013, and their 2013 construction operation lasted until October 15th, 2013, or approximately 22 weeks. Substantial completion also lagged and was not deemed to have occurred until November 22, 2013 due mainly to lack of required close out documents. The inspection and administration associated with the extended 2013 construction operations was well beyond the 11 weeks budgeted, and is the direct cause of the increase in GEI's costs for Task 2 Construction Phase Services.

#### **Task 2 Construction Phase Services Cost Increase**

GEI has been diligent in minimizing costs during the construction delays, however, the extended duration resulted in considerably more inspection hours than budgeted. GEI's efforts to minimize cost included intermittently assigning staff to other projects during the periods of delay, or by absorbing some time as an overhead cost. The administration of the contract has also been more costly due to the duration of staff supervision and administration support; and due to GEI's

**Civil Works Construction Administration  
Purchase Order No. 20122499-00  
GEI Supplemental Agreement #1**

involvement in various construction contract disagreements, correspondence with CCI's bond company, schedule revisions by the contractor, and multiple reviews of required submittals.

Based on direction from the Town, GE has continued to charge to Task 2 for construction inspection and administrative costs, as it is our understanding that the Town will be seeking to recover these costs from the contractor through the liquidated damages provision.

**Supplemental Agreement Cost Projection**

Given the over-expenditure of funds to date on Task 2 Construction Phase Services, and the need to support the final construction operations in spring 2014, we are requesting an increase for Task 2. Task 1 Preconstruction Services is completed and has an available balance which will be reallocated to help fund the increase for Task 2. The funds budgeted for Task 3 Post Construction Services are believed sufficient to complete the close-out process which GEI has started. This includes close-out documentation, but also anticipated administrative work due to unresolved contractual issues that may hinder the project close-out. For this reason we do not recommend reducing the Task 3 budget. Please see the following table for a summary of costs:

	Original Task Amount	Expenditures as of 3/28/14	Additional Funding thru Completion	Projected Final Task Amount	Net Balance (Deficit)
Task 1	22,701	17,854	0	17,854	4,847
Task 2	135,689	168,709	19,740*	188,449	(52,760)
Task 3	45,395	11,067	0	45,395	0
<b>Total</b>	<b>\$203,785</b>	<b>\$197,630</b>		<b>\$251,698</b>	<b>(\$47,913)</b>

To offset the additional costs, reallocation of the \$4,847 Task 1 balance to Task 2 will be made. After making this reallocation, and including the Additional Funding of \$19,740 beyond the amounts currently expended, the net contract increase will be \$47,913. The attached spreadsheets entitled *Reallocation of Contract Funds*, *Projection of Additional Costs for Task 2*, and *Projection of Net Contract Increase* provide details of these cost.

A draft Professional Services Supplemental Agreement is attached which reflects a contract increase of \$47,913 as described above, which will bring the revised contract value to \$251,698. GEI currently has very limited funds remaining in the contract, and will need this increase to complete both the Task 2 inspection and the Task 3 project close-out functions. Your attention to this would be greatly appreciated.

Thank you for your consideration of this request. We are available to discuss this or to provide any additional supporting information that you may require.

Respectfully Submitted,



John McGrane, P.E.  
Project Manager

cc: Jim Nickerson, PE

**Reallocation of Contract Funds, April 14, 2014**  
 Client: Town of East Hartford  
 Project: Construction Administration - Civil Works Repair Project  
 East Hartford Flood Control System  
 GEI Project No 130370  
 Supplemental Agreement #1

<b>Reallocation Plan</b>					
Task	Original Contract Task Allocation	Actual Expenditures thru March 29, 2014	Projected Funding Needed to Complete	Projected Surplus or Deficit of Funding	Reallocation Source and Distribution
<b>1. Preconstruction Services</b>	\$22,701	\$17,854	\$0	\$4,847.37	\$ (4,847.00)
<b>2. General Construction Administrative Services</b>	\$135,689	\$168,709	\$19,740	-\$52,760	\$ 4,847.00
<b>3. Post Construction Services</b>	\$45,395	\$11,067	\$34,328	\$ -	\$ -
<b>Total Amount to be Reallocated within Contract</b>					\$ 4,847.00



Projection of Additional Costs for Task 2, April 14, 2014  
 Client: Town of East Hartford  
 Project: Construction Administration - Civil Works Repair Project  
 East Hartford Flood Control System  
 GEI Proposal No. 617555  
 Supplemental Agreement #1

Task	Staff Level	Estimated Hours		Budget			
		R. Moxing Senior Technician	L. McKernan J. McGrane	Line Item Total Hours	Task Total Hours	Line Total	Task Total
1. Preconstruction Services	Rate	\$107.38	\$177.98				
Coordinate Testing Services				0	0	\$0	\$0
Establish Reporting & Documentation Req. W/Town				0	0	\$0	\$0
Preconstruction submittal review				0	0	\$0	\$0
Preconstruction Meetings and Planning				0	0	\$0	\$0
2. General Construction Administrative Services					173		\$18,740
A. Overall Construction Management & Administration							
Senior Support and Project Administration				11		\$1,761	
Engineering Support - Submittals, RFIs				18		\$2,141	
B. Construction Inspection & Oversight							
Field Coordination/Communication				30		\$3,463	
Field Inspection - 2014 (2 Weeks)				94		\$9,480	
Meetings, Correspondence, & Completion Logistics				20		\$2,875	
3. Post Construction Services					0	\$0	\$0
Manage Punch List				0		\$0	
Compile Record Documents				0		\$0	
Produce As-Builts				0		\$0	
Final Walk Through/Site Inspection				0		\$0	
Prepare Final Construction Report				0		\$0	
Project Close Out Coordination				0		\$0	
Total GEI Hours		98	35	0	173	\$0	\$0
GEI Labor Subtotal		\$9,983	\$6,229				\$18,740

Task 2 Labor Total= \$19,740  
 Direct Costs = \$0  
 Task 2 Total Cost = \$19,740



Projection of Net Contract Increase, April 14, 2014  
 Client: Town of East Hartford  
 Project: Construction Administration - Civil Works Repair Project  
 East Hartford Flood Control System  
 GEI Project No 130370  
 Supplemental Agreement #1

		Budget					Projection			
Task	Line Item	Task Total Hours	Line Total	Task Total Expenses	Task Total Hours	Task Total (Hours and Expenses)	Actual Expenditures thru March 29, 2014	Funding Needed per Task to Complete	Projected Surplus or Deficit of Funding per Task	
<b>GEI Labor Summary</b>										
	Start Level Ratio									
1. Preconstruction Services	0	168	\$0	\$1,390	\$21,401	\$22,791	\$17,854	\$0	\$4,937	
Coordinate Testing Services	0		\$0							
Establish Reporting & Documentation Req. W/Town	30		\$4,239							
Pre-construction submittal review	82		\$10,140							
Preconstruction Meetings and Planning	56		\$6,662							
2. General Construction Administrative Services	0	1088	\$0	\$12,328	\$123,361	\$135,689	\$168,709	\$19,740	-\$52,760	
A. Overall Construction Management & Administration	96		\$14,222							
Senior Support and Project Administration	92		\$14,750							
Engineering Support - Submittals, RFI's	0		\$0							
B. Construction Inspection & Oversight	160		\$18,370							
Field Coordination/Communication	200		\$20,272							
Field Inspection - 2012 (5 Weeks)	550		\$55,748							
3. Post Construction Services	350		\$4,200		\$41,195	\$45,395	\$11,087	\$34,328	\$0	
Manage Punch List	35		\$3,721							
Compile Record Documents	38		\$3,630							
Produce As-Builts	44		\$3,529							
Final Walk Through/Site Inspection	44		\$3,529							
Prepare Final Construction Report	126		\$15,744							
Project Close Out Coordination	64		\$7,954							
Total GEI Hours	0	1616	\$185,957	\$17,828	\$185,957	\$203,785	\$187,850	\$54,068	-\$47,913	
GEI Labor Subtotal								(including \$6,155 balance in contract)		

Total Labor = \$185,957  
 Total Direct Costs = \$17,828  
 Original Contract Total = \$203,785  
 Projected Deficit of Funds = \$47,913  
 Revised Contract Total = \$251,698



MARCIA A. LECLERC  
MAYOR

**TOWN OF EAST HARTFORD**  
**Police Department**

TELEPHONE  
(860) 528-4401

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

[www.easthartfordct.gov](http://www.easthartfordct.gov)

April 16, 2014

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

**Re: Outdoor Amusement Permit Application -  
"Take Steps East Hartford"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **The Crohn's & Colitis Foundation of America by Mary Kate Doherty, its National Walk Manager**. The applicant seeks to conduct a 5K walk to benefit the Crohn's & Colitis Foundation of America. The walk will be held in **Great River Park** and proceed from the amphitheater to Mortensen River Plaza and back on **Saturday, May 10, 2014** from **6 AM – 2 PM (event registration begins at 9 AM and the walk begins at 10 AM)** with a DJ providing music from **9 AM to 1 PM**. Food and entertainment (DJ) will follow the walk.

The applicant respectfully **requests a waiver of the associated permit fee**, under the provisions of (TO) 5-6(a), due to the Town of East Hartford as this walk is to benefit the Crohn's & Colitis Foundation of America.

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 it has given some comments directly to Chief Oates. It also states that it will need a license agreement for this event since it uses the Town Park, which will kick in insurance coverage issues and that it will coordinate with the Parks & Recreation Director on this at the appropriate time.

The **Risk Management Department** states the following:

- The applicant will need to provide a Certificate of Liability Insurance with one (1) million dollars of coverage per occurrence combined single limit for bodily injury and property damage.
- The Certificate should include the following language: "The Town of East Hartford, its officials, employees, volunteers, boards and commissions are named as an additions insured."
- The applicant will need to execute a Lessee's/User's Indemnification.

The **Health, Fire and Parks & Recreation Departments** approve the application as submitted and **state there are no anticipated costs to their Departments**.

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

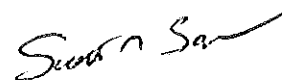
- The applicant shall coordinate with Riverfront Recapture for this event.
- The applicant should note that parking is prohibited on some sections of East River Drive.
- **There are no anticipated costs to the department.**

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

- 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.
- **There are no anticipated costs to the Department for this event.**

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink that reads "Scott M. Sansom". The signature is written in a cursive style with a long horizontal flourish at the end.

Scott M. Sansom  
Chief of Police



# 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:  
Take Steps East Hartford
2. Date(s) of Event:  
Saturday, May 10, 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 ) :  
Crohn's & Colitis Foundation of America  
c/o Mary Kate Doherty  
154 Fair St.  
Wallingford, CT 06492  
800-314-3459 x1; 203-376-4336; mkdoherty@ccfa.org
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.  
Crohn's & Colitis Foundation of America--CT Chapter  
72 River Park Rd  
Suite 202  
Needham, MA 02494  
  
see Board list attached
5. List the location of the proposed amusement: (Name of facility and address)  
Great River Park 301 East River Dr, East Hartford
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
Saturday, May 10, 6:00 a.m. to 2:00 p.m.
7. Provide a detailed description of the proposed amusement:  
Take Steps is a 5k walk to benefit the Crohn's & Colitis Foundation of America. We will walk from the amphitheater to Mortensen River Plaza and back.

# Crohn's & Colitis Foundation of America

## Connecticut Chapter



### Chapter Board:

<u>Name</u>		<u>Position</u>	<u>Phone</u>	<u>Email</u>	<u>Home Phone</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
Sally	Connolly	President		<a href="mailto:sallyconnolly@sbcglobal.net">sallyconnolly@sbcglobal.net</a>	(203) 393-1424	249 Newton Rd	Woodbridge	CT	06525
Jack	Chuong, M.D.	Board Member	(203) 481-0315	<a href="mailto:bjchuong@comcast.net">bjchuong@comcast.net</a>	(203) 481-0315	229 Montowese Street	Branford	CT	06405-3865
Susan	Johnson	Board Member		<a href="mailto:smjohns4@travelers.com">smjohns4@travelers.com</a>		7 Coppermine Road	Farmington	CT	06032
John	Nesco	Board Member		<a href="mailto:john.nesco@gmail.com">john.nesco@gmail.com</a>		384 Hayes Road	Rocky Hill	CT	06067
Harold	Schwartz	Board Member	(203) 736-9919	<a href="mailto:schwartzhm@aol.com">schwartzhm@aol.com</a>		22 Westfield Ave	Ansonia	CT	06401
Kelli	Swick	Board Member		<a href="mailto:kelliswick@yahoo.com">kelliswick@yahoo.com</a>		19 Brainerd Road	East Lyme	CT	06333
Nancy	Yedlin	Board Member		<a href="mailto:nyedlin@aol.com">nyedlin@aol.com</a>	(203) 776-5258	35 Bellevue Road	New Haven	CT	06511
Jeffrey	Lohmeyer	Board Member	(212)-538-8444	<a href="mailto:jeffrey.lohmeyer@credit-suisse.com">jeffrey.lohmeyer@credit-suisse.com</a>	(203)-535-0479	116 Hillside Avenue	West Haven	CT	06516

### Chapter Staff:

<u>Name</u>		<u>Position</u>	<u>Phone</u>	<u>Email</u>	<u>Home Phone</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
Whitney	Abel	Endurance Manager, Team Challenge	860-759-0232	<a href="mailto:wabel@ccfa.org">wabel@ccfa.org</a>		PO Box 303	Middletown	CT	06457
Mary Kate	Doherty	Take Steps Walk Manager	203-376-4336	<a href="mailto:mkdoherty@ccfa.org">mkdoherty@ccfa.org</a>		72 River Park Street, Suite 202	Needham	MA	02494
Melissa	Murphy	Regional Education & Support Manager	1-800-314-3459 x 2	<a href="mailto:mmurphy@ccfa.org">mmurphy@ccfa.org</a>		72 River Park Street, Suite 202	Needham	MA	02494

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)? 9:00 a.m. to 1:00 p.m.

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

infant to 75+

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

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

300

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:

participants will use the walking path in Great River Park, the Founder's Bridge,

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

we will stay within the park, Founder's Bridge, and Mortensen Plaza

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

we're requesting use of street parking along E. River Dr

d. Noise impact on neighborhood:

a DJ will play in the amphitheater

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

we will use park trash receptacles and provide recycling receptacles

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

N/A as it's a Saturday morning

g. Other expected influence on surrounding neighborhood:

12. Provide a detailed plan for the following:

a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:

Riverfront Recapture Rangers will be onsite and we will call 911 for any emerg

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

I will notify EHTfd fire and police that the event is occurring

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

I have contacted East Hartford CERT to provide basic first aid coverage

d. Crowd control plan:

I have contacted EHTfd CERT to assist with parking and route monitoring

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

we will work with Rangers and our clean-up vols to ensure garbage removal

f. Provision of sanitary facilities:

portolets will be rented from the Riverfront Recapture vendor

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

we will provide bottled water and snacks

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

Department  Yes  No.

14. Does the proposed amusement involve the sale and/or provision of alcoholic beverages to amusement attendees,

Yes  No Alcoholic beverages will be served / provided.

If 'YES', describe, in detail, any and all arrangements and what procedures shall be employed:

a. For such sale or provision,

b. To ensure that alcohol is not sold or provided to minors or intoxicated persons.

Check if copy of the liquor permit, as required by State law, is included with application.

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

---

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

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

a. False Statement is a Class A Misdemeanor.

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

---

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

Danielle Thibault

(Legal Name of Applicant)

  
(Applicant Signature)

Danielle Thibault

(Printed Name)

4/9/14

(Date Signed)

National Walk Manager

(Capacity in which signing)

(Send application electronically to [cfrank@easthartfordct.gov](mailto: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: Paul A. Frank

Employee Number: 9019

Date & Time Signed: April 10, 2014 8:27 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**  
**Outdoor Amusement Permits**  
31 School Street  
East Hartford, CT 06108  
(860) 528-4401



Marcia A. Leclerc  
Mayor

Administrative Review of Amusement Permit

Event Date: **May 10, 2014**

Event: **Take Steps East Hartford**

Applicant: **The Crohn's & Colitis Foundation of America by Mary Kate Doherty, its National Walk Manager**

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

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

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

Anticipated cost(s) if known \$                     0                    

William Perez, Assistant Fire Chief  
Signature

April 14, 2014  
Date

Comments:



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

Administrative Review of Amusement Permit

Event Date: **May 10, 2014**

Event: **Take Steps East Hartford**

Applicant: **The Crohn's & Colitis Foundation of America by Mary Kate Doherty, its National Walk Manager**

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

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

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

Anticipated cost(s) if known \$ \_\_\_\_\_

*Michael J. O'Connell*  
Signature

*4/14/14*  
Date

Comments:



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

Administrative Review of Amusement Permit

Event Date: **May 10, 2014**

Event: **Take Steps East Hartford**

Applicant: **The Crohn's & Colitis Foundation of America by Mary Kate Doherty, its National Walk Manager**

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

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

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

Anticipated cost(s) if known \$0.00

Ted Fravel  
Signature

4/10/14  
Date

Comments:



**Frank, Carol**

---

**From:** Milkove, Tess  
**Sent:** Thursday, April 10, 2014 1:06 PM  
**To:** Frank, Carol  
**Cc:** Bockus, Tim  
**Subject:** RE: Take Steps East Hartford

Carol,

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

1. The applicant shall coordinate with Riverfront Recapture for this event.
2. The applicant should note that parking is prohibited on some sections of East River Drive.

There are no anticipated costs to the department.

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:** Thursday, April 10, 2014 9:22 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; Milkove, Tess; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim  
**Subject:** Take Steps East Hartford

Good morning all.

**Although this application was received 30 days prior to the event, I am requesting that your reviews be returned to me in one week's time to accommodate this event's placement before the Town Council meeting of May 6, 2014. (April 15<sup>th</sup> is too soon.) Your attention in this matter is greatly appreciated.**

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Thursday, April 17, 2014. Thank you.

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

**Frank, Carol**

---

**From:** Gentile, Richard  
**Sent:** Thursday, April 10, 2014 10:44 AM  
**To:** Frank, Carol  
**Cc:** Fravel, Theodore; Bennett, Cindy  
**Subject:** RE: Take Steps East Hartford

I have given some comments on this directly to Chief Oates. I think we need to do a license agreement for this event since it uses the Town Park, which will kick in insurance coverage issues. I can coordinate with Ted Fravel on this at the appropriate time.

**From:** Frank, Carol  
**Sent:** Thursday, April 10, 2014 09:22  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; Milkove, Tess; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim  
**Subject:** Take Steps East Hartford

Good morning all.

Although this application was received 30 days prior to the event, I am requesting that your reviews be returned to me in one week's time to accommodate this event's placement before the Town Council meeting of May 6, 2014. (April 15<sup>th</sup> is too soon.) Your attention in this matter is greatly appreciated.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Thursday, April 17, 2014. Thank you.

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

Regards

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

**Frank, Carol**

---

**From:** DeMaine, Michael  
**Sent:** Friday, April 11, 2014 8:40 AM  
**To:** Frank, Carol  
**Cc:** Hawkins, Mack; Sansom, Scott  
**Subject:** RE: Take Steps East Hartford

Carol,

I see no issues with this event. No extra police officers needed.

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](mailto:mdemaine@easthartfordct.gov)

**From:** Frank, Carol  
**Sent:** Thursday, April 10, 2014 9:22 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; Milkove, Tess; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim  
**Subject:** Take Steps East Hartford

Good morning all.

**Although this application was received 30 days prior to the event, I am requesting that your reviews be returned to me in one week's time to accommodate this event's placement before the Town Council meeting of May 6, 2014. (April 15<sup>th</sup> is too soon.) Your attention in this matter is greatly appreciated.**

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Thursday, April 17, 2014. Thank you.

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

Regards

Carol A. Frank

**Frank, Carol**

---

**From:** Walsh, Mike  
**Sent:** Thursday, April 10, 2014 9:49 AM  
**To:** Frank, Carol  
**Subject:** RE: Take Steps East Hartford  
**Attachments:** 20140410094711881.pdf

Carol -

I'm unfamiliar with these applications so I went back to the Town's Risk manual and we require two things prior to the event.

The first thing is the execution of the attached form by the head of the user organization.

The second thing is a certificate of insurance for commercial general liability insurance with \$1M of coverage per occurrence combined single limit for bodily injury and property damage.

The COI should include the following language: "The Town of East Hartford, its officials, employees, volunteers, boards and commissions are named as an additional insured."

Let me know if you need anything else from me. Thanks.

MPW

**From:** Frank, Carol  
**Sent:** Thursday, April 10, 2014 09:25  
**To:** Walsh, Mike  
**Subject:** FW: Take Steps East Hartford

Good morning Mr. Walsh.

I just sent this to Cindy and received an out of office reply. Can you please forward the Finance Department's review and send to me? Thank you.

Carol

**From:** Frank, Carol  
**Sent:** Thursday, April 10, 2014 9:22 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; Milkove, Tess; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim  
**Subject:** Take Steps East Hartford

Good morning all.

Although this application was received 30 days prior to the event, I am requesting that your reviews be returned to me in one week's time to accommodate this event's



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/21/2014

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

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

<b>PRODUCER</b> The Rubin Group Inc 111 John Street Suite 1900 New York NY 10038	<b>CONTACT NAME:</b> Jennifer Lauria <b>PHONE (A/C No. Ext):</b> (212) 791-4300 <b>E-MAIL ADDRESS:</b> jlauria@therubingroup.com	<b>FAX (A/C No.):</b> (212) 791-0456
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Crohn's & Colitis Foundation of America Inc 733 Third Avenue Suite 510 New York NY 10007	<b>INSURER A:</b> Philadelphia Insurance Company	
	<b>INSURER B:</b> Twin City Fire Ins Company	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

COVERAGES CERTIFICATE NUMBER: CL1413001871 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X	PHPK1129120	1/31/2014	12/31/2014	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000					
	MED EXP (Any one person) \$ 5,000					
	PERSONAL & ADV INJURY \$ 1,000,000					
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS		PHPK1129120	1/31/2014	12/31/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	BODILY INJURY (Per person) \$					
	BODILY INJURY (Per accident) \$					
	PROPERTY DAMAGE (Per accident) \$					
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB448597	1/31/2014	12/31/2014	EACH OCCURRENCE \$ 20,000,000
	AGGREGATE \$ 20,000,000					
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	10WEAJ4449	12/31/2013	12/31/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	E.L. EACH ACCIDENT \$ 1,000,000					
	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000					
	E.L. DISEASE - POLICY LIMIT \$ 1,000,000					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Connecticut Take Steps 2014 May 10, 2014  
Riverfront Recapture, The City of Hartford,  
The Town of East Hartford, The Metropolitan District Commission are additional insured with respects to the operations of the insured.

<b>CERTIFICATE HOLDER</b>  Riverfront Recapture 50 Columbus Boulevard Hartford, CT 06106	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  Jennifer Lauria/JENN
--	--

**Frank, Carol**

---

**From:** Walsh, Mike  
**Sent:** Friday, April 11, 2014 4:21 PM  
**To:** Frank, Carol  
**Subject:** RE: Take Steps East Hartford

That is acceptable, thank you Carol!

**From:** Frank, Carol  
**Sent:** Friday, April 11, 2014 10:52  
**To:** Walsh, Mike  
**Subject:** FW: Take Steps East Hartford

Mr. Walsh –

Here's the COI for Take Steps. Please advise if it meets your approval.

Carol

**From:** Mary Kate Doherty [<mailto:mkdoherty@ccfa.org>]  
**Sent:** Friday, April 11, 2014 10:50 AM  
**To:** Frank, Carol  
**Cc:** Walsh, Mike  
**Subject:** RE: Take Steps East Hartford

I have attached the COI we submitted. I will await further instructions from you once you have reviewed it to make sure it meets your needs.

Thanks so much for your help,

**Mary Kate Doherty**  
Take Steps Walk Manager, Connecticut  
Crohn's & Colitis Foundation of America  
Connecticut Chapter  
72 River Park Street Suite 202 Needham, MA 02494  
Tel: (203) 376-4336  
[mkdoherty@ccfa.org](mailto:mkdoherty@ccfa.org)

[CCFA Website](#) | [Take Steps](#) | [Facebook](#) | [Twitter](#) | [YouTube](#) | [vCard](#)

**Our Mission:** To cure Crohn's disease and ulcerative colitis, and to improve the quality of life of children and adults affected by these diseases.

**From:** [CFrank@easthartfordct.gov](mailto:CFrank@easthartfordct.gov) [<mailto:CFrank@easthartfordct.gov>]  
**Sent:** Friday, April 11, 2014 10:42 AM  
**To:** Mary Kate Doherty  
**Cc:** [MWalsh@easthartfordct.gov](mailto:MWalsh@easthartfordct.gov)  
**Subject:** RE: Take Steps East Hartford

**Frank, Carol**

---

**From:** Grew, Greg  
**Sent:** Thursday, April 10, 2014 11:14 AM  
**To:** Frank, Carol  
**Subject:** RE: Take Steps East Hartford

Carol:

Based on town ordinance 5-3 my review and approval is not required. Permits may be required if there will be temporary installations of tents or utilities.

Thanks  
Greg Grew

MILTON GREGORY GREW, AIA  
Director of Inspections & Permits  
(Building / Zoning / Property Maint.)  
TOWN OF EAST HARTFORD  
740 Main Street  
East Hartford, CT 06108  
Direct (860) 291-7345  
Mobile (860) 874-8034  
[www.easthartfordct.gov](http://www.easthartfordct.gov)

**From:** Frank, Carol  
**Sent:** Thursday, April 10, 2014 9:22 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; Milkove, Tess; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim  
**Subject:** Take Steps East Hartford

Good morning all.

**Although this application was received 30 days prior to the event, I am requesting that your reviews be returned to me in one week's time to accommodate this event's placement before the Town Council meeting of May 6, 2014. (April 15<sup>th</sup> is too soon.) Your attention in this matter is greatly appreciated.**

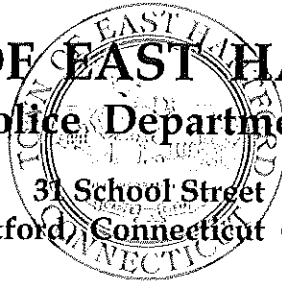
Attached please find the Outdoor Amusement Permit Application and your Director's Review and Notice in connection with the above captioned event.

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Thursday, April 17, 2014. Thank you.

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

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](http://www.easthartfordct.gov)

SCOTT M. SANSOM  
CHIEF OF POLICE

April 14, 2014

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

**Re: Outdoor Amusement Permit Application -  
"Great River Park Car Show - 2<sup>nd</sup> Annual"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by the **East Hartford Parks & Recreation Department** by **Ted Fravel, its Director**. The applicant seeks to conduct a car show for viewing with awards and live musical entertainment. The Car Show will take place at **Great River Park on Thursday, May 15, 2014**. Event hours, which include set up and take down, are **between 3:30 PM to approximately 8:30 PM**. A live band will provide music between **6PM and 8PM** at the Great River Park Amphitheater.

A rain date of **Thursday, May 22, 2014** is requested and the event, if necessary, will utilize the same times for the car show and music.

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

The **Offices of Finance and Corporation Counsel** approve the application as submitted.

The **Public Works, Parks & Recreation and Fire Departments** approve the application as submitted and state **there are no anticipated costs to their Departments**.

The **Health Department** recommends approval provided appropriate temporary food service permit applications be submitted to the Department a minimum of two (2) weeks prior to the event. It further states that **the anticipated cost to the Department is unknown**.

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


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



- The anticipated cost to the Department for the hiring of one (1) Officer with a cruiser is \$395.25.

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott M. Sansom". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

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:  
2nd Annual Great River Park Car Show, East Hartford Parks & Recreation
2. Date(s) of Event:  
Thursday May 15th, 2014 (Rain Date: Thursday May 22nd, 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 Parks & Recreation Department  
Ted Fravel, Director of East Hartford Parks & Recreation  
Phone: 860-291-7166  
Address: 50 Chapman Place, East Hartford CT 06108  
Email: tfravel@easthartfordct.gov
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.
5. List the location of the proposed amusement: (Name of facility and address)  
Great River Park, East River Drive
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
Thursday May 15th, 2014, Set Up: 3:30pm - Close: 8:30pm
7. Provide a detailed description of the proposed amusement:  
Event Set Up & Car Show Invitees Parking Begins at 3:30pm, Car Show Awards 7:00pm, Car Show Viewing 5:30pm - 8:00pm, Live Band Contemporary Music at Ampitheater 6:00pm - 8:00pm, Clean Up 8:00pm

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)? **No**

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

**25 Years+**

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

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

**125 Participant Cars, 300 - 400 Attendees**

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

a. Crowd size impact:

**300 - 400 attendees, passive event, viewing classic automobiles, trophies**

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

**Parking Plan approved by Police Dept., Show Cars in Great River Park Lot**

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

**No Impact, No Street Closures**

d. Noise impact on neighborhood:

**None**

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

**Use of Parks & Recreation Staff, Park Rangers**

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

**Boat Launch to Be Closed During Event**

g. Other expected influence on surrounding neighborhood:

**None**

12. Provide a detailed plan for the following:

a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:

**No Street Closures, Emergency Accessible, P&R Staff will have Emerg. #'s**

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

**East Hartford Park Rangers Trained for Emergency's**

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

**Department will staff with trained in CPR and First Aid**

d. Crowd control plan:

**Police and Park Rangers**

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

**P&R staff will evaluate grounds before event and after**

f. Provision of sanitary facilities:

**On Site Facilities**

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

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

Department  Yes  No.

14. Does the proposed amusement involve the sale and/or provision of alcoholic beverages to amusement attendees,

Yes  No Alcoholic beverages will be served / provided.

If 'YES', describe, in detail, any and all arrangements and what procedures shall be employed:

a. For such sale or provision,

b. To ensure that alcohol is not sold or provided to minors or intoxicated persons.

Check if copy of the liquor permit, as required by State law, is included with application.

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

---

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

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

a. False Statement is a Class A Misdemeanor.

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

---

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

Ted Fravel

(Legal Name of Applicant)

*Ted Fravel*

(Applicant Signature)

Ted Fravel

(Printed Name)

3/20/2014

(Date Signed)

*Director P+R*

(Capacity in which signing)

---

(Send application electronically to [cfrank@easthartfordct.gov](mailto: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: Carm Strank  
Employee Number: 9019  
Date & Time Signed: March 21, 2014 7:55 AM ~~PM~~  
Time remaining before event: 30<sup>+</sup> 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  
Outdoor Amusement Permits  
31 School Street  
East Hartford, CT 06108  
(860) 528-4401**



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **May 15, 2014**  
Rain date: **May 22, 2014**

Event: **Great River Park Car Show – 2<sup>nd</sup> Annual**

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

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

- 1. the application be approved as submitted.
  - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
  - 3. the application be disapproved for the reason(s) set forth in the attached comments.
- 
- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- Anticipated Cost(s) if known \$0.0

*Ted Fravel*

Signature

*4/2/2014*

Date

Comments:



**Frank, Carol**

---

**From:** Milkove, Tess  
**Sent:** Friday, March 28, 2014 11:58 AM  
**To:** Frank, Carol  
**Cc:** Bockus, Tim  
**Subject:** RE: Great River Park Car Show - 2nd Annual

Carol,

I have reviewed this application and Pursuant to Town Ordinance 5.3. I recommend that the application be approved.

There are no anticipated costs to the department.

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:** Friday, March 21, 2014 8:12 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; Milkove, Tess; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim  
**Subject:** Great River Park Car Show - 2nd Annual

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Friday, April 4, 2014. Thank you.

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

Regards

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

Ph: 860-291-7631

**Frank, Carol**

---

**From:** Gentile, Richard  
**Sent:** Friday, March 21, 2014 12:01 PM  
**To:** Frank, Carol  
**Subject:** RE: Great River Park Car Show - 2nd Annual

I have no comments/concerns

**From:** Frank, Carol  
**Sent:** Friday, March 21, 2014 08:12  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; Milkove, Tess; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim  
**Subject:** Great River Park Car Show - 2nd Annual

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Friday, April 4, 2014. Thank you.

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

Regards

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

**Frank, Carol**

---

**From:** Bennett, Cindy  
**Sent:** Friday, March 21, 2014 8:13 AM  
**To:** Frank, Carol  
**Subject:** RE: Great River Park Car Show - 2nd Annual

The park dept falls under the Towns liability program and will not need to submit a certificate of insurance.

---

**From:** Frank, Carol  
**Sent:** Friday, March 21, 2014 8:12 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; Milkove, Tess; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim  
**Subject:** Great River Park Car Show - 2nd Annual

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Friday, April 4, 2014. Thank you.

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

Regards

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

**Frank, Carol**

---

**From:** DeMaine, Michael  
**Sent:** Thursday, March 27, 2014 10:25 AM  
**To:** Frank, Carol  
**Subject:** RE: Great River Park Car Show - 2nd Annual

Carol,

This event should have one officer hired by park and rec. for 5 hours 1530 to 2030 hrs.

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](mailto:mdemaine@easthartfordct.gov)

**From:** Frank, Carol  
**Sent:** Friday, March 21, 2014 8:12 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; Milkove, Tess; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim  
**Subject:** Great River Park Car Show - 2nd Annual

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Friday, April 4, 2014. Thank you.

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

Regards

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

PD Cost

**Frank, Carol**

---

**From:** Milling, Lincon  
**Sent:** Friday, April 11, 2014 2:08 PM  
**To:** DeMaine, Michael  
**Cc:** Frank, Carol  
**Subject:** RE: Great River Park Car Show - 2nd Annual

That would be:

1 Officer (5 hrs.) -\$327.75  
Cruiser (5 hrs.) -\$67.50  
Total \$395.25

**From:** DeMaine, Michael  
**Sent:** Friday, April 11, 2014 7:07 AM  
**To:** Milling, Lincon  
**Cc:** Frank, Carol  
**Subject:** RE: Great River Park Car Show - 2nd Annual

Yes, figure in the car.

**From:** Milling, Lincon  
**Sent:** Thursday, April 10, 2014 10:01 AM  
**To:** Frank, Carol  
**Cc:** DeMaine, Michael  
**Subject:** RE: Great River Park Car Show - 2nd Annual

Will the Officer be using a car?

**From:** Frank, Carol  
**Sent:** Wednesday, April 09, 2014 3:24 PM  
**To:** Milling, Lincon  
**Cc:** DeMaine, Michael  
**Subject:** FW: Great River Park Car Show - 2nd Annual

Lincon-

Can you please send me an estimate for one officer fir 5 hours (1530-2030 hrs). Thank you.

Carol

**From:** Frank, Carol  
**Sent:** Wednesday, April 09, 2014 9:30 AM  
**To:** DeMaine, Michael  
**Subject:** RE: Great River Park Car Show - 2nd Annual

Mike -

I need the estimate for this. Thanks.

**Frank, Carol**

---

**From:** Grew, Greg  
**Sent:** Friday, March 21, 2014 4:49 PM  
**To:** Frank, Carol  
**Subject:** RE: Great River Park Car Show - 2nd Annual

Carol:

Per Ordinance 5-3 my review and approval is not required. Permits may be required for temporary installation of tents or electrical.

Regards,  
Greg Grew

MILTON GREGORY GREW, AIA  
Director of Inspections & Permits  
(Building/Zoning/Property Maint.)  
TOWN OF EAST HARTFORD  
740 Main Street  
East Hartford, CT 06108  
Direct (860)291-7345  
Cell (860)874-8034  
[www.easthartfordct.gov](http://www.easthartfordct.gov)

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

From: Frank, Carol  
Sent: Fri 3/21/2014 8:11 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; Milkove, Tess; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim  
Subject: Great River Park Car Show - 2nd Annual

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Friday, April 4, 2014. Thank you.

MARCIA A. LECLERC  
MAYOR

**TOWN OF EAST HARTFORD**  
**Police Department**

TELEPHONE  
(860) 528-4401

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

www.easthartfordct.gov

April 21, 2014

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

**Re: Outdoor Amusement Permit Application -  
"Summer Movie Series 2014"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **Goodwin College, Inc. by Jean McGill, Event Coordinator**. The applicant seeks to conduct a series of family oriented movies, along with food, and will **take place in the parking lot of Goodwin College's main building, One Riverside Drive** from **7:00 PM to 11:30 PM**, on the following three (3) Fridays in 2014: **May 16, July 25 and September 12**.

The applicant respectfully **requests a waiver of the associated permit fees**, under the provisions of (TO) 5-6(a), due to the Town of East Hartford even though these are not fund raising events but are free and open to the public.

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 **Offices of Finance and Corporation Counsel** approve the application as submitted.

The **Public Works, Parks & Recreation and Fire Departments** approve the application as submitted and **state there are no anticipated costs to their Departments for this event**.

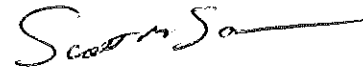
The **Health Department** recommends approval of the application as submitted provided that food vendors contact the Health Department at least two (2) weeks prior to each event to obtain appropriate food service permits. **The anticipated cost to the Department is unknown**.

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

- The site is suitable for the outdoor amusements, the expected crowds are of small to moderate size, and the area has sufficient parking available.
- There is no anticipated cost to the Department for these events.

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott M. Sansom". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Scott M. Sansom  
Chief of Police

Cc: Applicant



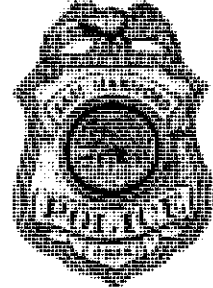
# TOWN OF EAST HARTFORD POLICE DEPARTMENT



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:  
Summer Movie Series 2014
2. Date(s) of Event:  
Fridays: May 16, July 25, September 12
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) :  
Goodwin College, Inc. (c/o Jean McGill, coordinator of event)  
One Riverside Drive  
East Hartford, CT 06118  
860-913-2070  
jmcgill@goodwin.edu
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.  
see attached.
5. List the location of the proposed amusement: (Name of facility and address)  
Goodwin College, One Riverside Drive, East Hartford CT
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
7:00 pm - 11:30 pm on each date (5/16, 7/25, 9/12)
7. Provide a detailed description of the proposed amusement:  
Showing of outdoor movie in parking lot of Goodwin's main building on Riverside Drive. Event is open to the public.

**BOARD OF TRUSTEES CONTACT INFORMATION – 2013-2014**

<b>NAME</b>	<b>HOME ADDRESS</b>	<b>BUSINESS ADDRESS</b>
<b>Ms. Maria Ellis, MD</b> (Chair) Executive	660 Strong Road South Windsor, CT 06074 860 290-8109	Obstetrics & Gynecology 19 Woodland Street Hartford, CT 06105 860 782-1212 860 409-1540 Avon Office <a href="mailto:mariaellismd@aol.com">mariaellismd@aol.com</a>
<b>Mr. Se-MIn Sohn</b> (Vice Chair) Executive, Trusteeship, CH	19 Stratford Road West Hartford, CT 06771 860 922-8924	Senior Vice President Windsor Marketing Group 2 Industrial Road <a href="mailto:Sim418@yahoo.com">Sim418@yahoo.com</a>
<b>Mr. A. Raymond Madorin</b> (Treasurer) Executive, Finance, Chair	300 Mountain Spring Road Farmington, CT 06032	Attorney At Law 200 Mountain Spring Road Farmington, CT 06032 860 676-1970 860 291-8285 fax <a href="mailto:armlaw@snet.net">armlaw@snet.net</a>
<b>Mr. Kevin Armata</b> Executive Audit, Chair	235 Fair Hill Lane Suffield, CT 06078	President, Windsor Marketing Group 2 Industrial Road Windsor Locks, CT 06096 860 727-6900 860 291-8285 fax <a href="mailto:karmata@windsormarketing.com">karmata@windsormarketing.com</a>
<b>Mr. Mark Scheinberg</b> Executive	97 Injun Hollow Road Haddam Neck, CT 06024	President, Goodwin College One Riverside Drive East Hartford, CT 06118 860 727-6900 860 291-8285 fax <a href="mailto:mscheinberg@goodwin.edu">mscheinberg@goodwin.edu</a>
<b>Mr. Anthony DiFatta</b> Executive Facilities, Chair	14 Clifdon Drive Simsbury, CT 06070	Principal-Strategic Properties, LLC DiFatta Realty Group 14 Clifdon Drive Simsbury, CT 06070 <a href="mailto:chaddifatta@comcast.net">chaddifatta@comcast.net</a>
<b>Ms. Donna Galluzzo</b> Executive, At Large	224R Skeet Club Road Durham, CT 06422 203 269-4667	President & CEO HMS, Inc. 8 Research Parkway Wallingford, CT 06492 <a href="mailto:dgalluzzo@hmsabc.com">dgalluzzo@hmsabc.com</a>

**Mr. Martin D'Eramo**  
Government Relations, Chair

267 Hubbard Street  
Glastonbury, CT 06033

Pratt & Whitney  
400 Main Street M/S 105-32  
East Hartford, CT 06108  
[martin.deramo@pw.utc.com](mailto:martin.deramo@pw.utc.com)

**Ms. Merilee DeJohn**  
Alumni Relations, Chair  
Student Affairs

73 Bucks Crossing  
Rocky Hill, CT 06067  
860 571-9147  
[mdejohn@goodwin.edu](mailto:mdejohn@goodwin.edu)

**Mr. Jullo Maturana**  
Finance

9 Ginger Drive  
West Hartford, CT 06110  
860 289-7916  
[juliomaturana@sbcglobal.net](mailto:juliomaturana@sbcglobal.net)

Business Manager, Catholic Community  
of East Hartford North  
15 Maplewood Avenue  
East Hartford, CT 06108

**Mr. Raymond Solomonson**  
Finance

50 Buttonwood Road  
Hebron, CT 06248  
860 530-1513  
[rsolomson@comcast.net](mailto:rsolomson@comcast.net)

**Ms. Karen Chadderton**  
Audit  
Student Affairs, Chair  
Audit

4 Wagon Road  
Enfield, CT 06082  
860 749-2336  
860 306-4220 cell

Administrator-Riverside Health-  
Rehabilitation Center  
745 Main Street  
East Hartford, CT 06108  
[khern@aol.com](mailto:khern@aol.com)

**Ms. Jackie Jacoby**  
Educational & Faculty  
Affairs

5 Lower Heatherwood  
Cromwell, CT 06416  
860 539-7594 cell  
[jjjacoby@yahoo.com](mailto:jjjacoby@yahoo.com)

**Mr. Ethan Foxman**  
College Relations &  
Advancement, Chair

1047 N. Main Street  
West Hartford, CT 06117

President, Jefferson Radiology  
860 246-6589  
[efoxman@jeffersonradiology.com](mailto:efoxman@jeffersonradiology.com)

**Ms. Michele Bush**  
Trusteeship

909 West College Parkway  
Chicago, Illinois 60698  
312-509-0027  
[mbbush@me.com](mailto:mbbush@me.com)

**Mr. Edward Casares**  
Audit, Student Affairs

78 Roger Street  
Hartford, CT 06106  
860 221-5602 cell  
[ecjr1958@gmail.com](mailto:ecjr1958@gmail.com)

**Mr. John Walters**  
Educational & Faculty Affairs,  
Chair

157 E-Haddam Colchester Tpke.  
Moodus, CT 06469  
860 873-9253

MOVE Program  
Goodwin College  
[jwalters@goodwin.edu](mailto:jwalters@goodwin.edu)

**Ms. Megan Mehr**  
Student Affairs  
Educational & Faculty  
Affairs

15 Stratford Road  
West Hartford, CT 06117  
201 759-8466 cell  
[meganmehr@gmail.com](mailto:meganmehr@gmail.com)

Professional Development Consultant  
International Network for Public Schools

**Dr. Sherry Bernier**  
(Faculty Senate Chair)

24 David Drive  
Southington, CT 06489  
860 944-0962 cell

Asst. Professor in Human Services  
Goodwin College  
[sbernier@goodwin.edu](mailto:sbernier@goodwin.edu)

**Ms. Patricia Arpaia**  
Education & Faculty  
Affairs

1650 Stanley Street  
New Britain, CT 06053  
860 593-3110

CIGNA Corporation  
[patricia.arpaia@cigna.com](mailto:patricia.arpaia@cigna.com)

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)?

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

4-70 (family-oriented)

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

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

100 for each event date but we can accommodate more

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

a. Crowd size impact:

on campus: n/a

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

traffic flow on Riverside Drive, and Ensign & Willowbrook Streets to Main St.

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

ample parking available on campus

d. Noise impact on neighborhood:

minimum

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

maintenance team on campus

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

potential for more traffic on Ensign Street before and after event

g. Other expected influence on surrounding neighborhood:

n/a

12. Provide a detailed plan for the following:

a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:

same provisions as Goodwin College

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

campus security will notify as needed

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

no

d. Crowd control plan:

campus security

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

n/a

f. Provision of sanitary facilities:

yes, indoors (main campus building)

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

yes

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

Department  Yes  No.

Goodwin vendors will be obtaining their own permits and licenses

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):

*asking for fee-waiver. Not a fund raising event, and it is a free event available to the public.*

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:

Goodwin College  
(Legal Name of Applicant)

Jean McGill  
(Applicant Signature)

Jean McGill  
(Printed Name)

4/10/14  
(Date Signed)

coordinator of events

(Capacity in which signing)

(Send application electronically to [cfrank@easthartfordct.gov](mailto: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: Carol Atearb  
Employee Number: 9019  
Date & Time Signed: April 11, 2014 8:45 AM ~~PM~~  
Time remaining before event: 30<sup>r</sup> 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.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/10/14

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

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

PRODUCER Sinclair Risk & Financial 4 Tower Drive Wallingford, CT 06492 Martin Shea	Phone: 203-265-0996	CONTACT NAME:	
	Fax: 203-265-5863	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED Goodwin College, Inc. Campus Realty, LLC. One Riverside Drive East Hartford, CT 06118		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Utica National Ins Group	25976
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADBL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		CPP4078763	07/01/13	07/01/14	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
						MED EXP (Any one person)	\$ 10,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 3,000,000
						PRODUCTS - COMP/OP AGG	\$ 3,000,000
							\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		CPP4078763	07/01/13	07/01/14	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		CULP4081882	07/01/13	07/01/14	EACH OCCURRENCE	\$ 15,000,000
						AGGREGATE	\$ 15,000,000
							\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	4071009	07/01/13	07/01/14	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
						E.L. EACH ACCIDENT	\$ 1,000,000
						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
						E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
RE: Outdoor Summer Movie Series May 16, July 25 & Sept 12, 2014 from 7PM to 11:30PM @ 133/165 & 247 Riverside Drive, East Hartford, CT  
The Town of East Hartford, its employees & volunteers are listed as Additional Insured's on the general liability policy by written contract.

CERTIFICATE HOLDER  EASTH-2  Town Of East Hartford 740 Main Street East Hartford, CT 06108	CANCELLATION  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  <i>John A. Caam</i>



Fire Dept



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

Administrative Review of Amusement Permit

Event Date: **May 16, 2014 – July 25, 2014 – September 12, 2014**

Event: **Summer Movie Series 2014**

Applicant: **Goodwin College, Inc. by Jean McGill, Event Coordinator**

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

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

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

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

William Perez, Assistant Fire Chief

April 21, 2014

Signature

Date

Comments:

The event may require a pre-event inspection from the Fire Marshal Division.





Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

Administrative Review of Amusement Permit

Event Date: **May 16, 2014 – July 25, 2014 – September 12, 2014**

Event: **Summer Movie Series 2014**

Applicant: **Goodwin College, Inc. by Jean McGill, Event Coordinator**

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

- 1. the application be approved as submitted.
  - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
  - 3. the application be disapproved for the reason(s) set forth in the attached comments.
- 
- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- 
- Anticipated cost(s) if known \$0.0

Ted Fravel  
Signature

4/21/14  
Date

Comments:

**Frank, Carol**

---

**From:** Milkove, Tess  
**Sent:** Friday, April 11, 2014 11:05 AM  
**To:** Frank, Carol  
**Cc:** Bockus, Tim  
**Subject:** RE: Summer Movie Series 2014

Carol,

I have reviewed this application and Pursuant to Town Ordinance 5.3. I recommend that the application be approved.

There are no anticipated costs to the department.

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:** Friday, April 11, 2014 9:29 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; Milkove, Tess; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim  
**Subject:** Summer Movie Series 2014  
**Importance:** High

Good morning all.

**Although this application was received 30 days prior to the event, I am requesting that your reviews be returned to me in one week's time to accommodate this event's placement before the Town Council meeting of May 6, 2014. (April 15<sup>th</sup> is too soon.) Your attention in this matter is greatly appreciated.**

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by **Monday, April 21, 2014.** Thank you.

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

Regards

Circle Mgmt

**Frank, Carol**

---

**From:** Walsh, Mike  
**Sent:** Monday, April 14, 2014 1:30 PM  
**To:** Frank, Carol  
**Subject:** RE: Summer Movie Series 2014

From Finance's side, everything is in order and I have no comments.

MPW

**From:** Frank, Carol  
**Sent:** Monday, April 14, 2014 10:53  
**To:** Walsh, Mike  
**Subject:** FW: Summer Movie Series 2014  
**Importance:** High

Good morning Mike.

I sent this out on Friday and received Cindy's "out of office reply" so here we go again. Can you please review for the Finance Department and forward the review to me?

Thank you.

Carol

**From:** Frank, Carol  
**Sent:** Friday, April 11, 2014 9:29 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; Milkove, Tess; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim  
**Subject:** Summer Movie Series 2014  
**Importance:** High

Good morning all.

**Although this application was received 30 days prior to the event, I am requesting that your reviews be returned to me in one week's time to accommodate this event's placement before the Town Council meeting of May 6, 2014. (April 15<sup>th</sup> is too soon.) Your attention in this matter is greatly appreciated.**

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by **Monday, April 21, 2014**. Thank you.

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

**Frank, Carol**

---

**From:** Gentile, Richard  
**Sent:** Friday, April 11, 2014 11:36 AM  
**To:** Frank, Carol  
**Subject:** RE: Summer Movie Series 2014

I have no comments

**From:** Frank, Carol  
**Sent:** Friday, April 11, 2014 09:29  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; Milkove, Tess; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim  
**Subject:** Summer Movie Series 2014  
**Importance:** High

Good morning all.

**Although this application was received 30 days prior to the event, I am requesting that your reviews be returned to me in one week's time to accommodate this event's placement before the Town Council meeting of May 6, 2014. (April 15<sup>th</sup> is too soon.) Your attention in this matter is greatly appreciated.**

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, April 21, 2014. Thank you.

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

Regards

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

**Frank, Carol**

---

**From:** DeMaine, Michael  
**Sent:** Monday, April 14, 2014 7:46 AM  
**To:** Frank, Carol  
**Subject:** RE: Summer Movie Series 2014

Carol,

I see no issue with this permit. An officer does not need to be hired. Extra attention for the district 36. Thank you.

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](mailto:mdemaine@easthartfordct.gov)

**From:** Frank, Carol  
**Sent:** Friday, April 11, 2014 9:29 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; Milkove, Tess; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim  
**Subject:** Summer Movie Series 2014  
**Importance:** High

Good morning all.

**Although this application was received 30 days prior to the event, I am requesting that your reviews be returned to me in one week's time to accommodate this event's placement before the Town Council meeting of May 6, 2014. (April 15<sup>th</sup> is too soon.) Your attention in this matter is greatly appreciated.**

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by **Monday, April 21, 2014**. Thank you.

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

Regards

**Frank, Carol**

---

**From:** Grew, Greg  
**Sent:** Friday, April 11, 2014 9:33 AM  
**To:** Frank, Carol  
**Subject:** RE: Summer Movie Series 2014

Carol:

According to ordinance 5-3 my review and approval is not required. Permits may still be required for temporary installation of tents or electrical work.

Thanks  
Greg Grew

MILTON GREGORY GREW, AIA  
Director of Inspections & Permits  
(Building / Zoning / Property Maint.)  
TOWN OF EAST HARTFORD  
740 Main Street  
East Hartford, CT 06108  
Direct (860) 291-7345  
Mobile (860) 874-8034  
[www.easthartfordct.gov](http://www.easthartfordct.gov)

**From:** Frank, Carol  
**Sent:** Friday, April 11, 2014 9:29 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; Milkove, Tess; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim  
**Subject:** Summer Movie Series 2014  
**Importance:** High

Good morning all.

**Although this application was received 30 days prior to the event, I am requesting that your reviews be returned to me in one week's time to accommodate this event's placement before the Town Council meeting of May 6, 2014. (April 15<sup>th</sup> is too soon.) Your attention in this matter is greatly appreciated.**

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by **Monday, April 21, 2014**. Thank you.

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



MARCIA A. LECLERC  
MAYOR

**TOWN OF EAST HARTFORD**  
**Police Department**

TELEPHONE  
(860) 528-4401

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

[www.easthartfordct.gov](http://www.easthartfordct.gov)

April 16, 2014

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

**Re: Outdoor Amusement Permit Application**  
**"9<sup>th</sup> Annual Abelon Memorial Walk"**

Dear Mr. Kehoe:

Attached please find an Outdoor Amusement Permit Application submitted by **The East Hartford Public Schools by Rachel Buck, the Event Organizer**. The applicant seeks to conduct a walk to provide information regarding Pancreatic Cancer. Registration, refreshments, face painting stations and guest speakers will be on the grounds of the **Connecticut IB Academy, 857 Forbes Street** on **Saturday, May 17, 2014** from approximately **7:30 a.m. to 2:00 p.m.** Registration will begin at **9:00 a.m.** Commencing at **10:00 a.m.**, the walk will begin at CIBA and proceeds down **Forbes Street to Sunset Ridge School (450 Main Street)**, then turns, retracing its steps back to CIBA.

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 not-for-profit student initiated event.

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 **Offices of Corporation Counsel and Finance** approve the application as submitted.

The **Health, Fire, Public Works and Parks & Recreation Departments** approve the application as submitted and **state there are no anticipated costs to their Departments.**

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

- 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.

- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.
- **There are no anticipated costs to the Department for this event.**

Respectfully submitted for your information.

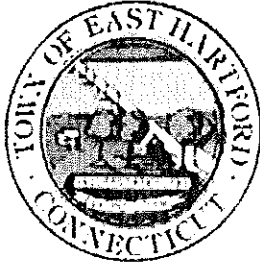
Sincerely,

A handwritten signature in black ink, appearing to read "Scott M. Sansom". The signature is written in a cursive style with a long horizontal stroke at the end.

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: Abelton  
9th Annual Memorial Walk
2. Date(s) of Event:  
Saturday, May 17, 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 Public Schools  
c/o Rachel Buck, H(860)203-530-1171, W(860-622-5590)  
40 Meadow Way, Meriden, CT 06450  
CIBA, 857 Forbes Street, East Hartford, CT 06118  
Buck.rl@easthartford.org
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.  
CIBA Student Advisory Board, 857 Forbes Street, East Hartford, CT 06118  
Additional advisors: Theresa Godreau
5. List the location of the proposed amusement: (Name of facility and address)  
see attached
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
5/17/2014 7:30- 2 pm
7. Provide a detailed description of the proposed amusement:  
See attached

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)?

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

**Mostly 14-18 year olds, but walkers draw from all age groups.**

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

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

**100-200**

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

a. Crowd size impact:

**See attached**

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

**See attached**

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

**See attached**

d. Noise impact on neighborhood:

**See attached**

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

**See attached**

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

**See attached**

g. Other expected influence on surrounding neighborhood:

**See attached**

12. Provide a detailed plan for the following:

a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:

**see attached**

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

**see attached**

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

**see attached**

d. Crowd control plan:

**see attached**

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

**see attached**

f. Provision of sanitary facilities:

**see attached**

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

**attached**

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

Department  Yes  No.

14. Does the proposed amusement involve the sale and/or provision of alcoholic beverages to amusement attendees,

Yes  No Alcoholic beverages will be served / provided.

If 'YES', describe, in detail, any and all arrangements and what procedures shall be employed:

a. For such sale or provision,

b. To ensure that alcohol is not sold or provided to minors or intoxicated persons.

Check if copy of the liquor permit, as required by State law, is included with application.

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

---

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:

Rachel Buck

(Legal Name of Applicant)

Rachel Buck

(Applicant Signature)

Rachel Buck

(Printed Name)

4/4/14

(Date Signed)

event organizer

(Capacity in which signing)

---

(Send application electronically to [cfrank@easthartfordct.gov](mailto: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: Carmel Jean  
Employee Number: 9019  
Date & Time Signed: April 7, 2014 9:40 AM ~~12:00~~  
Time remaining before event: 30<sup>+</sup> 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.

5. Connecticut IB Academy (CIBA), 857 Forbes Street, East Hartford, CT 06118 → Forbes Street → Sunset Ridge School, 450 Forbes Street, East Hartford, CT 06118 (and back)

7. Set-up will commence at 7:30 am at CIBA and will include setting up registration tables, breakfast items and refreshments, drawing items, face painting stations, sponsor signs, banners, and water stations. Registration will start at 9 am. Guest speakers will introduce the event at 9:40. The walk will commence at 10 am, proceed down Forbes Street to Sunset Ridge, and then retrace the path back to CIBA. We will have a grand farewell, and walkers will leave. Students and volunteers will remain to help clean up.

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:  
There is a large amount of pedestrian traffic, as the event consists of a fundraising walk that starts at CIBA, follows Forbes Street to Sunset Ridge School, loops around in the parking lot with a stop at the water station there, and retraces the path back to CIBA. All collective gatherings aside from the walk and water break take place indoors in the lobby, rotunda of CIBA, or in the CIBA parking lot. All walkers are to use designated crosswalks and sidewalks.
- b. Traffic Control and Flow Plan at Site & Impact on Surrounding / Supporting Streets:  
All participants use designated crosswalks and sidewalks. As well, participants park their vehicles in the CIBA/EHHS parking lot. This does not create any undue congestion, and the impact on surrounding streets is minimal.
- c. Parking Plan On Site & Impact on Surrounding / Supporting Streets:  
All participants park their vehicles in the CIBA/EHHS parking lot. This does not create any undue congestion, and the impact on surrounding streets is minimal.
- d. Noise Impact on Neighborhood:  
There is some noise, but this is limited to the casual conversation of the participants as they walk the planned route. There will be music and speeches indoors at CIBA during registration and welcome, but this does not create any noise impact on the surrounding neighborhoods.
- e. Trash & Litter Control Plan for the Amusement Site and Surrounding Community During and Immediately After the Proposed Amusement:  
Student cleaning crews man the back of the walk, cleaning up any visible litter as they go. A water station with trash receptacles will be set up at Sunset Ridge School, and student volunteers will be responsible for keeping the area clean and removing the trash and receptacles at the end of the walk. Event supervisors inspect these areas prior to the end of the event.
- f. List expected general disruption to neighborhood's normal life and activities:  
Minimal; there will be heavy pedestrian traffic on the road for approx. 1 hour.
- g. Other Expected Influence on Surrounding Neighborhood:  
We hope to spread awareness of the devastating statistics that surround pancreatic cancer, raise funds for its treatment and patient support services, as well as raise money to support higher education.

12.

- b. Provisions for Notification of Proper Authorities in the Case of an Emergency:  
There are functioning landlines at CIBA, the main hub of this event. As well, the two partners listed on this form, as well as other CIBA staff, will have operational cell phones along the entire route.
- c. Any Provision for On-Site Emergency Medical Services:  
We will have first aid kits on site and access to telephones in the event that more serious medical treatment is necessary.

Abelon Memorial Walk 2014

- d. Crowd Control Plan:  
**CIBA staff helps to lead the walk and are in great attendance at this event, and they help to supervise and enforce crowd control.**
  - e. If on Town Property, the Plan for the Return of the Amusement Site to Pre-Amusement Condition:  
**Student volunteers are stationed at key locations along the route. They are responsible for the maintenance of the location, and these conditions are checked by the partners listed on this form prior to the end of the event.**
  - f. Provision of sanitary facilities:  
**A custodian is present at CIBA during the hours of the event, making restrooms inside the school available to event participants.**
15. Include any other information which the applicant deems relevant (ie: time waivers and fee waiver requests should go here):  
**Since this event is non-profit and student-initiated, we would like to request a waiver of any fees.**





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: May 17, 2014

Event: 9<sup>th</sup> Annual Abelon Memorial Walk

Applicant: East Hartford Public Schools by Rachel Buck, the Event Organizer

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 \_\_\_\_\_

*Michele J. O'Connell*  
Signature

4/14/14  
Date

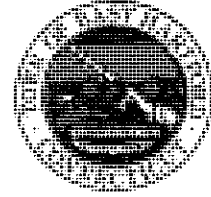
Comments:

*Parks + Rec*



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: **May 17, 2014**  
Event: **9<sup>th</sup> Annual Abelon Memorial Walk**  
Applicant: **East Hartford Public Schools by Rachel Buck, the Event Organizer**

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 \$0.00

*Ted Fravel*  
Signature

**4/10/2014**  
Date

Comments:

**Frank, Carol**

---

**From:** Milkove, Tess  
**Sent:** Monday, April 07, 2014 1:57 PM  
**To:** Frank, Carol  
**Cc:** Bockus, Tim  
**Subject:** RE: 9th Annual Abelon Memorial Walk

Carol,

I have reviewed this application and Pursuant to Town Ordinance 5.3. I recommend that the application be approved.

There are no anticipated costs to the department.

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, April 07, 2014 10:01 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; Milkove, Tess; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim  
**Subject:** 9th Annual Abelon Memorial Walk

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, April 21, 2014. Thank you.

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

Regards

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

# Corp Council Review

## Frank, Carol

---

**From:** Gentile, Richard  
**Sent:** Monday, April 07, 2014 10:32 AM  
**To:** Frank, Carol  
**Subject:** RE: 9th Annual Abelon Memorial Walk

3 and 4 need to be consistent. The applicant is not clear-is it the BOE or CIBA Student Advisory Board. Rich

**From:** Frank, Carol  
**Sent:** Monday, April 07, 2014 10:01  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; Milkove, Tess; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim  
**Subject:** 9th Annual Abelon Memorial Walk

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, April 21, 2014. Thank you.

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

Regards

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

**Frank, Carol**

---

**From:** Bennett, Cindy  
**Sent:** Monday, April 07, 2014 12:09 PM  
**To:** Frank, Carol  
**Subject:** FW: 9th Annual Abelon Memorial Walk

This walk is partially sponsored by the BOE so no certificate of liability insurance is needed. thanks

---

**From:** ART ARPIN [<mailto:arpin.ac@easthartford.org>]  
**Sent:** Monday, April 07, 2014 12:08 PM  
**To:** Bennett, Cindy  
**Subject:** RE: 9th Annual Abelon Memorial Walk

Hi Cindy,

We will indeed have staff coverage at this event as we do every year.

Art

---

**From:** [CBennett@easthartfordct.gov](mailto:CBennett@easthartfordct.gov) [<mailto:CBennett@easthartfordct.gov>]  
**Sent:** Monday, April 07, 2014 12:05 PM  
**To:** ART ARPIN  
**Subject:** FW: 9th Annual Abelon Memorial Walk

Hi Art-can you confirm BOE employees will be on site during the event and overseeing the activities?? This is regards to the Towns liability insurance-thanks.

---

**From:** Frank, Carol  
**Sent:** Monday, April 07, 2014 10:01 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; Milkove, Tess; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim  
**Subject:** 9th Annual Abelon Memorial Walk

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, April 21, 2014. Thank you.

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

Regards

PD

**Frank, Carol**

---

**From:** DeMaine, Michael  
**Sent:** Tuesday, April 08, 2014 7:41 AM  
**To:** Frank, Carol  
**Subject:** RE: 9th Annual Abelon Memorial Walk

Carol Frank,

I see no issue with this event. No officer(s) need to be hired. This should be extra attention for the district car which would incur no cost .

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](mailto:mdemaine@easthartfordct.gov)

**From:** Frank, Carol  
**Sent:** Monday, April 07, 2014 10:01 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; Milkove, Tess; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim  
**Subject:** 9th Annual Abelon Memorial Walk

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, April 21, 2014. Thank you.

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

Regards

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

**Frank, Carol**

---

**From:** Grew, Greg  
**Sent:** Thursday, April 10, 2014 11:13 AM  
**To:** Frank, Carol  
**Subject:** RE: 9th Annual Abelon Memorial Walk

Carol:

Based on town ordinance 5-3 my review and approval is not required. Permits may be required if there will be temporary installations of tents or utilities.

Thanks  
Greg Grew

MILTON GREGORY GREW, AIA  
Director of Inspections & Permits  
(Building / Zoning / Property Maint.)  
TOWN OF EAST HARTFORD  
740 Main Street  
East Hartford, CT 06108  
Direct (860) 291-7345  
Mobile (860) 874-8034  
[www.easthartfordct.gov](http://www.easthartfordct.gov)

**From:** Frank, Carol  
**Sent:** Monday, April 07, 2014 10:01 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; Milkove, Tess; O'Connell, Michael; Perez, William; Rosa, Kenneth; Sansom, Scott; Stokes, Gloria; Thurnauer, Beau; Uhrig, Jim  
**Subject:** 9th Annual Abelon Memorial Walk

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, April 21, 2014. Thank you.

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

Regards

Carol A. Frank  
East Hartford Police Department